

**Oak Park Township
Board Meeting Agenda
Tuesday, May 21, 2024 at 7:00pm
Oak Park Township
105 S. Oak Park Ave., Oak Park, IL**

All matters on the agenda may be discussed, amended, and acted upon
Remote access is also available from your computer, tablet or smartphone.

<https://zoom.us/j/2303451870?pwd=a2V3Vjl0dIA0NXhMYXhqU2kzN0Q5dz09>

Meeting ID: 230 345 1870
Passcode: 782277

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.
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- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Consent Agenda**
 - A. Approval of Minutes: May 7, 2024
 - B. Approval of Bills
- V. Business Items**
 - A. Notice of Public Hearing for the FY2025 Township Budget
 - B. Approval of an Intergovernmental Agreement between the Village and Township of Oak Park Regarding the Provision of Fuel
- VI. Discussion Items**
 - A. Departmental Budget Presentation (Youth and Family Services & General and Emergency Assistance)
 - B. Strategic Planning Discussion
 - C. Discussion of the Diversity, Equity, and Inclusion Statement
- VII. Brief Reports**
 - A. Township Manager
 - B. Township Supervisor
- VIII. Trustee Liaison Committee Members**

- A. Youth and Family Services Committee
- B. Senior Services Committee
- C. Community Mental Health Board
- D. iGov Committee

IX. Adjournment of General Meeting

X. Executive Session

XI. Adjournment of Executive Session

Next Meeting: Tuesday, June 25, 2024, 7:00 p.m.

Regular Board of Trustees Meeting
Oak Park Township Administration Office
105 S. Oak Park Ave., Oak Park, Illinois

Notice – Public Hearing on June 25th for FY2025 Budget

OAK PARK TOWNSHIP NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to legal voters, residents of the Township of Oak Park, in the County of Cook, State of Illinois, that Public Hearings on the Tentative Town Fund, General Assistance Fund, and Community Mental Health Fund Budgets for Fiscal Year 2025, will be held at 7:00 p.m. Tuesday, June 25, 2024, at the Oak Park Township Administration building, 105 S. Oak Park Ave., in the Township of Oak Park. To request a copy of the Tentative Budgets named above for review, call Township Hall at 708-383-8005 between the hours of 9:00 a.m. and 5:00 p.m. on weekdays. A digital version of the Tentative Budgets is available at www.oakparktownship.org. Oral and written comments concerning these proposed annual budgets are welcome.

All interested citizens, groups, senior citizens, and organizations representing the interests of senior citizens are encouraged to attend.

Oak Park Township does not discriminate on the basis of handicapped status in the admission or access to, or employment in its programs or activities. Those needing special accommodations are asked to provide 48 hours' notice.

Given under my hand in the Town of Oak Park, County of Cook, State of Illinois, the 21th day of May 2024.

DaToya Burtin-Cox

Oak Park Township Clerk

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as “Agreement”) is made and entered into this _____ day of _____, 2024, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village") and Oak Park Township, an Illinois township pursuant to the Township Code, 60 ILCS 1/1-1 *et seq.* (hereinafter referred to as "Township").

RECITALS

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, intergovernmental cooperation is further authorized by the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* (“the Act”); and

WHEREAS, the Village and the Township (collectively referred to as “the Parties”) are public agencies as that term is defined by the Act, 5 ILCS 220/2; and

WHEREAS, it has been determined by the corporate authorities of the Parties that this Agreement would be beneficial to the public health, welfare and safety for the Township to purchase fuel from the Village for the Senior Services motor vehicles/equipment under the terms and conditions set forth herein.

NOW, THEREFORE, it is agreed by and between the Parties, in consideration of the public health, welfare and safety, and the mutual covenants contained herein, as follows:

1. **RECITALS.** The above recitals are substantive and are incorporated herein by reference.

2. **SERVICES TO BE RENDERED.** During the term of this Agreement, the Village will provide fuel from existing Village supplies at the request of the Township for specific Township vehicles. Fuel will be provided to the Township at Village maintained fuel pumps located within the Village. The Township will be issued necessary fueling access devices to access said fuel pumps. The Village reserves the right to limit the amount of fuel supplied or provided to the Township at all times and the provision of fuel to the Township pursuant to this Agreement shall be subject to availability.

3. **UNIT NUMBERS.** The Township will notify the Village in writing of each vehicle or equipment it intends will use the Village's fuel pumps and the license plate numbers of said vehicles, if applicable. Fuel shall be provided for Township vehicles/equipment with municipal ("M") plates and the Village will assign specific unit numbers and fueling access devices to the Township.

4. **RATES.** For and in consideration of the foregoing services, the Village shall charge a rate for the supply of said fuel to be determined by the Village on a monthly basis. Said rate shall include the current monthly market rate the Village pays for said fuel on a per gallon basis, plus any applicable taxes, rounded upward to the next highest cent and a fee of \$0.22 (twenty-two cents) per gallon based upon the Village's administrative and maintenance costs in supplying said fuel to the Township ("Village Fee"). The Village Fee shall be subject to change on an annual basis from this Agreement's effective date defined herein based upon the Village's annual administrative and

maintenance costs. The Village shall provide sixty (60) days written notice pursuant to Section 14 below of a change in the Village Fee.

5. **BILLING.** The Village shall issue the Township a monthly invoice for the amount of fuel supplied to the Township based upon the amount of fuel usage during each month pursuant to the address set forth in Section 14 below. The Village will notify the Township of the amount of fuel usage per unit number in each invoice statement. Invoices issued by the Village shall be paid by the Township within thirty (30) days from the date of issuance of an invoice. Any payment more than thirty (30) days past due shall be deemed delinquent, and shall accrue interest at the rate of 18%, compounded annually. The Township agrees to pay reasonable attorneys' fees and costs of collection, including litigation costs, should it fail to make any payment due pursuant to this Agreement or otherwise be in breach of this Agreement. A failure to pay an invoice on a timely basis pursuant to this Section shall subject this Agreement to automatic termination by the Village or suspension of the provision of fuel by the Village pursuant to this Agreement.

6. **VEHICLE ADDITIONS AND SUBTRACTIONS.** The Township shall notify the Village of any vehicles it wishes to add or subtract from the monthly billing statement. The Township agrees to turn over to the Village any fueling access devices issued to it for any vehicles the Township wishes to subtract from the system. The Village agrees to issue any necessary fueling access devices to the Township that the Township wishes to add to the system.

7. **AMENDMENTS AND MODIFICATIONS.** This Agreement may be modified or amended from time to time by the authorized representatives of the Village and the authorized representatives of the Township, provided, however, that no such amendment or modification shall

be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Township.

8. **RELEASE.** The Township releases the Village from liability to persons or property resulting from, directly or indirectly, any use of fuel purchased from the Village.

9. **SAVINGS CLAUSE.** If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

10. **CAPTIONS AND SECTION HEADINGS.** Captions and section headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

11. **NON-WAIVER OF RIGHTS.** No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

12. **TERM.** This Agreement shall be effective for a period of five (5) years from its effective date defined herein.

13. **TERMINATION.** This Agreement may be terminated at any time by either party upon receipt of thirty (30) days written notice of the effective date of said termination from the terminating party pursuant to Section 14 below.

14. **NOTICES, INVOICES AND COMMUNICATIONS.** All notices, invoices or other communications under or in respect to this Agreement shall be in writing and sent by United States mail, personal service, facsimile or email to the persons and addresses indicated below, or

said persons designees who shall be designated in writing pursuant to this Section, or to such addresses and persons as either party hereto shall notify the other party of in writing pursuant to the provisions of this Section:

TO THE VILLAGE:

Village Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302
Email: villagemanager@oak-park.us

TO THE OAK PARK TOWNSHIP:

Township Manager
Oak Park Township
105 S. Oak Park Avenue
Oak Park, IL 60302
Email: emichel@oakparktownship.org

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing. Notice by email shall be effective as of date and time of email transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

15. **ENTIRE AGREEMENT.** This Agreement sets forth all the covenants, conditions and promises between the parties. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

16. **GOVERNING LAW AND VENUE.** The laws of the State of Illinois shall apply to the interpretation of this Agreement. Venue for any action taken, whether in law or in equity, to enforce the terms of this Agreement shall be in the Circuit Court of the Cook County, Illinois.

17. **BINDING AUTHORITY.** The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right, and actual authority to bind their respective Party to the terms and conditions of this Agreement.

18. **EFFECTIVE DATE.** The effective date of this Agreement as reflected above shall be the last date that it is executed by one of the Parties as reflected below.

19. **COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.** This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

OAK PARK TOWNSHIP

By: Kevin J. Jackson
Its: Village Manager

By: Clarmarie Keenan
Its: Township Supervisor

Date: _____, 2024

Date: _____, 2024

ATTEST

ATTEST

By: Christina M. Waters
Its: Village Clerk

By: DaToya Burtin-Cox
Its: Township Clerk

Date: _____, 2024

Date: _____, 2024

Memorandum

To: Supervisor Keenan and the Board of Trustees
From: Evan C. Michel, Township Manager
Date: May 21, 2024
Re: Strategic Planning Phase One & Two Update



Strategic Planning Process Overview

Strategic planning is essential for any organization, especially for local government entities like Oak Park Township. In preparation for the 2025-2029 period, the township is engaging in a comprehensive strategic planning process that emphasizes community engagement and informed decision-making. This process aims to provide a clear roadmap for the township, aligning its initiatives with the community's aspirations to ensure they are effective and reflective of residents' needs. This approach is designed to guide Oak Park Township towards a thriving and sustainable future, reinforcing the township's commitment to effective governance and community well-being.

Phase One: Foundational Work Update

Phase One of the strategic planning process focused on establishing a firm foundation with clear roles, responsibilities, and expectations for all involved parties. It was broken into four key sessions:

Session One - Rules of the Road: Based on feedback from the Board, staff developed the "10 Rules of the Road for Strategic Planning" to provide clear expectations of appropriate behavior for all parties involved. A draft document was shared at the May 7th board meeting for review and is included for reference.

Session Two - Developing a Shared Language: The Board requested staff to draft definitions for key terms. Attached to this memorandum is staff's initial submission of the Shared Language document, which aims to provide clarity and minimize misunderstandings. Feedback from the Board on these definitions and suggestions for additional terms or removals is welcomed.

Session Three - Governance Clarification: This session was initially aimed at addressing governance issues but was effectively covered through the creation of the Rules of the Road in Session One.

Session Four - Policy Review: Staff has commenced the review of the Strategic Planning and Performance Management Policies.

The Rules of the Road document, Shared Language document, Strategic Planning Policy, and Performance Management Policy are scheduled for Board adoption at the June 25th, 2024, board meeting, marking the conclusion of Phase One.

Phase Two: Mission-Vision-Values Review Proposed Process

Phase Two of the strategic planning process aims to align the township's mission, vision, and values with the community's current and future aspirations. This phase comprises four key parts:

Board Interviews: One-on-one interviews with Board members will be scheduled to understand their vision and expectations for the township's future. Staff intends to conduct these interviews in July 2024.

Staff Engagement: Utilizing findings from one-on-one staff interviews facilitated through the Township Manager's "Getting to Know You Campaign," this part ensures the strategic plan is grounded in operational reality by incorporating staff insights, challenges, and suggestions.

Data Review Sessions: Review and analysis of existing surveys and studies to understand community needs, perceptions, and trends will inform the development of strategic priorities. This will include, but is not limited to, analysis of the Decennial Committee Report, Community Mental Health Board's Strategic Plan, and the 2022 Oak Park Community Survey.

Priority Setting Workshop: During this workshop, the Board will discuss, develop, and rank organizational priorities based on collected insights and data. The results from this phase will shape the content of community focus groups in Phase Three.

Next Steps

The strategic planning process is on track, with Phase One nearing completion and key documents set for adoption on June 25th, 2024. Upon adoption, staff's focus will shift to Phase Two activities, which seek to align the township's mission, vision, and values with community aspirations, guided by insights from Board and staff interviews, and data reviews. This phase will culminate in the Priority Setting Workshop, tentatively scheduled for late summer.

10 RULES OF THE ROAD for Strategic Planning

- **01. Respect**

Respect the perspective and opinions of others.
- Hear others out and actively listen, before responding. Seek first to understand.

**02. Listen**
- **03. Be Specific**

when presenting an issue or a topic of conversation. Remember to bring your audience along.
- Be open to other ideas that are presented, or other explanations and interpretations of data.

**04. Be Open**
- **05. Be a Team**


As a team, things are not win/lose situations for individuals. Don't debate just to win a disagreement.
- It is important that we speak up if we disagree during a meeting.

**06. Speak Up**
- **07. Pause**

It is OK to pause if a conversation is not productive, or heated. But always come back.
- Even if partial or temporary, aim for the best decision available for today and reach a resolution.

**08. Resolution**
- **09. Consensus**

We leave as a team, respect the direction of the team.
- Prompt others if they stray from the agreed to rules.

**10. Encourage**

Developing a Shared Language

Financially Responsible - Handling every dollar with care, take a long-term view of our organization's future expenditures to ensure that our financial planning leads to a predictable, appropriate, and stable property tax levy.

Accountability - Always ready to clearly explain our actions and decisions in a supportive environment, where everyone can speak and ask questions without fear of judgment or retribution.

Innovation - Always looking for fresh and effective ways to meet the current and future needs of the community, making sure our solutions are smart and forward-thinking.

Transparency - Commitment to openness in decision-making and resource management. Facilities and meetings are made open to the public, welcoming participation, and observation in government activities, fostering a trusting and informed community.

Community Partner - Collaborating with various stakeholders, governmental units, and community groups to enhance the well-being of all residents. These partnerships are designed to be mutually beneficial, ensuring that both the township and its partners gain positively from their joint efforts.

Discretion - The thoughtful approach to managing sensitive information within the community. It involves carefully considering the impact of sharing information, ensuring confidentiality, and maintaining trust. When questions arise, they are kindly directed to the appropriate person, fostering a respectful and secure environment for everyone involved.

Ethical - Adhering to the agreed set of principles that guide behavior and decision-making. Being ethical means consistently choosing the honorable path, even when it's challenging, and treating everyone with respect and dignity.

Professionalism - Bringing our best selves to the table with every interaction. This entails leading by example, setting a standard for excellence and integrity that inspires others and fosters a positive community environment.

Memorandum

To: Supervisor Keenan and the Board of Trustees
From: Evan C. Michel, Township Manager
Date: May 21, 2024
Re: Diversity, Equity, and Inclusion Statement



Recommendation

Deputy Director of Youth & Family Services and Diversity, Equity, and Inclusion (DEI) Coordinator, Dominique Hickman, has developed a draft DEI statement reflecting the organization's commitment to diversity, equity, and inclusion. This draft has been reviewed by staff members and shared with the Board of Trustees. Staff recommends discussion and future adoption of the statement.

Draft Statement

Oak Park Township believes that diversity is a powerful force. As an organization, we strive to promote racial equity, value diverse backgrounds, and reward unique perspectives.

We are passionate about creating a work environment where all employees feel a sense of belonging and are treated with dignity and respect, empowering employees to be themselves so they can reach their potential and help us achieve our organizational goals.

We want our organization to be innovative to provide the best service to our clients and community members, and we need diversity to help us achieve this. The more we collaborate and value differences, the closer we get to living in a genuinely inclusive community. This is how Oak Park Township wins.

Background

The Township has long been dedicated to advancing the principles of DEI and embedding them into organizational culture. Staff collaborated to develop this statement to assist with the operationalization of DEI and provide potential grantors and partners with a clear understanding of this commitment. The statement was initially developed by Deputy Director of Youth & Family Services and DEI Coordinator, Dominique Hickman, in late March 2024. Staff sought board feedback on the statement and shared it through the weekly board update during April. Deputy Director Hickman also proactively elicited feedback from staff members to ensure the statement represents the organization as a whole.

Feedback on this statement is appreciated, along with any additional insights or suggestions. Staff will continue to refine the statement before its presentation to the board for adoption.

Next Steps

Staff is seeking feedback from the Township Board of Trustees as part of the May 21, 2024, Board Meeting, with potential adoption at the June 25, 2024, meeting. This statement can serve as a starting point for the development of a more comprehensive DEI policy.