



A g e n d a
President and Board of Trustees
Monday, April 9, 2012
Village Hall
123 Madison Street

Open Meeting/Special Meeting at 6:30 p.m. in the Room 101

- I. Call to Order
- II. Roll Call

Instructions for Agenda Public Comment

(3 minutes per person; 3 items per person maximum)

Comments are 3 minutes per person per agenda item, with a maximum of 3 agenda items to which you can speak. In addition, the Village Board permits a maximum of three persons to speak to each side of any one topic that is scheduled for or has been the subject of a public hearing by a designated hearing body. These items are noted with a (*).

III. Proclamation *Week of the Young Child April 22-28, 2012*

IV. Public Comment

V. Regular Agenda

- A. **Report from Intergovernmental Board Committee** (anticipated 15 min)
On March 19, 2012, Trustees Johnson and Lueck reported that at the last meeting of the I-Gov Committee, short, medium and long term projects were discussed by the taxing bodies which include opportunities for collaboration. The next I-Gov meeting is scheduled for April 14, 2012 and it is requested that the Board of Trustees accept the short, medium and long term goals as presented in the attached minutes and in the report from the February 25, 2012 I-Gov meeting.
 - 1. **Motion to Accept the Short, Medium and Long Term Goals of the Committee**
- C. **Report from Reinventing Government Board Committee** (anticipated 10 min)
The Reinventing Government Committee of the Board will provide a brief summary regarding the Committee's discussion and recommendation related to the status of the Law Department which has been on the agenda since last year after the retirement of the Village Attorney. The Committee met recently on Thursday April 6, 2012.
- B. **Review of Village Board Protocols with the Interim Village Manager** (anticipated 45 min)
Per the request of the Village Board, this session is designed to review the current protocols established by the Board with the Interim Village Manager. In the event additional time is needed, and in light of the fact that an Executive Session is scheduled after this session, a subsequent meeting will be scheduled if needed.

VI. Motion to Adjourn to Executive Session in Room 130 for the Purpose of Discussing Labor, Litigation, Personnel and Sale of Property (anticipated 90 min)

VII. Adjourn

(*) The Village Board permits a maximum of three persons to speak to each side of any one topic that is scheduled for or has been the subject of a public hearing by a designated hearing body.

For more information regarding Village Board meetings and agendas, please contact the Village Manager's Office at 708.358.5770. If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358,5430 or e-mail adacoordinator@oak-park.us at least 48 hours before the scheduled activity.

Agendas and agenda materials are now available electronically on the village web site. Visit www.oak-park.us, mouse-over News, then click on Board Agendas and Minutes.

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P R O C L A M A T I O N

WEEK OF THE YOUNG CHILD APRIL 22 – 28, 2012

WHEREAS, the Board of Trustees of the Village of Oak Park and all Oak Park jurisdictions and early childhood providers recognize the critical importance of the early childhood years; and

WHEREAS, Oak Park is working as a community to improve early learning opportunities for all children in order to provide a strong foundation for success in school and in life; and

WHEREAS, teachers and others who make a difference in the lives of young children in Oak Park deserve thanks and recognition; and

WHEREAS, public policies that support early learning for all young children are crucial to young children's futures.

NOW, THEREFORE, I, David G. Pope, President of the Village of Oak Park and the Board of Trustees, do hereby proclaim April 22-28, 2012 to be The Week of the Young Child in the Village of Oak Park, and encourage all citizens to work to make good investments in early childhood in Oak Park.

APPROVED this 9th day of April 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

A

DRAFT Minutes
February 25, 2012
I-gov Meeting
D97 Hdq.
9:00am

Attendees:

Jim Gates – D97
Colette Lueck - Village
Ray Johnson - Village
Jim Kelly – Facilitator
David Boulanger – Twnshp
Janet Kelenson – Library
Valerie Fisher – D200
Jessica Bullock – Park District
Peter Tracyzk – D97
Sharon Patchak-Layman – D200
Paul Aeschlman – Park District

Absent:

David Sokol
Adam Salzman

.. **OVERVIEW** Jim K. – Review meeting agenda; product will be to select short – 2012 & medium - 2013 & long-term 2015 projects to promote to taxing body's boards.

III. REPORTS FROM TAXING BODIES ON ACTIVITIES RELEVANT TO THE IGOV

D97

- Excellence Award D97 Board (see Peter's handout)
- IT (voiceover IP / combined system / purchase of one system at 90/97/200)
- Library
- Village (crossing guards, SRO, fuel, PublicWorks / D97 Public Works – admin. space sharing)
- Park District (space sharing)

VOP

- Manager Transition
- Parking collaboration
- Fire Safety
- Finance / TIF
- Health Dept
- Early Childhood
- PAAC / Longfellow Mural
- Summer Arts Program

D200

- OP and RF Library (tutoring from D200)
- OP / RF Village interaction
- Face It program
- Youth Intervention
- Special Ed program (RF Comm.Center)
- D97 / Food/Café service
- Summer programs
- Job training w/township
- Motivation mentorship program
- RF Comm Center runs daycare student
- Emergency Preparedness w/VOP
- Energy Consortium
- Purchasing Coop/Food Coop
- Liquid Asset Fund / CLIC / Purchasing

Impact from TIF settlement ----- brief discussion on impacts

IV. WHAT WAS THE INTENT OF THE COLLABORATION?

Police SRO – stronger connection between public safety experts / school dynamics – 4

Youth programs – provide activities to meet a wide range of youth interest – 4

Early Childhood Collaborative – bring services to the needs of 0-5 yrs old, ultimately leading to higher student achievement - 2 (very early in the process)

On a scale of 1-5 – how successful has it been? (1 low / 5 high)

Park District – facility sharing w/D200 / parks – 4.9

D200 – support at risk the youth/counter the influence of drugs/gang/violence - Youth Interventionist program – 5

Library – digital inclusion with cost savings intentions – 4

D97 – D200 / Food service....improve quality of food, nutrition – health / large savings, greater use of capacity – 5

VOP – Early Childhood Collaboration.....promote development of children – 5

D97 – DPW / Services / Fuel / snow removal...intent is to reduce duplication/costs – 2

Township – collaboration / generally speaking – 4

Library – Sustainability – 5

VOP Innovation – 2

**Reaction – reduce tax burden

PROPOSED INTERGOVERNMENTAL COOPERATION PROJECTS

VALUES WE WANT TO HOLD IN IGOV PROJECTS		
COMMUNITY	TRANSPARENCY	
Sustainability	Continuity	Value-Added Investment
Maximizing Community Involvement	Accountability	Fiduciary Responsibility
Reflecting Community Diversity	Transparency in Decision Making and Communicating to the Community	Cost Efficiency
Supporting Youth and Families		
Going Green		

SHORT, MEDIUM AND LONG-TERM PROJECTS

Legend:

VOP = Village of Oak Park

TWN = Township D97

D200

PD = Park District

LIB = Library

TB = Taxing Bodies

SHORT TERM PROJECTS (By 12/31/12)

PROJECT NAME	INTENDED OUTCOME	TAXING BODIES
Expanded OP FYI Publication	<ol style="list-style-type: none"> 1. News from all TB gets to every household in OP 2. Shared printing/ mailing costs 	ALL
Early Childhood Development	<ol style="list-style-type: none"> 1. Increase or begin financial support 2. Higher percentage of school-ready children 	Potentially all
Summer Youth Activities	<ol style="list-style-type: none"> 1. Increase coordination and collaboration between TB currently offering programs 2. Expanded employment and volunteer opportunities for youth 3. Training, possible school credits; reflect community diversity among involved youth 4. HR staff create common application 	Potentially all

MEDIUM-TERM PROJECTS (By 12/31/13)

PROJECT NAME	INTENDED OUTCOME	TAXING BODIES
Shared Space	<ol style="list-style-type: none"> 1. Space utilization assessed through evaluation of all TB facilities – indoor and outdoor. (Example: Public Works building space and staff utilization) 2. Cost reductions 3. More efficient turn-around times 	PD, TWN, VOP, D97, D200, LIB
Support Groups for Minority Staff, Board Members and Commissioners	<ol style="list-style-type: none"> 1. Encourage diversity in remunerated and volunteer positions 2. Shared orientation, training, support 	All
Irving School Yard Project	<ol style="list-style-type: none"> 1. Outdoor education and recreational space 2. Healthier kids and Community 3. Sustainable green space 	All

LONG-TERM PROJECTS (3 – 5 years)

PROJECT NAME	INTENDED OUTCOME	TAXING BODIES
Better Utilization of TB Properties and Resources	<ol style="list-style-type: none"> 1. Cost reductions 2. Better communication 3. Ease of Use – look for synergies 4. Cost sharing (e.g., vehicle maintenance) 	Potentially all
Indoor Pools (Requires wide-range needs assessment); involve hospitals, Triton, schools, parks, YMCA <i>Note: Two teams presented this project</i>	<ol style="list-style-type: none"> 1. Increased recreational opportunities 2. Improved quality of life 3. Healthier community 4. Additional recreational opportunity 	D200, VOP, PD, River Forest, Elmwood Park, Forest Park plus hospitals, YMCA,
Irving School Yard Project	<ol style="list-style-type: none"> 1. Healthier open space 2. Improved quality of life 3. Educational Opportunities 	D97, PD, VOP
Government Center	Reduced Cost, Higher	

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

B

Item Title: Review of Village Board Protocols with the Interim Village Manager

Resolution or Ordinance No. _____

Date of Board Action: April 9, 2012

Staff Review:

Interim Village Manager:



Cara Pavlicek

Village Manager's Office:

Item History (Previous Board Review, Related Action, History):

In June of 2010, the Village Board approved current *Village of Oak Park Protocols for the Village President and Board of Trustees*, a copy of that document is attached. As a part of the April 9, 2012 meeting, the Board is asked to review this document with staff for the specific benefit of informing and advising the Interim Village Manager as to the guiding principals and expectations that exist and apply to the working relationship between the governing body, individual elected officials and management staff.

Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):

The purpose of this discussion is a review of the existing protocols with the Interim Village Manager. To the extent the Board wishes to undertake a review for the purpose of updating or amending the protocols, staff requests a subsequent meeting be scheduled.

Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):

N/A.

Item Budget Commentary: (Account #; Balance; Cost of contract)

N/A.

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

The Interim Village Manager intends to review and discuss the Protocols with administrative staff later during the month of April.

Proposed Recommended Action: Discussion Only

Village of Oak Park Protocols
for
The Village President and the Board of Trustees

C. Detailed Staff Memoranda

- Unless the matter is extremely urgent, no detailed legal or other staff memoranda should be sent out on Mondays prior to, or at, an Executive Session

D. Minutes

- Executive Session minutes will detail the reason for the session, the particular subject matter, the direction given, and a summary.
- Minutes will be prepared by staff, reviewed by legal, and presented to the Board in a timely manner that allows the Board to approve minutes and their eventual release in a timely and lawful manner

E. Meetings

- Executive sessions will begin on time and, if held prior to a public session, will end at least five minutes before the start of the public session
- Clerk will keep time, including announcing the start time, keeping track of the timeframe for each item, and the time limit for the meeting itself, and will give reminders to help the Board stay on schedule
- All involved – staff, Board, guests – should be respectful of the limited time available for Executive Sessions

II. Regular Meetings

A. Agenda Preparation

- Staff will limit the *number* of agenda items so the Board can realistically address them in the time allotted for the meeting
- Staff will put agenda items in an *order* that will result in the most efficient use of time at the meeting, including placing items that may draw public attendance or require professional staff time closer to the top of the agenda, if practicable
- Staff will set a reasonable amount of *time to be spent* on each agenda item on the preliminary agenda, both to help it arrive at a reasonable number of agenda items and to give the Board timeframes to follow at the meeting
- Staff will provide preliminary agenda by the Tuesday prior to the Executive Session to include number of agenda items, the order, and the time to be spent on each agenda item
- Board feedback on preliminary agenda is due back to staff within 48 hours
- Staff will pull on item from the agenda when it turns out not to be ripe for action and provide a written update when necessary

B. Consent Agenda

**Village of Oak Park Protocols
for
The Village President and the Board of Trustees**

minute; likewise, the President is included at the end of the comment period, where he may add his own substantive comments, summarize the Board's consensus or majority direction, or help an evenly divided Board arrive at a decision

- During a roll-call vote, no additional comments shall be made
- The President, as presiding officer, will keep track of speaking times, and may be assisted by the Clerk

F. First/Second Reading

- The Village Attorney will provide clarification on the rules regarding, and expectations related to, a first and second reading of an item

III. Special Meetings

- Agenda preparation, speaking time limits, and Board direction, same as above.
- Public Comment will be allowed for agenda items, but there will be no non-agenda public comment. Same limits apply as for Regular meetings.
- Special meetings should be held for more in-depth and study. Action items should not generally be a part of a Special Meeting agenda.

IV. Individual Roles

A. Role of Village President

- The Village President must strive for transparency in dealings with staff at Village Hall and should keep Trustees informed of meetings and significant interactions on a weekly basis to be included in the weekend packet
- The President should respond to Trustee e-mails and voice mails in a timely manner
- Trustees should have use of the President/Trustee office for meetings and public office hours, and a scheduling mechanism needs to be put in place to facilitate the use of the office
- The President and the Clerk should research and work to implement a set process for Commission Chair replacements in a timely and orderly fashion

B. Role of Trustees

- Trustees should provide feedback on their Citizen Board/Commission liaison role
- Interaction with staff should go through the Village Manager with a copy to the Manager's Administrative Assistant. Small action items can be sent directly to staff but must be copied to the Manager and his assistant. There should be no commentary on performance or personal issues with any staff member in such communication

**Village of Oak Park Protocols
for
The Village President and the Board of Trustees**

BOARD COMMITTEE SCOPE OF WORK

1. Name of Committee:
2. Current membership of Committee:
3. Collaborative agencies/organizations:
4. Staff association:
5. Tie-in to Action Agenda Strategic Initiatives:
6. Current issues being discussed: