

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orlandpark.org](http://www.orlandpark.org)



## Meeting Minutes

Saturday, October 21, 2017

9:00 AM

Commissions & Advisory Boards  
Review Workshop

Orland Park Civic Center

## Board of Trustees

*Village President Keith Pekau  
Village Clerk John C. Mehalek*

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,  
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

## CALL TO ORDER/ROLL CALL

The Commission Workshop was called to order at 9:03 AM.

**Present:** 4 - Trustee Fenton, Trustee Calandriello, Trustee Carroll and Village President Pekau

**Absent:** 3 - Trustee Dodge, Trustee Gira and Trustee Griffin Ruzich

## WORKSHOP FOR COMMISSIONS & ADVISORY BOARDS REVIEW

### 2017-0768 Commissions & Advisory Boards Review Workshop

President Pekau welcomed everyone to the Commissions Workshop.

Trustee Calandriello stated that it is very important to receive community insight and support so that this Board can assist you as commissioners. Also transparency is important.

Staff will be conducting this workshop not the Board. Information will be collected from this workshop and adjustments could be made to the Commissions and Advisory Boards if needed.

At the November 20, 2017 Board of Trustees meeting policy discussions and recommendations will be made from the information that will be discussed at today's workshop. This information will also be made available to the public via the Village website.

Assistant Village Manager Karie Friling explained the different documents that staff prepared and were distributed to the commissioners that will be used as a resource guide during this workshop. Information included in these documents are when the Commissions and Advisory Boards were established; how many member; duties, and if needed, qualifications. Also copies of Title 2 Board and Commissions - Chapters 1 through 20 from the Village Code were distributed.

A meeting agenda was distributed to be followed that requested each table answer the same questions. A staff member will be the facilitator at each table and will take notes summarizing what was discussed. A full report will then be prepared by staff and given to the Village Manager's office.

This breakout session will be approximately 30 minutes.

9:10 AM – Workshop began and separated into breakout groups – this section of the meeting could not be recorded.

9:50 AM – The Workshop Meeting resumed and the recording of this Workshop once again took place.

Assistant Village Manager John Keating requested that the facilitators at each table give a brief summary of what was discussed today regarding their Commission or Advisory Board.

The facilitator's will then prepare a written report, which will be given to the Village Managers Office. A summary of today's workshop will be provided to the Village Board. This summary will be presented to them prior to the November 20th Board of Trustee's meeting.

Assistant Village Manager Keating noted to please not be concerned if some points that were discussed are not stated today when the facilitator gives their brief summary. All points will be placed in the written reports for the Board of Trustees review.

Recreation Advisory Board – Facilitator reported that there are seven members 18 years of age or over and two persons are teenagers, which have been vacant for 10 years. They meet every other month, 6 times per year. Expressed was the need for better attendance at their Advisory Board meetings. The commissioners would like to be more involved and have added responsibilities.

Museum Development and Advisory Board – Their Advisory Board was very happy with the support from the Village. It has only been in existence since 2015. They would like an increase in volunteers. They would like to see the Board of Trustees attend events at the Museum and become members of the Museum; a need for a full time Museum Curator so more activities can take place at the Museum; increase in public awareness that a Museum exists in town and a Museum website.

Economic Development Advisory Board – Facilitator reported that under the new scope this board has only met twice. There are many new ideas and there is a need to organize and prioritize these ideas. Need to create a marketing plan to seek the types of businesses that the Village would like to seek.

Joint Emergency Telephone System Board (911 Board) – Facilitator reported that this board meets monthly and all equipment is working very well at this time. This board is very strong and works very well together. They would like to continue to be aggressive.

Parking and Traffic Advisory Board (PTAB) – Facilitator reported that this board meets periodically, mostly on demand. This board decides if a stop, no parking or speed sign is needed. Traffic related issues are handled at this board. This board provides a voice for the residents if they have traffic complaints. It is felt that the Police Department will solve problems before a complaint is heard by the PTAB. There is a need to education the community on what PTAB's roll is in the community and how they can help resolve complaints.

Board of Fire and Police Commission – Facilitator reported that this is a statutory board by law. It is a three panel board that meets once a month. Everything is done by state law and is very consistent. Members of this Board must have legal and police experience.

Open Lands Commission – Facilitator reported that this commission is comprised of seven members. They evaluate and identify needs of the community to acquire and preserve natural areas including habitats for endangered species. They also research grants and funding sources. There is a need to educate the community that the Open Lands Commission exists and the need for more funds in order to continue purchasing green space.

Veterans Commission – Facilitator reported that this commission is very proud of the great relationship they have with the Board. They would like to educate the community on what services there are that the Veterans Commission can provide to Veterans. They believe different seminars are very important for the Veterans in the community on issues that they are experiencing. They meet once a month. They would like more attendance at their meetings so there is a need for more public relations. They would like continued support in funding in the Village's FY2018 budget. Also fundraisers would help bring in funds for the Veterans.

Plan Commission – Facilitator reported that this commission is required by law. There are seven members that meet twice a month. This commission makes recommendations to the Village Board concerning plans and development in the Village. They are happy with the attendance that there is at their meetings. They are very confident with staffs abilities and how they present different developments. Improvements the commission would like are getting their information packets to them sooner before their meetings. They would appreciate a new PA system due to the presenter and petitioner's microphones are in need of replacement.

Civic Center Authority Board – Facilitator reported that there are seven members that oversee the operations of the Civic Center. This Authority Board was created by state statue. They have a very good attendance at their meetings. The Authority Board works well with staff. A need for better signage to locate where the Civic Center is located around the Village Complex as well as other parts of town. Success they have had is the remodeling, decrease in the deficit over the past 25 years. They would like to see some improvements to the façade of the building in the future to update it. Opening up some cooperation with the Recreation Advisory Board or other Commissions; marketing and community engagement are needed and this is something that is trying to be accomplished in the near future; working around some of the liquor licensing for events.

Assistant Village Manager Keating thanked the facilitators for their summaries on what had occurred at their tables. He thanked staff, commissioner members, members of the media and members of the public that attended this meeting.

Board Comments were heard from Trustee Carroll, Trustee Calandriello, Trustee Fenton, and President Pekau.

Thanked everyone for attending. The conclusion of what was heard today is that all of the Commissions and Advisory Board members are doing an excellent job. There were ideas that were suggested and possibly can be implemented. Every time a new commissioner is sworn in, your roll to the Village is vital in helping the Village Board. The six Trustees are part-time positions; all the Trustees have full time jobs and other commitments. The work that is done in advance of an item coming before the Board is crucial to this Village Board. It helps the Board shape its opinion and implement policy, which is the Boards job. Thanked all the Commissions and Advisory Board members for all the work they do and it is very much appreciated. The dedication the members have to their Commissions and Advisory Boards is astounding. The entire Village Board thanks all the members. Important to address each Commission and Advisory Board periodically and today's workshop was a good first step.

**This was a Workshop NO ACTION was required**

**ADJOURNMENT - 10:50 AM**

**A motion was made by Trustee Carroll, seconded by Trustee Fenton, that this matter be ADJOURNED. The motion carried by the following vote:**

**Aye:** 4 - Trustee Fenton, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 3 - Trustee Dodge, Trustee Gira, and Trustee Griffin Ruzich

**2017-0786 Audio Recording for October 21, 2017 Special Meeting - Commissions and Advisory Board Workshop**

**NO ACTION**

/nm

APPROVED:

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**

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**Casey Griffin, Deputy Clerk**