

**APPROVED MINUTES - REGULAR BOARD MEETING  
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK  
HELD ON MONDAY, SEPTEMBER 19<sup>TH</sup>, 2011 AT 7:30 P.M.  
IN THE COUNCIL CHAMBERS OF OAK PARK VILLAGE HALL**

**I. CALL TO ORDER**

President Pope called the meeting to order at 7:30 p.m.

**II. ROLL CALL**

PRESENT: Trustees Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

ABSENT: Trustee Brewer

**III. AGENDA APPROVAL**

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

**IV. MINUTES**

It was moved and seconded that the minutes of the Regular Meeting of September 6, 2011 and the Special Meeting of September 12, 2011 be approved. A voice vote was taken and the minutes were approved as presented

**V. NON-AGENDA PUBLIC COMMENT**

Leslie Blackburn, 403 S. East Ave., Unit 3. Ms. Blackburn expressed concern regarding vehicles that have not been issued permits using Parking Lot 70 near Fenwick High School.

Brian Smith, 1041 Susan Collins Ln., Unit 505. Mr. Smith expressed displeasure with the adjudication and ticketing appeals processes.

Pat Zubak, 324 Wisconsin. Ms. Zubak spoke about the Greater Downtown Master Plan and the 2007-2008 Market Assessment/Retail Strategy Report.

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**VI. VILLAGE MANAGER REPORTS**

Assistant Village Manager Rob Cole spoke on behalf of Village Manager Tom Barwin regarding guns in the community. He suggested that this may be an opportune time to examine firearm regulations in the Village, as well as what land use controls are in place that address the sale of firearms.

**VII. CITIZEN COMMISSION VACANCIES**

President Pope referred to the Board and Commission vacancy report, and urged residents to volunteer.

**VIII. CITIZEN COMMISSION APPOINTMENTS, REAPPOINTMENTS, REMOVAL, RESIGNATION AND CHAIR APPOINTMENTS**

It was moved and seconded to concur in the following appointments by President Pope:

**Civic Information Systems Commission**

Appointment of Anastasia Hallab, as Member, with a term to expire September 19, 2014

**Civic Information Systems Commission**

Appointment of David Hart, as Member, with a term to expire September 19, 2013

**Civic Information Systems Commission**

Appointment Joe Shepley, as Member, with a term to expire September 19, 2013

**Citizen Involvement Commission**

Appointment of Sally Wallace, as Member, with a term to expire September 19, 2014

**Historic Preservation Commission**

Appointment of Greg Battoglia, as Member, with a term to expire September 19, 2014

**Plan Commission**

Appointment of Sonny Ginsberg, as Member, with a term to expire September 19, 2014

The roll call on the vote was as follows:

AYES: Trustees Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: Trustee Brewer

The motion was approved.

**IX. REGULAR AGENDA**

*All Ordinances and Resolutions adopted herein are herewith ordered filed in the Office of the Village Clerk*

**I. Greater Downtown Master Plan (GDMP) Update**

Village Planner Craig Failor gave a presentation in regards to the 20-year Greater Downtown Master Plan. Mr. Failor indicated that out of 26 public projects scheduled,

three have been completed, one is under construction, two are approved and awaiting construction and six are under consideration. If all are accomplished by 2015, the Village will be close to 50% completion, which is on track with the plan. Private developments included four completed, one under construction, one in process and two under discussion.

He summarized the components of the plan; housing, new civic/cultural, new office, new squares and new retail.

Mr. Failor discussed housing and retail development, noting that the 10-year mark will reflect 51% completion of housing and 24% completion of retail, which is below projection. These figures do not include, however, the two private developments under discussion. If these projects are completed by 2015, housing will be on target, and retail closer to target.

In closing, Mr. Failor described future developments in process and under discussion.

Business Services Manager Loretta Daly spoke about national retail recruitment strategy. The goal was to strike a balance between popular national brands and carefully selected independents.

She stating that surveys conducted as part of the 2007-2008 Retail Strategy Report process allowed the public to convey what types of retailers they were most interested in, as well as specific retailers, and referred to the results of that survey.

Ms. Daly also spoke about more recent surveys done in August 2011, asking residents and consumers what type of business, as well as what specific business, they would like to see in the former Borders space. She noted that the results to both sets of surveys were similar; respondents were most interested in a general merchandise store such as Target, adding that residents are currently going out of the community to buy such items.

Trustee Hedges asked how many parking spaces were called for in the plan versus the actual number that will eventually be available. Mr. Failor responded that approximately 570 spaces have been built out of a projected 3,000. Trustee Hedges commented that 3,000 may be too many and referred to his comments at the previous meeting regarding reviewing the plan to ensure it is corresponding to the present and the future of the Village. Mr. Failor spoke about ways to reduce the need for parking, such as car sharing, electric vehicle stations and public transit.

Trustee Tucker asked what considerations are given to businesses that create traffic for other businesses, and suggested some type of cultural or arts center.

Trustee Salzman asked if it was possible to get a summary or reassessment of the plan in regards to economic feasibility and to gauge the financial climate for these projects in light of the changed economic circumstances. Ms. Daly agreed that there are new realities regarding financing but noted that the Village's preferred developers have demonstrated an ability to survive through these changes and continue to demonstrate financial viability.

Trustee Salzman also noted that it would be worthwhile to assess whether certain catalyst project, as well as key, or secondary projects should still be classified as such.

Trustee Lueck commented that the plan is a guide, not a blueprint, and meant to be a vision of what the Village thought would be feasible in the Downtown District. She added that they should not get too occupied with the current economics and keep in mind that this is a 20-year plan.

Trustee Lueck spoke about recruitment, noting that there are key locations that the Village does not control; the landlord may allow any tenant they choose to occupy those sites. She added that it is the Village's responsibility to ensure they are controlling what they can control appropriately and be proactive regarding developing partnerships with landlords.

Trustee Johnson stated that the residents' approach to getting around the Village could be changed to consider different means of transportation, such as train or bicycle.

Trustee Johnson raised the subject of State tax on internet sales and asked if the Village should be advocating this to create a more level playing field. Ms. Daly said that it is something the Village should be thinking about. President Pope added that the idea of moving towards a more equitable balance makes sense as the tax differential is profoundly harming brick and mortar businesses.

President Pope summarized the discussion and noted the need to provide offerings that meet consumers' demands and create a sense of vibrancy. Some of the recent and future changes and preferences may impact some of the underlying elements in the plan. Refreshing the plan has a place in this conversation, particularly in light of the fact that certain sites have already been developed. President Pope also commented that the reason the Village has not moved as aggressively as the plan envisioned is related to the economic situation. He noted that moving forward more rapidly whenever possible would better serve the community.

#### **A. Records and Information Management System Report**

Village Clerk Powell presented the report regarding records and information management prepared by a graduate student in the Graduate School of Library and Information Science at Dominican University. She explained that one of the core duties of the Clerk's Office is to act as custodian of all official records, noting that these records connect the Village with its history.

Village Clerk Powell reviewed the new sunshine laws and explained that because of these laws and the many ways in which municipalities now communicate, the records management process has become much more complex.

She described the process used to compile information for the report and summarized the current system used by the Village, referring to photos depicting Village records being stored in less than ideal conditions. She expressed concern regarding the limitations of the current system and recommended hiring a records information manager, an expert in the best practices for records and information management.

This person could work with the new Civic Information Systems Commission to look at next steps, clarifying the role of technology and a coordinated program for records management, as well as making recommendations for migration to a coordinated records management information system. She envisioned this to be a multi-year process.

Trustee Johnson asked for clarification of the process and if all records would be available to all employees on their desktops.

Village Clerk Powell stated that records may be microfiched, microfilmed or digitized but the Village should be thinking in terms of keeping up with future changes in technology. The items available for view would be official records and the records manager would determine where the locations would be

President Pope said that it would make sense to have someone with expertise in this area come in to determine an appropriate structure and put it in place but it is not something that necessitates an ongoing full-time position. The system could allow for the maintenance of records as part of current staff's job descriptions.

Trustee Hedges agreed, adding that there are services available that can do this for the Village.

Village Clerk Powell stated that she has job descriptions that cover this area where it might be an ongoing position. The report from Dominican details options available for implementing such a program but there will need to be someone to execute the implementation as well as perform maintenance, training and upgrades and communicating with the vendor.

President Pope stated that there must be other municipalities that have such a system in place. Trustee Hedges suggested discussing this with other communities to obtain more information.

Trustee Lueck commented that this was an operational issue; typically, recommendations to hire personnel are discussed with the Village Manager versus the Board of Trustees. She noted that the Board did agree that there is a need to improve how records are managed in the Village.

## **X. CONSENT AGENDA**

- B. Motion to Accept the Zoning Board of Appeals' Recommendation & Findings of Facts as Proposed and Direct Staff to Prepare an Ordinance Approving a Wireless Facility for AT&T at 714 Lake Street**
- C. Resolution 2011-R-152 entitled RESOLUTION AWARDDING A SMALL RENTAL PROPERTIES REHABILITATION LOAN AND ENERGY EFFICIENCY LOAN AND AUTHORIZING THE EXECUTION OF A SMALL RENTAL REHAB AND ENERGY EFFICIENCY LOAN COMMITMENT AND AGREEMENT SRP-011**

- D. Resolution 2011-R-153 entitled **RESOLUTION AUTHORIZING SUBORDINATION OF LIENS: FHAP-015 AND BPIP-022**
- E. Ordinance 2011-O-55 entitled **ORDINANCE AUTHORIZING AMENDMENT OF SECTION 7-9-8F OF THE VILLAGE CODE DESIGNATING 700 SOUTH LOMBARD AVENUE AS AN OAK PARK HISTORIC LANDMARK AS REVIEWED AT THE SEPTEMBER 6, 2011 VILLAGE BOARD MEETING**
- F. **Motion to Accept Historic Preservation Commission Resolution and Findings of Fact with Regard to the Nomination of 217 South Humphrey Avenue and Direct Staff to Prepare an Ordinance designating it as an Oak Park Historic Landmark**
- G. **Motion Authorizing the Release of the 2012 Draft Action Plan of CDCAC Award Recommendations for a 30-Day Public Comment Period**
- H. Resolution 2011-R-156 entitled **RESOLUTION AUTHORIZING EXECUTION OF AN ADVERTISING TRANSIT BUS STATION (SHELTER) AGREEMENT WITH PACE AND DIRECT STAFF TO PREPARE THE NECESSARY ORDINANCE AMENDMENTS**

It was moved and seconded to approve the items under the Consent Agenda.

The roll call on the vote was as follows:

AYES: Trustees Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: Trustee Brewer

The Consent Agenda was approved.

## **XI. Approval of Bills**

It was moved and seconded to approve the bills.

The roll call on the vote was as follows:

AYES: Trustees Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: Trustee Brewer

The motion was approved.

## **CALL TO THE BOARD AND CLERK**

Village Clerk Powell congratulated the Symphony of Oak Park and River Forest on their 80<sup>th</sup> season. She announced that the Green Connections Bike Tour is scheduled for Saturday, September 24 and gave the website address for those wanting more information. Village Clerk Powell referred to the appointments made that evening to Boards and Commissions and urged all to apply. She noted that next year's House Walk for the Frank Lloyd Wright Foundation has been rescheduled to the same weekend as Day in Our Village due to the G-8 Conference in Chicago.

Trustee Hedges asked for information regarding the Freedom of Information Act and how requests are handled.

Trustee Tucker thanked Village Clerk Powell for her presentation, as well as the student from Dominican University who worked with her. He spoke about the Green Connections Bike Tour as well.

Trustee Salzman announced that trustees will be attending the Farmers' Market on Saturday, September 24. He also welcomed the newly appointed commissioners. Trustee Salzman spoke about Senate Bill 512, which amends the pension code, and strongly suggested the Board discuss this issue before the veto session is underway.

Trustee Lueck stated that she enjoyed reviewing the Village's bills. She discussed the recent controversy with Catholic Charities receiving State grant funding due to two dioceses' refusal to comply with new regulations under the Civil Union Law. She questioned whether the Village should have a contract with an organization that violates State law, and said it was something that should be considered when looking at grant awards. Trustee Lueck also spoke about the web-based comments regarding the Village's purchase of 1133 Westgate and explained why events unfolded as they did. She concluded by saying that her son visited from college recently and commented to her how much Oak Park has changed in a positive way.

Trustee Johnson also expressed interest in reviewing the bills and asked if they could be presented in a more user-friendly format, perhaps an electronic version. Trustee Johnson referred to Item H, Resolution Authorizing Execution of an Advertising Transit Bus Station (Shelter) Agreement with Pace and Direct Staff to Prepare the Necessary Ordinance Amendments, and noted that the Board needed to address Number 5 in the contract regarding advertising of alcoholic related beverage.

It was moved and seconded to reopen Item H, Resolution 2011-R-156 entitled **RESOLUTION AUTHORIZING EXECUTION OF AN ADVERTISING TRANSIT BUS STATION (SHELTER) AGREEMENT WITH PACE AND DIRECT STAFF TO PREPARE THE NECESSARY ORDINANCE AMENDMENTS.**

Trustee Johnson stated that the Village has the option whether or not to allow advertising of alcoholic beverage products in the shelters. He recommended that they do not. There was a brief discussion

It was moved and seconded to reconsider Item H, Resolution 2011-R-156 entitled **RESOLUTION AUTHORIZING EXECUTION OF AN ADVERTISING TRANSIT BUS STATION (SHELTER) AGREEMENT WITH PACE AND DIRECT STAFF TO PREPARE THE NECESSARY ORDINANCE AMENDMENTS.** A voice vote was taken and the motion was approved.

President Pope stated that this is now modified to reflect the "does not" language under Number 5; the original mover and seconder remain the same.

The roll call on the vote was as follows:

AYES: Trustees Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: Trustee Brewer

The Resolution was approved as amended.

Trustee Johnson referred to Item G on the agenda and requested additional information regarding the rationale behind the significant reduction in grant money to Thrive

Counseling Center. He also spoke about the 1133 Westgate purchase, adding that he fully supports it.

President Pope spoke about the GreenTown event to be held October 12 as well as a walk scheduled October 11 in relation to that event and urged residents to participate. He announced that he would be attending the Leadership Meeting of the U.S. Conference of Mayors Tuesday through Thursday.

**ADJOURN**

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 10:30 P.M. Monday, September 19, 2011.

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

By: MaryAnn Schoenneman  
Interim Deputy Village Clerk

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Teresa Powell, Village Clerk