

**APPROVED MINUTES - SPECIAL BOARD MEETING  
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK  
HELD ON THURSDAY, NOVEMBER 1, 2012 AT 7:00 P.M.  
IN ROOM 101 OF OAK PARK VILLAGE HALL**

**I. CALL TO ORDER**

President Pope called the meeting to order at 7:04 p.m.

**II. ROLL CALL**

PRESENT: Trustees Brewer, Hedges, Johnson (7:25), Salzman and Tucker; President Pope  
ABSENT: Trustee Lueck

**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. PUBLIC COMMENT**

There was no public comment.

**V. REVIEW OF RECOMMENDED DRAFT 2013 BUDGET  
AS REVIEWED BY THE FINANCE COMMITTEE**

**A. Review of Recommended TIF Funds (Downtown, Madison & Harlem/Garfield)**  
Regarding the Harlem/Garfield TIF, Business Services Manager Loretta Daly stated that the recommendation from staff is for some infrastructure improvements that will address security issues, specifically new lighting. The area affected will be Garfield Avenue from Harlem to Home Avenue.

**B. Review of Public Works General Fund**  
Director John Wielebnicki noted that Public Works is fully staffed for the first time in several years, with the exception of one half time FTE meter reader position which he expects to fill shortly. Savings were expected this year for overtime, primarily due to lack of snow. Salt prices dropped from \$62.51 to \$50.70 per ton. Ms. Pavlicek clarified that the amount budgeted for materials and supplies was reduced dramatically before the August 20th budget preparation due to salt left in storage from the easy winter but Mr. Wielebnicki had projected the budget based on stable pricing. The reduced pricing reflects an additional \$30,000 reduction.

Mr. Wielebnicki stated that contractual services were reduced by \$50,000 in 2012 due to reduction in external fleet support. Tree removal services will be reduced from \$600,000 in 2012 to \$500,000 in 2013. There was a discussion regarding tree planting cycles. Trustee Tucker suggested that the \$30,000 savings in salt be added for tree replacement. President Pope agreed that should be brought back for discussion.

Mr. Wielebnicki stated that landscape improvements are being proposed for the Harrison Street and South Town Business Districts, such as widening tree pits and

adding more trees. Some hardscape improvements are also proposed, including repair of some damaged brick curbs on Harrison, other minor brick work and a few more planters and landscaping. The total cost for these two projects is \$119,000 and the Finance Committee suggested that this amount be put in the budget. Proposed improvements were discussed.

Capital Outlay Expenditures include \$5,600 for six laptops to be used for the fleet shop Mr. Wielebnicki discussed the software used to track vehicle maintenance and fuel records.

Regarding refuse can cleanup, litter pickup and street sweeping, Mr. Wielebnicki noted that the comparison of the Village's cost versus the contract cost resulted in a savings of \$40,000 after three years. This savings is a combination of labor, fuel, repair and equipment costs. He added that the billing maintenance contractor's level of service is good and the program is going well.

**C. Review of Community and Economic Development Department Re-Organization**

Ms. Pavlicek noted that this proposal would consolidate the Building and Property Standards, Business Services, Community Planning and Housing Programs Departments. She stated that the establishment of an Economic Development Director was put in the 2012 budget but it has not been filled due to transitions in the Village Manager's Office, as well as uncertainty about the specific duties of the new position. Ms. Pavlicek has put forward this recommendation for consideration for 2013. She stated that the municipal code provides for an organizational structure which includes a Community Development Director and a Code Enforcement Director. This ordinance requirement has not been implemented in some time. She added that the number of direct reports to the Village Manager prohibits oversight and interaction with a number of areas. In other organizations, the Village Manger works with one Director who is a conduit for all of these operating areas. She believed that this is a better organizational structure and wanted the Board to discuss this, as it's important that the 2013 Budget establishes clear direction from the Board at a policy level.

Following discussion, President Pope summarized that the Board was comfortable in general with the 85% funding level for this position to be included in the 2013 budget.

Ms. Pavlicek stated that the Building and Property Standards Department was requesting an additional one half FTE, an executive secretary position that would be shared half time with the new Community Economic Development Director.

Director of Building and Property Standards Steve Witt spoke about his request for \$20,000 to support maintenance of two vehicles over the course of the next year for inspections and off-site meetings. Other initiatives included continuation of the document imaging project and a replacement for the Tidemark tracking system, which is currently used to manage documents. Mr. Witt stated that he is also requesting an increase in the budget for emergency mitigation services. This would cover, for example, the cost of the Village erecting a scaffold on a property that is in dangerous disrepair or the cost for demolition of a vacant building. Lastly, Mr. Witt is requesting resources for replacement of the microfiche reader, which is obsolete. Mr. Witt answered questions from the Board, on the subjects of emergency mitigation, liens and foreclosures and distressed properties.

Business Services Manager Loretta Daly stated that with very few exceptions the 2013 budget for her department will remain the same. She noted a \$700,000 increase listing the partner agencies that her division oversees.

The Board discussed whether listing partner agencies in specific departments was helpful. President Pope commented that when looking at budgets, the point person is held accountable and responsible for delivery of actions. He was not comfortable with holding Ms. Daly accountable for what OPDC and the Visitor's Bureau are doing, as that is not the way the organizations are structured and not the kind of contract signed collectively as a Village with those entities.

Ms. Daly added that in 2013 the process of analyzing signage will begin. The Public Works Department has funding for sign maintenance and this will be a better use for those funds. Also included is a new grant program that provides sponsorship dollars for events in the business districts. This would be need based and help create and organize significant events that are beneficial not only to the business community but the community at large. The original amount requested was \$15,000; Ms. Daly was asking to increase that to \$20,000.

Trustee Johnson commented that part of the reason for requests from business districts for financial support is due to special event costs that the Village assesses. This should be considered. Ms. Pavlicek agreed that while it seems impractical for the Village to give out grants to reimburse themselves, there's value in the documentation of the cost of barricades, police overtime, ambulances, etc. The community impact is identified on a consistent basis and there's a specific dollar amount from the General Fund operating budget for special events. She added that a full year's worth of data will be needed to impact policy. At this point the grant seemed like a way to assist groups such as the business community in utilizing their special events for economic and business development.

There was a brief discussion regarding the Madison Street TIF.

Village Planner Craig Failor clarified that there are 5.5 FTE's in Community Planning, as Community Development Block Grants, which is currently under his supervision, will be under the Housing Division in 2013. He also stated that the Revenue Summary indicates zoning variance applications recommended at \$6,000; it should actually reflect plan development special uses zoning cases, text amendments, etc.

Ms. Pavlicek clarified the rationale behind CDBG moving under Housing; the number of FTE's will remain the same.

Housing Services Manager Tammie Grossman stated that changes for 2013 included adjustment of the rental reimbursement component of the multi-family housing incentives program. She discussed other current programs. Some additional grants received but not reflected in the budget are from the Illinois Housing Development Authority for a home modification grant program to increase accessibility for people with disabilities and funding from the Oak Park River Forest Community Foundation for a toilet rebate/showerhead exchange energy audit program. A lead grant application with the Illinois Department of Public Health through HUD will be also

be pursued. Ms. Grossman answered questions from the Board.

### **VII. DEBT POLICY**

Trustee Salzman asked Chief Financial Officer Craig Lesner to explain the abatement process. Mr. Lesner explained that whenever general obligation debt is issued, it is expected that support will come from the tax levy unless other sources of funding are specified. For example, if the Village were to issue general obligation debt for a water project, it uses the Water Fund for some repayment, rather than just the tax levy. President Pope noted that when the parking garages were built or added on to, the debt was issued with parking revenue identified as a source of support. He added that what Mr. Lesner does every year in putting together the abatement is take what is projected or to be funded from these other sources and use that to help reduce the amount that is charged against the tax base. There was further discussion regarding the process as well as the Village's bond rating.

There was a brief discussion regarding confirmation of the Board's availability for future budget sessions.

### **VIII. ADJOURN**

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 9:57 P.M. Thursday, November 1, 2012.

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

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Teresa Powell, Village Clerk

By: MaryAnn Schoenneman  
Interim Deputy Village Clerk