

**APPROVED MINUTES - SPECIAL BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON SUNDAY, JUNE 12th, 2011 AT 1:30 P.M.
IN CUSACK BOARD ROOM OF POWER HALL
DOMINICAN UNIVERSITY, RIVER FOREST, ILLINOIS**

I. CALL TO ORDER

Trustee Johnson called the meeting to order at 1:39 p.m.

II. ROLL CALL

PRESENT: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope (1:49 p.m.)

ABSENT: None

ALSO PRESENT: Village Manager Tom Barwin, Deputy Village Manager Lisa Shelley, Village Attorney Ray Heise, Deputy Village Attorney Simone Boutet

Trustee Johnson asked the Board to recommend time frames for agenda items and the following schedule was agreed upon:

Commission Liaison Assignments (30 minutes)
Board Committee Assignments (30 minutes)
Break for lunch
Board Goals (60 minutes)
Protocols (60 minutes)

REGULAR AGENDA

A. Commission Liaison Assignments

President Pope has revised the grouping of liaison assignments and noted current assignments to be assigned for 2011-2013.

The Board discussed the role of the trustee liaison, maintaining positive contact with the commission chair and attending meetings occasionally, without getting overly involved in details of the commission. Trustee Johnson recommended convening a meeting of commission chairs within the group periodically.

Trustee Johnson expressed concern about a recent incident involving a member of the Plan Commission and asked that clearer rules on how to address such issues be developed. The Board recommended more formal expectations for appointments to the Plan Commission involving past experience on certain commissions, including ZBA, Transportation, CDC or EEAC, or other relevant experience with a Plan Commission in another community.

Built Environment - Operational (Trustee Liaison: Brewer)

Building Codes Advisory Commission
 Community Design (and Forestry) Commission
 Retail Rehab Grant Committee
 Zoning Board of Appeals

Built Environment – Strategic (Trustee Liaison: Johnson)

Historic Preservation Commission
 Transportation Commission
 Plan Commission
 Universal Access Commission

Community Engagement and the Arts (Current Trustee Liaison: None)

Citizen Involvement Commission (Outgoing - JP)
 Community Relations Commission (Outgoing - JP)
 Oak Park Area Arts Council (Outgoing - JH)
 Public Art Advisory Commission (Outgoing - JH)

Health, Well-being, and the Environment (Current Trustee Liaison: None)

Board of Health (Outgoing - JP)
 Community Development Citizens Advisory Commission (Outgoing - JP)
 Environment & Energy Advisory Commission (Outgoing - JH)
 Farmers Market Commission (Outgoing - JH)

Housing (Current Trustee Liaison: Lueck)

Housing Authority
Housing Center
 Housing Programs Advisory Committee
Residence Corporation
West Cook County Housing Collaborative - s

Public Safety and Infrastructure (Current Trustee Liaison: Hedges)

Citizen Police Oversight Commission
 Emergency Telephone System Board
 Fire and Police Commission (As Needed)
i-290 Eisenhower "Ike" Committee
 Police Pension Board (As Needed)
 Telecommunications (soon to be "Technology") Commission

Village President (David Pope)

(Note: liaison responsibilities followed by an "s" are required by statute)

Business Association Council (also would be desirable if attended periodically (rotating basis?) by Trustees)
 Chairpersons - s (As Needed)
Cook/DuPage Corridor Policy Committee - s
Fire Pension Board - (2 appointments by Village President – for pension familiarity purposes DP chooses to serve as one)
Police Pension Board - (2 appointments by Village President)
 Liquor Control Review Board - s (as chief enforcement official, DP defers all work of the LCRB to the Commission and Chair)

Local Improvements Board - s (“as needed”)
Oak Park Area Convention and Visitors Bureau - s
Oak Park Council of Governments - s
Oak Park Development Corporation - s
 Additional Intergovernmental Organizations - s
 North Central Council of Mayors
 West Central Municipal Conference
 West Cook County Housing Collaborative
 Metropolitan Mayor's Caucus (and Committees)
 US Conference of Mayors (and Committees)

Note: Statutory Board Commissions are shown in regular font
Partner Agencies, Ad Hoc Committees of the Board, and other *Non-Village Board entities*
 are shown in *Italics*

Following a poll of trustees’ preferences, the following assignments were made;
 President Pope will notify commission chairs of these new assignments.

Built Environment – Operational	Glenn Brewer
Built Environment – Strategic	Bob Tucker
Community Engagement and the Arts	Ray Johnson
Health, Well-being, and the Environment	Adam Salzman
Housing	Colette Lueck
Public Safety and Infrastructure	John Hedges
Village President	David Pope

B. Board Committee Assignments

President Pope reviewed the current committee structure:

- Personnel
- Finance
- Re-Inventing Government
- Economic Development
- Intergovernmental
- Protocol

President Pope proposed several board goals to consider, as follows:

- Retail Strategy and Commercial District Vitality
- Fiscal Responsibility
- Sustainability (No detail)
- User-Friendly Village Hall
- Intergovernmental Cooperation

Public Safety
Housing & Diversity
Infrastructure & Public Works
Tourism and the Arts
Community Building & Civic Engagement
Governmental Transparency & Communications
Environmental Sustainability
Legislative

Public Safety was discussed as a possible committee assignment, with two presentations on police deployment to the committee and one to the full board each year. Trustee Hedges noted that these could be viewed as action-oriented or interest-oriented.

Trustee Lueck recommended dropping Protocols as a standing committee; this was accepted.

Following a review of the other committees, it was agreed that all should remain. David Pope noted that while he is an ex officio member of all committees, he is most involved with Personnel and Finance. Clerk Powell noted that all committees must post agendas, prepare and approve minutes, and submit them promptly for posting.

New assignments are as follows:

Personnel

Ray Johnson
Colette Lueck
David Pope

Finance

Glenn Brewer
John Hedges
Bob Tucker
David Pope

Reinventing Government

John Hedges
Bob Tucker
Adam Salzman

Economic Development

Glenn Brewer
John Hedges
Bob Tucker

Intergovernmental

Ray Johnson

Colette Lueck

Adam Salzman

Following discussion of reporting from committees, it was agreed that minutes would be submitted on the consent agenda for approval by the Board. Clerk Powell asked that any past minutes not yet posted be submitted for posting. She asked for guidance when commissions direct staff to perform extra duties and was advised to have them consult with the Village Manager on the scope of any work.

C. Board Goals

President Pope distributed the board goals developed in 2007 and noted that issues had been put in “buckets” but no priority was established. Overall goals (headings) were reviewed and it was agreed that these remain goals for the Board. He then reviewed additional topics proposed earlier.

Trustee Tucker recommended identifying three to four major goals, each with three to four priorities.

Trustee Brewer noted that these goals should ask “what” we will do; staff should determine “how” to do it.

Trustee Lueck noted that the Board had defined “what” but not how or who to do it. She noted that even if staff got direction from the Village Manager, she did not get a clear sense of priorities or implementation strategies.

Trustee Hedges supported development of a short list and recommended posting it at the Board table. He noted that committees might sometimes address elements of the “how” strategy, too.

Trustee Johnson asked for review of the four departments identified as areas of accountability; Trustee Brewer asked as well. President Pope noted that these four, Legal, BPS, HR and Planning and Development are not top Village priorities, but areas needing functional improvements.

Following discussion of defining goals, Trustee Brewer noted that functions are not in conflict with goals, but fall under various goals and President Pope asked for clearer definition and reasonable progress.

Trustee Johnson suggested defining three overarching principals and several ideas were proposed.

Trustee Tucker suggested Services, Intergovernmental and Capital Improvements.

Trustee Lueck suggested Fiscal Responsibility, Service Delivery and Intergovernmental. Trustee Salzman suggested including Capital Improvements.

Trustee Johnson suggested a greater focus on Capital Improvements.

Trustee Lueck noted that if CI and Public Safety are main focus, what about everything else contributing to quality of life. Priorities drive budgeting.

Trustee Hedges recommended accelerating CI improvements financed by new debt. Trustee Salzman noted that street repairs are part of CI; legal improvements are part of Services, and recommended a focus on 21st century technology solutions.

Trustee Johnson noted a need to report key performance indicators as other municipalities have done. President Pope recommended a comprehensive plan for all of these areas.

Trustee Brewer recommended Fiscal Responsibility, Service Delivery and Quality of Life, noting that public safety issues are part of this, but shouldn't be overemphasized.

Trustee Tucker noted that technology can impact service delivery and communication.

President Pope asked if we want to establish who want to be as a community or identify deficiencies.

Trustees Johnson and Hedges both noted that we need to determine how to accomplish goals. Trustee Lueck suggested overarching goals. Trustee Brewer suggested a blend of both approaches.

President Pope suggested urgency as a qualifier, and suggested identifying three key development areas to address in the next twelve months. The Board then reviewed current goals and new initiatives and identified strategies under each, as follows

Retail Strategy and Commercial District Vitality

1. Resolve and complete direction on key downtown parcels.
2. Adopt design and financing plan for Madison Street.
3. Decrease retail vacancies; increase retail and commercial tax revenues and improve retail mix.
4. Staff/OPDC reporting on progress against plans for each business district.

Fiscal Responsibility

1. More structured financial plan for C.I.P. going forward.
2. Conduct pension scenario evaluation and adopt plan.
3. Implement five year budgeting approach.

Sustainability

Following discussion of this topic, it was determined that this issue was integrated in other topics.

User-Friendly Village Hall

1. Technology review from a use perspective.
2. Technology review from an operational perspective.
3. Progress and improvement regarding Building & Property Standards.
4. Improve customer service.

Intergovernmental Cooperation

1. Identify/Improve/Implement cross-jurisdictional sharing of services and equipment (establish consistent process & specific examples).
2. Identify ways to jointly address community needs.
3. Pursue joint agreement regarding dispute resolution procedure.
4. Consider collaboration for E.C.C & Education.

Public Safety

Improve communications re: crime rates, tactics, arrests and prevention.

Housing & Diversity

Complete Diversity (Housing) Chapter of the Comprehensive Plan.

Infrastructure & Public Works

Charge Finance and Redevelopment with review and updates to C.I.P. Plan by June 2012.

Tourism and the Arts

1. Implement selected elements of Heritage Tourism Study; Economic Development Committee of Board work with Oak Park Visitor Bureau for guidance on what to pursue.
2. Address Percent for Art Ordinance.
3. Consider/adopt plan for dedicated public art investment program (through PAAC work & recommendation).

Community Building & Civic Engagement

This topic is addressed below.

Governmental Transparency & Communications

1. Board Open Engagement with Public (Clarify when to be in closed verses open session).
 - a. Office Hours/ coffee shop accessibility.
 - b. Board table at Farmers' Market.
 - c. Block walks.
 - d. Public forum & open discussion (e.g. TIF, Springfield, Planning & Development).
 - e. Board members speak to block parties.
 - f. Message board on VOP Web Site.
 - g. Graphical summary & presentation of budget & finances.

In a final review of functional improvements mentioned earlier, Trustee Lueck noted that Legal and HR issues can be addressed in the Reinventing Government Committee.

President Pope noted that the original 150 items in the 2007 Goals have been reduced to 22, and invited reaction from staff. Trustee Lueck asked for any areas missed in this list. President Pope recommended establishment of time frames, but suggested waiting to prioritize.

Trustee Johnson recommended keeping track of topline topics.

Trustee Brewer recommended three categories, but Trustee Hedges did not want to lose this level of detail.

D. Protocols

Deputy Clerk Shelley introduced the protocols developed two years ago and noted that the section addressing minutes needed to be corrected.

Trustees discussed the method to bring an item to the Board's attention, such as an emerging issue. Committee of the Whole (COW) or Study Sessions are an appropriate setting to review such topics. Scheduling of these sessions and committee meetings was discussed, with public education about goals an option for Special Meetings.

The Board directed staff to keep regular agenda items on the first and third Mondays, with other topics on the second Monday and committee meetings on the fourth Monday.

Trustee Brewer recommended review of recesses in April, August and December. It was decided to consider adding back the first meeting of each of those months and to consider this change for August.

Trustee Johnson noted that the protocols were excellent, but should be followed and raise the issue of arriving on time to meetings.

Trustee Brewer asked Deputy Attorney Boutet to make needed updates based on the Open Meetings Act. Manager Barwin noted the need for public comment at all meetings.

President Pope announced that protocols and streetscape alternatives will be reviewed at the second meeting of July. Any specific questions should be directed to the Board and Deputy Manager Shelley.

ADJOURN

It was moved and seconded to adjourn the meeting. A voice vote was taken and the motion was approved. The meeting adjourned at 6:35 P.M.

SUBMITTED AND RECORDED IN THE OFFICE OF:

Teresa Powell, Village Clerk