



Meeting Minutes
Civic Information Systems Commission (CISC)
Thursday, March 9, 2023 at 7:00 P.M.
In Person Participation

1) Call to Order

The meeting was called to order by Chair David Baker at 7:07 p.m.

2) Roll Call

Present: Commissioners Ewing, Newton, Ptacek, Vander Berg and Chair David Baker

Absent: Commissioner Cozza

Also Present: Director of Communications Dan Yopchick, IT Director Alvin Nepomuceno, CIC Liaison Ronald Elling and Trustee Wesley

3) Approval of Agenda

Commissioner Ptacek motioned to approve the agenda for March 9, 2022. The motion was seconded by Commissioner Ewing. A voice vote was taken and the motion was approved unanimously.

4) Approval of meeting minutes from February 9, 2023

Commissioner Vander Berg motioned to approve the meeting minutes for February 9, 2023. The motion was seconded by Commissioner Ptacek. A voice vote was taken and the motion was approved unanimously.

5) Public Comment

There is no public comment.

6) Chair Report:

Chair Baker informed everyone that the Village Board has approved the CISC's 2023 Work Plan.

The broadband summary memo and the CCOPS recommendation that were approved by the commission were sent to the Board, and were posted to the Village website.

7) New Business:

a) Open Data – Recommendation for VOP FY24 Budgeting

Chair Baker suggested making a motion for open data, approved by the CISC, to have sent to the Village Board. The suggested motion would be to recommend the Board of Trustees appropriate funding in FY24 for an online open data platform to provide public transparency of data generated by the Village of Oak Park. Discussion was had in how to frame the motion, not knowing how much should get appropriated based on



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unknown current costs. Commissioner Vander Berg questioned whether CISC should reference what work had previously been done. Trustee Wesley wondered if the CISC could build on what was done in 2020, a “delta process” and start today looking at what is currently available over what was approved some time ago. Commissioner Newton agreed that other services could be available now that weren’t in 2020. Commissioner Ewing questioned where an RFP process could be done in relation to before or after approval of the budget. Commissioner Ptacek motioned to recommend that staff review the previous RFP and previous work that was done with open data systems, and initiate the process of building a new decision process for open data systems that we may or may not acquire in 2024. The motion was seconded by Commissioner Ewing. A voice vote was taken and the motion was approved unanimously.

Commissioner Vander Berg wished to make a recommendation that, before open data is realized, information already published on the website such as pdf that is not machine readable be published alongside a machine readable version such as Excel spreadsheet or csv format. Commissioner Ptacek concurred with this idea should it be feasible to do so. He mentioned that any extra staff time to perform this work in the interim could easily be offset by the time it would take to process FOIA requests in similar data formats. IT Manager Nepomuceno mentioned that, in regards to open data, village ERP data is well-maintained, however CAD/RMS data can be challenging. Trustee Wesley mentioned that he and Trustee Parakkat motioned for machine readable crime stats to be available in the future, during a recent Village Board meeting. Commissioners agreed to table the discussion until appropriate language that all is comfortable with, regarding what extra data gets published, could be crafted into a motion for a vote at the next meeting.

b) Smart Cities – Energy and Water Benchmarking

Chair Baker stated that he put this on the agenda to discuss as a potential smart cities solution. The Village Board passed an energy benchmarking ordinance for commercial, multi-unit buildings within the Village. Trustee Wesley believes benchmarking is efficient in that it helps people change their energy usage habits by knowing what they are using. Chair Baker raised the issue as informational as a possible topic for a future smart cities discussion.

c) IT Smart City Study Opportunity

Chair Baker states he was able to find a contact at the IIT Stuart School of Business MPPA program that would like to take on a smart city Capstone project for Oak Park. Chair Baker said he would look over the application and update whatever is needed. Commissioner Newton felt that the application should be submitted minus any mention of energy benchmarking. Chair Baker said he would submit an updated application and keep everyone informed of the status.



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d) Communications Director Updates

Communication Director Dan Yopchick stated that in addition to what was mentioned in the chair report, Granicus' work on the website project is moving forward and on schedule, and wrapping up the information architecture portion of the website, using information provided in the survey that was recently distributed to the village. The next transition is to the aesthetics of the website. Finished project should be by early fall 2023. Engagement HQ is up and running with some projects pertaining to single use plastics and landscaping posted to the site. There have been about 700 responses to project surveys. The 311 portion of the website project is still a work in progress. Finally, the village is working with TDSi in the A/V upgrade design to the council chambers, control room and meeting rooms, and an RFP is expected to be submitted within the next 6 weeks.

e) New Topic Proposals – for discussion at next CISC meeting

Chair Baker added the NCS study for CISC to consider in proposing any new topics, stating that community safety and affordability were the top issues that Oak Park residents were concerned about. Nobody had anything to add to a future agenda.

8) Old Business

a) Cable Provider Contract updates

Chair Baker informed the Commission that he would like to see some sort of ending to this issue because this has been on the agenda for years and also that the Commission is a liaison between the residents and the cable providers, per the CISC establishment document. He was curious what the mechanism was for a resident to provide a complaint to the village regarding cable providers. Director Yopchick was not sure at the moment. CISC is also tasked with encouraging development of programming for PEG (Public, Educational and Government access) channels, per its founding document.

Chair Baker questioned what problems the village might see without a legal agreement with Comcast, and could they refuse to pay their franchise fees to the village without a signed agreement. Commissioner Vander Berg asked what leverage the village has to get Comcast to sign an agreement. Chair Baker was not sure, but figured that the village could terminate a relationship with Comcast, which would result in many angry resident subscribers. Commissioner Newton believed that Comcast may want to put a standard agreement in place with no room for deviation from that. She believed that as of now, the village appears to have some high risk, and neither party would want to back out of an agreement, although it would be responsible for the village to have an agreement. Commissioner Ewing wished to hear



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from the village attorney before making any decisions on how to proceed towards an agreement, with no disagreement from the group. Chair Baker also mentioned that the number of viewers watching VOP-TV on cable vs. on demand is uncertain, and might affect how the village negotiates the contract. He offered to reach out to the village attorney and get back to the group with any new information at a later date.

9) Adjourn

Commissioner Ptacek motioned to adjourn the meeting. The motion was seconded by Commissioner Ewing. A roll vote was taken and the motion was approved unanimously. Chair Baker adjourned the meeting at 8:28 PM.

NEXT MEETING: April 13, 2023