

VILLAGE COMMISSION WORKSHOP UPDATE

Commissions and advisory boards have been a part of the legislative process in the Village of Orland Park for decades.

These boards consider issues facing the village and make recommendations to the village board committees and eventually the full Board of Trustees.

On October 21, 2017, a public workshop was conducted to review the village's commissions and advisory boards.



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The overall theme expressed by the commission members in attendance was positive. Members believe their respective commissions provide important insight to the village from a resident's perspective.

Many have private sector business experience, an invaluable professional resource.

Members asked for more collaboration with the village staff liaison to set more defined goals and expectations for their groups.

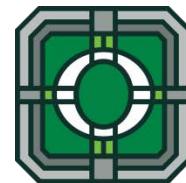


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VILLAGE COMMISSION WORKSHOP UPDATE

THE PROCESS

1. Board approval of current process
2. Community Workshop
3. Board review and drafting
4. Public review over next month
5. Board final approval



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OVERALL STRUCTURE/CONSISTENCY

1. Trustee involvement
2. Keeper of records
3. Terms/Appointment process



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CIVIC CENTER AUTHORITY BOARD - Statutory

- The Civic Center was established in the mid 1980s.
- The board is comprised of six members.

Duties: Oversees the operation of the Civic Center. The Civic Center was created per state statute.

It shall be the duty of the Authority to promote, operate, and maintain expositions, conventions, or theatrical, educational, sports or cultural activities from time to time in the metropolitan area, and in connection therewith, sports, trade or scientific exhibits and to lease or instruct, equip and maintain auditoriums, exposition buildings for such purposes.



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COMMUNITY RELATIONS COMMISSION

The Community Relations Commission was created in 1991. The commission is comprised of five members who are residents of the village and appointed by the president with the advice and consent of the Board of Trustees. At least three of the members shall be, if possible, individuals with a disability. The members are appointed for one year terms that begin on the first Monday in June and end the first Monday in the following June.

Duties: The commission is to examine problems experienced by individuals with disabilities concerning physical accessibility of locations and programs in the village, and to make recommendations to the Village Board of possible solutions.



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ECONOMIC DEVELOPMENT ADVISORY BOARD

The Economic Development Advisory Board was created in 1999.

The Advisory Board is comprised of 12 members; nine voting and three ex-officio nonvoting members. The nine voting members shall be appointed by the President with advice and consent of the Board of Trustees. The three nonvoting members shall include the Village President, the Director of Development Services and a Village Trustee who shall be appointed by the Village President.

The purpose of the Advisory Board is to act in an advisory role to the Village Board on matters pertaining to economic development in the Village.

Duties: To conduct economic policy discussions, review annual marketing and action plans, serve as community ambassadors for those interested in investing in or relocating to the Village, support and encourage new enterprises in the Village, and review and evaluate applications for the Village's Economic Development Revolving Loan Fund.



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ELECTRICAL COMMISSION

The Electrical Commission was established in 1966.

The Commission is comprised of five (5) members appointed by the President with advice and consent of the Board of Trustees. One of members shall be the Chief Electrical Inspector of the Village who shall also be Chairman of the Commission; of the other four (4) members, one (1) shall be a registered professional engineer, one (1) an electrical contractor, one (1) a journeyman electrician and one (1) a full-time fire inspector employed by a Fire Protection District having territory within the Village.

The commission meets twice a year or as required on certain matters.

Duties: The Commission is to formulate and recommend safe and practical standards and specifications for the installation, alteration and use of electrical equipment designed to meet the necessities and conditions that prevail in the Village, to recommend reasonable rules and regulations governing the issuance of permits by the Electrical Inspection Department and to recommend reasonable fees to be paid for inspections made by the Electrical Inspection Department.



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BOARD OF FIRE AND POLICE - Statutory

Board of Fire and Police Commissioners (BFPC) was established in 1972. There are three members on the board.

This is a statutory board which operates under the auspices of state law, Title 2, Chapter 3 of the Village Code. They also have local rules they establish for hiring, discharge, and promotion of police officers to the rank of sergeant.

The three members must have the qualifications required of other officers of the village.



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JOINT EMERGENCY TELEPHONE SYSTEM BOARD

(9-1-1 Board) - Statutory

The Joint Emergency Telephone System Board (911 Board) was established in 1990. It consists of five members that include, a civilian chairperson, Orland Park Police Chief, Orland Park Administration Commander, Orland Park Director of Support Services, and a representative from the Orland Hills Police Department, as we contract dispatch for the Village of Orland Hills. This is a statutory board that operates under the auspices of state law and Title 2, Chapter 9 of the Village Code. The 911 board funds the majority of the operations of dispatch especially the CAD system and for other dispatch equipment such as radios, mobile data computers and related equipment.

Duties:

The following duties include, but need not be limited to:

- Planning a 911 system.
- Coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems.
- Receiving monies from the surcharge imposed under Section 50 ILCS 750/15.3 and from any other source, for deposit into the Emergency Telephone System Fund.
- Authorizing all disbursements from said Fund.
- Hiring, on a temporary basis, any staff necessary for the implementation or upgrade of the system.
- To adopt bylaws providing for its procedures,
- organization, and officers; provided, however,
- that the Village of Orland Park shall be the
- custodian of the Emergency Telephone System funds.
- To do all things related to the purposes for which it was created not prohibited by law.



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MUSEUM DEVELOPMENT & ADVISORY BOARD

The Museum Development and Advisory Board was established in 2015.

The advisory board shall consist of seven (7) members appointed by the Mayor, subject to confirmation by the Board of Trustees. The appointments will be made on the basis of areas of interest or expertise. Each Advisory Board member need not be a resident of the Village and serve a two (2) year terms and until their respective successors have been appointed.

Duties: To act as an advisory board to the Board of Trustees. Review, evaluate and identify present and future activities to acquire, preserve and exhibit materials of historical significance to the community, and to report annually to the village, in writing, giving a comprehensive and current review of Orland Park historical establishment and preservation activities. Review and evaluate present and future availability of real and personal property of historical significance. Recommend amendments to the Village Code and/or Land Development Code so as to eliminate unnecessary impediments to the establishment, operation and maintenance of an Orland Park Museum and the preservation and exhibition of historical buildings and artifacts. Conduct public information programs on museum activities and collections and opportunities for members of the community to donate historical property, photographs, objects and materials.

The Museum Board meets at the call of its chair, but not less frequently than once every quarter.



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OPEN LANDS FUND COMMISSION – 501c3

The Open Lands Commission was established in 1995.

The Commission is comprised of seven (7) members appointed by the President with advice and consent of the Board of Trustees. Members serve one-year terms beginning on the first Monday in June of each year and expiring on the first Monday in June of each succeeding year.

Duties: The Commission is to act in an advisory role to the Village Board regarding natural areas in the Village. To evaluate and identify needs of the community in acquiring and preserving natural areas including habitats for endangered and threatened species, high quality natural communities, wetland, and other areas with unique natural heritage qualities; and recommend to the Village Board all sources of funding for acquiring and maintaining open lands.



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PARKING & TRAFFIC ADVISORY BOARD

The Parking and Traffic Advisory Board (PTAB) was established in 1982. There are eight (8) members on the board and they operate under the auspices of Title 2, Chapter 7 of the Village Code. They serve for one-year terms. The Parking and Traffic Advisory Board meets at least once a month.

Duties: The Board submits recommendations in an advisory capacity to the Board of Trustees for official action that is aimed at improving parking and traffic conditions. Review and advise the Board of Trustees with respect to short-term and long-term policies, and make recommendations to the Board of Trustees on traffic studies prepared by consultants, hired by the Village.

The Public Safety Committee first reviews all of their recommendations. The Orland Park Police Traffic Unit Lieutenant is the non-voting liaison to the board.



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PLAN COMMISSION

The Plan Commission was established in 1955.

The commission is comprised of seven (7) members appointed by the President with advice and consent of the Board of Trustees.

Duties: The Commission is to make recommendations to the Village Board concerning plans and development of the Village. Prepare of cause, to prepare a Comprehensive Plan, Capital Improvement Plan, and overlay plans; review site plans for multi-family and non-residential development, landscaping plans, and other appearance related matters; hear and recommend to the Village Board approval or disapproval of applications for special use permits; to hold public hearings; advise the Village Board on historic landmarks; and develop appearance and beautification plans for the historic district.



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ZONING BOARD OF APPEALS

The Zoning Board of Appeals was formed on August 7, 1995 Ordinance 2768.

The commission consists of five (5) members to be appointed by the Village President with the advice and consent of the Trustees. The members serve terms of one (1) year. The terms shall commence on the first Monday in June and expire on the first Monday of the following June.

Duties:

Creation. There is hereby established the position of Hearing Officer(s).

Powers and Duties. The Hearing Officer(s) shall have the following powers and duties:

- To hold hearings and make decisions in regard to applications for variances and appeals under the provisions of Sections [5-107](#) and [5-109](#); Such hearings are held open to the public and set for certain time.

- To adopt rules of procedure for the conduct of hearings;

- To take testimony under oath and compel the attendance of witnesses; and

- To issue orders regarding matters within their jurisdiction.

Qualifications. Hearing Officers shall be trained and qualified to conduct hearings, make recommendations or findings of fact and conclusions on the matters heard.



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PUBLIC ARTS COMMISSION

The Public Arts Commission was established in 2001.

The commission is composed of nine members appointed by the President with the advice and consent of the Board of Trustees. Members of the Board of Trustees may submit names of candidates to the President. Members are appointed for one year terms.

Duties: The commission recommends guidelines for the selection of arts works and sites based on preservation, enhancement, embellishment and commemoration of the historic, cultural, development and architectural characteristics of the Village and its people. The commission will advise the Village Board on the suitability of locations of art work; determine the costs of the art work as well as recommend funding options for lease or purchase of said art work. The commission will work to develop a program to provide art educational opportunities for all Orland Park residents. The commission will also make recommendations to the Village Board to promote the performing arts within the Village including music and theater. The Public Arts Commission is authorized to seek outside funding assistance for the acquisition and maintenance of works of art.



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RECREATION & PARKS ADVISORY BOARD

The Recreation Advisory Board was established in 1981.

The Recreation Advisory Board consists of nine (9) members to be appointed by the President of the Village, with the consent of the Board of Trustees. Seven (7) members shall be persons eighteen (18) years of age or over. Members serve one year terms, beginning the first Monday in June and expire the first Monday in June of the following year. Two (2) of the members shall be persons who are teenagers who shall serve for a one year term.

A subcommittee of the Recreation Advisory Board consist of the number of members to be determined by the Recreation Advisory Board. The chairperson is appointed by the President of the Village with the consent of the Board of Trustees. The members of the subcommittee serve for an indefinite term.

Duties: The Recreation Advisory Board performs the following functions:

- Advise and make recommendations as to equipment, facilities, personnel, programs and activities in the operation and maintenance of a recreation system.
- Prepare and recommend each year a budget for the maintenance and operation of a recreation system, such budget to be submitted to the President and Board of Trustees by July 1 of each year.
- Advise and make recommendation to the President and Board of Trustees as to the location of new parks, playgrounds, swimming pools, and other recreation facilities.
- Advise and make recommendation to the Board of Trustees as to the suitability of sites for park and recreation purposes with respect to tracts of real estate referred for consideration by the Board of Trustees. (Ord. 1077, 1-12-81)

The Recreation Advisory Board meets every other month for a total of six meetings a year.



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SENIOR CITIZENS' ADVISORY BOARD

The Senior Citizens Advisory Board was established in 1988.

The board consists of seven persons who shall be residents of the village, to be appointed by the president with the consent of the Board of Trustees. Members are appointed for one-year terms.

Duties: Investigate, evaluate senior program needs and recommend services to meet these needs to the Board of Trustees and director of parks and recreation. Members assist the director as requested in the administration of senior programs, investigate of sources of funding for ongoing programs and special projects, and recommend policies to the Board of Trustees pertaining to senior citizen services.



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STELLWAGEN FAMILY FARM FOUNDATION – 501c3

The Stellwagen Family Farm Foundation was established in 2005.

The Foundation is comprised of five (5) members.

Duties: The Foundation is to create the specific vision for the Stellwagen Family Farm property, set policy, raise funds, and manage the land to preserve the farm and buildings as a living history farm.



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VETERANS COMMISSION

The Veterans Commission was established in the late 1980s

The commission consists of nine members to be appointed by the Village President with the advice and consent of the Trustees. The members serve terms of one year, which shall begin on the first Monday in June and expire on the first Monday in June of the following year. Members are selected on the basis of experience and/or knowledge of veteran affairs and concerns, and the members shall have served in one of the American military branches and have been honorably discharged. Failure to attend four regular meetings within any one-year period, without reasonable excuse, shall constitute sufficient grounds for termination of the member's appointment.

The purpose of the Veterans Commission is to promote veterans awareness within the community by planning events that promote basic American values such as patriotic holiday ceremonies, programs relating to veterans affairs, and supporting veterans & current members of the military and their families.

The goals are to support local veteran organizations, raise awareness of veterans need and their contribution to society and enrich the lives of veterans by connecting them to their community through physical and social activity.

Duties:

- Study and consider possible activities, informational, educational and recreational.
- Recommend to the President and Board of Trustees activities relating to veteran affairs.
- Provide joint sponsorship of programs with Village veteran's groups such as Veterans of Foreign Wars and the American Legion.
- Plan and give programs relating to veteran affairs in the school districts.
- Provide a program for special recognition of veterans and their families.
- Provide plaques of recognition for Village residents who become candidates in the armed forces academies.
- Provide for the general welfare of Village residents.

The commission meets at least monthly, except there will be no regularly scheduled meetings during July and August, and the Commission shall file a report of recommendations with the President and Board of Trustees on or before December 31 of each year.



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SEEKING PUBLIC INPUT

On November 27, 2017, the village will invite Orland Park residents -- via the village website, social media and on the online virtual town hall – to offer input on the current commissions and boards.

The public will be asked for comments on tonight's recommendations.

The results of the survey will be submitted to the Board of Trustees for review on December 15, 2017, with the final review by the board on January 2, 2018.



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