

**APPROVED MINUTES - REGULAR BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON MONDAY, MAY 7TH, 2012 AT 6:30 P.M.
IN THE COUNCIL CHAMBERS OF OAK PARK VILLAGE HALL**

I. CALL TO ORDER

President Pope called the meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope
ABSENT: None

**III. ADJOURN TO EXECUTIVE SESSION TO DISCUSS LABOR,
SALE OF PROPERTY AND LITIGATION**

In compliance with the Open Meetings Act, it was moved and seconded to adjourn to Executive Session to discuss labor, sale of property and litigation in Room 130.

The roll call on the vote was as follows:

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

NAYS: None

ABSENT: None

The motion was approved.

IV. RETURN TO OPEN MEETING 7:30 PM IN COUNCIL CHAMBERS

PRESENT: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope
ABSENT: None

The Regular Meeting reconvened at 7:35 p.m. in Council Chambers.

V. AGENDA APPROVAL

President Pope noted that Item K was moved from the Consent Agenda to the Regular Agenda. It was moved and seconded to approve the agenda for the meeting. A voice vote was taken and the agenda was approved as amended.

VI. MINUTES

It was moved and seconded that the minutes of the Regular Meeting of March 5, 2012, Regular Meeting of March 19, 2012, Special Meeting of March 26, 2012, Special Meeting of

April 2, 2012, Special Meeting of April 9, 2012 and Special Meeting of April 16, 2012 be approved. A voice vote was taken and the minutes were approved as presented.

VII. NON-AGENDA PUBLIC COMMENT

Pat Tyma, 848 N. Harvey. Ms. Tyma stated that the Village needs to better address mobility issues for individuals with disabilities. She also spoke about her request for a fence variation, on this evening's Consent Agenda, and noted that her neighbors are not open to mediation services. She described various interactions she and the Resident Beat Officer have had with these neighbors.

Following discussion, President Pope asked if there was any objection to removing Item J from the Consent Agenda and addressing this immediately. There were no objections.

- J. It was moved and seconded that a **Motion to Refer the Residents from 848 N. Harvey Avenue and 850 N. Harvey Avenue to Community Relations for Mediation Services Regarding a Request to Install an Eight-Foot Tall Fence at 848 N. Harvey Avenue** be approved.

President Pope asked Interim Village Manager Cara Pavlicek how quickly this would go to mediation and when would there be an opportunity to get a report back to the Board for subsequent action.

Ms. Pavlicek stated that Director of Community Relations Cedric Melton would contact the parties tomorrow; the soonest this would come back before the Board would be May 21.

Trustee Johnson noted that insight from the Resident Beat Officer regarding the history of this situation would be helpful. Regardless of mediation or further review, it would be inappropriate to grant the variance without having this information.

The roll call on the vote was as follows:

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

NAYS: None

ABSENT: None

The motion was approved.

VIII. PROCLAMATIONS, RESOLUTIONS, AWARDS AND PRESENTATIONS

There were no Proclamations, Resolutions, Awards or Presentations.

IX. VILLAGE MANAGER REPORTS

Ms. Pavlicek announced that opening day for the Farmer's Market is Saturday, May 19. She also introduced Interim Parking Services Manager Jill Velan.

X. VILLAGE BOARD COMMITTEES

There was no Board Committee business to report.

XI. CITIZEN COMMISSION VACANCIES

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

XII. CITIZEN COMMISSION APPOINTMENTS, REAPPOINTMENTS, REMOVAL, RESIGNATION AND CHAIR APPOINTMENTS

Citizen Involvement Commission Chair Jim Kelly presented the list of candidates for appointment. He spoke about the promotional posters and fliers designed by members of the Marketing Subcommittee of the CIC and noted that the volunteer application for Boards and Commissions may be completed online.

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

Citizen Involvement Commission

Appointment of Charlene Jones-Foster, as Member, with a term to expire May 7, 2015

Citizen Police Oversight Committee

Reappointment of Robert Benoit, as Member, with a term to expire January 5, 2015

Appointment of Albert Berry, as Member, with a term to expire May 7, 2015

Community Design Commission

Reappointment of Greg Sorg, as Member, with a term to expire April 20, 2015

Appointment of Aaron Stigger, as Member, with a term to expire May 7, 2015

Community Development Citizens Advisory Committee

Appointment of Annabel Abraham, as Member, with a term to expire May 7, 2015

Community Relations Commission

Appointment of Yvonne Benson, as Member, with a term to expire May 7, 2015

Environmental and Energy Commission

Appointment of Nick Bridge, as Member, with a term to expire May 7, 2015

Historic Preservation Commission

Reappointment of Christina Morris, as Chair, with a term to expire March 2, 2015

Housing Programs Advisory Committee

Reappointment of Steven Glass, as Chair, with a term to expire May 11, 2015

Appointment of Meg Herman, as Member, with a term to expire May 7, 2015

Appointment of Tyrell Stewart as Member, with a term to expire May 7, 2015

Plan Commission

Reappointment of Steven Rouse, as Member, with a term to expire May 11, 2015

Public Art Advisory Commission

Reappointment of David Sokol, as Chair, with a term to expire May 11, 2015

A voice vote was taken and the motion was approved.

XIII. REGULAR AGENDA

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

B. Overview of the FY 2010 Audit

Chief Financial Officer Craig Lesner stated that the Board had accepted the Comprehensive Annual Financial Report on November 10, 2011. The Management Letter, also produced as a result of the audit process, is the auditor's commentary about various functions within the Finance Department. This report consists of 37 items that need to be addressed; 20 of which have been resolved. Eleven are in process and will be identified as resolved in the 2011 Management Letter. Items that are expected to remain outstanding in the 2011 Management Letter include Prior Period Adjustments, Interfund Balances, Deficit Fund Balances and Budgetary Compliances. Mr. Lesner briefly described these items and what progress is being made in addressing them.

Dan Berg of Sikich, LLC, stated that the timeframe for receiving the 2011 audit and Management Letter would be no later than the end of June, adding that the trial balances are in significantly better shape than the prior year. He and Mr. Lesner answered questions from the Board.

1. It was moved and seconded that a **Motion to Receive the FY 2010 Management Letter** be approved.

The roll call on the vote was as follows:

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

NAYS: None

ABSENT: None

The motion was approved.

C. Review of CISC Proposed Work Plan

1. It was moved and seconded that a **Motion to Accept the Civic Information Systems Commission Work Plan** be approved.

CISC Chair John Shuler discussed the 2012 goals and initiatives of the commission, which include web page redesign, digitization and preservation of Village records and recommendations regarding the Comcast Cable contract.

President Pope indicated that some of the language in the work plan should be clarified to reflect staff's involvement, Board decisions and the commission's advisory role in these projects, particularly for RFP's.

Trustee Salzman commented that the objective of this commission is to help the Board set policy regarding the best available options in these areas. Trustee Tucker added that technology is evolving quickly and dramatically; it is important to have input on new developments. Trustee Lueck noted that this commission was developed with a goal of being able to draw on expertise of members in the Board's policy development in this area.

President Pope stated that although he did not want to delay the work of the commission by amending the work plan language, he did want clarification of the commission's role as advisory and not policy-making. Village Attorney Simone Boutet stated that the commission was created with the intention of using their expertise in a policy advisory role.

Trustee Hedges initiated a discussion of the commission's involvement with the Comcast contract. Ms. Boutet gave an update regarding the Law Department's role.

Mr. Shuler commented that his understanding of the work plan is that it is a living document which will change over time as they move forward with their work. He urged the Board to approve the work plan as it is, with the understanding that it is a living document and their ultimate goal is development of a proposed master plan as noted in the ordinance. President Pope suggested that the work plan be reviewed item by item if it was to be approved this evening.

Trustee Salzman stated that augmenting verbs to emphasize the commission's advisory role undercuts the commission's ability, as uniquely qualified individuals, to make assertive recommendations to the Board on policies that they may want to advance. He added that only the Board may adopt terms and conditions; he did not understand the point of going through this item by item and adjusting the language other than to diminish the purview of the commission, which is not the intention of the ordinance.

President Pope raised the example of the website redesign RFP; this is an operational level issue and ultimately a Board decision. He stated that the language implies that Commissioners are decision makers rather than advisors.

Trustee Hedges commented that the language in the Overall Goals is consistently "recommend" and "advise"; this clarifies that the commissioners do not make final determinations. Trustee Lueck also supported the work plan as presented.

President Pope asked Staff Liaison David Powers if it is clear to him, independent of the language in the work plan, that the commission is playing an advisory role and nothing beyond that. Mr. Powers stated that he had great concerns regarding words such as "determine" and "set" when reading the work plan. He added that it wasn't originally clear what role the commission would play or what their responsibilities would be. After several commission meetings and discussions, he has become more aware of what the commission's intentions are.

Ms. Boutet commented that she had concerns regarding the commission's role in the Comcast contract, adding that a high level of expertise in the law profession is required for drafting terms and conditions. She noted that the commission's role is intended to be that of representing the cable needs of the community.

Trustee Lueck stated that if there are such significant differences between staff and the commission, they need to be resolved before an item comes before the Board; otherwise, a staff commentary should be submitted that outlines staff questions for the Board to consider at the meeting.

It was moved and seconded to call the question.

The roll call on the vote was as follows:

AYES: Trustees Hedges, Johnson, Lueck, Salzman and Tucker

NAYS: Trustee Brewer and President Pope

ABSENT: None

The motion was approved.

The roll call on the vote on the original motion was as follows:

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

NAYS: Trustee Brewer

ABSENT: None

The motion was approved.

President Pope clarified that his affirmative vote would enable him to reintroduce this item in two weeks and have it reconsidered with some modifications.

AA. Discussion and Selection of Village Manager Search Firm

President Pope stated that four firms, Affion Public, Bob Murray and Associates, Voorhees Associates and Slavin Management Consultants, appeared before the Board last week. He suggested that a paper ballot be cast by Board members to rank these firms.

The ballot results ranked Bob Murray and Associates lowest, and this firm was eliminated from further consideration. Following discussion on the strengths of the remaining three candidates, a second ballot was cast resulting in Slavin Management Consultants as the strongest candidate.

It was moved and seconded to designate Slavin Management Consultants as the preferred consultant to assist with the Village Manager's search process.

The roll call on the vote was as follows:

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

NAYS: None

ABSENT: None

The motion was approved.

President Pope commented that approval of this contract should be on the next Regular Meeting agenda.

- K. It was moved and seconded that Resolution 2012-R-68 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH THE SECURITAS SECURITY SERVICES INC., FOR SECURITY AND SUPPORT STAFFING SERVICES AT VILLAGE OWNED PARKING STRUCTURES IN AN AMOUNT NOT TO EXCEED \$446,160 AND FOR SECURITY SERVICES AT VILLAGE HALL IN AN AMOUNT NOT TO EXCEED \$25,000 FOR A ONE-YEAR PERIOD WITH TWO ONE-YEAR RENEWAL OPTION** be adopted.

Ms. Pavlicek stated that Securitas has been providing security services in the four Village-owned parking structures since 2008. In October 2011, competitive proposals were solicited and a considerable amount of time was spent negotiating with the low dollar bidder. That new vendor was unable or unwilling to agree to several key elements of the RFQ related to experience and training that the Village requires of the contractor's employees assigned to perform security guard services. Securitas was the lowest qualified bidder.

Trustee Johnson stated that Ms. Pavlicek addressed his questions regarding the original lowest bidder. He also expressed concern regarding the cost of these services, asking how this compares with other municipalities that manage their own parking facilities. He asked if the Finance Committee had this on their work plan. He also asked how the customer service aspect is evaluated and referred to various past challenges.

Interim Parking Services Manager Jill Velan stated that this is monitored very closely. She meets weekly with a representative from Securitas and is given a detailed report of anything that has occurred, ranging from helping someone to their car to issues with an elevator.

The roll call on the vote was as follows:

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

NAYS: None

ABSENT: None

The resolution was adopted.

XV. CONSENT AGENDA

- G1. Ordinance 2012-0-18 entitled **ORDINANCE AMENDING THE FISCAL YEAR 2012 BUDGET CHANGING THE APPROPRIATION FOR THE DEPARTMENT OF PUBLIC WORKS WITHIN THE GENERAL FUND IN THE AMOUNT OF \$227,454**
- G2. Ordinance 2012-0-19 entitled **ORDINANCE AMENDING THE FISCAL YEAR 2012 BUDGET CHANGING THE APPROPRIATION FOR THE DEPARTMENT OF HOUSING PROGRAMS WITHIN THE GENERAL FUND IN THE AMOUNT OF \$20,000**
- G3. Ordinance 2012-0-20 entitled **ORDINANCE AMENDING THE FISCAL YEAR 2012 BUDGET CHANGING APPROPRIATIONS FOR THE DEPARTMENTS OF PARKING SERVICES AND FINANCE WITHIN THE PARKING FUND IN THE AMOUNT OF \$213,000**

- G4. Ordinance 2012-0-21 entitled **ORDINANCE AMENDING THE FISCAL YEAR 2012 BUDGET CHANGING THE APPROPRIATION FOR THE DEPARTMENT OF PUBLIC WORKS WITHIN THE CAPITAL IMPROVEMENT FUND IN THE AMOUNT OF \$75,302**
- H. Ordinance 2012-0-22 entitled **ORDINANCE AMENDING CHAPTER 15, ARTICLE 1, SECTION 26 OF THE VILLAGE CODE ENTITLED "PARKING OFFENSES RELATED TO TIME RESTRICTIONS, TIME LIMITS AND PROHIBITED PARKING FOR DESIGNATED AREAS" TO UPDATE THE MAP**
- I. Ordinance 2012-0-23 ENTITLED **ORDINANCE AUTHORIZING AN AMENDMENT TO THE BUDGET IN THE AMOUNT OF \$5,100 TO ASSIST THE HISTORIC PRESERVATION COMMISSION IN THE COMPLETION OF THE PROJECT TO UPDATE THE ARCHITECTURAL REVIEW GUIDELINES**
- I1. Resolution 2012-R-69 entitled **RESOLUTION AUTHORIZING THE AMENDMENT OF A ONE-YEAR AGREEMENT WITH PRESERVATION DESIGN PARTNERSHIP, LLC OF PHILADELPHIA, PA FOR THE UPDATE OF THE ARCHITECTURAL REVIEW GUIDELINES**
- I2. Resolution 2012-R-70 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A SIX-MONTH AGREEMENT WITH BUSINESS DISTRICTS, INC. OF EVANSTON, IL TO FACILITATE THE PUBLIC INPUT PROCESS FOR THE UPDATE OF THE ARCHITECTURAL REVIEW GUIDELINES**
- L. Resolution 2012-R-71 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH ROBBINS SCHWARTZ ATTORNEYS AT LAW FOR VARIOUS LEGAL SERVICES**
- M. Resolution 2012-R-72 entitled **RESOLUTION IN SUPPORT OF THE COOK COUNTY CLASS L INCENTIVE FOR 100-106 S. OAK PARK AVENUE, WHICH FINDS IT NECESSARY FOR THE RESTORATION OF THE PROPERTY; SUPPORTS AND CONSENTS TO THE GRANTING OF THE INCENTIVE; AND APPROVES THE HISTORIC PRESERVATION COMMISSION'S RECOMMENDATION**
- N1. Resolution 2012-R-73 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A ONE-YEAR AGREEMENT WITH ATRIUM OF LEMONT, ILLINOIS FOR PARKWAY TREE PLANTING IN 2012, IN AN AMOUNT NOT TO EXCEED \$58,000**
- N2. Resolution 2012-R-74 entitled **RESOLUTION AUTHORIZING PARTICIPATION IN THE SUBURBAN TREE CONSORTIUM FOR THE PURCHASE OF PARKWAY TREES IN 2012, IN AN AMOUNT NOT TO EXCEED \$82,000 WAIVING THE VILLAGE'S BID PROCESS**
- O. Resolution 2012-R-75 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A ONE-YEAR AGREEMENT WITH CDC ENTERPRISES INC. OF JOHNSBURG, ILLINOIS FOR SCADA UPGRADES AND MAINTENANCE FOR THE WATER DISTRIBUTION SYSTEM IN AN AMOUNT NOT TO EXCEED \$32,000 WAIVING THE VILLAGE'S BID PROCESS**
- P. Resolution 2012-R-76 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A ONE-YEAR CONTRACT EXTENSION WITH MCADAM LANDSCAPE INC., OF FOREST PARK, ILL**

FOR VILLAGE WIDE LITTER PICK UP SERVICES IN AN AMOUNT NOT TO EXCEED \$50,000 WAIVING THE VILLAGE'S BID PROCESS

- Q. Resolution 2012-R-77 entitled RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE PRICE AGREEMENT WITH H.J. MOHR AND SONS OF OAK PARK, IL FOR CONCRETE, SAND AND STONE IN AN AMOUNT NOT TO EXCEED \$50,000 IN FISCAL YEAR 2012**
- R. Resolution 2012-R-78 entitled RESOLUTION AUTHORIZING THE EXECUTION OF A ONE-YEAR CONTRACT WITH G.A. PAVING COMPANY INC. OF BELLWOOD, ILLINOIS FOR VILLAGE WIDE UTILITY PAVEMENT PATCHING SERVICES IN AN AMOUNT NOT TO EXCEED \$150,000.00**
- S. Resolution 2012-R-79 entitled RESOLUTION AWARDED A SMALL RENTAL PROPERTIES REHABILITATION LOAN: SRP-016**
- T. Resolution 2012-R-80 entitled RESOLUTION AMENDING THE GUIDELINES OF THE SINGLE FAMILY HOUSING REHABILITATION PROGRAM**
- U1. Resolution 2012-R-81 entitled RESOLUTION AUTHORIZING A SUBORDINATION OF LIEN: BPIP-026**
- U2. Resolution 2012-R-82 entitled RESOLUTION AUTHORIZING EXECUTION OF A SUBORDINATION OF LIEN: SFR-032**
- U3. Resolution 2012-R-83 entitled RESOLUTION AUTHORIZING EXECUTION OF A SUBORDINATION OF LIEN: MSA 1011-G**
- U4. Resolution 2012-R-84 entitled RESOLUTION AUTHORIZING EXECUTION OF A SUBORDINATION OF LIEN: MSA 1113-G**
- V. Resolution 2012-R-85 entitled RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT BETWEEN THE VILLAGE OF OAK PARK AND THE COLLABORATION FOR EARLY CHILDHOOD CARE & EDUCATION IN THE AMOUNT OF \$30,000 TO PROVIDE 2012 OPERATIONAL SUPPORT**
- W. Resolution 2012-R-86 entitled RESOLUTION APPROVING THE SUBMITTAL OF THE 2011 ACTION PLAN AMENDMENT TO US HUD**
- X. Resolution 2012-R-87 entitled RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND THE ANIMAL CARE LEAGUE FOR ANIMAL IMPOUNDMENT AND OTHER SERVICES FOR FIVE-YEAR TERM**
- Y. Resolution 2012-R-88 entitled RESOLUTION AUTHORIZING AN AGREEMENT TO UPGRADE PARKING REVENUE CONTROL EQUIPMENT FOR THE AVENUE, HOLLY COURT AND LAKE/FOREST GARAGES FROM AMANO MCGANN, INC. IN AN AMOUNT NOT TO EXCEED \$70,992 WAIVING THE VILLAGES BIDDING PROCESS**
- Z. Resolution 2012-R-89 entitled RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH PROJECT MANAGEMENT ADVISORS (PMA) FOR OWNER**

REPRESENTATIVE SERVICES FOR THE GARAGE AND STREETScape PORTION OF THE LAKE & FOREST DEVELOPMENT IN AN AMOUNT NOT TO EXCEED \$233,950

- XVI. **Motion to Approve the Bills in the Amount of \$2,644,766.59 for the Week Beginning March 19th through May 4th**

APPROVE THE CONSENT AGENDA

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

The roll call on the vote was as follows:

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

NAYS: None

ABSENT: None

The Consent Agenda was approved.

CALL TO THE BOARD AND CLERK

Village Clerk Powell spoke about a discussion she heard on National Public Radio regarding "the New Urbanism".

Trustee Tucker thanked the volunteers at the Oak Park Conservatory plant sale and noted that the Farmers Market opens on Saturday May 19.

Trustee Johnson discussed a letter received from the new owners of La Bella, praising staff and commenting that he "did not just purchase a business but has become the next caretaker of an Oak Park tradition". He also spoke positively about his experience this week with the Oak Park River Forest Gay Straight Alliance. Trustee Johnson expressed concern that U.S. Bank will no longer take coin deposits from the Village, creating additional expense, and perhaps the Finance Committee should look into using another depository or possibly replace the coin meters with those that accept credit/debit cards. He also spoke about the Cook County Class One Incentive. He expressed enthusiasm that the Village was purchasing 440 trees. Lastly, he stated that the Board needed to revisit their local purchasing policy.

Trustee Salzman referred to Item J from tonight's agenda and commented that the Board may want to take a look at the mediation system in Community Relations and how effective it has been. He wanted to be kept apprised of this particular situation, as it is relevant to the Disability Access Commission.

Trustee Hedges spoke about his attendance at the Ethnic Fest Parade.

Trustee Lueck stated that she received an email regarding the Irving School Yard Project and suggested that the Board follow up with a response.

Ms. Pavlicek provided insight to the coin counting arrangements with U.S. Bank, noting that few banks process large volumes of coins. Long term strategy includes providing meters that accept alternate forms of payment.

President Pope gave an update on the Pioneering Healthy Communities group since their presentation to the Board and added that he was invited to speak to a Pioneering Healthy Communities group at a meeting of the leadership of Kankakee, Bradley and Bourbonnais. He was also invited to speak along with Cook County Board President Preckwinkle at the Annual Meeting for the Center for Neighborhood Technologies. President Pope announced that he would miss next Monday's meeting, as he was

asked to speak at a Brookings Institute seminar in Houston relating to livable and walkable communities and transit oriented development.

ADJOURN

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 10:34 P.M. Monday, May 7, 2012.

SUBMITTED AND RECORDED IN THE OFFICE OF:

Teresa Powell, Village Clerk

By: MaryAnn Schoenneman
Interim Deputy Village Clerk