MEETING MINUTES

Civic Information Systems Commission
January 11, 2024
7 to 9 p.m.
Village Hall – Room 102

1. **Call to Order**

   The meeting was called to order at 7:01 p.m.

2. **Roll Call**

   <u>Present</u>: Commissioners Ewing, Ptacek, Vander Berg, Roskopf, Newton (arrived 7:03 p.m.), and Chair Baker

   <u>Absent</u>:

   <u>Also Present</u>: Communications Director Dan Yopchick, IT Director Alvin Nepomuceno, CIC Liaison Ronald Elling, and Trustee Wesley (arrived at 7:06 p.m.)

3. **Agenda Approval**

   Motioned by Commissioner Ptacek. Seconded by Commissioner Ewing. A voice vote was taken, and the motion was approved unanimously.

4. **Review/Approval of Minutes**
   a. **December 14, 2023**

   December meeting minutes were not available and will be approved during the February meeting. Motioned by Commissioner Ewing and seconded by Commissioner Vander Berg. A voice vote was taken, and the motion was approved unanimously.

5. **Public Comment**

   A public comment was read in absence of the commenter, Christopher Damon. The comment referenced one of the Village President's 2024 policy goals – to make living in Oak Park more affordable. The comment, while acknowledging that this goal is mostly in reference to housing, noted that a major cost to most households is the cost for Wi-Fi connectivity and television services. The comment also mentioned that it can be difficult for individuals to reduce this cost, as companies put up barriers that prohibit easy termination of subscribed services. The comment concluded with two questions: (1) "Can the Village negotiate from the strength of Oak Park's twenty-three thousand households to obtain for us T.V. and Wi-Fi at less expensive rates?" and (2) "Is it financially feasible

for the Village of Oak Park to develop and offer its residents a free Wi-Fi network that is strong and reliable enough to make it unnecessary to purchase Wi-Fi access on an individual household basis; or if not free, then perhaps a modest fee that can be added to the quarterly water, sewer, trash pick-up invoices?" Regarding the first question, the comment mentioned a precedent of Oak Park working with an intermediary energy supplier, which seems to have lowered ComEd bills.

A second public comment was made by CIC Liaison Ronald Elling, who mentioned this seven-member commission, the Civic Information Systems Commission (CISC), recently lost a commissioner to relocation and another commissioner might be leaving in March, so he encouraged everyone to help recruit.

6. **Chair Report**

Chair Baker thanked Commissioner Vander Berg for sitting in for him last meeting as Acting Chair.

7. **New Business**
   a. **IIT Smart Cities Capstone Report**

The CISC discussed the IIT Smart Cities Capstone Report provided to Oak Park in December 2023. This report is a follow-up to one provided to Oak Park in August 2023. Chair Baker mentioned the first report contained interesting information on smart cities, but it would have been more helpful if it contained specific use cases that Oak Park could pursue, especially options other cities of similar size and demographics might be utilizing.

Chair Baker asked the commission if they thought the students met their goal in this second report and gave Oak Park a use case or some direction to pursue.

Commissioner Ewing said the students did provide use cases and thought the report represents a lot of hard work, but it was lacking something specific and exciting that is most attainable for Oak Park. Commissioner Roskopf thought the students went into most depth with the parking system and then traffic management, and these sections might be useful to other commissions or maybe even directly to staff. Chair Baker agreed with Commissioners Ewing and Roskopf that interesting information was provided but mentioned it was difficult to know if the report was recommending specifics to Oak Park or just generally describing what smart cities look like. To Chair Baker, it appeared the report might be recommending Oak Park pursue high speed internet as a first step; but overall, Chair Baker thought the report focused too much on the general and what smart cities of the future will look like while missing the specific intersection of smart cities with the Village of Oak Park's Board goals.

Although it was pointed out that while the organization of the paper is not good, there is a section with suggestions for Oak Park on page nineteen. But Chair Baker would like to see the data staff provided to the students more aggregated into the paper to back up why they chose the recommendations they did.

IT Director Alvin Nepomuceno mentioned that IIT student meetings with staff were limited and that Village Manager Kevin Jackson is appreciative of the report and is looking forward to opportunities for more specific research. Director Nepomuceno also mentioned that he spoke with Public Works Director Rob Sproule who is also interested in further research, especially with smart technology that can assist with the Vision Zero initiative and Board goal.

Chair Baker mentioned the scope of the capstone was changed at the beginning, but he would have liked to have seen more from the initial plan, which included more interviews with top level staff at the Village and with regional towns to see what they are doing.

It was suggested the report not be used or shared to any further extent.

After a discussion on which smart city focus the CISC should consider for Oak Park, Chair Baker summarized that the CISC is interested in focusing on traffic management, which might also include parking. The CISC, however, does not feel comfortable making recommendations on anything without further information.

As next steps, Chair Baker offered to reach out to the Transportation Commission to learn what they are working on; what their initiatives, priorities and data are; and to see if there is more information they can provide to the CISC so they can make a better recommendation. Also, CIC Liaison Ronald Elling offered to go back through six to eight months of the Transportation Commission's meeting minutes to see if he can answer any of these questions. Trustee Wesley also offered to contact Trustee Straw, liaison to the Transportation Commission, for further insights.

   b. **Open Data, continued discussion**

Chair Baker recapitulated that the CISC, in May 2023, recommended the Board come up with an open data policy reflecting current best practices and standards.

Commissioner Vander Berg, who requested this topic, mentioned that much more data could be available and useful on the Village website if spreadsheets were not converted to PDF format, something that seems ubiquitous on the Village website. For example, while looking at the Village's climate report, Commissioner Vander Berg clicked on a link that offered to show the data behind the current page/report, but the link led to a PDF of a spreadsheet. Commissioner Vander Berg said if information is in a PDF format, it is not really data, as it is not machine-readable and cannot be easily used, e.g., with Python, etc. Commissioner Vander Berg wanted to know the next steps on this.

Director Nepomuceno answered that they are working on using Microsoft Power BI, but they are exploring it internally first before making it public. This platform will be used for:

(1) financials, (2) business licenses, and (3) building permits.

It was discussed and generally agreed that all data in a spreadsheet that is published on the Village website should be published in a machine-readable manner, e.g., xls or csv format.

When Trustee Wesley was asked how significant a recommendation from a commission is to the Board, Trustee Wesley explained that it is significant and helpful, as oftentimes the Board will use the recommendation to build upon.

The CISC decided to make a few minor amendments to the third paragraph of the initial recommendation that was made to the Board regarding creating an open data policy. Commissioner Vander Berg made a motion to approve the amended CISC recommendation, and it was seconded by Commissioner Ptacek. A voice vote was taken, and the motion was approved unanimously. Chair Baker will submit the amended recommendation.

The CISC acknowledged that creating this policy can take some time, so they also agreed to create a separate, more concise recommendation for the short term to make all published spreadsheet data on the Village website machine-readable. Commissioner Ptacek will submit language to be considered at the next meeting.

c. VOP Board Meeting Transcriptions, continued discussion

This item was tabled for the next meeting. Commissioner Ptacek volunteered to also submit language regarding this item to be considered at the next CISC meeting.

d. Staff Updates

Director Nepomuceno commented that Ruskin Arc has ended their service, but as part of a GIS consortium, the Village IT Department was able to utilize the consortium's skillset to migrate the historical property data so that it is now in house on the Village website.

Director Yopchick said the Village attorney is working with the Police Chief about the CCOPS item that was talked about by the Board in the fall. They have given the document as it is to CPOC to talk about at their next meeting and are expecting this item to go before the Board in February. He also mentioned that future CISC meetings will move locations and will likely meet in Room 215.

e. Board Liaison Updates

Nothing to report.

      f.   New Topic Proposals - for discussion at future CISC meeting

The public comment read at the beginning of the meeting about the cost of Wi-Fi and television services was discussed, and it will be added to the agenda for the next meeting.

8. **Old Business**
   a. **Cable Provider Contract Updates**

Nothing to report.

9. **Adjourn**

Commissioner Ptacek motioned to adjourn, and the motion was seconded by Commissioner Ewing. A voice vote was taken, and the motion was approved unanimously. The meeting adjourned at 9:01 p.m.

Next Meeting: Thursday February 8, 2024

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