

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three (3) minutes.**

Committee of the Whole

**VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181**

Committee of the Whole

January 9, 2023

6:00 PM

Village President Nick Cuzzone

Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

1. Call to Order - Roll Call

2. Pledge of Allegiance

3. Discussion Items

3.A Review of Boards and Commissions

At the recommendation of the Board a review of the status and purpose of the Commissions has been added to the agenda for the Committee of the Whole (COW). There are over a dozen active Commissions, and most our Staff has some recommendations on how the Board may proceed if it so chooses, and some proposed actions that staff could take as well toward that goal.

[COW_Memo-Commissions 9Jan2023.pdf](#)

[COW - Summary Chart VP Commissions.pdf](#)

[COW Ex-B Commissioners with Upcoming Expirations 1-3-2023.pdf](#)

4. Public Comments

5. Adjournment

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.

Committee of the Whole Agenda Item Report

Meeting Date: January 9, 2023

Submitted by: Matt Harline

Submitting Department: Village Manager's Office

Item Type: Business (Commission Only)

Agenda Section: Discussion Items

Subject:

Review of Boards and Commissions

Suggested Action:

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Attachments:

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Memo



To: Village Board of Trustees and City Clerk
From: Matt Harline, Village Manager
Date: January 6, 2023
Re: Committee of the Whole Discussion on Boards and Commissions



Summary: The Village Board of Trustees appoints commission members to 16 different active commissions. These commissions provide valuable advice and recommendations to the board of trustees. In addition, several have additional responsibilities that are prescribed in the Village Code (e.g. Fire and Police Commission hiring, promoting, and firing paramedic/firefighters and police officers). What follows is a discussion and recommendations for making communication between the board and the commissions more effective. Recommendations are also made to supply a staff support to streamline the effectiveness of the commissions.

Discussion: Commissions have specific purposes as determined by the Village Code and sometimes generate additional projects. Ultimately, however, the members serve at the pleasure and direction of those who appoint them. A quick summary of the Commissions follows.

Some commissions have specific legal purposes that are fixed and regulated by both the Village and State. These include Zoning & Planning and Fire & Police Commissions. The ZPC has specific responsibilities in land use recommendations, holding public hearings, and in some cases making decisions on administrative decisions in zoning and code enforcement issues. FPC is responsible for the hiring, firing and promotion decisions for paramedic/firefighters up to and including the rank of Deputy Chief, and police officers up to and including the rank of Lieutenant. The Historical Preservation Commission has specific duties to make recommendations to establish and preserve historic landmarks and districts. Unlike the other two commissions mentioned in this paragraph, there is no staff person assigned to work with the HPC.

Many are clearly created to advise the Board of Trustees based on expertise and the ability to focus on specific issues. Being volunteers, they have the ability to connect with private interests and serve the public, without the pressure of running for office. These include the Economic Development Commission, Parks & Recreation, and Traffic & Safety.

The Village has some Commissions that are tasked with, or have taken it upon themselves, to conduct programs and other activities that overlap with Village Staff. These include the Cable T.V., Community F.U.N., Senior Citizens, and the Environmental Concerns Commissions. The Senior Citizens Commission (SALT) lunch program is conducted with the assistance of the Parks and Recreation Department. The other commissions do not have staff assigned and that has made it more difficult to coordinate purchasing items by Village policy, and interacting with staff or contractors in completing their tasks. A formal staff liaison, in addition to the Trustee liaison could be helpful.

Finally, there are the Commissions that are only partially appointed by Village of Board Trustees, or not at all (Foreign Fire) and have specific responsibilities for operations including Foreign Fire, Police Pension

Board, Fire Pension Board and Sugar Creek Golf Course Administrative Board. State law makes it clear (as recently changed) that the Village has virtually no control over the Foreign Fire Insurance Board. They provide funds that assist the Fire Department with amenities and safety equipment to assist their work. The golf course is a joint venture with the Elmhurst Park District, and we are represented on that Board. The pension boards have significant Village input as they manage the pension funds for our first responders.

We also have one standing Sub-Committee that was created by and reports to the Environmental Concerns Commission – the Bike, Pedestrian and Transit Subcommittee. The authority to appoint subcommittees is specifically mentioned in the Village Code for the Environmental Concerns Commission, but not for any of the others. This BP&T Subcommittee has made recommendations through the ECC and directly to the Board of Trustees. All of the BP&T Subcommittee is a true subcommittee in that all of its members are members of the parent ECC. There is no staff assigned to the ECC or its subcommittee.

For the most part the commissions and their members provide valuable advice and programs with little cost as the members are volunteers. However, there have been some minor bumps in the road that staff believes would be aided with a staff liaison. Unless there are objections from the Board I would like to appoint staff from the following departments to assist the following Commissions:

Environmental Concerns – Public Works
Senior Citizens – Parks and Recreation
Historical Preservation – Community Development
Community F.U.N. (Focus on Unifying Neighbors) – Parks and Recreation
Cable TV – City Manager's Office

In addition, the Cable TV Commission and the FUN Commission (at least) have discussed reviewing their mission either at a commission/policy level, or at a trustees/Village Code level. Either way the Board may want to make certain that there are liaisons to each Commission or at least formally require policies of the Commissions to be reviewed and approved by the Board of Trustees.

Recommendation: Direct the Village Manager to appoint staff liaisons to the Environmental Concerns, Senior Citizens, Historical Preservation, Community F.U.N. (Focus on Unifying Neighbors), and Cable TV Commissions

Summary Chart of Villa Park Advisory Boards and Commissions

Name of Commission	Established	No. of Members	Staff Liaison	Trustee Liaison	No. of Vacancies	2023 Budget	Authorization in Village Code	Purpose
Parks and Recreation Advisory	2008	7 (2-yr terms)	P&R Dir	Murphy	1	\$1,000	2-1301 : 1308	advise...[on] administration, operation and conditions of recreation programs; and to advise the board of trustees on matters relating to facilities...assist the director...on developing and maintaining comprehensive recreation programs and opportunities for the village residents
Zoning & Planning	1970	9	Comm. Dev. Director & PW Director	Cuzzone?	0	\$10,000	2-1601 : 1611 referenced in Appendices B & C; ILCS	The zoning and planning commission hereby created shall have the powers and duties designated by 65 ILCS 5/11-12-4 et seq. and 5/11-13-1 et seq., and as specified by ordinance in section 2-1605, as to planning, and in section 2-1607 as to zoning.
Fire & Police	1981	3	Patty Ruiz (FD) Village also provides atty.	none	0	\$40,000	2-1801 : 1810; also 65 ILCS 5/10-2.1-6, 5/10-2.1-14.	The board of fire and police commissioners shall appoint all officers and members of the fire and police departments, except the chief of police, the deputy chief(s) of police, and the chief of the fire department, which appointments shall be made as provided by law and in the number of officers and in the rank thereof as may be provided from time to time by the village.
Traffic & Safety	1964	9	PW Staff	Cilella	0	\$2,200	2-2201 : 2208	The commission created herein shall act in an advisory capacity to the corporate authorities in all matters of traffic and safety which are referred to the commission or which are initiated or investigated by the commission on its own motion. Sec. 2298 states, "The village manager, the village attorney, the police chief and the fire chief shall serve the commission created herein in an advisory capacity when requested to do so by the commission's chairperson."
Police Pension Board	2012?	5*	None officially (Finance Director attends)	none	0	\$0	2-2301 : 2305	There is hereby created a board, composed of five (5) members who shall constitute a board of trustees to administer the pension fund and to designate the beneficiaries thereof. The board shall be known as the "Board of Trustees of the Police Pension Fund of the Village of Villa Park (2-2301 a.) and 2-2304.
Fire Pension Board	1972	5*	None officially (Finance Director appointed)	none	0	\$0	2-2401 : 2404	There is hereby created a board of trustees to be known as the "board of trustees of the firemen's pension fund", consisting of two (2) members appointed by the village president, two (2) members chosen from the active firemen and one (1) other member who shall be chosen from the firemen thereof who have been retired under the "Firemen's Pension Fund Act of 1919" or this article. and 2-2402

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Environmental Concerns	1991	7	None	Corkery	1	\$2,000	2-2501 : 2508	From 2-2502: It shall be the intent and purpose of the environmental concerns commission to advise the president and board of trustees on matters relating to the preservation, protection and improvement of the environment, including the quality of land, air and water affecting the village and its residents, and thereby provide information that will assist the president and board of trustees in addressing environmental issues. 2-2508/Ord.2483 adds 11 tasks. Also, "If in the exercise of these powers and the discharge of these duties it becomes necessary for the commission or its members to interact with employees of the village, such shall be coordinated through the village manager's office and in accordance with the directions of the village manager."
- Bike, Pedestrian & Transit subc	2019	3?	None	none?	?	\$0	2-2508 §8	Created in part to satisfy requirements for Bike-Friendly and Walk-Friendly status.
Senior Citizens	1975	5	Clerk Korynecky	None	1	\$1,500	2-2601 : 2608	It shall be the intent of this commission to make recommendations to the village board to insure and promote the well-being of the senior population of Villa Park. And 2-2608.
Historical Preservation	1991	5	None	None	1	\$3,250	2-2701 :2709	It shall be the intent and purpose of the historical preservation commission to advise the president and board of trustees on matters relating to the preservation of areas, places, sites, buildings, structures, monuments, items, memorabilia, works of art and other objects having a special historical, community, or aesthetic interest, value, or significance to the village, including but not limited to, the former Chicago, Aurora and Elgin train stations located at 220 South Villa Avenue (the Villa Avenue Train Station) and 10 West Park Boulevard (the Ardmore Avenue Train Station).
Economic Development	1985	7	Patrick Burke	Kumar	1	\$2,500	2-2801 :2808	It shall be the intent and purpose of the village economic development commission to prepare and recommend to the village board procedures for the planning, execution and implementation of business district plans, including plans for development of adjacent areas to provide for the housing, social and recreational needs of the business district.

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Community F. U. N. (Focus on Urban Pride - Ord.		7 (+ 2 Jr.)	None	Corkery	0 (+ 2)	\$3,500	2-2901 : 2908	It shall be the intent and purpose of the village F.U.N. commission to advise the president and board of trustees on matters relating to the overall image of the village including physical beautification, public relations, and coordination and promotion of volunteers and volunteerism within the village.
Cable TV	1989	7	None	Patrick	2	\$2,500	2-3001 : 3008	It shall be the intent and purpose of the village cable TV commission to oversee the training and scheduling of camera operators to televise village board meetings for the benefit of all citizens of the village. And see 2-3008
Foreign Fire Insurance Board	2010	7*	Fire Chief	None	0	\$0	9-501 : 509	There is hereby established a board to be known and designated as the foreign fire insurance board (the "fire board") for the village fire department. The purpose of the board is to receive and account for revenues received from the tax on fire insurance policies sold by foreign (out of state) insurance companies, and to use such funds for the maintenance, use, and benefit of the department, as set forth in 65 ILCS 5/11-10-1.
Sugar Creek Golf Course Administrative Board	1975	3*	P&R Dir	none	0	\$0	2-2101 : 2103	
DuPage Water	1981	?	?	?	?	\$0	2-1901; also Ill. Rev. Stat. Ch. 24, § 11-135-1 et seq	The tax on fire insurance policies sold by foreign insurance companies is established pursuant to article VI of chapter 23 of this Code.
Board of Local Improvements (inactive)	1977	3 or 7	Village Eng.	n/a	unkn	\$0	2 - 1501 - 1502	In making a local improvement by special assessment, the board of local improvements and the corporate authorities shall follow the procedures as set forth in Division 2 of Article 9 of the Illinois Municipal Code as amended from time to time.
* Indicates members are not all chosen by the Village President								

Commissioners with Upcoming Expiration of Term on 4/30/2023

Cable TV

Robert Wagner *
114 W. Monroe Street
Villa Park, IL. 60181

F.U.N.

Kathy Halloran
538 E. Wildwood Ave.
Villa Park, IL. 60181

Leslie Allison-Seei
120 S. Euclid Ave.
Villa Park, IL 60181

Economic Dev

Ghada Abdelhafez-Fahmy
1042 N. Yale Ave.
Villa Park, IL 60181

Tony Oddo
211 S. Villa Avenue
Villa Park, IL 60181

Environmental Concerns

Sandy Hill
306 W. School Street
Villa Park, IL 60181

Ellen Jurkonis
711 S. Riverside Drive
Villa Park, IL 60181

Justin Shlensky
436 N. Fulton Ave
Villa Park, IL 60181

Traffic & Safety Sub-Committee

Ed McMurray*
202 N. Michigan Ave
Villa Park, IL 60181

Bob Wagner*
114 W. Monroe St.
Villa Park, IL 60181

Matthew D'Alessandro
843 S. Michigan Ave.
Villa Park, IL. 60181

Fire & Police

Rae Rupp-Srch
604 N. Princeton
Villa Park, IL 60181

Glenn Nystrom
33 W. Rand Road
Villa Park, IL 60181

Parks and Rec. Advisory Board

Sam Bousum
239 Astor Court
Villa Park, IL 60181

Cheryl Tucker
434 S. Cornell Ave.
Villa Park, IL. 60181

Zoning & Planning

Justin Shlensky
436 N. Fulton Ave
Villa Park, IL 60181

Eric Luedke
4 W. Adams St.
Villa Park, IL. 60181

Senior Citizens

Ruby Burns
141 E. Vermont
Villa Park, IL 60181

Nadia Hajduk
108 N. Michigan Ave.
Villa Park, IL 60181

Irene Kaylor
306 S. Oakland Ave.
Villa Park, IL 60181

* Indicated interest in serving a new term upon expiration of current one.