

**APPROVED MINUTES - SPECIAL BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON THURSDAY, NOVEMBER 4TH, 2010 AT 7:00 P.M.
IN ROOM 101 OF OAK PARK VILLAGE HALL**

OFFICIAL RECORD

PRESENT: Trustees Brewer (7:05), Hale (7:10), 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.

AGENDA

It was moved and seconded to approve the agenda for the meeting. A voice vote was taken and the agenda was approved as presented.

PROPOSED 2011 BUDGET REVIEW

1. Planning (Zoning, Community Development Block Grants, Historic Preservation) Budget

Village Planner Craig Failor described the functions of his department and gave an overview of his staff. He was looking to add a ¼ position for CDBG finance and a ½ position for CDBG grants. He presented his budget and goals for 2011.

Trustee Hedges asked if the cost of additional personnel was coming from this budget. Mr. Failor replied it would be from the CDBG fund and explained the additional personnel expense in his budget was for union contract employees.

Trustee Hedges also noted that the budget for conferences and training was raised for 2011. Trustee Pate commented that the Village should continue to allow staff to have training opportunities.

There was a discussion regarding upgrading the comprehensive plan.

2. Capital Improvement Plan Budget

Director of Public Works John Wielebnicki described the structure and functions of capital funds. He also presented his draft five-year plan for capital improvements.

Trustee Hedges asked Mr. Wielebnicki to define a capital project. Mr. Wielebnicki said that it was typically a larger project over \$25,000 that did not consist of routine repairs.

Trustee Brewer asked about consultants and whether the Village getting value for what was being spent.

President Pope interjected and said that much of the consultant expenditure is for legal guidance related to consideration of issues and ways to help protect the Village's interests and making sure the Village's rights are preserved, particularly regarding issues involving IDOT, and also the Village's interests in Washington D.C. There was a discussion regarding lowering the amount and requests for a breakout of how this is being spent.

Village Engineer Jim Budrick discussed the motor fuel tax dollars received from the state and what they may be used for.

Regarding grant funds, Trustee Johnson questioned if line items listed as grants were actually confirmed amounts or just what was applied for. This inquiry pertains to all departments.

Trustee Pate asked about the status of safe routes to school. Mr. Budrick stated that the walk the route program for the schools, including pavement markings and signage, has been completed for all public schools in the Village.

President Pope asked if there were provisions to do this for the private schools. Mr. Budrick stated there are not, but the individual schools may apply for funds for that purpose without the assistance of the Village. President Pope added that private schools should be made aware of this option.

Trustee Hale commented that there were new safety initiatives included that had not been specifically authorized yet and discussion followed covering speed tables, bike paths and street sign improvements.

3. Business Services / Oak Park Development Corp. Budget

Business Services Manager Loretta Daly presented her budget and summarized the role of Business Services. She also discussed goals for 2011.

Trustee Hedges commented that when discussing the Village Clerk's budget, it was indicated that business licensing may be housed in Business Services. Mr. Barwin said this was being considered for efficiency purposes. Trustee Hedges noted that to combine regulators and promoters in the same department may create a conflict at some point.

Trustee Lueck asked about new marketing materials. Ms. Daly stated that they will advertise the community at a higher level and be geared more towards the consumer. Trustees Lueck and Pate asked for data regarding the success of the Business Center. Ms. Daly said she would provide it.

Trustee Johnson commended Ms. Daly for her outstanding work. He spoke about coordination of marketing materials among the different entities within the Village. There was a discussion regarding the need for collaborative marketing efforts.

Sara Faust spoke about the OPDC budget; she noted a decrease in administrative support and an increase in grants and marketing for 2011. She commented that the Village was not OPDC's only funding entity and the loan programs, which are not Village subsidized, will continue. Marketing strategies were discussed.

4. Parking Services Budget

Interim Parking Services Manager Cara Pavlicek presented the parking fund revenues and expenditures. She gave an overview of the functions of Parking Services.

Ms. Pavlicek announced that the parking fund deficit was projected to be at \$3.8 million by the end of this year, down from approximately \$10.7 million in 2007-2008. She noted that the budget contained a modest increase in parking permit and garage parking rates. Parking Services will also be taking on the sale of vehicle stickers.

President Pope asked how the meter fee adjustment has impacted parking behavior. Ms. Pavlicek stated that it has driven long-term parkers into the garages and overall has been very positive. She added that there seems to be a greater turnover in metered spaces.

Trustee Lueck raised the subject of sign replacement and asked why so little was spent in 2010. Ms. Pavlicek explained that much of it had to do with changes in the utilization of a particular vendor and also the manner in which the signs were changed. She added that this will be enhanced in 2011.

Pay boxes were discussed. There were no plans to buy more in 2011.

5. Building and Property Standards Budget

Steve Witt, Director of Building and Property Standards, gave an overview of his department and their responsibilities. He spoke about goals for 2011, which included improved customer service and on line functions.

Trustee Lueck suggested a list be developed for homeowners indicating what type of work requires a permit. Mr. Witt stated that this could be incorporated into the fee schedule.

Vacant buildings were discussed.

Trustee Johnson noted an increase in overtime. Mr. Witt said that this was for construction inspectors.

President Pope noted that there would be an additional full time employee for half of 2011.

Mr. Barwin reminded the Board that the next budget meeting was scheduled for Thursday, November 11. Public Safety would be addressed.

ADJOURN

It was moved and seconded to adjourn the meeting. A voice vote was taken and the motion was approved. The meeting adjourned at 10:23 P.M. Thursday, November 4, 2010.

SUBMITTED AND RECORDED IN THE OFFICE OF:

By: MaryAnn Schoenneman
Executive Secretary

Teresa Powell, Village Clerk