

**APPROVED MINUTES - SPECIAL BOARD MEETING  
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK  
HELD ON TUESDAY, OCTOBER 26<sup>TH</sup>, 2010 AT 7:00 P.M.  
IN ROOM 101 OF OAK PARK VILLAGE HALL**

**OFFICIAL RECORD**

PRESENT: Trustees Brewer, Hale, Hedges, Johnson, Lueck and Pate; President Pope  
ABSENT: None  
QUORUM: President Pope called the meeting to order at 7:04 p.m. and declared that a quorum was present.

**VILLAGE MANAGER REPORT**

Village Manager Tom Barwin asked that the agenda be amended by switching Items 8 and 7 for continuity purposes.

Mr. Barwin commented that the Village was not affected by the latest storm and wished Marty Stempniak of the Wednesday Journal a speedy recovery from his recent accident.

He announced that this evening they would begin the process of reviewing the entire budget. He turned the meeting over to Chief Financial Officer Craig Lesner.

**PROPOSED 2011 BUDGET REVIEW**

**1. Board of Trustee Budget**

Mr. Lesner referred to the budget of \$75,531 for the Board of Trustees. This included salaries, conferences and training, subscriptions, membership fees to relevant associations and basic office supplies

Trustee Lueck asked Mr. Lesner to define contractual services; he said this would be for outside services needed to support the Board.

Trustee Hale suggested the amount be reduced to \$70,000.

**2. Village Clerk's Budget**

Village Clerk Teresa Powell spoke about the responsibilities of the Clerk's Office. She announced that it was her goal for 2011 is to develop a master plan for records management, which would require hiring an additional person who would also serve as deputy clerk.

Trustee Hedges asked about shifts in responsibility within the Clerk's Office. Village Clerk Powell replied that the sale of vehicle stickers would become a function of the Parking Department. The responsibilities established by ordinance would require amendment.

Trustee Hale asked if someone on staff could be designated deputy clerk. Under local ordinance, she has a right to appoint a deputy. She could accommodate the expense

by adjusting items in her budget; filling a full-time position could attract a broader range of candidates.

Trustee Johnson commented that there needed to be more structure in this proposal.

Trustees Lueck asked for clarification regarding the position of deputy clerk and whether it was budgeted at full time or part time. She also stated that this should have been discussed prior to starting the budget meetings.

Mr. Lesner explained that it would be either half time for the full year or full time for half a year. In 2012, it would be budgeted at full time.

President Pope asked Village Clerk Powell to re-address the Board with a more detailed plan.

### **3. Village Manager's Office Budget**

Mr. Barwin presented the budget for the Village Manager's Office. This included staff, membership dues for various organizations and special events.

Trustee Brewer asked for a breakdown of the organizations; Mr. Barwin provided it.

Trustee Hale and Trustee Hedges were concerned about contingencies.

Trustee Hale suggested large reductions to the budget.

Mr. Barwin stated that having money in the budget does not necessarily mean it will be spent. He explained that this would provide some flexibility.

### **4. Finance Department Budget**

Mr. Lesner stated that five positions were being moved out of Finance into the Parking Department. He discussed how vacant positions have been consolidated into current staff's duties and this has been working well. He gave an overview of the Finance Department's budget.

Trustee Hedges asked what the cost for the payroll service would be and also asked about how procurement was being handled. Mr. Lesner said the payroll service would be \$75,000 and although each department does their own procurement, it is overseen by the Deputy Chief Financial Officer.

Trustee Lueck asked that monthly variance reports be distributed to the Board.

Trustee Johnson stated that an RFQ for banking services needed to be discussed by the Finance Committee and exceptions of overtime needed board approval. He also asked if processes in the Finance Department have been adjusted to allow the department to run more smoothly. Mr. Lesner stated that they are moving in the right direction.

### **5. Human Resources Budget**

Human Resources Director Frank Spataro discussed the functions of the department.

There was a discussion regarding training programs. Mr. Spataro explained that he had been able to secure some free of charge training this year and was looking at some web based training programs for the future.

Trustee Hedges discussed risk management as well as changes to the health care program. Mr. Spataro expected a significant re-enrollment of dependents 26 and under due to changes in the law. This projection was included in the budget figures.

Trustee Lueck expressed concern that there may not be adequate funding to complete the important functions of the HR department on a timely basis.

Mr. Barwin stated that the Human Resources Department was a high priority when funds are available for additional personnel.

**6. Information Technology Budget**

Alvin Nepomuceno, Director of Information Technology, gave an overview of his department's responsibilities and accomplishments, specifically on-line functions.

Trustee Johnson asked about conversion of the current phone system. Mr. Nepomuceno discussed plans for this and also plans for converting parking passes to on-line.

**7. Community Relations Budget**

Director of Community Relations Cedric Melton described the functions of his department and presented his budget.

Trustee Lueck commented that as a department of one, this should be organized differently into to Village. Mr. Barwin interjected that Mr. Melton played an important role in the community and commended his work. Trustee Lueck clarified that she was not questioning the significance of this position but about how it is organized in the Village staff structure. Trustee Johnson agreed and commented that this warranted further discussion.

**12. Adjudication Budget**

Robert Anderson, Director of Adjudication, gave an overview of his department and presented his budget.

**11. Health Department Budget**

Health Department Director Margaret Provost-Fyfe gave an overview of the programs and services provided by the Health Department. Priorities for 2011 were discussed; these included a 5-year Community Assessment and Strategic Plan required by the state, continued training of local food service managers and education of youth regarding risky behavior.

Trustee Lueck asked if there were any funding opportunities from health care reform that might benefit this department. Ms. Provost-Fyfe said there were none at this time.

Trustee Hale asked about Farmers Market revenues and plans for farm visits in 2011. Trustee Johnson asked if grant revenue was being received in a timely manner.

President Pope stated that Oak Park was fortunate to have their own public health department and asked how they might be able to go about accessing more funding that has been given to the county to help support their efforts. Ms. Provost-Fyfe gave examples of some county funded items, such as West Nile virus prevention.

**8. Housing Department Budget**

Housing Programs Manager Tammie Grossman described the functions of the Housing Department and presented her budget. She noted that this did not include Community Development Block Grant (CDBG) funds. There was a discussion regarding the escrowing of housing grant funds.

Trustee Lueck asked Mr. Lesner why CDBG funds were kept as a distinct standalone budget when some of the items are administered by Housing. Mr. Lesner replied that because it is federal dollars, it is treated as a separate entity

**10. Residence Corporation Small Condo Program Request Budget**

Ms. Grossman described the Small Condo Program. The workload and need for additional staff was discussed.

**9. Housing Center Partner Agency Budget**

Ms. Grossman discussed the Housing Center budget; they were to receive \$525,000, the same as in 2010.

Rob Breymaier of the Housing Center stated that they were in need of an additional counselor. He expected 2011 to be much busier than past years. Trustee Hedges agreed and Trustee Brewer suggested using money from the equity insurance fund to provide this.

Mr. Barwin thanked the Board for their scrutiny and the Department Heads for their presentations. The next budget meeting would be held on Thursday, November 4.

He also announced that a Truth in Taxation Hearing related to the budget was scheduled for Monday, November 1. He encouraged residents to comment via the suggestion box available on the website.

**ADJOURN**

It was moved and seconded to adjourn the meeting. A voice vote was taken and the motion was approved. The meeting adjourned at 10:20 P.M. Tuesday, October 26, 2010.

**SUBMITTED AND RECORDED IN THE OFFICE OF:**

By: MaryAnn Schoenneman  
Executive Secretary

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Teresa Powell, Village Clerk