



# VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, December 11, 2017 – 7:00 PM  
Village Hall – 400 Park Avenue – River Forest, IL 60305  
Community Room

## AGENDA

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments & Announcements
  - a. Recognition of the Retirement of Police Chief Greg Weiss
  - b. Appointment by the Village President of James O'Shea as Police Chief Effective January 3, 2018
5. Consent Agenda
  - a. Regular Village Board Meeting Minutes – November 27, 2017
  - b. Executive Session Minutes – November 27, 2017
  - c. Proclamation – Celebrating the Illinois Bicentennial
  - d. Personnel Policy Manual Update Regarding Anti-Harassment – Ordinance
  - e. Pre-Authorization for Travel to Washington, D.C. for Village President for US Conference of Mayor's Winter Meetings for \$3,000 (January 24-26, 2018)
  - f. Authorize Abatement of Debt Service Levy 2008B General Obligation Bonds – Ordinance
  - g. Approve Change Order #1 (Final) for the 2017 Street Patching Project for \$19,304.29 – Resolution
  - h. Approve Change Order #1 (Final) for the 2017 Pavement Rejuvenation Project for \$3,658.87 – Resolution
  - i. Monthly Department Reports
  - j. Monthly Performance Measurement Report
  - k. Village Administrator's Report
6. Consent Items For Separate Consideration
7. Recommendations of Boards, Commissions and Committees
8. Unfinished Business
  - a. Approval of the 2017 Village Property Tax Levy - \$7,855,558 – Ordinance
9. New Business
  - a. Discussion and Direction: Request for New Construction Signage at Lake and Lathrop
10. Executive Session
11. Adjournment

**VILLAGE OF RIVER FOREST  
REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES  
November 27, 2017**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, November 27, 2017 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 7:04 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Cargie, Henek, Vazquez, Conti, and Corsini

Absent: Trustee Gibbs

Also Present: Village Clerk Kathleen Brand-White, Village Administrator Eric Palm, Assistant Village Administrator Lisa Scheiner, Police Chief Greg Weiss, Deputy Police Chief James O'Shea, Fire Chief Kurt Bohlmann, Finance Director Joan Rock, Public Works Director John Anderson, Management Analyst Jon Pape, Village Attorney Greg Smith

**2. PLEDGE OF ALLEGIANCE**

President Adduci led the pledge of allegiance.

**3. CITIZENS COMMENTS**

None.

**4. ELECTED OFFICIALS COMMENTS AND ANNOUNCEMENTS**

Trustee Corsini stated that she hoped everyone had a nice Thanksgiving and had no further reports.

Trustee Cargie said that the Collaboration Committee survey is done and according to an email he received that afternoon, there have been over 712 surveys received and that there may be some paper surveys still out there. He stated that Jasculca Terman will compile the information and report at the next Collaboration Committee meeting.

Trustee Vazquez stated that he attended the November 15<sup>th</sup> Imagine work group meeting introductory presentation at Oak Park River Forest (OPRF) High School. In response to a question from President Adduci, Trustee Vazquez stated that the Imagine work group is focused on issues that are directly related to the high school and explained that the Park District is in discussions with OPRF regarding a separate gym/fitness facility. He explained there is an overlap with Imagine and the group working with the Park District which is causing confusion. He indicated that the parking facility property is owned by the Village of Oak Park and there are disagreements regarding renovations performed and distribution of revenue from the parking garage.

President Adduci stated that she hoped that everyone had a nice Thanksgiving. She said she was

copied on a letter from Terry William, 435 William, president of the William Place Condo Association, to the CTA Green Line property owners regarding the dilapidated condition of the facility. President Adduci read the letter aloud and asked Village Administrator Palm to work with the CTA to try to improve the facility. She said she also has been contacted by other residents who are concerned about train idling, speed, and horn noise.

## **5. CONSENT AGENDA**

- a. Regular Village Board Meeting Minutes – November 13, 2017
- b. Authorizing Submittal of a Illinois Transportation Enhancement Program (ITEP) Grant Application with the Village of Elmwood Park for North Avenue Streetscape Improvements – Resolution
- c. Approval of 2018 Schedule of Public Meetings
- d. Monthly Financial Report
- e. Accounts Payable – October 2017 - \$1,585,191.71

Trustee Cargie made a motion, seconded by Trustee Vazquez, to approve the Consent Agenda items a. through e.

In response to a question from Trustee Cargie, Village Administrator Palm stated that any contractor who disturbs the North Avenue streetscape improvements will be responsible for returning it to its previous condition.

Roll call:

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

## **6. CONSENT AGENDA ITEMS REQUIRING SEPARATE CONSIDERATION**

- a. Vendor Payments for North Avenue TIF - \$2,974.71

Trustee Cargie made a motion, seconded by Trustee Henek, to approve Vendor Payments for North Avenue TIF in the amount of \$2,974.71.

Roll call:

Ayes: Trustees Cargie, Corsini, Henek, and Conti  
 Absent: Trustee Gibbs  
 Nays: None  
 Abstain: Trustee Vazquez (Common Law Conflict of Interest)  
 Motion Passes.

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

- a. Sustainability Commission – Amend Title 8 of the Village Code – Regulation of Bees and Beekeeping – Ordinance

Scott Creer, biology professor at Dominican University, stated he is fully in support of the beekeeping ordinance. He said the beekeepers at Dominican have a concern in regard to the colony density language in the ordinance. He stated that while they are happy that the four hives will be grandfathered, they are concerned about the statement regarding the abandonment clause. He explained that the hives go dormant during the winter and there is no beekeeper activity during that time. Mr. Creer requested that the clause be removed altogether or changed to one year in acknowledgement of the reality.

In response to a question from Trustee Cargie, Mr. Creer stated that the bees are not dormant just during winter and can be dormant for six months of the year. There was a brief discussion regarding the interpretation of the clause.

In response to a question from Trustee Vazquez, Mr. Creer stated the frequency and regularity of beekeeping changes seasonally and it may appear that a hive is not being cared for. In response to a follow up question from Trustee Cargie, Mr. Creer affirmed that the records required by the State of Illinois would show that the hive is being maintained. Sustainability Commissioner Sue Crothers-Gee stated that there was no language regarding abandonment in their draft and it was added by the Village later. She discussed the variability of the length of the bee pollination season. Commissioner Crothers-Gee stated abandonment of the hive could look like colony collapse. Trustee Conti suggested removing the clause and President Adduci concurred. Commissioner Crothers-Gee called attention to the educational value Dominican is providing to students and the community. Trustees Vazquez and Cargie concurred that the clause should be removed. Trustee Corsini requested an explanation of why the language was added. Village Attorney Smith stated that it is a grandfathered use and most zoning ordinances contain objective criteria for grandfathered uses to achieve compliance. He stated that in this case the deletion of that clause is appropriate.

Bruce Faland, 321 Franklin, discussed the importance of education in regard to fear of bees. He stated that he has been keeping bees for over 30 years and has never had an issue with visitors. He stated that a new beekeeper made a mistake which led to the beekeeping ordinance. He noted that the City of Chicago and the State of Illinois require beekeeper registration. He discussed the activities of the Sustainability Commission regarding this issue. He said he has an issue with the number of hives that will be allowed and believes that his bees will starve if the Village allows 22 locations with two hives at each location. He stated that he collected over 140 signatures, most of whom support beekeeping with no regulation.

Trustees Cargie and Corsini questioned why Mr. Faland was taking an issue with the regulation that would limit the number of hives if he is concerned that his bees will starve. Mr. Faland stated he has had discussions with other beekeepers and no one has the answer. President Adduci stated she believes beekeeping has become much more popular in recent years but the purpose of the Ordinance is because the Board wants residents to have beehives. She said she believes it is not over-regulation but a balance to protect all residents.

Mr. Faland suggested the Village contact a group called Westside Apiary Exchange (WAX) to find out how many beekeepers exist in River Forest. President Adduci suggested inserting information regarding WAX in the list of FAQs material for the adjacent and for people new to beekeeping.

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In response to a question from Mr. Faland, President Adduci stated that the adjacent neighbor notification requires that the form and information is sent via U.S. mail.

Trustee Corsini indicated that the Village does not know the number of existing hives and wondered how to reconcile the number of hives limit with that number and whether there will be an effect on the pollinator ecosystem.

Bill Gee, 807 Forest Avenue, discussed the process of crafting the Ordinance and the differing opinions of beekeepers. He stated in regard to the six month issue that it is too late to replace a colony that collapses early in the season and a beekeeper could go several months without bees in this circumstance. He stated that the 250 foot distance requirement for notification seems arduous. He said he thinks it is appropriate to notify properties contiguous and added that the seven day response time may not be long enough for someone who has a serious anaphylactic condition. Mr. Gee suggested revisiting the notification section and return to the Sustainability Commission's original language. He said \$500 per day for a violation is steep for an infraction when language already exists that allows the Village to shut down a hive.

Maureen Huston, 631 Edgewood, reiterated an earlier comment regarding State of Illinois regulation. She said that some municipalities affirmatively allow beekeeping and then refer to the State's regulations which address all issues. She stated she agrees with Mr. Gee's comment regarding the 250 foot radius and added that it is expensive and isn't supported by the behavior of bees. She asked about annual renewal, whether annual notification is required, and what the beekeeper's responsibility is when a new neighbor moves in. Ms. Huston said she finds it objectionable and egregious that her hobby is subject to the whims of a neighbor. She indicated that wasps are responsible more than 75% of stings and that often the venom used for testing for bee allergies is from wasps.

Village President Adduci briefly discussed the notification radius and the thought process behind it. Village Administrator Palm stated that major zoning variances require a 500 foot notification radius and minor zoning variances require a 250 foot notification radius. He said the Village leans towards over notification and noted that neighbors do not necessarily have a veto. He stated that notification is not an unreasonable request and noted that it is not a requirement to notify via certified mail. Trustee Cargie said initially he wondered how a resident would determine who lives within a 250 radius but was informed that the Village can provide that list.

Village President Adduci stated that the Village will give the form along with the names and addresses and all the applicant has to do is put the notifications in envelopes and mail them. Trustee Cargie questioned how the applicant could prove that they complied with the notification if the Village is now not requiring proof of service. Village Administrator Palm stated the resident would sign an affidavit. He noted that annual notification would be required. Trustee Corsini commented that annual notification is a hardship. There was some discussion regarding the annual renewal process. Commissioner Crothers-Gee stated that Ms. Huston shared a Google map showing a 250 foot radius which could include up to 30 neighbors in some areas. She suggested that the radius is in a sense arbitrary since bees can travel two to five miles. She noted that the Commission looked at the potential for immediate contact which would include adjacent properties only. Trustee Corsini concurred with notification for only adjacent/contiguous properties and stated she does not want this to become onerous as it is a hobby. Trustee Cargie agreed that adjacent neighbor notification is appropriate. President Adduci called attention to criticism that there is not enough communication and suggested the

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250 foot notification radius is maintained but notification would take place with the initial permit application and annually if there is a new adjacent neighbor.

Commissioner Crothers-Gee clarified for Ms. Huston that in the latest draft ordinance visiting relatives, nannies, etc. could not prevent a beekeeper from obtaining a permit.

There was a discussion regarding notification for Dominican and the language allowing institutions to hold a permit. Commissioner Crothers-Gee asked the Board to consider whether a neighbor with anaphylaxis who lives several houses away could veto a permit since there are pollinators from various sources in the Village. Trustee Cargie questioned whether the Village could notify neighbors within the 250 foot radius electronically. Commissioner Crothers-Gee stated she believes Oak Park provides notification and noted it is a lot of administrative work that the Commission was trying to avoid. President Adduci commented that the issue is giving non-adjacent neighbors a veto right. Commissioner Crothers-Gee suggested that the sign would give other neighbors notification of the hive(s).

Village Attorney Smith suggested building a GIS layer identifying locations of permitted beehives. Village Administrator Palm announced that a community portal will be available in December providing zoning information for property addresses in River Forest. Commissioner Crothers-Gee stated the importance of including a fact sheet with the notifications. It was agreed to post educational information about beehives on the Village website.

Trustee Corsini questioned whether a seven day response period is adequate. Trustee Cargie stated he feels seven days would be adequate. Village Administrator Palm suggested going back to the Commission's original proposal for notification of adjacent neighbors only. President Adduci noted the Board concurred with that suggestion and added that notification is required when a new neighbor moves into an adjoining property.

Trustee Cargie suggested adding a definition for "persons" to exclude commercial properties from keeping beehives.

Village Attorneys Smith reviewed the changes to the Ordinance.

Trustee Henek said that pet licenses are \$12 and suggested the \$25 permit fee is reduced for renewals. President Adduci noted business licenses have a \$25 registration fee.

President Adduci asked for clarification regarding the 250 foot notification. Village Administrator Palm stated that the Village will not complete that notification.

Trustee Corsini inquired about who would receive notification of an adjacent neighbor's anaphylactic condition. Commissioner Crothers-Gee stated that the Commission, looking at what is done in other Villages, thought the process would include adjacent neighbor signatures for receipt of notification which would be submitted with the permit application and the neighbor would contact the Village submitting a physician's letter if there is an anaphylactic or life-threatening condition.

As requested by the trustees, Village Attorney Smith stated that the Board will vote on the Ordinance as presented in the packet (attached to Village Administrator Palm's memo dated November 22, 2017) with the following changes: 1) In Section 8-14-1 the addition of a definition

of a person as any natural person or educational institution; 2) Section 8-14-2b will be changed to read “permit shall expire on November 30<sup>th</sup> of each calendar year. Permit holders must apply to renew their permit annually and shall complete a renewal application, pay a \$25 non-refundable permit renewal fee, and give the notice required under Section 8-14-3 to new adjacent property owners, if any, since the date last permit was issued”; 3) In Section 8-14-3, change the beginning of the first sentence to “Prior to applying for an initial permit...”, striking reference to within 250 feet in the middle of the sentence, and to provide instead “all properties adjacent to the applicant’s lot”; 4) In Section 8-14-4b, delete the language beginning with “in so long as Dominican University does not abandon the colonies” through the end of that sentence.

Tama Weisman, a professor at Dominican University, expressed her concern regarding the adjacent neighbor notification because of the impact these hives have on their educational programs. She noted that adjacent housing is the equivalent of 10 houses away from the hives. She requested that Dominican be exempted from the notification because of where the hives are located. In response to a question from President Adduci, Ms. Weisman stated the hives are located near the soccer field and the pathway that leads towards Thatcher woods.

In response to a question from Trustee Corsini, Village Attorney Smith stated that the change to the Ordinance would be an addition to Section 8-14-3 that would simply state that Dominican University is exempted and to the language in Section 8-14-2b regarding renewal.

Trustee Corsini stated the comment regarding penalties for violations was not addressed. Village Administrator Palm stated that the penalty is standard but in reality the administrative law judge makes the final decision and imposes the fine.

Trustee Cargie made a motion, seconded by Trustee Conti, to pass an ordinance amending Title 8 of the Village Code regulating bees and beekeeping in accordance with the record established tonight.

Roll call:

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

Absent: Trustee Gibbs

Nays: None

Motion Passes.

#### b. Traffic and Safety Commission

- i. Accept the Recommendation from the Traffic and Safety Commission and Amend Title 9 of the Village Code to Install a Two-Way Stop Sign at Keystone and Vine; with northbound and southbound traffic stopping on Keystone at its intersection with Vine – Ordinance

Trustee Henek made a motion, seconded by Trustee Vazquez, to pass an ordinance accepting the recommendation from the Traffic & Safety Commission and Amend Title 9 of the Village Code to install a two-way stop sign at Keystone & Vine; with northbound and southbound traffic stopping at Keystone at its intersection with Vine.

Public Works Director Anderson stated the initial resident request was to install speed bumps because of concerns regarding speeding in the area. He reported that the traffic consultant

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recommended against this and that the Traffic and Safety Commission recommended installing a stop sign on Keystone to stop northbound and southbound traffic at Vine to slow down traffic. He noted that the resident was fine with the stop sign recommendation.

In response to a question from Trustee Cargie, Public Works Director Anderson stated that there was not an accident but a speeding concern. Trustee Cargie stated that the consultant's report suggested there is not a speeding problem on the block. He said he is concerned that a stop sign would be a traffic deterrent and move traffic to another street which could result in another stop sign request. He questioned whether that was considered in the Traffic and Safety recommendation. In response to a question from Trustee Cargie, Public Works Director Anderson reiterated the stop sign was recommended to slow down traffic. Trustee Henek stated she attended the Traffic and Safety Commission meeting and the resident was concerned that the data was skewed resulting from the large sign indicating vehicle speed and that sign caused motorists to slow down. Public Works Director Anderson stated the counts were done after the traffic trailer was removed and there was a counter argument that motorists are aware and are slowing down.

Trustee Conti stated it is her main thoroughfare and noted several warning signs were put up. She said she does not like it but sees that it could be necessary and helpful.

Trust Cargie reiterated his concern about using stop signs and questioned whether accident criteria are historically used in regard to installation of stop signs. He stated he is concerned about precedent. Public Works Director Anderson pointed out that it is an acceleration issue.

Clerk Brand-White stated she has observed cars speeding at this intersection. She said she is concerned about safety at twilight and the visibility of children to motorists.

Trustee Corsini stated to Trustee Cargie's point, this is outside the standard review. Trustee Cargie said he cannot think of an instance in the past five years when a stop sign was used for speed control and noted that speed bumps are not used in the Village.

In response to a question from President Adduci, Public Works Director Anderson said the Traffic and Safety Committee did not want speed bumps and this was a way to try to find a middle ground with the requesting resident.

In response to a question from Trustee Corsini, Police Chief Weiss said officers were out there enforcing the speed limit. He said they had the opportunity to shut off the speed trailer and still get a count. He added that he did not personally check accident reports at that intersection but imagines it was part of what was sent to Traffic and Safety.

Stuart Weiner stated that he started the petition after he moved in a few years ago. He said the 100 block of Keystone has turned over from empty nesters to families and there are close to 30 children under the age of 10 on the block. He reported a number of close calls and a number of people speeding and feels there should be something with some teeth in it.

President Adduci suggested a permanent sign displaying motorists' speed because it gives the impression that someone is watching. In response to a question from Trustee Corsini, Mr. Weiner stated the Traffic and Safety Commission considered that type of sign but thought it was overly expensive. Village Administrator Palm stated the cost of those signs is around

\$2,000 to \$4,000 each. He said the concerns are the expense and the number of requests for the signage growing. He indicated that there have been discussions regarding establishing the framework for installing those devices.

In response to a question from Trustee Corsini, Public Works Director Anderson stated the stop signs will be flagged when they are installed.

Roll call:

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

Absent: Trustee Gibbs

Nays: None

Motion Passes.

- ii. Accept the Recommendations of the Traffic and Safety Commission Regarding Safety to install signage similar to that at Franklin Avenue and Linden Street in the east and west directions at Franklin Avenue and Ashland Avenue at their intersections with Oak Avenue, as well as to stripe ladder-style crosswalks on all four legs at both of these intersections

Trustee Cargie made a motion, seconded by Trustee Conti, to accept the recommendation from the Traffic and Safety Commission to install signage similar to that at Franklin Avenue and Linden Street in the east and west directions at Franklin Avenue and Ashland Avenue at their intersections with Oak Avenue, as well as to stripe ladder-style crosswalks on all four legs at both of these intersections.

Public Works Director Anderson stated a request was made to enhance the pedestrian safety at Franklin and Ashland at Oak. He noted the intersections are used by school children. He reported that the Commission recommended enhancing the striping and adding “stop for pedestrian” signage at each of these intersections.

Trustee Cargie stated his agreement with the authors of the report in regard to District 90 needing to work with the students on education deterring phone usage while bicycling. He suggested that the problem is more with pedestrians and bicyclists than the drivers and commented that he was struck by the officers’ reports. Trustee Conti added that District 90 should also communicate with parents regarding parking on both sides of the street which creates funneling at the intersection.

In response to a question from Trustee Conti, Public Works Director Anderson stated he will look into District 90’s process for getting a crossing guard at the intersection but believes the District stated they require incident information. He added that there are multiple schools in that area.

Trustee Corsini stated that comments were disturbing regarding bicyclists and that bicyclists tend not to follow the rules of the road.

There was a discussion regarding enforcement of bicycle and pedestrian safety and providing District 90 with the officers’ reports. In response to a question from President Adduci, Village Administrator Palm stated he is not aware of an objective standard in regard to the addition of a

crossing guard. Police Chief Weiss stated District 90 designates routes for students to travel and that may be how they determine the locations for crossing guards.

Trustee Cargie requested some background from Police Chief Weiss regarding the possibility of a distracted bicycling ordinance. In response to a question from Trustee Corsini, Police Chief Weiss stated they have had a bike patrol in the past and have provided safety education in the schools.

Trustee Henek stated she is aware of bike safety classes being held in 2<sup>nd</sup> grade and suggested offering it to older children in regard to phone usage. Trustee Conti stated that children are encouraged to walk or ride their bikes to school as part of a green initiative so there may be a greater number of kids traveling to school that way.

President Adduci suggested having a conversation with Dr. Condon regarding student safety and hold off on any legal changes.

In response to a question from Trustee Conti, Public Works Director Anderson stated that the funneling might be managed with parking restricted to one side of the street only. Trustee Corsini discussed a global look at where stop signs are located, etc. and have traffic safety, parking restrictions, etc. incorporated into the Comprehensive Plan.

Roll call:

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

Absent: Trustee Gibbs

Nays: None

Motion Passes.

- iii. Accept the recommendation from the Traffic and Safety Commission to install a No Parking Zone on Division Street between the western limit of the existing parking lane and Thatcher Avenue and to update section 9-3-5 of the Village Ordinance to reflect current Pace routes throughout the Village – Ordinances

Trustee Vazquez made a motion, seconded by Trustee Corsini, to accept the recommendation from the Traffic and Safety Commission to install a No Parking Zone on Division Street between the western limit of the existing parking lane and Thatcher Avenue and to update section 9-3-5 of the Village Ordinance to reflect current Pace routes throughout the Village.

Public Works Director Anderson stated that the parking striping in the area created confusion and while looking into the Ordinance to clarify it they found there are Pace stops in the Ordinance that no longer exist. He noted that the changes are to update the Ordinance.

Roll call:

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

Absent: Trustee Gibbs

Nays: None

Motion Passes.

## **8. UNFINISHED BUSINESS**

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## 9. NEW BUSINESS

- a. Introduction of Potential Planned Development Application – Independent Living Project at Chicago & Harlem

Village Administrator Palm noted this discussion is regarding the potential redevelopment of the northwest corner of Chicago and Harlem (TCF Bank property) into an independent and assisted living facility.

Jay Patel of Kaufman Jacobs stated that Kaufman Jacobs is a real estate investment firm that has been in operation for seven years and is family owned and operated. He stated they do ground-up development of independent, assisted living, and memory care communities and partner with senior lifestyle corporations who take over the day to day operations.

Bob Garonski, vice president of development at Senior Lifestyle Corporation (SLC), stated SLC is a Chicago-based developer, owner, and operator of senior housing and the firm is located at 303 East Wacker. He stated they have over 19,000 apartments in 190 communities located in 30 different states, from affordable to luxury housing. He said while they do some skilled nursing, their focus is hospitality. He noted that it is good to get feedback from community leaders early in the process to avoid wasting each other's time. Mr. Garonski acknowledged that the proposed location is a relatively tight urban site but they have experience with this and are comfortable with it. He stated they may have to alter the proposed unit mix towards more assisted living and memory care because of the density issues but the footprint is not likely to change.

President Adduci stated there is a demand for independent living in River Forest. Mr. Garonski stated the economics and parking requirements make it difficult to have more independent living units.

In response to a question from Trustee Corsini, Mr. Garonski stated assisted living units are typically one bedroom units with a handful of studios and very, few if, any two bedroom apartments. He explained that assisted living provides some level of personal care and activities and noted that licensing is required. He said that with independent living they may provide meals, housekeeping, entertainment, and transportation. In response to a follow-up question from Trustee Corsini, Mr. Garonski stated they try to have multiple dining options in all housing. He discussed their facility on Sunset Ridge in Northbrook and noted the elevations might not be the same.

In response to a question from Trustee Conti, Mr. Garonski stated their website is [www.seniorlifestyle.com](http://www.seniorlifestyle.com).

In response to a question from Trustee Cargie, Lee Winter of Kaufman Jacobs stated they did quite an exhaustive search for retail tenants on the first floor and were not successful. He explained that Chicago and Harlem is a "tweener", between two major intersections, and retailers typically go in packs. He said their rehab facility could be located on the first floor and be open to the public as a compromise. He stated that many services are available within the facility such as a café and hair salon.

In response to a question from Trustee Cargie, Mr. Garonski stated that all but one of their assisted living facilities in Cook County are considered Class 3, Residential and noted they pay

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full taxes based on Class 3 (10% of market value). He said that once they figure out the unit mix and costs they will have a tax analysis that they will share with the Board. He added that the services that look and feel commercial will be located on the ground floor for the most part. He discussed a facility at the end of a commercial area that was designed to look contiguous with it and noted that the commercial uses are there primarily to serve their residents.

Mr. Winter stated that the property in site sketch A is just the TCF Bank facility and currently owned by the bank. He said that when they started the process nearly two years ago staff suggested they look at acquiring additional lots to create a larger footprint. He stated that site sketch B includes the property owned by Mr. and Mrs. Sam who are open to selling their property. He said site sketch C includes the next property belonging to Mr. and Mrs. Johnson who are also open to selling but it would be subject to the ability of the Sam's to find a house. Mr. Winter indicated that with each scheme they go from a smaller footprint, taller building to a larger footprint with a four to five story split to a four story building.

Trustee Conti affirmed that independent and assisted living units are needed in River Forest. In response to a question from Trustee Conti, Mr. Garonski stated the costs could range from \$3,400 per month to the high \$6,000's per month depending on level of care. In response to a follow up question from Trustee Conti, Mr. Garonski stated that the cost be in the 95<sup>th</sup> percentile. He said they see the market as devoid of any high end product and believe this is a good location for it. He noted that the facility in Oak Park is always full.

Mr. Winter stated that the reason they brought all three plans is to get the Village Board of Trustees' input to determine if the plan is viable so that they don't unnecessarily disrupt the homeowners' lives.

President Adduci noted it is a fair question for the Board. She said the Developers could go forward and attempt Plan C if there are no objections from the Board and if the Developers continue negotiations in good faith.

In response to a question from Trustee Cargie, Mr. Winter said they would like the Board to be in favor of however they can get this structured. He noted that TCF has already found a facility but the Sams have been in the Village for several years and the Johnsons recently moved to River Forest for the schools. He said they care about their reputation and do not want to leave people high and dry. Mr. Winter stated their preference is plan C but it depends on whether the homeowners choose to sell. He added that plan A is feasible but it is not the best they can do.

In response to a question from President Adduci, Mr. Winter stated that they have offered assistance to help the Sams and Johnsons find as good or better housing in River Forest.

President Adduci asked if there were any trustee objections to plan C. Trustee Conti stated she believes the corner could handle it and other trustees concurred. Trustee Corsini stated from a shared density perspective more land would make a better project and be beneficial to the Village.

In response to a question from Trustee Henek, Mr. Garonski stated that there will not be open green space but they will incorporate green and permeable surfaces with the surface parking. He noted that a need for underground parking could sink the project. In response to a question from Trustee Corsini, Mr. Garonski stated the parking requirement for assisted living is less than for

independent living and noted there is excellent access to public transportation. In response to a question from Trustee Corsini, Mr. Garonski stated parking is primarily allocated for visitors, outside professional services, and a small percentage of staff. In response to a question from Trustee Corsini, Mr. Garonski stated they have installed green roofs but aside from the environmental benefits no one is able to appreciate them. He said they have outdoor terraces that incorporate green space for resident use and programming.

Trustee Corsini raised the question of traffic inflows and outflows and the impact to the neighbors. Mr. Garonski stated the building is placed away from the neighbors on Bonnie Brae. In regard to access to and from the property, Mr. Garonski said they are in negotiations with IDOT. He stated realistically they are looking for right in/right out access with a left in on Harlem and full access on Chicago. Village Administrator Palm stated that it is preliminary and there needs to be a traffic study. He noted that negotiating with IDOT is a long process.

## **10. EXECUTIVE SESSION**

Trustee Cargie made a motion, seconded by Trustee Henek, to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village.

Roll call:

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

Absent: Trustee Gibbs

Nays: None

Motion Passes.

Trustee Corsini made a motion, seconded by Trustee Cargie, to return to the regular session of the Village Board of Trustees meeting.

Roll call:

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

Absent: Trustee Gibbs

Nays: None

Motion Passes.

## **11. ADJOURNMENT**

Trustee Corsini made a motion seconded by Trustee Vazquez, to adjourn the regular Village Board of Trustees Meeting at 9:38 p.m.

Roll call:

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

Absent: Trustee Gibbs

Nays: None

Motion Passes.

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Kathleen Brand-White, Village Clerk



## PROCLAMATION CELEBRATING THE ILLINOIS BICENTENNIAL

**WHEREAS**, Sunday, December 3, 2017, marks Illinois' 199<sup>th</sup> birthday, as Illinois became the 21<sup>st</sup> state in the union on December 3, 1818; and

**WHEREAS**, Illinois Bicentennial will be a yearlong celebration between December 3, 2017, and December 3, 2018, which will be our state's 200<sup>th</sup> birthday; and

**WHEREAS**, Illinois Bicentennial will remind us all that, every day in Illinois, amazing things are born, built and grown; and

**WHEREAS**, Illinois Bicentennial will honor the many ways that Illinois has influenced American history, achievement, culture, innovation, and more; and

**WHEREAS**, Illinois Bicentennial is a once-in-a-lifetime invitation to fall in love with Illinois all over again; and

**WHEREAS**, together, we can inspire pride in Illinois and show the world what makes this state so great; and

**WHEREAS**, our community encourages citizens, organizations, businesses, congregations, and cultural and educational institutions to participate in the yearlong celebration by submitting applications for endorsement of their events and projects by the Illinois Bicentennial on the PARTICIPATE page at [illinois200.com](http://illinois200.com); and

**NOW, THEREFORE, BE IT PROCLAIMED** that I, President Catherine Adduci of the Village of River Forest, do hereby endorse the efforts of the Illinois Bicentennial and encourage all citizens to participate and celebrate in the upcoming year by visiting [illinois200.com](http://illinois200.com) and using the hashtag #IllinoisProud.

Dated this 11<sup>th</sup> day of December 2017.

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Catherine Adduci, Village President



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

**MEMORANDUM**

Date: December 5, 2017  
To: Eric Palm, Village/Zoning Administrator  
From: Lisa Scheiner, Assistant Village Administrator  
Subj: Anti-Harassment Policy

**Issue**

On Governor Rauner signed Public Act 100-0554 into law on November 16, 2017, which requires local government employers to enact ordinances or resolutions that adopt a sexual harassment policy no later than 60 days after the law's effective date (January 16, 2018).

**Analysis**

The law requires the anti-harassment policy to include at least four components:

- A prohibition on sexual harassment;
- Details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General or the Department of Human Rights;
- A prohibition on retaliation for reporting sexual harassment, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act; and
- The consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

The Village's existing anti-harassment policy has been included in the personnel manual and mandatory training for all employees is conducted periodically, most recently in April, 2017. The policy has been reviewed by the Village's labor/employment counsel and updated to ensure compliance with the law and best practices. Once adopted Staff will disseminate the amended policy to all Village employees.

**Recommendation**

Village Staff recommends that the Village Board of Trustees approve the attached Ordinance Adopting an Anti-Harassment Policy for the Village of River Forest.

**Attachments**

- Ordinance
- Anti-Harassment Policy

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADOPTING AN ANTI-HARASSMENT POLICY FOR  
THE VILLAGE OF RIVER FOREST**

---

**WHEREAS**, the Village of River Forest is an Illinois non-home rule municipality (the "Village"); and

**WHEREAS**, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017; and

**WHEREAS**, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment;

**WHEREAS**, all prior existing sexual harassment policies of the Village of River Forest shall be superseded by the Anti-Harassment Policy adopted by this Ordinance; and

**WHEREAS**, should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Anti-Harassment Policy as a whole or any part thereof, other than the part so declared to be invalid;

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

**SECTION 1:** The Anti-Harassment Policy, included as Exhibit A to this Ordinance, is hereby adopted.

**SECTION 2:** This ordinance shall be in full force and effect on the date of its adoption.

**ADOPTED** this 11th day of December, 2017, pursuant to a roll call vote as follows:

**AYES:**  
**NAYS:**  
**ABSENT:**

**APPROVED** by me this 11th day of December, 2017.

\_\_\_\_\_  
Catherine Adduci, Village President

ATTEST:

\_\_\_\_\_  
Kathleen Brand-White, Village Clerk

## CHAPTER 7. ADMINISTRATIVE POLICIES

### SECTION 7.1. ANTI-HARASSMENT POLICY

#### 7.1.1 Purpose

The Village is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, ~~we~~ the Village will not tolerate any form of harassment that violates this policy. This policy forbids harassment by any employee, supervisor, elected official, vendor, client, customer or other person, against any employee or third party.

#### 7.1.2 Prohibited Conduct

Harassment consists of discriminatory employment action and any unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, age, genetic information, sex, sexual orientation, color, religious affiliation, political preference, national origin, disability, ancestry, marital status, status as a Civil Partner, unfavorable discharge from the military (except dishonorable), or other protected status under applicable law. The Village will not tolerate harassing conduct that results in tangible employment action that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Bullying, causing mental distress, epithets, slurs, negative stereotyping, threatening or intimidating acts that are based on a person's protected status; and
- Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that is obscene, hostile or derogatory toward a person or persons because of their protected status.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, the Village discourages any such conduct in the workplace and such conduct may serve as the basis for disciplinary action under the Village's policies.

#### 7.1.3 Sexual Harassment

This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature and regardless of whether the individual being harassed is of the same or different gender.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting an individual (tangible employment

action), or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids any unwelcome or harassing conduct based on gender regardless of whether it rises to the level of a legal violation.

The Village considers the following conduct to represent, but are not limited to, some of the types of acts that violate this policy:

- Physical assaults of a sexual nature included but not limited to rape, sexual battery or molestation, intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc.
- Unwanted sexual advances, propositions or other sexual comments including, but not limited to sexually oriented gestures, noises, remarks, and jokes, sexual innuendo or suggestive comments, or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.
- Sexual or discriminatory displays or publications anywhere in the Village's work place by Village employees including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, demeaning or pornographic.

#### 7.1.4 Employee Responsibility

Everyone at the Village can help assure that ~~our~~the workplace is free from prohibited discrimination or harassment. Every employee is expected to refrain from any behavior or conduct that could reasonably be interpreted as prohibited harassment.

#### 7.1.5 Reporting Complaints of Harassment

In the event an employee believes he or she has been confronted by or has witnessed an act of harassment, it is the employee's responsibility to immediately report such action to the employee's Supervisor, Department Head, Assistant Village Administrator, Village Administrator or Village Attorney. These are the individuals who are authorized by this policy to receive and act upon complaints of harassment or discrimination on behalf of the Village. This policy does not require reporting harassment or discrimination to any individual who is the source of the harassing or discriminatory conduct.

It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy against harassment in the workplace are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of

discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

### **7.1.6 Village Response**

Once the Supervisor, Department Head, Assistant Village Administrator, or Village Attorney receives a complaint, it shall be their responsibility to notify the Village Administrator on the date of the alleged occurrence if reasonably possible, or on the next business day. All complaints will be taken seriously and given a high priority. The Village Administrator will direct that an investigation be conducted and the nature of such investigation will depend on the circumstances of the complaint. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, to diminish the potential for further harassment while the investigation takes place. The Village will take further appropriate action once the complaints have been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Village cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred then the Village will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law. If the person who engaged in harassment is not employed by the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

### **7.1.7 Federal and State Remedies**

The Village prefers to resolve any complaints regarding unlawful harassment or discrimination in violation of this policy internally, but also recognizes the employee's right to file administrative claims with the following Federal and State Agencies:

1. United States Equal Employment Opportunity Commission  
500 W. Madison Street, Suite 2800  
Chicago, IL 60661  
Chicago: 312-353-2713 800-669-4000  
Chicago TTY: 800-869-8001  
Charges must be filed within 300 days of the incident.
2. State of Illinois Department of Human Rights (IDHR)  
100 W. Randolph Street, 10th Floor  
Chicago, IL 60601  
Chicago: 312-814-6200 or 800-662-3942  
Chicago TTY: 866-740-3953  
Charges must be filed within 180 days of the incident.

### 7.1.8 Policy Against Retaliation

The Village forbids retaliation toward or against any individual who makes a good-faith complaint of harassment; assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or files a charge of discrimination or harassment; or otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation is a serious violation of this policy that may result in discipline up to and including dismissal. ~~that any employee treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a complaint, for cooperating in a harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency.~~ All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the complaint procedures stated above.

### 7.1.9 Confidentiality

In investigating and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation permit.



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: July 6, 2017

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Pre-Authorization for Travel – Village President

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**Issue:** Pursuant to Ordinance 3633, which was adopted last December, attached please find a pre-authorization form for travel for the Village President. President Adduci will be attending the US Conference of Mayor's Conference 86<sup>th</sup> annual winter meeting in Washington, D.C. January 24-26, 2018. A copy of the draft program agenda for the conference is attached.

**Recommendation:** Consideration of approval of the pre-authorization for travel for the Village President to Washington D.C. for the US Conference of Mayor's Conference 86<sup>th</sup> annual winter meeting for \$3,000.00

Attachment  
Pre-Authorization Form



**VILLAGE OF RIVER FOREST  
REQUEST FOR OVERNIGHT TRAVEL  
Pre-Authorization Form**

Administrative Form

*This form is required for all overnight travel-related activities lasting more than one day. Please attach the syllabus of the event that is to be attended when submitting this form.*

Employee Name: CATHERINE ADDUCI Date of Request: 12/11/2017

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Proposed Event: US CONFERENCE OF MAYORS - WINTER MEETING

Name of Organization Sponsoring the Event: US CONF. OF MAYORS

Location of Event: WASHINGTON, DC.

Dates Away from Work: JANUARY 24, 25, 26 2018

Contact Number while away: \_\_\_\_\_

Estimated Expenses	
Registration:	\$1800
Airfare:	\$500 (ESTIMATED)
Car Rental:	
Gasoline:	
Misc:	
<b>Total Travel</b>	
Lodging:	\$700 (ESTIMATED)
Meals:	
Other (Please Specify):	
<b>Total:</b>	<b>\$3000.00</b>

Purpose/Need to Attend PROFESSIONAL DEVELOPMENT FOR VILLAGE  
PRESIDENT.

Budgeted? (y/n): Y If yes, how much is budgeted?: \$ 3000.00

Names of other employees or guests (please note relationship) attending (if applicable):  
N/A

Additional Information:  
N/A

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Village Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## **DRAFT AGENDA**

Updated November 30, 2017

### **The United States Conference of Mayors**

86th Winter Meeting

January 24-26, 2018

Capital Hilton Hotel

Washington, DC

### **KEY INFORMATION FOR ATTENDEES**

#### **Participation**

Unless otherwise noted, all plenary sessions, committee meetings, task force meetings, workshops and social events are open to all mayors and other officially-registered attendees.

#### **Media Coverage**

While the plenary sessions, committee meetings, task force meetings and workshops are all open to press registrants, please note all social/evening events are CLOSED to press registrants wishing to cover the meeting for their news agency.

#### **Mobile App**

Download the official mobile app to view the agenda, proposed resolutions, attending mayors and more. You can find it at [usmayors.org/app](http://usmayors.org/app). Available on the App Store and Google Play.

### **PLENARY SESSION TOPICS (Day/Time TBA)**

- **Managing the New Economy**
- **The Current State of Political and Social Affairs**
- **Equity, Economic Inclusion & Civil Rights**
- **The Future of Work**
- **Combatting the Opioid Epidemic**
- **Strengthening Police-Community Relations While Reducing Violent Crime**
- **Mass Shootings: Lessons Learned and Bipartisan Actions Possible**
- **Other TBA**



## CONCURRENT SESSION TOPICS (Day/Time TBA)

- **Broadband Development:** *Protecting Local Public Assets from Federal Overreach*
- **Census 2020:** *What Must be Done to Prepare for the Next Census*
- **Childhood Hunger and Food Access:** *Public/Private Partnerships that Work*
- **City Design:** *Extracting Maximum Public Benefit out of Limited Financial Resources*
- **Civil Rights:** *Combating Hate, Extremism, and Bigotry by Creating Inclusive Cities*
- **Climate Change:** *Today's Leadership Confronting Tomorrow's Challenges*
- **Disaster Recovery:** *Lessons Learned from the Tragedies of 2017*
- **Education/Workforce Development:** *Preparing the Workforce of the Future*
- **Homelessness:** *Strategies that Work in Reducing Chronic and Veteran Homelessness*
- **Housing:** *What Mayors Can Do to Spur Affordable Rental and Homeownership Options*
- **Immigration:** *Mayoral Leadership in Building Welcoming Cities and Achieving Federal Priorities*
- **Infrastructure:** *How Federal/Local Partnerships Can Drive Leadership and Technology*
- **Opioid Abuse:** *What Works in Prevention and Treatment*
- **Public Safety:** *Reducing Gun Violence in Cities*
- **Small Business:** *Promoting Job Creation and Neighborhood Development*
- **Sports:** *How Sports are Transforming and Strengthening Cities*
- **Tax Reform:** *What's Next for America's Cities?*
- **Technology & Innovation:** *Using Data to Build Smarter and Connected Cities*
- **Urban Food Infrastructure:** *Establishing a Local Framework to Support Urban Agriculture*
- **Other TBD**



**WEDNESDAY, JANUARY 24**

**Registration**

7:00 a.m. - 6:00 p.m.  
(First Level Lobby)

**Orientation/Membership Meeting for New Mayors and New Members**

8:30 a.m. - 10:00 a.m.  
( )

The U.S. Conference of Mayors welcomes its newly-elected mayors, new members, and first-time attendees to this informative session. Connect with fellow mayors and learn how to take full advantage of what the Conference has to offer.

*Presiding*

TOM COCHRAN  
CEO and Executive Director  
The United States Conference of Mayors

BRIAN C. WAHLER  
Mayor of Piscataway  
Chair, Membership Standing Committee

**Mayors Water Council**

9:30 a.m. - 11:00 a.m.  
( )

*Co-Chairs*

JOY COOPER  
Mayor of Hallandale Beach

JILL TECHEL  
Mayor of Napa

*Remarks/Discussion*

TBA

**Council on Metro Economies and the New American City**

9:00 a.m. - 10:30 a.m.  
( )

*Chair*

GREG FISCHER  
Mayor of Louisville

*Remarks/Discussion*

TBA

**Concurrent Working Sessions (2 Slots)**

10:00 a.m. - 11:30 a.m.  
( )



**WEDNESDAY, JANUARY 24**

**Opening Press Conference**

11:30 a.m. - 12:15 p.m.

( )

*Remarks by USCM Officers*

**OPENING PLENARY LUNCHEON**

12:30 p.m. - 2:30 p.m.

**(Presidential Ballroom, 2nd Floor)**

Lead Sponsor: MasterCard

Co-Sponsor: American Hotel & Lodging Association

*Presiding*

MITCHELL J. LANDRIEU

Mayor of New Orleans

President

***President's Report***

***Plenary Topic TBA***

**Women Mayors Leadership Alliance of The U.S. Conference of Mayors**

2:45 p.m. - 4:00 p.m.

( )

This meeting is open to all 86th Winter Meeting participants.

*Chair*

PAULINE CUTTER

Mayor of San Leandro

*Remarks/Discussion*

TBA

**Concurrent Working Sessions (2-3 Slots)**

4:00 p.m. - 5:30 p.m.

( )

**OPENING RECEPTION: Capital Hilton Hotel**

6:00 p.m. - 7:30 p.m.

**(Presidential Ballroom, 2nd Floor)**

Sponsors: TBA

*All 86th Winter Meeting participants are invited.*



**THURSDAY, JANUARY 25**

**Registration**

7:00 a.m. - 5:00 p.m.  
(First Level Lobby)

**MAYORS AND BUSINESS LEADERS PLENARY BREAKFAST**

7:30 a.m. - 9:00 a.m.  
(Presidential Ballroom, 2nd Floor)

Sponsors: Target Corporation and Starbucks Coffee Company

*Presiding*

CAROLYN G. GOODMAN  
Mayor of Las Vegas  
Chair, Mayors Business Council

*Greeting*

TOM COCHRAN  
CEO and Executive Director  
The United States Conference of Mayors

KIMBERLY PASQUALI  
Senior Project Engineer  
HDR  
Co-Chair, The Mayors Business Council  
Steering Committee

AMY CURRAN  
Marketing Executive  
CGI Communications, Inc.  
Co-Chair, The Mayors Business Council  
Steering Committee

***Plenary Topic TBA***

**Concurrent Working Sessions (3 Slots)**

9:15 a.m. - 10:15 a.m.  
( )

**PLENARY SESSION**

10:30 a.m. - 11:30 a.m.  
(Presidential Ballroom, 2nd Floor)

*Presiding*

MITCHELL J. LANDRIEU  
Mayor of New Orleans  
President

***Plenary Topic TBA***



**THURSDAY, JANUARY 25**

**Concurrent Working Sessions (3 Slots)**

11:30 a.m. - 12:30 p.m.

( )

**CHILDHOOD OBESITY PREVENTION AWARDS LUNCHEON**

1:00 p.m. - 2:30 p.m.

**(Presidential Ballroom, 2nd Floor)**

Sponsor: American Beverage Association

*Presiding*

MITCHELL J. LANDRIEU

Mayor of New Orleans

President

***2018 Childhood Obesity Prevention Awards Presentation***

SUSAN NEELY

President

American Beverage Association

USCM Platinum Partner

***Plenary Topic TBA***

**Concurrent Working Sessions (3-4 Slots)**

3:00 p.m. - 4:00 p.m.

( )

**U.S. Conference of Mayors Executive Committee (Closed)**

3:00 p.m. - 4:00 p.m.

( )

**PLENARY SESSION**

4:15 p.m. - 5:15 p.m.

**(Presidential Ballroom, 2nd Floor)**

*Presiding*

MITCHELL J. LANDRIEU

Mayor of New Orleans

President

***Plenary Topic TBA***



**THURSDAY, JANUARY 25**

**Community Leaders of America: Republican Mayors (Closed)**

5:30 p.m. - 6:30 p.m.

( )

*Chair*

BETSY PRICE

Mayor of Fort Worth

**National Conference of Democratic Mayors (Closed)**

5:30 p.m. - 6:30 p.m.

( )

*President*

SYLVESTER "SLY" JAMES, JR.

Mayor of Kansas City, MO

**Washington, DC Welcome Reception**

*Co-Hosted by Canadian Ambassador David MacNaughton and  
District of Columbia Mayor Muriel Bowser*

7:00 p.m. to 9:00 p.m.

Embassy of Canada

501 Pennsylvania Ave NW

*All 86th Winter Meeting participants are invited.*

*Buses will depart the Capital Hilton Hotel and be available for return.*

**LATE-NIGHT RECEPTION: ST. Regis Hotel**

9:30 p.m. - 11:30 p.m.

**(Astor Ballroom)**

Sponsor: American Heart Association - Southwest Affiliate

*All 86th Winter Meeting participants are invited.*



## FRIDAY, JANUARY 26

### Registration

7:00 a.m. - 2:00 p.m.  
(First Level Lobby)

### PLENARY BREAKFAST: Honoring Leadership in the Arts

7:30 a.m. - 9:00 a.m.  
(Presidential Ballroom, 2nd Floor)

Sponsor: InterDigital

Hosted by The U.S. Conference of Mayors and Americans for the Arts

#### *Moderator*

HILLARY SCHIEVE  
Mayor of Reno  
Chair, Tourism, Arts, Parks, Entertainment and Sports  
Standing Committee

#### *Remarks*

TOM COCHRAN  
CEO and Executive Director  
The United States Conference of Mayors

ROBERT LYNCH  
President and CEO  
Americans for the Arts

*2018 National Award for Local Arts Leadership*

*2018 National Award for State Arts Leadership*

*2018 National Artist Advocacy Award*

### Concurrent Working Sessions (3 Slots)

9:15 a.m. - 10:15 a.m.  
( )



## FRIDAY, JANUARY 26

### PLENARY SESSION

10:30 a.m. - 11:30 a.m.

(Presidential Ballroom, 2nd Floor)

#### *Presiding*

MITCHELL J. LANDRIEU

Mayor of New Orleans

President

#### *The Future of Work*

#### *Moderator*

WALTER ISAACSON

President and CEO, The Aspen Institute

Professor, Tulane University

#### *Panelists*

ADAM NEUMANN

Co-Founder and CEO, WeWork

MITCHELL J. LANDRIEU

Mayor of New Orleans

President

#### *Plenary Topic TBA*

### Concurrent Working Sessions (3 Slots)

11:45 a.m. - 12:45 p.m.

( )

### CLOSING PLENARY LUNCHEON

1:00 p.m. - 2:15 p.m.

(Presidential Ballroom, 2nd Floor)

Sponsored by J.P. Morgan Chase & Co and TBA

#### *Presiding*

MITCHELL J. LANDRIEU

Mayor of New Orleans

President

#### *Plenary Topic TBA*



## **WORKFORCE DEVELOPMENT COUNCIL (WDC)**

The Workforce Development Council is an affiliate organization of The U.S. Conference of Mayors.

### **WEDNESDAY, JANUARY 24**

#### **Workforce Development Council Board/Winter Meeting**

8:00 a.m. - 4:00 p.m.

( )

#### *President*

ANDREW McGOUGH

Executive Director

Worksystems, Inc.

Portland, OR

### **THURSDAY, JANUARY 25**

#### **Workforce Development Council Annual Meeting**

8:00 a.m. - 4:00 p.m.

( )





## MEMORANDUM

DATE: November 22, 2017

TO: Eric Palm, Village Administrator

FROM: Joan Rock, Director of Finance

SUBJECT: Abatement of the Debt Service Levy for the  
General Obligation Bonds, Series 2008B

---

Attached is an ordinance to authorize the abatement of \$176,970.00 from the 2017 Village of River Forest Debt Service Levy for the General Obligation Bonds, Series 2008B. The Bonds were issued for improvements to the combined waterworks and sewerage system with the intent to finance the bond principal and interest payments with revenues generated in the Water and Sewer Fund.

Ordinance 3264 requires that sufficient funds be deposited into the General Obligation Bonds, Series 2008B Bond Fund held by U.S. Bank, the bond paying agent, prior to the abatement of the levy. Sufficient funds were available for the Series 2008B bond and interest payments associated with the 2017 levy and funds have been irrevocably transferred to the Bond Fund to be invested by the paying agent until the payments are made.

I request that the Village Board approve the attached abatement ordinance which will eliminate the property tax levy for the General Obligation Bonds Series 2008B for the 2017 tax levy year.

---

Requested Board Action:

- 1. Motion to pass An Ordinance Authorizing the Abatement of \$176,970.00 from the 2017 Debt Service Levy as Heretofore Required by Ordinance No. 3264 which provided for the Issuance of the General Obligation Bonds (Waterworks and Sewerage Alternate Revenue Source), Series 2008B.*

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE ABATEMENT OF \$176,970.00 FROM THE 2017 DEBT SERVICE LEVY AS HERETOFORE REQUIRED BY ORDINANCE NO. 3264 WHICH PROVIDED FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS (WATERWORKS AND SEWERAGE ALTERNATE REVENUE SOURCE), SERIES 2008B**

**WHEREAS**, the Village of River Forest, County of Cook, State of Illinois, on December 8, 2008 by Ordinance No. 3264, provided for the issuance and delivery of General Obligation Bonds (Waterworks and Sewerage Alternate Revenue Source) Series 2008B in the total amount of \$1,355,000; and

**WHEREAS**, Ordinance No. 3264 provided for the abatement of the annual levy provided Pledged Revenues equal to the debt service amount have been deposited irrevocably into the Bond Fund held by U.S Bank;

**WHEREAS**, \$176,970.00 has been deposited into the Bond Fund by the Treasurer from Pledged Revenues.

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

**Section 1:** That \$176,970.00 previously levied for payment of debt service for General Obligation Bonds (Waterworks and Sewerage Alternate Revenue Source), Series 2008B be, and hereby is, abated from the Village of River Forest 2017 Tax Levy for debt service on said Bonds.

**Section 2:** That a certified copy of this Ordinance be delivered to the Tax Extension Division of the Cook County Clerk's office prior to December 26, 2017.

**Section 3:** That this Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED** this 11<sup>th</sup> day of December, 2017

\_\_\_\_\_  
Catherine Adduci  
Village President

**ATTEST:**

\_\_\_\_\_  
Kathleen Brand-White  
Village Clerk

**Published** in Pamphlet Form on December 11<sup>th</sup> 2017.



## MEMORANDUM

**DATE:** December 11, 2017

**TO:** Eric J. Palm, Village Administrator

**FROM:** John Anderson, Director of Public Works

**SUBJECT:** Change Order – 2017 Street Patching Project

---

**Issue:** Construction of the 2017 Street Patching Project was completed during the month of October, 2017. Initially, \$55,000 was budgeted within the General Fund with an additional \$10,000 budgeted within the Water/Sewer Fund.

**Analysis:** The original construction contract for this project was awarded to Schroeder Asphalt Services, Inc. in the amount of \$44,970.65 on April 24, 2017. Due to beneficial unit pricing, the scope of the project was increased to maximize the amount of work completed within the existing budget. The cost of this increased scope of work put the overall total of work completed over the awarded amount of \$44,970.65. The final cost of all street patching work completed is \$64,274.94, a total of \$19,304.29 over the awarded amount for this work. The final project cost remains within the original budget established for this work.

**Recommendation:** Consider a Motion to approve a Change Order in the amount of \$19,304.29 for the construction of the 2017 Street Patching Project.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING  
THE EXECUTION OF CHANGE ORDER NO. 1  
TO THE SCHROEDER ASPHALT SERVICES, INC. CONTRACT RELATING TO  
THE 2017 STREET PATCHING PROJECT**

**WHEREAS**, the Village of River Forest (“Village”) is an Illinois municipal corporation organized under the Illinois Constitution and the laws of the State of Illinois; and

**WHEREAS**, on April 24, 2017, the President and Board of Trustees of the Village approved and authorized the execution of a contract (“Contract”) for the 2017 Street Patching Project (“Project”) with Schroeder Asphalt Services, Inc. (“Contractor”). The original amount of the Project was forty four thousand nine hundred seventy and 65/100 Dollars (\$44,970.65). The anticipated completion date for the Project was October 1, 2017 (“Project Completion Date”); and

**WHEREAS**, the Contractor has filed a request for payment of Change Order No. 1 in the amount of nineteen thousand three hundred four and 29/100 Dollars (\$19,304.29), due to the need to increase the scope of work based on the available budget, and a request for an extension of time to the Project Completion Date of an additional zero (0) days. A copy of Change Order No. 1 is attached hereto as **Exhibit A** and made a part hereof; and

**WHEREAS**, based on the recommendation of the Contractor, the President and Board of Trustees of the Village make the following findings and determinations in accordance 720 ILCS 5/33E-9 regarding Change Order No. 1 to the Contract:

1. Change Order No. 1 (or a series of change orders): (a) are made necessary by circumstances not foreseeable at the time the Contract was signed; (b) are germane to the Contract as originally signed; and (c) are in the best interests of the Village.

**WHEREAS**, in addition, the President and Board of Trustees of the Village find and determine that, pursuant to 50 ILCS 525/5, Change Order No. 1 (or a series of change orders) does not increase the original Contract price by fifty percent (50%) or more of the original Contract price, and thus the Village is not obligated to re-bid the additional work proposed under Change Order No. 1; and

**WHEREAS**, the President and Board of Trustees of the Village, pursuant to their powers as provided by 720 ILCS 5/33E-9, find that it is in the best interests of the Village and the public to approve Change Order No. 1 because it relates to a public project and is for a public purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois:

**SECTION 1:** Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

**SECTION 2:** The President and Board of Trustees of the Village approve Change Order No. 1 in the amount of nineteen thousand three hundred four and 29/100 Dollars (\$19,304.29). The President and Board of Trustees further authorize and direct the Village President and the Village Clerk, or their designees, to execute Change Order No. 1, execute the check or other payment to the Contractor in an amount not to exceed the amount of sixty four thousand two hundred seventy four and 94/100 Dollars (\$64,274.94) and execute any other necessary documents to implement Change Order No. 1. The President and Board of Trustees also recognize and approve an increase in the completion time for the Project, as set forth in the Contract, by thirty (30) days or more.

**ADOPTED** on a roll call vote of the Corporate Authorities on the 11 day of December, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by me this 11 day of December, 2017.

\_\_\_\_\_  
Village President

**APPROVED and FILED** in my office this 11 day of December, 2017 and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

**ATTEST:**

\_\_\_\_\_  
Village Clerk

**EXHIBIT "A"**

**CHANGE ORDER NO. 1 TO THE CONTRACT**

(attached)

EXHIBIT "A"

Invoice #2017302-  
 Invoice Date: 11.22.17  
 Dates Billed: to 11.22.2017  
 Contract #  
 2017 Patching Program  
 Job: 217035

Owner  
 Village of River Forest  
 400 Park Ave  
 River Forest, IL 60305

Contractor  
 Schroeder Asphalt Services, Inc.  
 P.O. Box 831  
 Huntley, IL 60142

Description	Contract Quantities	Unit	Unit Price	Contract Amount	Previous Quantities Billed	Current Quantities	Quantities Billed to Date	Current Amount	Amount to Date
BASE BID									
Class D Patches, Type 1, 2"	45	LS	\$ 23.00	\$ 1,035.00	0	138.4	138.4	\$ 3,183.20	\$ 3,183.20
Class D Patches, Type II, 2"	270	FT	\$ 21.50	\$ 5,805.00	0	507.8	507.8	\$ 10,917.70	\$ 10,917.70
Class D Patches, Type III, 2"	250	LD	\$ 19.50	\$ 4,875.00	0	605.8	605.8	\$ 11,813.10	\$ 11,813.10
Class D Patches, Type IV, 2"	1,650	FT	\$ 19.50	\$ 32,175.00	0	1632.1	1632.1	\$ 31,825.95	\$ 31,825.95
Class D Patches, type III, 4"	25	FT	\$ 43.00	\$ 1,075.00	0	151.8	151.8	\$ 6,527.40	\$ 6,527.40
Bituminous Materials (Prime Coat)	565	SF	\$ 0.01	\$ 5.65	0	759	759	\$ 7.59	\$ 7.59
								Original Contract Amount	\$ 44,970.65
								Change Order Amount	\$ -
								<b>Total Contract</b>	<b>\$ 44,970.65</b>
								Work Completed to Date	\$ 64,274.94
									\$ -
								<b>Total Complete/Stored/Pendi</b>	<b>\$ 64,274.94</b>
								<b>Less Retainage</b>	<b>\$ 6,427.49</b>
								<b>Total (Less Retainage)</b>	<b>\$ 57,847.45</b>
								Adjustments	\$ -
								<b>Less Previously Requested</b>	<b>\$ -</b>
								<b>Amount Due This Request</b>	<b>\$ 57,847.45</b>



## MEMORANDUM

**DATE:** December 11, 2017

**TO:** Eric J. Palm, Village Administrator

**FROM:** John Anderson, Director of Public Works

**SUBJECT:** Change Order – 2017 Street Maintenance Program (Pavement Preservation)

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**Issue:** Construction of the 2017 Pavement Preservation Project was completed during the month of October, 2017. Initially, \$42,500 was budgeted within the General Fund for this work.

**Analysis:** The original construction contract for this project was awarded to Denler, Inc. in the amount of \$33,600.00 on May 8, 2017. Due to beneficial unit pricing, the scope of the project was increased to maximize the amount of work completed within the existing budget. The cost of this increased scope of work put the overall total of work completed over the awarded amount of \$33,600.00. The final cost of all pavement rejuvenation work completed is \$37,258.87, a total of \$3,658.87 over the awarded amount for this work. The final project cost remains within the original budget established for this work.

**Recommendation:** Consider a Motion to approve a Change Order in the amount of \$3,658.87 for the construction of the 2017 Pavement Rejuvenation Project.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING  
THE EXECUTION OF CHANGE ORDER NO. 1  
TO THE DENLER, INC. CONTRACT RELATING TO  
THE 2017 STREET MAINTENANCE PROJECT (PAVEMENT REJUVENATION)**

**WHEREAS**, the Village of River Forest (“Village”) is an Illinois municipal corporation organized under the Illinois Constitution and the laws of the State of Illinois; and

**WHEREAS**, on May 8, 2017, the President and Board of Trustees of the Village approved and authorized the execution of a contract (“Contract”) for the 2017 Street Maintenance Program (Pavement Preservation) (“Project”) with Denler, Inc. (“Contractor”). The original amount of the Project was thirty three thousand six hundred and 00/100 Dollars (\$33,600.00). The anticipated completion date for the Project was October 15, 2017 (“Project Completion Date”); and

**WHEREAS**, the Contractor has filed a request for payment of Change Order No. 1 in the amount of three thousand six hundred fifty eight and 87/100 Dollars (\$3,658.87), due to the need to increase the scope of work based on the available budget, and a request for an extension of time to the Project Completion Date of an additional zero (0) days. A copy of Change Order No. 1 is attached hereto as **Exhibit A** and made a part hereof; and

**WHEREAS**, based on the recommendation of the Contractor, the President and Board of Trustees of the Village make the following findings and determinations in accordance 720 ILCS 5/33E-9 regarding Change Order No. 1 to the Contract:

1. Change Order No. 1 (or a series of change orders): (a) are made necessary by circumstances not foreseeable at the time the Contract was signed; (b) are germane to the Contract as originally signed; and (c) are in the best interests of the Village.

**WHEREAS**, in addition, the President and Board of Trustees of the Village find and determine that, pursuant to 50 ILCS 525/5, Change Order No. 1 (or a series of change orders) does not increase the original Contract price by fifty percent (50%) or more of the original Contract price, and thus the Village is not obligated to re-bid the additional work proposed under Change Order No. 1; and

**WHEREAS**, the President and Board of Trustees of the Village, pursuant to their powers as provided by 720 ILCS 5/33E-9, find that it is in the best interests of the Village and the public to approve Change Order No. 1 because it relates to a public project and is for a public purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois:

**SECTION 1:** Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

**SECTION 2:** The President and Board of Trustees of the Village approve Change Order No. 1 in the amount of three thousand six hundred fifty eight and 87/100 Dollars (\$3,658.87). The President and Board of Trustees further authorize and direct the Village President and the Village Clerk, or their designees, to execute Change Order No. 1, execute the check or other payment to the Contractor in an amount not to exceed the amount of thirty seven thousand two hundred fifty eight and 87/100 Dollars (\$37,258.87) and execute any other necessary documents to implement Change Order No. 1. The President and Board of Trustees also recognize and approve an increase in the completion time for the Project, as set forth in the Contract, by thirty (30) days or more.

**ADOPTED** on a roll call vote of the Corporate Authorities on the 11 day of December, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** by me this 11 day of December, 2017.

\_\_\_\_\_  
Village President

**APPROVED and FILED** in my office this 11 day of December, 2017 and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

**ATTEST:**

\_\_\_\_\_  
Village Clerk

**EXHIBIT "A"**

**CHANGE ORDER NO. 1 TO THE CONTRACT**

(attached)

# DENLER, INC.

19148 S. 104th Avenue, Mokena, IL 60448  
 (708) 479-5005 • Fax (708) 479-7199  
 www.parkinglots.net

## INVOICE

Duplicate

**Bill To:**

Village of River Forest  
 400 Park Ave.  
 River Forest, IL 60305

Jeff Loster

**Job Site:**

Village of River Forest  
 400 Park Ave.  
 River Forest, IL 60305

Voice: 708-366-8500

Fax:

Invoice Number: 20093325

Invoice Date: 10/31/17

Due Date: 11/30/17

Customer PO	Customer	Payment Terms
	Village River Forest	Net 30 Days

Item Qty	Description	Amount
44355.80	Sq. Yds. of Biorestor asphalt rejuvenator application on various roadways.	37,258.87

**TOTAL \$ 37,258.87**

Finance charges will be applied to all over due accounts.

*Site Development*

Asphalt & Concrete Paving • Lighting • Excavations  
 Concrete Curb Construction • Sewer Construction • Grading

*Site Maintenance*

Sweeping • Seal Coating • Asphalt Patching & Repair  
 Concrete Repairs • Crack & Joint Routing & Repair • Striping

# Village of River Forest POLICE



## DEPARTMENT MEMORANDUM

**TO:** Eric Palm- Village Administrator

**FROM:** Gregory Weiss- Chief of Police

**DATE:** December 4, 2017

**SUBJECT:** November 2017 Monthly Report

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### Crime Statistics

The month of November showed an increase in Part I and a decrease in Part II reported crimes. Part I offenses increased by 8 reported crimes compared to November 2016.

Conversely Part II offenses decreased by 1 reported crime compared to the same time last year. Overall activity (Events) has increased by 15% compared to year to date 2016.

	Nov 2016	Nov 2017	Diff. +/-	% +/-	YTD 2016	YTD 2017	Diff. +/-	% +/-
<b>Part I*</b>	19	27	8	42%	291	287	-4	-1%
<b>Part II**</b>	70	69	-1	-.01%	773	827	54	7%
<b>Reports***</b>	167	176	9	5%	1895	2011	116	6%
<b>Events****</b>	2046	1919	-127	-6%	19317	22252	2,935	15%

\*Part I offenses include homicide, criminal sexual assault, robbery, aggravated battery, burglary, theft, and motor vehicle theft.

\*\*Part II offenses include simple battery, assault, criminal trespass, disorderly conduct, and all other misdemeanor and traffic offenses.

\*\*\* Reports (new category) include total number of reports written by officers during the month. This data was compiled beginning in Sept. 2015

\*\*\*\*Events (new category) include all activities conducted by officers, including foot patrols, premise checks, traffic stops and all other calls for service not included as PART I and PART II offenses.

## Town Center

The police department conducted 217 calls for service at the Town Center properties. The vast majority of events were premise checks by the patrol division due to Thanksgiving holiday shopping, however there were eleven (11) reported crimes, all of which were retail thefts.

## Community Support

On November 1<sup>st</sup>, members of the police department participated in the 100<sup>th</sup> year anniversary of Trinity High School. Officers assisted with traffic control to allow the students and alumni to gather at the intersection of Lathrop and Division to reveal the honorary street sign.

On November 14<sup>th</sup>, our crime prevention officer attended the monthly Oak Park Lions Club meeting. Off. Czernik was invited to give a presentation on how to prevent becoming a victim of an online scam. He also talked about general crime prevention strategies.

Upcoming Special Events for December: 7 Dec. Park Dist. Holiday Tree Trimming

<b>Active Solicitor Permits</b>		
<b>Individual or Organization</b>	<b>Description</b>	<b>Expires</b>
<b>WeedMan</b>	<b>Lawn Care</b>	<b>22-Mar-18</b>
<b>Power Home Remodeling</b>	<b>Home Repair</b>	<b>21-Apr-18</b>
<b>Renewal By Anderson</b>	<b>Window Installation</b>	<b>2-May-18</b>
<b>Point Pest Control</b>	<b>Pest Control</b>	<b>11-Aug-18</b>
<b>Power Home Remodeling</b>	<b>Exterior Remodeling</b>	<b>27-Nov-18</b>

## Budget and Fiscal Monitoring

### **November 1- November 30, 2017**

During the month of November, parking citation revenue was below the estimated monthly projection by \$3,559. Administrative tow revenue is meeting projections for the fiscal year. Overtime was above the anticipated average for the month of November, mainly due to three officers on paternity leave for the birth of their children.

### Revenue/Expenditure Summary

Category	Total # Paid 10/17	Total # paid FY18 Y-T-D	Expenditure/ Revenue 10/17	FY18 Y-T-D Expenditure/Revenue
Parking/Compliance Citations	304	1,911	\$11,082	\$86,167
Admin. Tows	18	166	\$9,000	\$82,500
Local Ordinance	0	35	\$0	\$6,245
Overtime	343hrs	1,407 hrs.	\$22,583	\$68,271

**Significant Arrests:**

**17-01837: Retail Theft:**

On November 1, 2017 a River Forest Tactical officer conducted surveillance on two subjects he had previously arrested for theft. During the surveillance he observed the male subject, a 38 year old Maywood resident commit a retail theft of liquor at the Jewel at 7525 Lake. River Forest units responded to the area and made a stop on both subjects. The proceeds were recovered and the subject was taken into custody and taken into the station. He was charged retail theft and released on bond.

**17-01834: Delivery of Cannabis:**

On November 1, 2017 a River Forest officer conducted a traffic stop in the area of Harlem and Lake St. Upon a search of the vehicle and occupants, 55 grams of Cannabis, numerous baggies commonly used to package drugs and a scale were located. The driver, a 20 year old man from Berwyn, was charged with possession of Cannabis and was later released on bond. The passenger, a 17 year old male juvenile from Elmwood Park, was charged with Delivery and Possession of Cannabis. The juvenile was released to a family member and the case was referred to Juvenile Court.

**17-01849 & 17-01850: Burglary to Motor Vehicle & Possession of Burglary Tools:**

On November 2, 2017 River Forest officers were dispatched to 121 Ashland and also to 147 Franklin within a short time of one another, both for calls of a Burglary to Motor Vehicle where the ignition cylinder inside of the vehicle had been removed. A River Forest Officer in the area located 5 subjects in the 300 Ashland/Lathrop alley who tried to avoid the officer by fleeing. The subjects were stopped and two of them were found to be in possession of a screwdriver, a tool commonly used to remove ignition cylinders. Upon further investigation one of the screwdrivers came from inside of one of the burglarized vehicles. One subject was in possession of a counterfeit \$100 bill, and provided a fictitious name because he had an active River Forest Police warrant for Possession of a Stolen Motor Vehicle. That subject, a 15 year old male from Chicago was taken to the Cook County Juvenile Detention Center. A 13, a 14, and a 15 year old male all from Chicago were released to their parents/guardian pending juvenile petitions to juvenile court. An 18 year old male from Chicago was charged with Burglary and Possession of Burglary Tools. He was taken to Maybrook for bond hearing.

**17-01864: Possession of a Controlled Substance:**

On November 5, 2017 River Forest Officers responded to the 000 block of Lathrop in reference to a Hit and Run accident. The offending vehicle was located on the next block and the registered owner was standing next to

the vehicle. The registered owner, a 26 year old male from River Forest had a suspended license and was taken into custody. An inventory search of the vehicle was completed and inside was 10 Xanax pills without a prescription and 10 grams of cannabis. He was charged with Possession of a Controlled Substance and traffic violations. He was taken to Maybrook for bond hearing.

**17-01920-Vehicular Hijacking:**

On November 15, 2017 River Forest Officers responded to a Vehicular Hijacking at the TCF located at 800 Harlem. The victim's vehicle and an offending vehicle were last seen S/B Harlem. A Forest Park Officer observed the victim's vehicle, and attempted to stop it in traffic. The offender, a 20 year old male from Chicago struck another vehicle and fled on foot before he was apprehended a short distance away. He was identified by the victim. The other offending auto was the same vehicle used in an Attempt Vehicular Hijacking at the Shell located at 7201 North Ave. earlier in the day. While being followed by Oak Park officers, the vehicle crashed in Chicago. Both the driver and passenger, a 16 year old male from Chicago and a 17 year old male from Chicago were arrested. The 20 year old male was charged with Vehicular Hijacking and Possession of a Stolen Motor Vehicle. The 17 year old male who was also in possession of cannabis was charged with Vehicular Hijacking, Possession of a Stolen Motor Vehicle and Manufacturing and Delivery of Cannabis. He was taken to the Cook County Juvenile Detention Center. The 16 year old male was charged with Vehicular Hijacking and Possession of a Stolen Motor Vehicle and released to a guardian. The 20 year old male was charged with Vehicular Hijacking and Possession of a Stolen Motor Vehicle. He was transported to Maybrook for Bond Hearing.

**17-01938:Possession of Cocaine/DUI:**

On November 19, 2017 a River Forest officer conducted a traffic stop in the area of North and Harlem. The 48 year old female driver from Aurora, showed signs of intoxication and after failing field sobriety tests, was arrested for Driving Under the Influence. Multiple baggies of Cocaine were located inside the offender's vehicle. The driver was charged with Possession of a Controlled Substance and Driving Under the Influence. The offender was transported to the Maybrook courthouse for bond hearing.

**17-01980:Endangering the Life of a Child/DUI:**

On November 26, 2017 a River Forest officer conducted a traffic stop in the area of North and Harlem. The 45 year old male driver from Chicago showed signs of impairment and later failed field sobriety tests. It was determined the driver's license was revoked for a prior Driving Under the Influence offense. At the time of the traffic stop, the driver's 15 year old daughter and the driver's 1 year old grandson were inside the vehicle. The State's Attorney's office was contacted. Due to the fact the driver had a revoked license and the fact there were two juveniles in the vehicle, the ASA office approved four felony Aggravated Driving Under the Influence charges. The offender was also charged with Endangering the Life of a Child. The offender was transported to the Maybrook Courthouse for bond hearing.

The following chart summarizes and compares the measured activity for all three patrol watches during the month of November 2017:

	Midnights 2230-0630	Day Watch 0630-1430	Third Watch 1430-2230
Criminal Arrests	9	5	12
Warrant Arrests	0	0	0
DUI Arrests	7	0	1
Misdemeanor Traffic	16	8	5
Hazardous Moving Violations	90	43	29
Compliance Citations	43	12	27
Parking Citations	135	62	5
Traffic stop Data Sheets	131	113	144
Local Ordinance Citations	4	1	0
Field Interviews	15	21	66
Premise Checks/Foot Patrols	232	206	342
Written Reports	33	94	72
Administrative Tows	14	7	3
Booted Vehicles	0	0	0
Sick Days	2	21*	23*

### Detective Division

During the month of November, the Detective Unit opened up/reviewed twenty-four (24) cases for potential follow-up. Of those cases, one (1) was Cleared by Arrest, six (6) were Administratively Closed or Suspended, one (1) was Unfounded, three (3) were Exceptionally Cleared and thirteen (13) are Pending. The Unit also continued to investigate open cases from previous months.

#### Year to Date Arrest Statistics

Quantity Arrested	# Felony Charges	# Misdemeanor Charges	# Warrants
<b>36</b>	<b>13</b>	<b>22</b>	<b>1</b>

#### November 2017 Case Assignment Summary

Part I	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except	Pend	Refer	Unfound
Burglary-Auto	3		1			1	1		
Burglary-Garage	1		1						
Burglary-Office	2		1				1		
Theft	6		1				4		1
Vehicular Hijacking	1	1							
<b>Total Part I</b>	<b>13</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>1</b>
Part II	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except Clear	Pend	Refer	Unfound
Information for Police	2		1				1		
Retail Theft	9		2			2	5		
<b>Total Part II</b>	<b>11</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>24</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>1</b>

## Training

During the month of November 2017, the Department sent four (4) Police Officers for a total of eight-eight (88) hours of training. The information detailing the courses and total training time is listed below.

<b>Officer Name</b>	<b>Course Title</b>	<b>Start</b>	<b>End</b>	<b>Hours</b>
Bowman	PepperBall Instructor Armorer Course	11/06/2017	11/07/2017	16
Dhooghe	Civil Liability and Threshold Incident Tracking	11/30/2017		8
Greenwood	PepperBall Instructor Armorer Course	11/06/2017	11/07/2017	16
Greenwood	Civil Liability and Threshold Incident Tracking	11/30/2017		8
Humphreys	40 Hour Basic Investigation Skills Training	11/06/2017	11/10/2017	40
<b>4</b>	<b>Total</b>			<b>88</b>



## MEMORANDUM

TO: Eric J. Palm  
Village Administrator

FROM: *Kurt Bohlmann*  
Kurt Bohlmann  
Fire Chief

DATE: December 6, 2017

SUBJECT: Monthly Report – November – 2017

---

The Fire Department responded to 199 calls during the month of November. This is well above our average number of calls in comparison to 2016. We experienced 5 fire related calls in this month. Emergency Medical Service calls represent 51% of our response activity for the month of November.

<b>Incident Group</b>	<b>Count</b>
100 – Fire	5
200 – Rupture/Explosion	0
300 – Rescue/EMS	102
400 – Hazardous Condition	3
500 – Service Calls	18
600 – Good Intent	30
700 – False Alarm	41
800 – Severe Weather	0
900 – Special Incidents	0

On November 2<sup>nd</sup>, Firefighters Adam Seablom and Brian McKenna were at Concordia University to be recognized for, earlier in the year, saving the life of a resident who had collapsed on Concordia's track. Firefighter Michael Smith and Lieutenant John Carter were also recognized but were unable to attend.



The month of November also brought a new firefighter to the department. Matthew Basa was hired on November 13<sup>th</sup> and sworn in at the Village Board meeting that night.



As the weather gets cold, the Fire Department recommends that everyone have their furnaces and boilers serviced. A few dollars in maintenance can prevent a large dollar loss from a fire.

### **Incidents of Interest**

This month, we had a turkey fryer fire in town. This is a good time to remind everyone that turkey fryers should be used outside and away from combustibles.

See details below.

### **Suppression Activities**

For the month of November, we responded to 199 emergency calls, which is well above our normal amount of calls. Of this total, 5 were fire related incidents. One of these fire incidents occurred in River Forest

The first fire incident was a turkey fryer fire in River Forest. The Fire Department put out the fire with a CO2 extinguisher. The turkey fryer was destroyed (\$200.00).

The second fire was a house fire in Forest Park. River Forest performed primary searches of the first and second floors.

The third fire was a fire in a closet at a large church in Oak Park. River Forest assisted with ventilation.

The fourth fire was a fire in an attached garage in Elmwood Park. River Forest ventilated the house.

The fifth fire was a small fire in a mail slot in Forest Park. River Forest stood by until released.

### **Training**

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

FF/PM Seablom attended FAE class in Romeoville

All shifts continued working with probationary members on our procedures

All shifts continued assigned building inspections

All shifts working with new probationary member Matthew Basa during his 3 weeks of days

All shifts working on familiarizing themselves with new Engine 213, driving and pumping

Carter, Bochenek, Bencik and Seablom attended Youth Firesetter Intervention Program in Berwyn

Lt. Howe attended FOII Leadership IV in Downers Grove

Neal Brooks from Darley came out on all 3 shifts to discuss CAFS and new Engine 213

Loyola CE was skills review

### **Paramedic Activity**

We responded to 105 EMS calls making contact with 106 patients for the month of November, which is well above our monthly average number of EMS calls. Of this total, 42 patients were classified as ALS, 60 were BLS and 4 were invalid assists. 21 of the 60 BLS patients refused treatment and/or transport.

A detailed monthly EMS report is available for review.

### **Fire Prevention**

During the month of November, the Fire Prevention Bureau conducted 9 inspections, 3 construction inspections, and 18 Company Inspections with 23 Violations noted and 62 violations corrected.

A detailed monthly Fire Prevention report is available for review.



## MEMORANDUM

**DATE:** December 6, 2017  
**TO:** Eric J. Palm, Village Administrator  
**FROM:** John Anderson, Director of Public Works  
**SUBJECT:** Monthly Report – November 2017

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### Executive Summary

In the month of November the department of Public Works continued with fall operations and focused heavily on leaf collection throughout the Village. This year leaves tend to be falling later than usual due to a rainy month of October. Leaf collection was extended to December 8<sup>th</sup> for this reason. There was a considerable amount of time planning for future capital improvement projects as well. The capital improvement budget document was prepared by Public Works staff throughout November in order to plan for future Village infrastructure projects. The Public Works Director attended the Lower Des Plaines Watershed Council meeting where we were informed that the Village of River Forest secured a green infrastructure grant from the Metropolitan Water Reclamation District. The details of this grant will be known in the near future, but the purpose of the grant application was to help fund a future alley reconstruction project and incorporate stormwater management solutions. The repaving work on Thatcher Avenue being performed by IDOT is completed. This work included adjusting the frames and lids of manholes and placing the final layers of asphalt on the roadway. The thermoplastic striping of the roadway was applied at the end of November. Village staff was monitoring this project to ensure IDOT was keeping the area clear of debris and providing sufficient restoration of right-of-way areas adjacent to resident's properties.

Public Works Items Approved by the Village Board of Trustees in November:

- Traffic and Safety Commission
  - Accept the Recommendation from the Traffic and Safety Commission and Amend Title 9 of the Village Code to Install a Two-Way Stop Sign at Keystone and Vine; with northbound and southbound traffic stopping on Keystone at its intersection with Vine – Ordinance
  - Accept the Recommendations of the Traffic and Safety Commission Regarding Safety install signage similar to that at Franklin Avenue and Linden Street in the east and west directions at Franklin Avenue and Ashland Avenue at their intersections with Oak Avenue, as well as to stripe ladder-style crosswalks on all four legs at both of these intersections

- Accept the recommendation from the Traffic and Safety Commission to install a No Parking Zone on Division Street between the western limit of the existing parking lane and Thatcher Avenue and to update section 9-3-5 of the Village Ordinance to reflect current Pace routes throughout the Village – Ordinance

Engineering Division Summary

- Received and processed 7 grading permits
- Conducted monthly Combined Sewer Overflow (CSO) inspection
- Held the 11/15 Traffic and Safety Commission Meeting
- Held a meeting with a manufacturer regarding a new permeable paver product
- Completed 2017 Street Rating Survey
- Completed 2017 Alley Rating Survey
- Completed 2017 Parking Lot Rating Survey
- Continued preliminary design work on the Water System Modeling Project
- Continued design/permitting phase work for Chicago Ave Resurfacing Project
- Continued design/permitting of 2017 Alley Improvement Project

Public Works – Operations

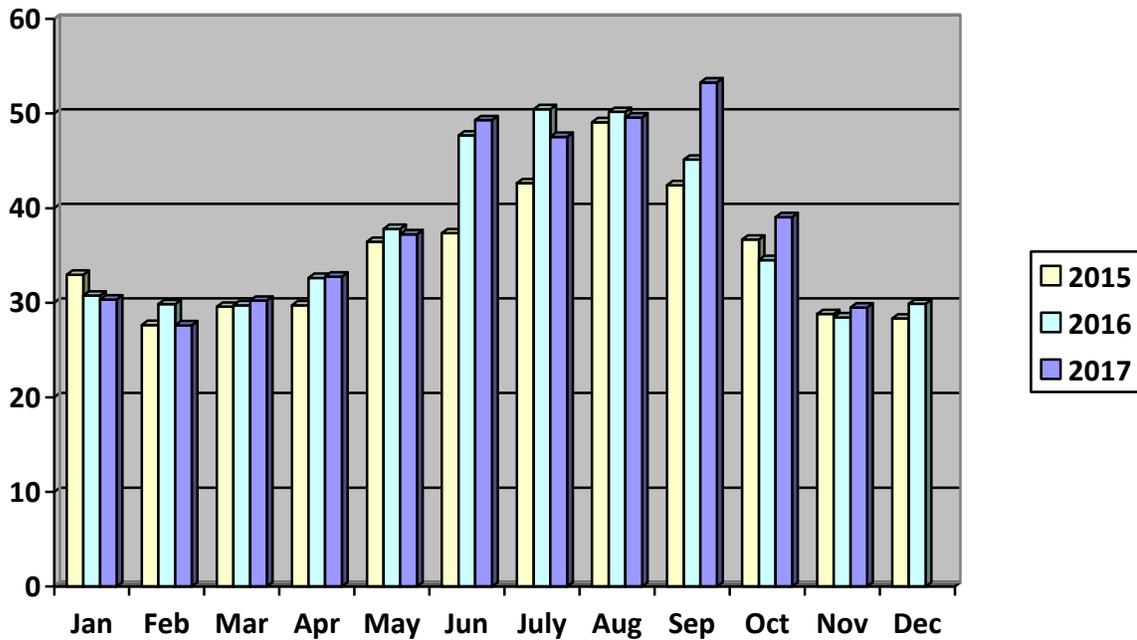
The following is a summary of utility locate requests received from JULIE (Joint Utility Locating Information for Excavators) and work orders (streets, forestry, water, sewer, etc.) that were received and processed during the past 12 months:

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov
Utility Locates	46	35	52	114	199	207	228	131	177	170	123	88
Work orders	24	16	16	27	39	54	57	64	54	30	29	25

Water and Sewer

Monthly Pumpage: November’s average daily pumpage of 0.982 million gallons (MG) is slightly higher than November’s average of 0.948 MG in 2016.

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



In the month of November Water Division personnel continued the replacement of batteries within MXUs (water meter reading devices) based on the errors in the meter reading reports performed each month. Residents and businesses were notified of backflow violations, they were given notice to comply or have the water shut off on a specific date for non-compliance. The purpose of this program is to remain in compliance with IEPA requirements.

The Water Division personnel performed these additional tasks in November:

- Installed 25 meters
- Responded to 264 service calls
- Exercised 2 water system valves

Streets and Forestry

Staff in the Streets and Forestry division focused heavily on leaf removal. These are the details of the tasks performed frequently in the month of November:

Description of Work Performed	Quantity
Trees Trimmed	395
Trees Removed	1
Sign Repairs/Fabrication	12
Leaf Removal (tons)	1,088.2
Number of Snow & Ice Responses	1
Street Salting (tons)	6



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## MEMORANDUM

Date: December 4, 2017

To: Eric Palm, Village Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Building & Zoning Report - November, 2017

The Village issued 79 permits in November, 2017, compared to 98 during the same month in 2016. Permit revenue collected in November, 2017 totaled \$17,538, compared to \$15,323 in October. Fiscal Year total permit revenue has now reached 63% of the \$475,000 projected for FY 17-18.

### Planned Development Project Updates

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

#### *Approved:*

- The Promenade (7820 W. Madison Street - Approved July 13, 2015) – Construction and inspection of the unoccupied townhomes and project site continues. Under the Planned Development Ordinance construction must be completed by April 13, 2018 for the planned development permit to remain valid. A model unit is open and occupancy has now been granted to four of the 29 units. Staff continues to work with the developer to ensure that the conditions of partial occupancy are met. Staff plans to inspect the unfinished units in early December to determine what is needed to complete construction by the April, 2018 deadline.
- St. Vincent's Church (1530 Jackson - Approved March 23, 2016) – Construction on this project is nearing completion with a planned opening on December 10, 2017. Under the Planned Development Ordinance, construction must be completed by September 23, 2018 for the planned development permit to remain valid.
- Concordia University Residence Hall (Bonnie Brae Place - Approved July 12, 2016) – As of mid-August CUC was provided a temporary certificate of occupancy for the dormitory floors one through three with conditions regarding the installation of certain emergency communication equipment and accessibility requirements. CUC and the Village staff continue to work through these issues and expect that they will be resolved by the end of the calendar year. It is anticipated that CUC will be making a

decision on the construction timeline for floors four and five. Under the Planned Development Ordinance, construction must be completed by April, 2019 for the planned development permit to remain valid.

- Fenwick Artificial Turf Field (Approved September 26, 2016) - Construction on this project has concluded and all inspections have been passed. This will be the final update for this project.
- The Avalon (Bonnie Brae Condominiums - 1101-1111 Bonnie Brae Place - Approved November 17, 2016) – The developer has submitted construction drawings for re-review and comments have been returned. Under the Planned Development Ordinance, the developer must commence construction by February 17, 2018 for the planned development permit to remain valid.

*Pending:*

- Concordia University Cell Tower (7400 Augusta) - The University introduced the project to the Village Board on January 9, 2017, regarding a possible increase to the height of a portion of the parking garage to allow for the installation of an additional cellular antenna. A neighbor meeting was held on March 15, 2017. A pre-filing conference with the Development Review Board was held on April 6, 2017 to consider the University’s request for waivers of several application requirements. The University continues to work with the cellular service carrier to fine tune the plans before the application will be presented.

**Permit and Real Estate Transfer Activity Measures**

**Permits**

Month	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
May	101	113	124	178	128
June	99	104	144	179	153
July	76	112	150	140	194
August	105	84	144	145	123
September	83	111	180	130	152
October	82	120	149	140	119
November	62	55	72	98	79
December	39	43	79	55	
January	23	24	66	107	
February	27	22	67	87	
March	47	41	109	120	
April	93	78	97	148	
<b>Two Month Comparison</b>		<b>175</b>	<b>221</b>	<b>238</b>	<b>198</b>
<b>Fiscal Year Total</b>	<b>837</b>	<b>907</b>	<b>1,381</b>	<b>1,527</b>	<b>948</b>

**Real Estate Transfers**

	November 2017	November 2016	FY 2018 Total	FY 2017 Total
<b>Transfers</b>	18	12	155	256

**Residential Property Demolition**

	November 2017	FYTD 2018 Total	FY 2017 Total	FY 2016 Total
<b>Residential Demolitions</b>	0	1	7	3



**Village of River Forest**  
**Village Administrator's Office**  
 400 Park Avenue  
 River Forest, IL 60305  
 Tel: 708-366-8500

**MEMORANDUM**

Date: December 6, 2017  
 To: Eric Palm, Village Administrator  
 From: Lisa Scheiner, Assistant Village Administrator  
 Subj: Village-Wide Performance Measurement Report – November 2017

<b>Building Department Performance Measures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Goal</b>	<b>November Actual</b>	<b>FY 2018 YTD</b>
Plan reviews of large projects completed in 21 days or less	62% (93 of 151)	95%	24% (4 of 17)	67% (60 of 90)
Average length of review time for plan reviews of large projects	N/A	>21	23.1 days	17.1 days (Monthly Avg)
Re-reviews of large projects completed in 14 days or less	72% (128 of 177)	95%	92% (11 of 12)	81% (95 of 118)
Average length of review time for plan re-reviews of large projects	N/A	>14	8.4 days	8.5 days (Monthly Avg)
Plan reviews of small projects completed in 7 days or less	100% (181 of 181)	95%	100% (11 of 11)	100% (169 of 169)
Express permits issued at time of application	100% (216 of 217)	100%	100% (23 of 23)	100% (174 of 174)
Inspections completed within 24 hours of request	100% (1796 of 1796)	100%	100% (142 of 142)	100% (1412 of 1412)
Contractual inspections passed	89% (1592 of 1796)	80%	87% (123 of 142)	87% (1225 of 1412)
Inspect vacant properties once per month	100% (395 of 395)	100%	100% (23 of 23)	100% (203 of 203)
Code violation warnings issued	N/A	N/A	20	135
Code violation citations issued	N/A	N/A	2	45
Conduct building permit survey quarterly	4	1 per quarter	0	2
Make contact with existing business owners	60	5/month 60/year	5	35

<b>Fire Department Performance Measures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Goal</b>	<b>November Actual</b>	<b>FY 2018 YTD</b>
Average fire/EMS response time for priority calls for service (Includes call processing time)	4:04 minutes	5 Min	4:30 minutes	3:56 minutes
Customer complaints and/or public safety professional complaints	0%	<1%	0%	0%
All commercial, multi-family and educational properties inspected annually	319	335 inspections	27	605
Injuries on duty resulting in lost time	0	<3	0	3
Plan reviews completed 10 working days after third party review	5.39 days on average	<10	6.5 days on average	5.21 days on average
Complete 270 hours of training for each shift personnel	8237.	4824	465.3	5878.8
Inspect and flush fire hydrants semi-annually	1716	892 annually	90	1530

<b>Police Department Performance Measures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Goal</b>	<b>November Actual</b>	<b>FY 2018 YTD</b>
Average police response time for priority calls for service (Does not include call processing time)	3:57 minutes	4:00	3:29 minutes	3:59 minutes
Injuries on duty resulting in lost time	1	0 Days Lost	0	0
Reduce claims filed for property & vehicle damage caused by the Police Department by 25%	3	<3	0	0
Maintain positive relationship with the bargaining unit and reduce the number of grievances	1	0%	0	0
Reduce overtime and improve morale by decreasing sick leave usage	128.5 days	10% reduction	51 days	107 days
Track accidents at Harlem and North to determine impact of red light cameras	22 accidents	10% reduction	3 accidents	11 accidents
Decrease reported thefts (214 in 2012)	199	5% reduction	19	144
Formal Citizen Complaints	0	0	0	0
Use of Force Incidents	5	0	0	6
Send monthly crime alerts to inform residents of crime patterns and prevention tips	10	1 email/month; 12 emails/year	1	7

<b>Public Works Performance Measures</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Goal</b>	<b>November Actual</b>	<b>FY 2018 YTD</b>
Complete tree trimming/pruning service requests within 7 working days	95% (154 of 162)	95%	100% (7 of 7)	96% (133 of 138)
Complete service requests for unclogging blocked catch basins within 5 working days	100% (14 of 14)	95%	100% (1 of 1)	100% (3 of 3)
Percent of hydrants out of service more than 10 working days	0.00% (0 of 4840)	<1%	0.00% (0 of 440)	0.00% (0 of 3080)
Replace burned out traffic signal bulb within 8 hours of notification	100% (4 of 4)	99%	N/A	N/A
Complete service requests for patching potholes within 5 working days	100% (12 of 12)	95%	N/A (0 of 0)	100% (9 of 9)
Repair street lights in-house, or schedule contractual repairs, within five working days of notification	98% (55 of 56)	95%	100% (4 of 4)	100% (26 of 26)
Safety: Not more than two employee injuries annually resulting in days off from work	2	≤2	0	0
Safety: Not more than one vehicle accident annually that was the responsibility of the Village	0	≤1	0	0
Televise 2,640 lineal feet of combined sewer each month from April – September	191% (35231 of 18480)	2,640/ month (15,840/ year)	N/A (0 of 0)	258% (34010 of 13200)
Exercise 25 water system valves per month	75% (205 of 275)	25/month (300/year)	08% (2 of 25)	79% (138 of 175)
Complete first review of grading plans within 10 working days	100% (87 of 87)	95%	100% (7 of 7)	100% (78 of 78)

N/A: Not applicable, not available, or no service requests were made



**MEMORANDUM**

Date: December 11, 2017

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Village Administrator's Report

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

Tuesday, December 12	7:00 pm	Sustainability Commission Meeting
Wednesday, December 13	7:00 pm	Historic Preservation Commission Meeting
Wednesday, December 20	7:30 pm	Zoning Board of Appeals Meeting
Monday, December 25	ALL DAY	Christmas Day – Village Hall Closed
Tuesday, December 26	ALL DAY	Christmas Holiday – Village Hall Closed
Monday, January 1, 2018	ALL DAY	New Year's Day – Village Hall Closed
Thursday, January 4	7:30 pm	Development Review Board Meeting
Monday, January 8	7:00 pm	Village Board of Trustees Meeting

**\*\* Annual Employee Recognition and Holiday Luncheon - Friday, December 15\*\***

Recent Payments of >\$10,000

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

Vendor	Amount	Description
Davis Tree Care	\$10,809	Pruning for 224 Trees
R.W. Dunteman Company	\$11,300	2017 Street Improvement
EJ Equipment Inc.	\$11,151	Repair Main Hydraulic Pump
MOE Funds	\$14,015	PW Employee Health Insurance January 2018
Authur P. O'Hara	\$11,206	Detective Office Workstation Upgrades

There were no new Business Licenses issued.

Thank you.



## MEMORANDUM

**DATE:** November 21, 2017

**TO:** Eric Palm  
Village Administrator

**FROM:** Joan Rock  
Finance Director

**SUBJECT:** 2017 Property Tax Levy

Attached is *An Ordinance Levying Taxes for Corporate Purposes for the Current Fiscal Year Commencing on the 1<sup>st</sup> Day of May, 2017 and Ending on the 30<sup>th</sup> Day of April, 2018*. The ordinance itemizes the levy to be approved for the Village's General Fund, including Police Pension and Firefighter's Pension contributions, and the River Forest Public Library. The amounts in the *Budgeted* column in the ordinance are taken from the approved Fiscal Year 2018 Budget. The amount of the annual budget intended to be paid by property taxes is in the *Levied* column. Following is a comparison of the 2016 and 2017 levies:

	Approved 2016 Levy	Extended 2016 Levy	Proposed 2017 Levy	Increase (Decrease)	% Inc (Dec)
Village Levy	\$ 3,960,236	\$3,931,142	\$3,944,749	\$ 13,607	0.35%
Police Pension Levy	\$ 1,329,644	\$1,318,847	\$1,454,466	\$ 135,619	10.28%
Fire Pension Levy	\$ 1,041,723	\$1,033,809	\$1,133,892	\$ 100,083	9.68%
River Forest Library Levy	\$ 1,232,831	\$1,223,673	\$1,271,893	\$ 48,220	3.94%
<b>Total Corporate Levy (Capped)</b>	<b>\$ 7,564,434</b>	<b>\$7,507,471</b>	<b>\$7,805,000</b>	<b>\$ 297,529</b>	<b>3.96%</b>
Fire Pension (non-capped)	\$ 44,577	\$ 45,914	\$ 50,558	\$ 4,644	10.11%
<b>Total Corporate Levy</b>	<b>\$ 7,609,011</b>	<b>\$7,553,385</b>	<b>\$7,855,558</b>	<b>\$ 302,173</b>	<b>4.00%</b>
Debt Service	\$ 247,306	\$ 259,670	\$ 254,272	\$ (5,398)	-2.08%
<b>Total Levy</b>	<b>\$ 7,856,317</b>	<b>\$7,813,055</b>	<b>\$8,109,830</b>	<b>\$ 296,775</b>	<b>3.80%</b>

The property tax increase on existing property is 2.1% due to the December 2015 to December 2016 increase in the Consumer Price Index as permitted per the Property Tax Extension Limitation Law (PTELL). The balance of the increase is due to property taxes on the estimated amount of new construction for 2017 (\$10,000,000). If the actual amount of new construction is lower than the estimated amount, the levy will be reduced by the County. Although the impact on individual homeowners will vary, the average increase in the Corporate Levy for individual homeowners should be about 2.1%, or the increase in the CPI.

The Corporate Levy to be approved is for \$7,855,558. The debt service amount included above is the full amount of the 2017 available Debt Service Extension Base. The Debt Service Extension Base is the amount the Village is authorized to levy for principal and interest payments without a referendum. The final levy for the 2005 General Obligation Bonds that were for River Forest Library improvements, and the 2016 General Obligation Limited Tax Bonds, which were used to pay down the Community Bank Loan, were included in the 2016 levy. We plan to issue bonds in early 2018 for a public works project to utilize our authorized debt service extension base. The amount of the debt service levy will be included in the 2018 bond ordinance approved by the board and will be filed with the county following approval.

A 2017 Property Tax Levy spreadsheet is attached which details the levy calculation and allocation of the levy. The amounts included for the Police and Firefighters Pension Funds are based on Actuarial Reports prepared by our actuary, Todd Schroeder from Lauterbach & Amen, using the Village's Pension Funding Policy and the five-year transition plan.

Employer Pension Fund Contributions					
Fund	FY 2018 Budget	Actuarial Contribution Requirement	Statutory Minimum Requirement	Transition Plan Contribution	2017 Property Tax Levy
<b>Police Pension</b>	\$1,454,466	\$1,496,256	\$1,415,716	\$1,454,466	<b>\$1,454,466</b>
<b>Fire Pension</b>	\$1,184,450	\$1,399,187	\$1,031,111	\$1,184,450	<b>\$1,184,450</b>

The 2017 Equalized Assessed Value (EAV) has been estimated at \$558,337,481 or 15.0% higher than the 2016 EAV of \$485,510,853. The 2017 increase in EAV for new construction is estimated at \$10,000,000, roughly based on building permit information. The balance of the estimated increase is due to the reassessment of property in River Forest in 2017.

	Property Tax Rates		
	2016 Levy	2017 Levy (Estimated)	Increase (Decrease)
Village	\$1.303	\$1.179	(\$0.124)
Debt Service	\$0.054	\$0.048	(\$0.006)
Library	\$0.252	\$0.228	(\$0.024)
<b>Total</b>	<b>\$1.609</b>	<b>\$1.455</b>	<b>(\$0.154)</b>

The Estimated 2017 Property Tax Levy was presented and accepted by the Village Board on November 13, 2017. No changes have been made to the levy since that time. The Property Tax Levy must be filed with Cook County by December 26th.

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**Recommended Action:** *Motion to pass An Ordinance Levying Taxes for Corporate Purposes for the Current Fiscal Year Commencing on the 1<sup>st</sup> Day of May, 2017 and Ending on the 30<sup>th</sup> Day of April, 2018 for the Village of River Forest, Illinois.*

**AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE CURRENT FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY, 2017 AND ENDING ON THE 30TH DAY OF APRIL, 2018 FOR THE VILLAGE OF RIVER FOREST, ILLINOIS**

BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, County of Cook, and State of Illinois:

**Section 1:** That the total amount budgeted for all corporate purposes legally made and eligible to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum of \$17,366,444.

**Section 2:** That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Village be and the same is hereby levied for the purpose specified against all the taxable property in the Village for the fiscal year commencing on the 1st day of May, 2017 and ending on the 30th day of April, 2018.

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
<b><u>ADMINISTRATION - 10</u></b>		
Salaries-Regular	\$ 562,853	\$ 82,074
Overtime	1,000	
Insurance Refusal Reimbursement	1,500	
Salaries-Part-time	5,000	
FICA	32,065	8,024
Medicare	8,342	1,876
IMRF	63,370	12,174
Employee Assistance Program	1,750	
Fringe Benefits	7,890	
Health Insurance	56,802	
Life Insurance	696	
HDHP Contributions	13,341	
Wellness Program	1,500	
Communications	27,025	
Auditing	25,090	5,520
Actuarial Services	18,800	
Consulting Services	114,500	
IT Support	133,400	
Vehicle Sticker Program	17,115	
Health/Inspection Services	15,500	
Unemployment Claims	5,000	475
Bank Fees	11,271	
Liability Insurance	310,453	
IRMA Liability Deductible	74,974	
Maintenance of Office Equipment	11,505	
Training	7,000	
Travel & Meeting	9,550	
Dues & Subscriptions	24,035	
Printing	5,400	
Medical & Screening	1,550	
Advertising/Legal Notice	2,600	
Employee Recognition	8,000	
Office Supplies	16,125	
Office Equipment	5,000	
Postage	13,500	
Transfer to TIF-Madison	50,000	
Transfer to TIF-North	-	
Sub-Total	<u>\$ 1,663,502</u>	<u>\$ 110,143</u>

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
<b>LEVY FOR CORPORATE PURPOSES</b>		\$ 82,074
<b>LEVY FOR FICA/MEDICARE</b>		\$ 9,900
<b>LEVY FOR IMRF</b>		\$ 12,174
<b>LEVY FOR AUDITING</b>		\$ 5,520
<b>LEVY FOR UNEMPLOYMENT COMPENSATION INSURANCE</b>		\$ 475
<b><u>DIVISION 14 - E911</u></b>		
Consulting Services	\$ 3,000	
IT Support	8,000	
Maint Operating Equip	500	
Training	1,050	
Travel & Meeting	1,500	
WSCDC Contribution	537,544	
Citizens Corps Council	5,000	
Medical Reserve Corp	500	
Sub-Total	<u>\$ 557,094</u>	<u>-</u>
<b><u>FIRE &amp; POLICE COMMISSION -15</u></b>		
Secretarial Services	\$ 4,000	
Legal Services	2,500	
Travel & Meetings	200	
Dues & Subscriptions	375	
Medical & Screening	2,500	
Testing	10,000	
Advertising/Legal Notice	500	
Office Supplies/Equipment	150	
Postage	-	
Sub-Total	<u>\$ 20,225</u>	<u>-</u>
<b><u>BUILDING AND DEVELOPMENT - 20</u></b>		
Salaries-Regular	\$ 239,513	
Overtime	1,000	
Insurance Refusal Reimbursement	1,350	
FICA	14,679	
Medicare	3,505	
IMRF	26,793	
Fringe Benefits	2,040	
Health Insurance	44,199	
Life Insurance	144	
HDHP Contributions	6,346	
Professional Services	10,350	
Inspections	63,100	
Plan Review	30,000	
Maintenance of Vehicles	800	
Training	1,000	
Dues & Subscriptions	175	
Advertising/Legal Notice	750	
Office Supplies	400	
Office Equipment	150	
Gas & Oil	500	
Operating Supplies	500	
Transfer to CERF	3,005	
Sub-Total	<u>\$ 450,299</u>	<u>\$ -</u>
<b><u>LEGAL - 30</u></b>		
Legal Services	\$ 30,000	
Village Attorney	100,000	
Village Prosecutor	12,000	
Sub-Total	<u>\$ 142,000</u>	<u>-</u>

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
<b><u>POLICE DEPARTMENT - 40</u></b>		
Salaries-Sworn	\$ 2,693,222	\$ 2,034,448
Salaries/ASO-Secretaries	124,130	90,000
Specialist Pay	35,550	
Holiday Pay	120,946	
Overtime Pay	175,000	
IDOT STEP Overtime	28,688	
Educational Incentives	39,750	
Part-time Salaries	37,865	
FICA	11,129	2,316
Medicare	44,448	11,300
IMRF	22,455	4,266
Fringe Benefits	1,800	
Health Insurance	468,627	
Health Insurance - Retirees	82,982	
Life Insurance	1,966	
HDHP Contributions	87,925	
Contribution to Police Pension	1,454,466	1,454,466
Communications	3,068	
Administrative Adjudication	23,220	
Data Processing Support	11,367	
Animal Control	2,500	
Maintenance Equipment	14,816	
Maintenance Vehicles	42,737	
Maintenance of Buildings	3,000	
Training	20,950	
Community Support Services	96,855	
Travel & Meeting	4,450	
Dues & Subscriptions	10,349	
Printing	5,640	
Medical & Screening	5,015	
Damage Claims	5,000	
Office Supplies/Equipment	10,500	
Gas & Oil	38,300	
Uniforms/Sworn Personnel	27,000	
Uniforms Other Personnel	800	
Prisoner Care	2,608	
Operating Supplies	9,868	
Radios	12,095	
Firearms and Range Supplies	15,440	
Evidence Supplies	6,100	
DUI Expenditures	6,600	
Article 36 Seizures	5,000	
Drug Forfeiture Expenditures	6,350	
Transfer to Cap Equip Fund	137,854	
Sub-Total	<u>\$ 5,958,431</u>	<u>\$ 3,596,796</u>
<b>LEVY FOR POLICE PROTECTION</b>		\$ 2,124,448
<b>LEVY FOR FICA/MEDICARE</b>		\$ 13,616
<b>LEVY FOR IMRF</b>		\$ 4,266
<b>LEVY FOR POLICE PENSION</b>		\$ 1,454,466
<b><u>FIRE DEPARTMENT - 50</u></b>		
Salaries-Sworn	\$ 1,833,270	\$ 1,310,015
Salaries-Regular	\$ 96,588	\$ 30,000
Specialist Pay	135,195	90,000
Holiday Pay	75,895	50,000
Overtime Pay	160,000	100,000
Compensated Absences-Separations	20,000	-

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
Educational Incentives	14,400	
Insurance Refusal Reimbursements	3,000	
ICMA Retirement Contract	2,846	
FICA	7,385	1,039
Medicare	33,590	9,000
IMRF	10,760	2,044
Fringe Benefits	1,400	
Health Insurance	315,581	
Health Insurance - Retirees	27,281	
Life Insurance	1,444	
HDHP Contributions	52,561	
Contribution to Fire Pension	1,184,450	1,184,450
Communications	5,300	
IT Support	7,126	
Maintenance of Equipment	7,300	
Maintenance of Vehicles	43,250	
Maintenance of Office Equipment	500	
Maintenance of Buildings	3,500	
Training	24,750	
Community Support Services	16,300	
Travel & Meetings	6,550	
Dues & Subscriptions	3,190	
Medical & Screening	15,000	
Office Supplies	1,500	
Gas & Oil	13,000	
Uniforms Sworn Personnel	18,500	
Operating Supplies/Equipment	23,300	
Transfer to Capital Equipment Fund	157,592	
Sub-Total	<u>\$ 4,322,304</u>	<u>\$ 2,776,548</u>
<b>LEVY FOR FIRE PROTECTION</b>		\$ 1,580,015
<b>LEVY FOR FICA/MEDICARE</b>		\$ 10,039
<b>LEVY FOR IMRF</b>		\$ 2,044
<b>LEVY FOR FIRE PENSION</b>		\$ 1,133,892
<b>LEVY FOR FIRE PENSION EXEMPT FROM PTELL</b>		\$ 50,558
<b><u>PUBLIC WORKS - 60-01</u></b>		
Full-Time Salaries	\$ 479,655	\$ 79,248
Certification Pay	7,950	
Overtime	50,000	
Part-time Salaries	8,000	
FICA	33,462	8,183
Medicare	7,751	1,914
IMRF	57,014	10,833
Fringe Benefits	4,080	
Health Insurance	122,552	
Health Insurance - Retirees	14,095	
Life Insurance	252	
HDHP Contributions	4,066	
Communications	1,210	
Consulting Services	20,500	
IT Support	22,200	
JULIE Participation	970	
Maintenance of Equipment	3,000	
Maintenance of Vehicle	17,100	
Maintenance Traffic/St Lights	40,380	
Tree Maintenance	89,500	
Maint Buildings & Grounds	57,210	
Maintenance of Sidewalks	55,000	

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
Maintenance Streets	155,500	
Training	1,500	
Travel & Meeting	6,070	
Dues & Subscriptions	2,330	
Medical & Screening	1,550	
Advertising/Legal Notice	1,500	
Dumping Fees	11,000	
Damage Claims	30,000	
Street Light Electricity	34,500	
Office Supplies	1,000	
Gas & Oil	24,800	
Uniforms	5,575	
Vehicle Parts	10,000	
Operating Supplies & Equipment	37,620	
Trees	9,750	
Snow & Ice Control	54,681	
Transfer to Capital Equipment Fund	117,582	
Sub-Total	<u>\$ 1,600,905</u>	<u>\$ 100,178</u>
<b>LEVY FOR STREET &amp; BRIDGE</b>		\$ 50,137
<b>LEVY FOR FORESTRY</b>		\$ 29,111
<b>LEVY FOR FICA/MEDICARE</b>		\$ 10,097
<b>LEVY FOR IMRF</b>		\$ 10,833
<b><u>SANITATION - 60-05</u></b>		
Collection and Disposal	\$ 1,041,380	
Leaf Disposal	\$ 68,000	
Operating Supplies	500	
Sub-Total	<u>\$ 1,109,880</u>	<u>\$ -</u>
<b>TOTAL GENERAL FUND</b>	<u>\$ 15,824,640</u>	<u>\$ 6,583,665</u>
<b>DEBT SERVICE FUND</b>		
Bank Fees	\$ 1,500	
GO Bond Principal and Interest	247,304	
<b>TOTAL DEBT SERVICE FUND</b>	<u>\$ 248,804</u>	<u>\$ -</u>
<b><u>PUBLIC LIBRARY</u></b>		
Salaries	\$ 670,000	\$ 670,000
Health Insurance	54,000	54,000
IMRF	55,000	55,000
FICA/Medicare	52,000	52,000
Payroll Services	3,500	3,500
Insurance	13,000	13,000
Auditing	8,500	8,500
Staff Training	3,000	3,000
Membership Dues	4,400	4,400
Professional Development	10,000	10,000
Programs	39,100	22,893
Trustee Training	1,000	1,000
Inter-Library Expenses	700	700
Tech Support Services	12,000	12,000
Automation-Swan/Rails	31,000	31,000
Youth Interventionist Contract	4,400	-
Consultant Fees	4,000	4,000
Postage & Delivery	3,500	3,500

<b>PURPOSE</b>	<b>BUDGETED</b>	<b>LEVIED</b>
Telephone/Internet	14,500	14,500
Copier Lease	2,400	2,400
Books	71,000	70,500
Periodicals	7,500	7,500
Automation Subscription	15,000	15,000
Audio-Visual/Online	87,000	87,000
Office Supplies	4,500	4,500
Library Supplies	5,500	5,500
Copy and Printing Supplies	1,400	1,400
Advertising	3,000	3,000
Printing	6,200	6,200
Misc Expenses	2,800	2,800
Equipment and Furniture	5,000	5,000
Technology Equipment	1,500	1,500
Strategic Incentives	7,500	7,500
Building Materials and Supplies	5,000	5,000
Custodial Services	58,000	58,000
Utilities	11,000	11,000
Copier Maintenance	3,200	3,200
Capital Reserve	11,900	11,900
<b>TOTAL PUBLIC LIBRARY</b>	<u>\$ 1,293,000</u>	<u>\$ 1,271,893</u>
<b>GRAND TOTAL</b>	<u><u>\$ 17,366,444</u></u>	<u><u>\$ 7,855,558</u></u>

**LEVY SUMMARY**

<b>PURPOSE</b>		<b>AMOUNT LEVIED</b>
Levy For General Corporate Purposes		\$ 82,074
Administration	82,074	
Levy for Auditing		5,520
Levy for Police Protection		2,124,448
Levy for Fire Protection		1,580,015
Levy for Street & Bridge		50,137
Levy for Forestry		29,111
Levy for Unemployment Compensation		475
Levy for FICA/Medicare		43,652
Administration	9,900	
Police	13,616	
Fire	10,039	
Public Works	10,097	
Levy for Illinois Municipal Retirement Fund		29,317
Administration	12,174	
Police	4,266	
Fire	2,044	
Public Works	10,833	
Levy for Fire Pension Fund		1,133,892
Levy for Fire Pension Fund exempt from PTELL		50,558
Levy for Police Pension Fund		1,454,466
Levy for Debt Service		-
Levy for Public Library		1,271,893
<b>TOTAL AMOUNT OF LEVY</b>		<b>\$ 7,855,558</b>

**Section 3:** That there is hereby levied upon all property subject to taxation within the Village according to the assessed valuation thereof, to be collected from the tax levy for the current fiscal year for the purposes herein stated, the respective amounts itemized in the preceding Section.

**Section 4:** The Village Clerk is hereby authorized and directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance as required by law.

**Section 5:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

AYES:

NAYS:

ABSENT:

ADOPTED this 11th day of December 2017.

ATTEST:

\_\_\_\_\_  
Catherine Adduci, Village President

\_\_\_\_\_  
Kathleen Brand-White, Village Clerk

Published in pamphlet form December 11, 2017

## Village of River Forest 2017 Property Tax Levy

2016 Aggregate Extension inflated by CPI (A)	7,665,127
Estimated 2017 EAV	558,337,481
Less: 2017 Estimated disconnections & New EAV	<u>(10,000,000)</u>
Total (B)	548,337,481
Limiting Rate (A/B)	<b>1.3979</b>

2017 Est. EAV existing property	548,337,481	Estimated 2017 EAV	558,337,481
Add: Est. 2017 New EAV	<u>10,000,000</u>	Limiting Rate	<u>1.3979</u>
Estimated 2017 EAV	<b>558,337,481</b>	PTELL Reduced Levy (cap)	<b>7,805,000</b>

Category	2016		2017				Est PTELL Adjustment	Est PTELL Levy	Tax Rate	Tax Rate Ceiling
	Original Levy	Extended Levy	Proposed Levy	Loss %	Loss Amount	Total Levy				
Corporate	82,414	82,063	82,074	3.0%	2,462	84,536	(2,462)	82,074	0.0147%	0.4375%
Police Pension	1,329,644	1,318,847	1,454,466	3.0%	43,634	1,498,100	(43,634)	1,454,466	0.2605%	
Fire Pension	1,041,723	1,033,809	1,133,892	3.0%	34,017	1,167,909	(34,017)	1,133,892	0.2031%	
IMRF	14,942	15,053	29,317	3.0%	880	30,197	(880)	29,317	0.0053%	
Street & Bridge	51,226	50,986	50,137	3.0%	1,504	51,641	(1,504)	50,137	0.0090%	0.1000%
Fire Protection	1,595,368	1,583,005	1,580,015	3.0%	47,400	1,627,415	(47,400)	1,580,015	0.2830%	0.6000%
Police Protection	2,138,356	2,121,857	2,124,448	3.0%	63,733	2,188,181	(63,733)	2,124,448	0.3805%	0.6000%
Social Security	42,763	42,731	43,652	3.0%	1,310	44,962	(1,310)	43,652	0.0078%	
Auditing	5,550	5,827	5,520	3.0%	166	5,686	(166)	5,520	0.0010%	
Forestry	29,117	29,135	29,111	3.0%	873	29,984	(873)	29,111	0.0052%	0.0500%
Unemployment Insurance	500	485	475	3.0%	14	489	(14)	475	0.0001%	
<b>Total</b>	<b>6,331,603</b>	<b>6,283,798</b>	<b>6,533,107</b>		<b>195,993</b>	<b>6,729,100</b>	<b>(195,993)</b>	<b>6,533,107</b>	<b>1.1701%</b>	
River Forest Library	1,232,831	1,223,673	1,271,893	3.0%	38,157	1,310,050	(38,157)	1,271,893	0.2278%	0.6000%
<b>Total Tax Cap</b>	<b>7,564,434</b>	<b>7,507,471</b>	<b>7,805,000</b>		<b>234,150</b>	<b>8,039,150</b>	<b>(234,150)</b>	<b>7,805,000</b>	<b>1.3979%</b>	
<b>Non-Tax Cap Category</b>										
Debt Svc Extension Base Bonds	247,306	259,670	254,272	5.0%	12,714	266,986		266,986	0.0478%	
Fire Pension - PA 93-0689	44,577	45,914	50,558	3.0%	1,517	52,075		52,075	0.0093%	
<b>Total</b>	<b>291,883</b>	<b>305,584</b>	<b>304,830</b>		<b>14,231</b>	<b>319,061</b>	<b>-</b>	<b>319,061</b>	<b>0.0571%</b>	
<b>Grand Total</b>	<b>7,856,317</b>	<b>7,813,055</b>	<b>8,109,830</b>		<b>248,381</b>	<b>8,358,211</b>	<b>(234,150)</b>	<b>8,124,061</b>	<b>1.4550%</b>	
<b>Total Corporate Levy (Excluding Debt Svc)</b>	<b>7,609,011</b>	<b>7,553,385</b>	<b>7,855,558</b>		<b>235,667</b>	<b>8,091,225</b>	<b>(234,150)</b>	<b>7,857,075</b>		

Percentage Increase over prior year's extension (Truth in Taxation) **4.00%** (Excludes Debt Service)

Percentage Increase over prior year's extended levy (Total Levy) **3.80%**



## TRUTH IN TAXATION

### CERTIFICATE OF COMPLIANCE

I, Catherine Adduci, Village President, hereby certify that I am the presiding officer of the Village of River Forest, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 8-85.

This certificate applies to the 2017 levy.

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Catherine Adduci, Village President

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Date

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE  
RIVER FOREST PUBLIC LIBRARY  
BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018**

**BE IT RESOLVED** by the Board of Library Trustees of the Village of River Forest, Cook County Illinois as follows:

**Section 1:** That pursuant to Article 5/4-10 of Chapter 75, ILCS 2008 the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2017 and ending April 30, 2018 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

<b>CORPORATE EXPENDITURES</b>	<b>FY 17-18 BUDGET</b>	<b>2017 LEVY</b>
Salaries	670,000	670,000
Health Insurance	54,000	54,000
IMRF	55,000	55,000
FICA/Medicare	52,000	52,000
Payroll Services	3,500	3,500
Insurance	13,000	13,000
Auditing	8,500	8,500
Staff Training	3,000	3,000
Membership Dues	4,400	4,400
Professional Development	10,000	10,000
Programming	39,100	22,893
Trustee Training	1,000	1,000
ILL and RB Services	700	700
Tech Support Services	12,000	12,000
Automation-Admin	31,000	31,000
Youth Interventionist Contract	4,400	-
Consultant/Legal Fees	4,000	4,000
Postage & Delivery	3,500	3,500
Telephone/Internet	14,500	14,500
Copy Machine Lease	2,400	2,400
Books	71,000	70,500
Print Periodicals	7,500	7,500

Automated Subscription	15,000	15,000
Audio-Visuals/ Online	87,000	87,000
Office Supplies	4,500	4,500
Library Supplies	5,500	5,500
Copy and Printing Supplies	1,400	1,400
Advertising	3,000	3,000
Printing	6,200	6,200
Misc Expenses	2,800	2,800
Equipment and Furniture	5,000	5,000
Technology-Misc	1,500	1,500
Building Improvements	-	-
Strategic Initiatives	7,500	7,500
Building Materials & Supplies	5,000	5,000
Custodial Services	58,000	58,000
Water	2,500	2,500
Natural Gas	8,500	8,500
Copier Maintenance	3,200	3,200
Roof Inspection	-	-
Capital Reserve	11,900	11,900
<b>Total Corporate Library</b>	<b>1,293,000</b>	<b>1,271,893</b>

**Section 2:** That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of River Forest within the time specified by law for inclusion in the Annual Budget Ordinance and Levy Ordinance of the Village of River Forest.

Adopted this 14th of November, 2017 pursuant to a roll call as follows:

AYES: 6  
 NAYS: 0

Adopted on November 14, 2017 Melrah J. Hill  
 Secretary Board of Trustees



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: December 8, 2017

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Discussion & Direction: Signage at Lake and Lathrop

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As you know, the Developer for the Lake and Lathrop project recently installed on-site signage advertising their new project. This signage was approved within the regulations of our sign code that allows for temporary signs (Section 4-5-12). We allowed each developer (residential and commercial) to have the maximum signage for each street frontage essentially allowing for four total signs.

The developer has since requested a sign package that is consistent with their other developments in the City of Chicago. Attached please find a copy of their letter of request and supporting documents.

The section of the Village Code dealing with signs does not have an appeal or variation section. In some instances, deviations from the sign regulations are considered and approved in planned development permits, albeit usually signs that are permanent in nature and not temporary. Because you do not have any formal variation process, should you concur with the developer's request, we will come back with an ordinance at a subsequent meeting formally approving the request and variation from the Code.

There is no formal Staff recommendation on this request, but I do offer the following questions to consider:

1. What, if any, precedent will this set for future temporary sign requests?
2. Are our current temporary sign requests too restrictive? Not restrictive enough?
3. How do we balance these requests while working with developers and being viewed "business friendly" versus ensuring we are protecting the quality of life of our residents?

Please contact me should you have any questions. Thank you.

Attachments

Section 4-5-12 of the Village Code (Temporary Signs)  
Request from Sedgwick Development

#### **4-5-12: TEMPORARY SIGNS:**

- A. A "temporary sign" is any sign, banner, poster, advertisement, or notice in any nonresidential district that is not designed or intended to be placed permanently, which is placed to advertise or announce an event, occurrence, service, or product.
- B. Any owner or tenant desiring to erect or maintain a temporary sign shall submit a temporary sign permit application. An application may only be made by the owner or tenant of the property on which the temporary sign will be erected and maintained. A separate application must be submitted for each temporary sign an owner or tenant desires to erect and maintain. The applicant shall be responsible for the installation, maintenance and removal of a temporary sign pursuant to a permit issued by the village.
- C. No temporary sign shall be erected or maintained without a permit. No temporary sign shall be maintained beyond the date and time set forth in the permit permitting the temporary sign to be erected and maintained.
- D. The permit fee for temporary signs shall be one hundred dollars per application.
- E. Temporary signs must be related to goods, services, and/or events that are sold, provided, and/or occur on the premises. No temporary sign shall carry information conveying the price of any good or service.
- F. Temporary signs shall not exceed thirty two square feet in area.
- G. Only one temporary sign shall be allowed for each temporary sign permit application. No applicant may display a temporary sign more than two times a year. A separate permit application is required for each temporary sign request.
- H. Temporary signs are limited to a display duration not to exceed ninety calendar days.
- I. Temporary signs advertising goods, services, and/or events that are sold, provided, and/or occur outside of the premises on which the sign is erected and maintained are prohibited.
- J. All temporary signs must remain in good condition throughout the display period. The applicant is responsible for maintaining the temporary sign. Corrective action must be taken immediately by the

applicant if there exists any problems or defects with the appearance, condition or maintenance of the sign and/or support hardware. Temporary signs must be constructed of durable, weather resistant materials (canvas, nylon, etc.) with sufficient strength and resilience to maintain an acceptable appearance for the duration of its display and shall be securely affixed on all sides/corners.

- K. No temporary sign may be located higher than the roofline of the building to which it is attached or, if attached to a permanent sign, higher than the sign. There must be no encroachment of a temporary sign into the public right of way.
  
- L. Temporary signs may not block any public signs or public infrastructure and shall be placed not less than eight feet from the nearest edge of a right of way or property line.
  
- M. River Forest units of government may install temporary streetlight banners on village owned streetlights. Said banners shall be limited to a display not to exceed one hundred eighty days and the display may be extended for an additional one hundred eighty days with approval of the village. One temporary sign permit application shall be required for each street or parking lot at which the temporary streetlight banners will be installed. All other temporary sign regulations listed in this section shall apply to temporary streetlight banners.
  
- N. Erecting or maintaining a temporary sign in a manner inconsistent with the provisions of this chapter is unlawful and shall constitute a violation and offense. A separate offense shall be deemed committed for each day any violation of any provision of this chapter shall continue. Liability for the violation or offense shall be with the applicant, should the violation or offense be related to a temporary sign erected and maintained pursuant to a permit issued by the village. Liability for the violation or offense shall be with the owner of the property on which the temporary sign exists, should the violation or offense be related to a temporary sign erected and maintained without a permit issued by the village.
  
- O. Violations of this chapter shall be punished as provided in section [1-4-1](#) of this code. (Ord. 3484, 4-22-2013)

Eric Palm  
Zoning Administrator  
Village of River  
Forest 400 Park  
Avenue  
River Forest, Illinois 60305

**Re: Lake Street & Lathrop Avenue Signage**

Dear Mr. Palm,

On behalf of our partnership, Lake Lathrop Partners, LLC, enclosed please find an application and supporting materials for signage variance for the Lake Street & Lathrop Avenue Redevelopment Project located at the southwest corner of Lake Street & Lathrop Avenue in River Forest, Illinois.

**4-5-12: TEMPORARY SIGNS**

F. Temporary signs shall not exceed thirty-two square feet in area.

H. Temporary signs are limited to a display duration not to exceed ninety calendar days.

The public/private partnership or Lake Lathrop Partners LLC overall design is to fit within the aesthetics and complement the surrounding uses. Lake Lathrop Partners LLC will be requesting signage to be displayed along the existing fencing on Lake street and Lathrop Ave. (Please see attached plan) We believe the signage is necessary for the following:

1. Fade the old low grade and unsightliness of the old Mexican Restaurant from the neighborhood and memories of the residents
2. Convey to the neighborhood there is an exciting and vibrant project coming to the area.
3. The area of River forest has a discerning signature style and timeless living we want to convey the style of the project and nature.
4. Aesthetics – the signage will add vibrancy with a traditional style to the streetscape of Lake street.

**The signage would consist of the following (please see following pages which shows a mock-up of the signage along Lake Street as well as Lathrop Avenue)**

6' Tall Banner Around New Fence Installed at Perimeter of Site with the following segments:

11' 6" Angle Return to Existing Storefront with RF Logo and Tagline.

33' 6" Main Banner along Lake St with Sales Center Direction Arrow & Address pointing Left as well as Keystone Info on the right.

24' 6" Angle at Corner Behind 3-sided Sign – bland maroon color to not be a confusing background to existing 3 sided sign.

69' 0" Main Banner along Lathrop with Sales Center Address (not arrow) with Keystone info on the right.

29' 0" Return Banner to Building corner with Sales Center Direction Arrow and Address Pointing Right with Keystone Info on the left.



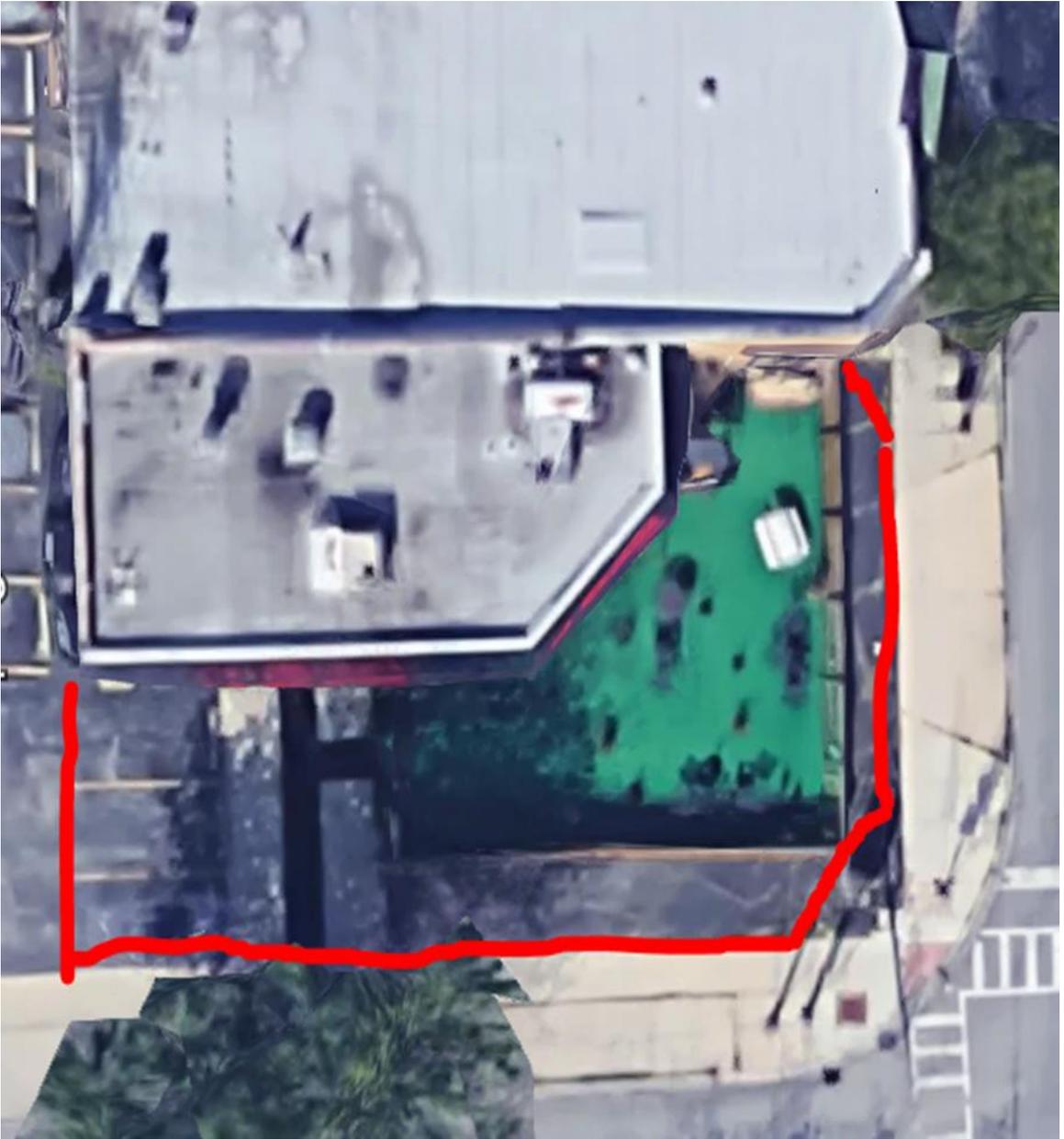
We are very excited about the design and positive steps forward of the Lake Lathrop mixed-use development and the positive impact it will have on the Lake Street Corridor. We look forward to presenting this exciting development to the residents, elected officials and staff of the Village of River Forest.

Respectfully submitted,

LAKE LATHROP PARTNERS LLC

  
Marty Paris – Manger

cc: Tim Hague, Lake Lathrop Partners, LLC



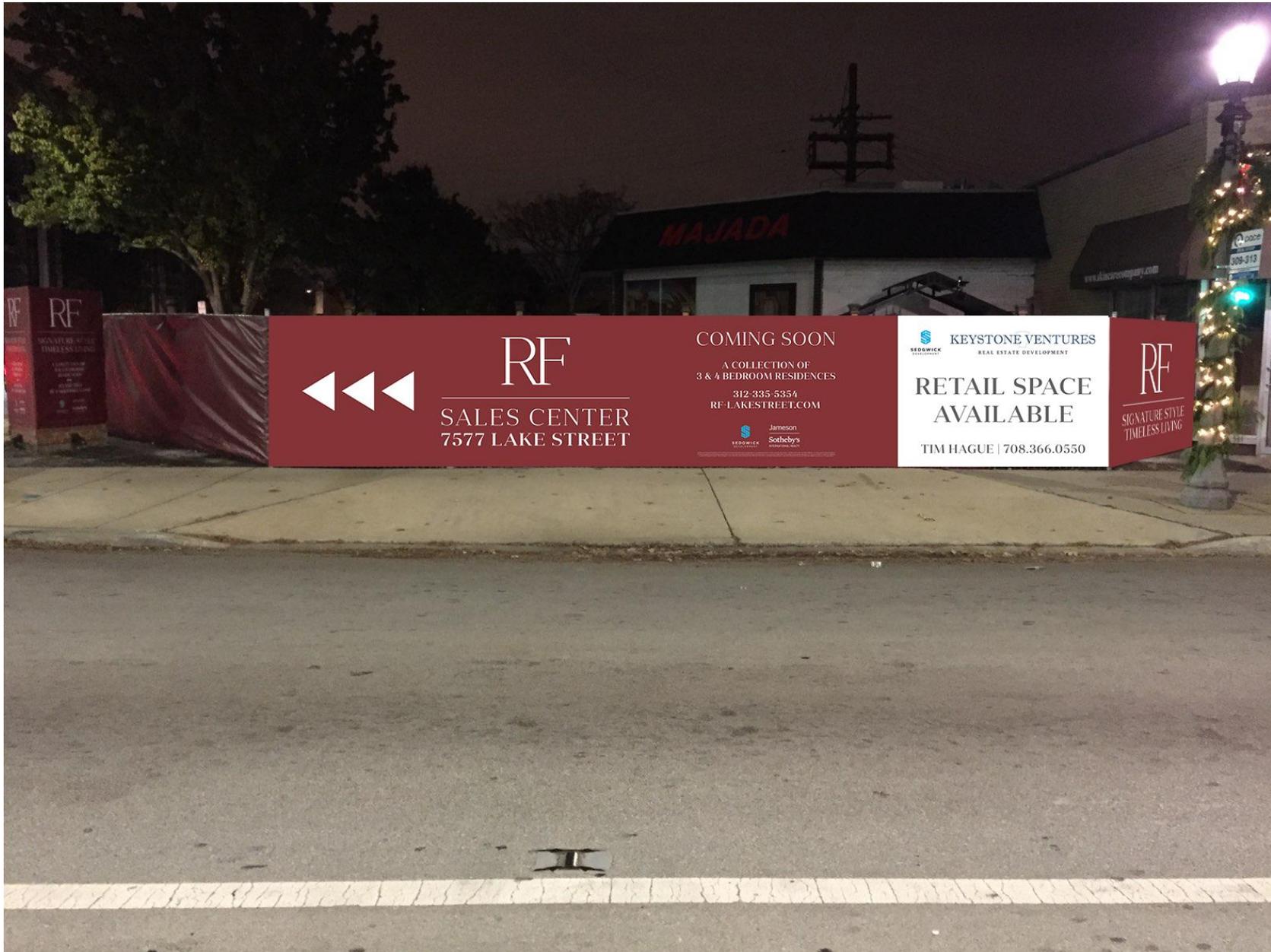
LAKE STREET

LATHROP AVENUE

View along Lathrop Avenue



View along Lake Street



**APPLICATION FOR ZONING VARIATION**  
**Village of River Forest Zoning Board of Appeals**

**Address of Subject Property:** \_\_\_\_\_

**Applicant:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone (Daytime)

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.)

**Architect/Contractor:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone (Daytime)

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

**Date of Application:** \_\_\_\_\_

**Application requirements:** Attached you will find an outline of the other application requirements. Please read the attached carefully, the applicant will be responsible for submitting all of the required information.

Also attached for your information are the Zoning Board of Appeals "Rules of Procedure" for their public hearings.

**Application Deadline:** A complete variation application must be submitted no later than the 15<sup>th</sup> day of the month in order to be heard by the Zoning Board of Appeals in the following month. The Zoning Board of Appeals meets on the second Thursday of each month.

**SIGNATURES:**

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true and that all work herein mentioned will be done in accordance with the ordinances of the Village of River Forest and the laws of the State of Illinois.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant (if other than Owner): \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:** A non-refundable fee of **\$650.00** must accompany every application for variation. Checks should be made out to the Village of River Forest.

Address of Subject Property: \_\_\_\_\_

Zoning District of Property (circle one): R1 R2 R3 R4 C1 C2 C3 PRI ORIC

Please check the type(s) of variation(s) being requested:

Zoning Code

Building Code (fence variations only)

**Summary of Requested Variation(s):**

<u>Applicable Code Section (Title, Chapter, Section)</u> <i>Example:</i> 10-8-5, lot coverage	<u>Code Requirement(s)</u> <i>Example:</i> no more than 30% of a lot	<u>Proposed Variation(s)</u> <i>Example:</i> 33.8% of the lot ( <b>detailed calculations an a separate sheet are required</b> )

**THE APPLICANT IS REQUIRED TO SUBMIT DETAILED LONG HAND CALCULATIONS AND MEASUREMENTS FOR ALL APPLICABLE ZONING PROVISIONS. APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THESE CALCULATIONS AND MEASUREMENTS.**

## APPLICATION REQUIREMENTS FOR MAJOR VARIATIONS

### **A. General Requirements.**

1. A complete copy of the application shall be submitted to the Zoning Administrator for processing. The written application form, bound together with supplementary exhibits shall contain at least the following information:
  - a. The name, address and phone number of the applicant.
  - b. If the applicant is not the owner of the property in question, (i) the name, address and phone number of the owner, (ii) the interest of the applicant in the subject property, (iii) proof of consent by the owner to the filing of the application, and (iv) any beneficiaries of the owner or developer.
  - c. The date of the application.
  - d. Identification of the property in question by street address. If there is no street address, the applicant must provide a description of the location of the property in relation to surrounding streets and properties.
  - e. A short, written description of the nature of the proposed variation, development or re-development, and the proposed use(s).
  - f. A plat of survey of the property which includes the location and dimensions of all existing or planned easements, land subject to covenant, rights-of-way, scale and north arrow.
2. In addition, the applicant shall submit drawings which graphically explain the site's present conditions and how they would be affected if the proposed variance were granted. Information should include, but not be limited to, the proposed structure's relation to the property line, nearby trees, and other existing structures on both the applicant's and the neighbor's properties. Information on the proposed structure's height, type of construction and depth of eaves should be provided. All drawings should be dimensioned and to scale. A copy of the plat of survey with this information noted on it would be sufficient.
3. **Submit one (1) hard copy of the completed application - initially. Once the application has been reviewed by Village Staff, and after the applicant makes all necessary changes, the applicant will then submit a total of nine more hard copies and one electronic copy of the completed application.**

### **B.** In addition to the requirements identified in Section A, the following additional information shall also be provided on the drawings accompanying an application for a variation:

1. The height in stories and feet, gross floor area, lot coverage (footprint area of the proposed structures in relation to the area of the site, expressed as a percentage), and floor area ratio of all existing or proposed buildings located on the lot where the development is to take place.

2. If the development is a multiple-family residential development, the number of one-, two-, three-, or four-bedroom dwelling units proposed for construction.
  3. Dimensions of the development site, indicated along the property line. Distances to all buildings, structure, freestanding signs, on adjoining properties.
  4. The location of freestanding signs on the site.
  5. Identification of vehicular areas including parking areas, loading areas, and circulation areas, and showing the layout and size of parking spaces, aisles and direction of travel on or in lanes, aisles, or driveways.
  6. Legal documentation establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.
  7. It is also recommended that the application include photographs of the subject property/building, and written testimony/letters from neighboring property owners indicating support of proposed project.
- C. No order of the Village Board of Trustees permitting a variation from the provisions of the Zoning Code shall be valid for a period longer than nine months, unless such use or structure is initiated within such period; provided, however, that where such use permitted is dependent upon the erection or alteration of a building, such order shall continue in force and effect if a building permit for erection or alteration is obtained within such period of nine months and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

A variation shall be deemed to authorize only the particular construction or development which was applied for. A variation shall automatically become null and void if such construction or development is removed and not replaced within nine months following such removal.

## **STANDARDS FOR MAJOR VARIATIONS (SECTION 10-5-4F)**

A major variation shall be recommended by the Zoning Board of Appeals only if it makes findings, based upon the evidence presented to it, that each of the following standards has been met:

1. The physical surroundings, shape or typographical conditions of the specific property involved with bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;
2. The aforesaid unique physical condition did not result from an action of any person having an interest in the property, but was created by natural forces or was the result or was the result of governmental action, other than the adoption of this Zoning Ordinance, for which no compensation was paid;
3. The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;
4. The purpose of the variation is not based predominantly upon a desire for economic gain;
5. The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located;
6. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;
7. That the granting or the variation would not unduly tax public utilities and facilities in the area;
8. That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property.

**Applicants are required to provide detailed written responses to each of the eight above standards.**

# Rules of Procedure for the Zoning Board of Appeals

Adopted 6/16/04

## General Rules

- Rule 1 Prior to each regular meeting of the Zoning Board of Appeals, (“board”) the village staff shall cause an agenda to be prepared.
- Rule 2 The ayes and nays shall be taken and recorded in the minutes in the case of the passage of all motions. A concurrence of a majority of all members present shall be necessary to the passage of same, unless otherwise required by law. In all cases where a motion is entered into the minutes, the names of the member moving and seconding shall be entered.
- A vote or question may be reconsidered at any time during the same meeting or at the first regular meeting held thereafter. A motion for reconsideration, once having been made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered. A motion to reconsider must be made by a member who voted on the prevailing side of the question to be reconsidered.
- Rule 3 Except during the portion of the meeting dedicated to public participation, no person (other than village staff or consultants to the board) may address the board without the consent of a majority of board members then present.
- Rule 4 These rules, except rule 2, may be temporarily suspended by a vote of two-thirds of the members present.
- Rule 5 The chairman shall be the presiding officer. In the absence of the chairman, the board members present shall elect a chairman *pro tem*. The presiding officer shall decide all questions of order.
- Rule 6 Four members shall constitute a quorum. Except as provided in this rule, no motion shall be considered or voted on without a quorum present. A member shall be considered “present” when available and participating in accordance with the rules governing participation by electronic means. A motion to recess to a future specified date may be considered and passed by less than a quorum of members.
- Rule 7 Any party to a hearing may arrange for the proceedings to be recorded and transcribed by a certified shorthand reporter at the party's expense. A copy of any transcript prepared shall be filed with the board. The board, at its discretion, may direct that the proceedings be recorded at the expense of the party initiating the action ("applicant") which is the subject of the hearing and may require the applicant to deposit funds sufficient to defer the cost of such recording.
- Rule 8 At any hearing, the applicant or any interested party may appear on his or her own behalf or may be represented by an attorney or agent.

Rule 9 In addition to the applicant, any person having an interest in the action which is the subject the hearing ("interested parties") may appear at the hearing to give testimony. The village shall be deemed an interested party in every case, and need not appear. Every interested party wishing to testify at the hearing shall submit to the Chairman of the Board, in writing, his or her name and address. The Chairman may impose reasonable limitations on evidence or testimony presented by interested parties, such as time limits and banning repetitious, irrelevant or immaterial testimony.

### **Rules Governing the Taking of Evidence**

Rule 10 All evidence from the applicant and any interested persons shall be taken during the portion of the meeting dedicated to public participation. The order of presentation of evidence shall generally be as follows, but may be modified by the chairman:

- a. Testimony by applicant's witnesses.
- b. Report by staff and consultants.
- c. Board examination of applicant's witnesses.
- d. Cross-examination of applicant's witnesses.
- e. Testimony by interested party witnesses.
- f. Board examination of interested party witnesses
- g. Applicant's cross-examination of interested party witnesses.
- h. In some cases re-examination may be allowed.
- i. Summary/rebuttal by applicant.

At the conclusion of the portion of the meeting dedicated to public participation, the board shall begin to deliberate or continue the hearing to a date, time and location certain. During deliberations, the board members may question any person present regarding his/her previous testimony.

Rule 11 [Cross-examination of witnesses shall be limited to applications for a special use permit - ZBA only] Only the applicant, an interested party entitled to notice pursuant to the Village Zoning Code, member of the board or attorney for the board shall be permitted to cross-examine witnesses. In the event the applicant or any interested party is represented by an attorney, the attorney may conduct any cross-examination.

The chairman may impose reasonable conditions on cross-examination of witnesses, including, but not limited to, requiring persons to register with the chairman in advance and demonstrate that they fall within the class of persons allowed to cross-examine; restricting the subject matter on which cross-examination will be allowed and identifying those witnesses who may be cross-examined. Any such conditions shall be published in advance of the hearing.

Rule 12 Persons permitted to cross-examine a witness may, at the time indicated by the chairman, direct questions to the witness from a location chosen by the chairman. The opportunity for questioning a witness shall not be used by the questioner to offer testimony or evidence.

Rule 13 All persons offering testimony at a hearing shall testify under oath. An attorney shall be sworn if he or she offers testimony but not if he or she is questioning witnesses, summarizing testimony of witnesses, or addressing the board. Testimony may be given only from a location chosen by the chairman.

Rule 14 The board shall not be bound by strict rules of evidence; however, irrelevant, immaterial, argumentative, or repetitious evidence or questioning shall not be allowed. The chairman shall rule on all questions related to the admissibility of evidence, which ruling may be overruled by a majority of the board members present.

Rule 15 The chairman may take such actions as are required to permit an orderly and civil hearing.

### **Rules for the Conduct of Meetings by Electronic Means**

Rule 16 Whenever possible, members of the board who cannot be physically present at a public meeting and who wish to attend via electronic means shall give notice to the Village Administrator not less than two business days before the meeting date.

Rule 17 When it is known two business days in advance of such meetings that any board member will attend through use of electronic means, a notice shall be posted stating the names of the members of the board who will be attending in that manner, and the type of medium through which they will attend.

Rule 18 When it is not possible for a member of the board to give two business days notice, and the member is unable to be physically present at a meeting, and wishes to attend through the use of electronic means on the date of the meeting, prior to convening the meeting, the presiding officer shall announce such method of attendance to the public and the reason.

Rule 19 If the chairman attends the meeting through the use of electronic means, he or she shall vacate the chair and a member who is physically present shall preside.

Rule 20 When one or more members attend a meeting via electronic means, all votes shall be by roll call.

Rule 21 No more than two members of the board may attend a meeting through the use of electronic means from the same remote location.

Rule 22 At least four board members must be physically present to constitute a quorum.

Rule 23 When speaker phones are used to allow a member of the board to attend a meeting without being physically present, the member using the speaker phone must, each time he or she wishes to speak, identify himself or herself by name and be recognized by the presiding officer before speaking.

Rule 24 The board, in its sole discretion, by majority vote, may authorize village staff, or consultants, to participate in the proceedings by electronic means.

Rule 25 All notices sent to interested parties and required by ordinance shall include a copy of these Rules and the following statement: All meetings of the board are held at Village Hall beginning at 7:30 P.M. unless otherwise stated in the attached notice, or announced by the board at the time of any recess.