



Village of Oak Park

123 Madison Street
Oak Park, Illinois 60302
www.oak-park.us

Meeting Agenda President and Board of Trustees

Monday, September 18, 2023

6:30 PM

Village Hall

A Regular Meeting will start at 6:30 p.m., to begin in Council Chambers (Room 201). The Village Board is expected to adjourn immediately into Executive Session and move to Room 130. The Board will reconvene the Regular Meeting at 7:00 p.m. in Council Chambers (Room 201).

The President and Board of Trustees welcome you. Public comments may be made by individuals at the beginning of the meeting, as well as when agenda items are reviewed. If you wish to make a statement, please complete the "Request to Address the Village Board" form which is available at the back of the Chambers, and present it to the staff table at front. When recognized, approach the podium, state your name first, and please limit your remarks to three minutes.

Instructions for Non-Agenda Public Comment

Non-agenda public comment is a time set aside at the beginning of a Village Board meeting for persons to make public comments about an issue or concern which is not on the meeting agenda. It is not intended to be a dialogue with the Board. Send a request to state your comments by 5:00 p.m. the day of the Village Board meeting to publiccomment@oak-park.us or make a request at the meeting with the Village Clerk. You may also call the Village Clerk's office by 5:00 p.m. prior to the meeting at 708-358-5670 and you will be given instructions on how to participate during the meeting. Non-agenda public comment will be limited to 30 minutes with a limit of three minutes per comment. If comment requests exceed 30 minutes, public comment will resume after the items listed under the agenda are complete.

Instructions for Agenda Public Comment

Public comments are allowed for an agenda item. Persons are asked to email a request to speak during the meeting to publiccomment@oak-park.us no later than 5:00 p.m. prior to the start of the meeting or make a request at the meeting with the Village Clerk. You may also call the Village Clerk's Office by 5:00 p.m. prior to the meeting at 708-358-5670 and you will be given instructions on how to participate during the meeting. Agenda public comment will be limited to three minutes per person per agenda item with a maximum of three agenda items to which you can speak. In addition, a maximum of five persons can speak to each side of any one topic that is scheduled for or has been the subject of a public hearing by a designated hearing body. These items are noted with ().*

I. Call to Order

II. Roll Call

III. Consideration of Motion to Adjourn to Executive Session to Discuss Pending Litigation

IV. Adjourn Executive Session

V. Reconvene to Regular Meeting in Council Chambers and Call to Order

VI. Roll Call

VII. Agenda Approval

VIII. Minutes

- A. [ID 23-428](#) **Motion to Approve Minutes from Regular Meeting of September 5, 2023 of the Village Board.**

Overview:

This is a motion to approve the official minutes of meetings of the Village Board.

IX. Non-Agenda Public Comment

X. Proclamation

- B. [MOT 23-87](#) A Motion to Approve a Proclamation Proclaiming Tuesday, September 19, 2023 as National Voter Registration Day.

Overview:

This is a motion to approve Village President Scaman proclaiming September 19, 2023 as National Voter Registration Day.

XI. Village Manager Reports

- C. [ID 23-413](#) Update on the Status of the Pete's Fresh Market on Madison Street

Overview:

Pete's Fresh Market will be giving an update to the Village Board on the development project.

- D. [ID 23-429](#) Update on Motion Regarding Cashless Businesses

Overview:

Cashless businesses have been an increasing topic of discussion for many municipalities as it relates to concerns around equity. Staff will discuss the diversity, equity, and inclusion (DEI) impact of cashless businesses and provide a recommendation.

E. [ID 23-431](#) **Review of the Village Board Meeting Calendar for September and October 2023**

Overview:

Calendars are presented for the purpose of highlighting the Special Meeting topics. These topics are based on adopted Village Board Goals and/or prior Village Board direction.

XII. Village Board Committees & Trustee Liaison Commission Reports

This section is intended to be informational. If there are approved minutes from a recent Committee meeting of the Village Board, the minutes will be posted in this section.

XIII. Citizen Commission Vacancies

This is an ongoing list of current vacancies for the Citizens Involvement Commissions. Residents are encouraged to apply through the Village Clerk's Office.

F. [ID 23-430](#) **Board & Commission Vacancy Report for September 18, 2023.**

XIV. Citizen Commission Appointments, Reappointments and Chair Appointments

Names are forwarded from the Citizens Involvement Commission to the Village Clerk and then forwarded to the Village President for recommendation. If any appointments are ready prior to the meeting, the agenda will be revised to list the names.

G. [ID 23-432](#) **A Motion to Consent to the Village President's Appointment of:**
Building Codes Advisory Commission - Macey Majkrzak, Appoint as Member
Community Development Citizen Advisory Committee - Nicholas Mann, Appoint as Member
Community Relations Commission - William C Coats, Appoint as Member
Disability Access Commission - Jess P Westbrook, Appoint as Member

XV. Consent Agenda

H. [RES 23-266](#) **A Resolution Approving a Change Order in the Amount of \$12,100 to the Renewal of the Annual Software License and Support and Maintenance Agreement dated December 15, 2014, with CityView, a Division of N. Harris Computer Corporation, to Add Animal Control Services to Increase the Not to Exceed Amount from \$196,509.44 to \$208,609.44 and Authorizing Execution of Amendment No. 2 to the License and Support Agreement**

Overview:

The proposed change order provides for the incorporation of animal control services into the Village's comprehensive permitting, licensing and inspection software, CityView. Specifically, the modifications will streamline the animal license application process, reunite lost animals with their owners and track interactions between owners and the Village's Animal Control Officer, including any necessary enforcements measures.

- I. [RES 23-276](#) **A Resolution Authorizing the Submission of an Illinois Environmental Protection Agency Green Infrastructure Grant Application for Permeable Parking Lanes and Rain Gardens as Part of the Oak Park Avenue Streetscape Project**
- Overview:** The Illinois Environmental Protection Agency (IEPA) announced a call for Green Infrastructure Grant applications for projects to construct green infrastructure that reduce stormwater runoff. Staff recommends submitting an application to cover 75% of the costs associated with green infrastructure being proposed with the future Oak Park Avenue Streetscape project generally for permeable parking lanes and rain gardens.
- Recommendation**
- J. [RES 23-277](#) **A Resolution Approving a Task Order for Professional Engineering Services with V3 Companies, Ltd. for Design Engineering Services for the 24-8 Parking Lot 10 Improvement Project in an Amount Not to exceed \$92,488 and Authorizing its Execution**
- Overview:** The Engineering Division requested a proposal from V3 Companies to provide design engineering services for Project 24-8, Parking Lot 10 Improvements. V3 has previously provided design engineering services for the Village and has available, qualified staff to oversee the design of the project. The project, planned for construction in spring of 2024, includes reconstruction of Lot 10 with permeable pavements, lighting and electrical improvements, sidewalk improvements, and some streetscaping elements.
- K. [RES 23-281](#) **A Resolution Approving a Bailiff Services Agreement with Frank Esposito to Act as a Bailiff for the Village of Oak Park for a Four-Month Period and Authorizing its Execution**
- Overview:** The proposed agreement provides for the Village's second bailiff, who provides contractual security services during administrative adjudication hearings. The Village has historically had two contracted bailiffs.
- L. [RES 23-282](#) **A Resolution Approving an Independent Contractor Agreement with Siemens Industry, Inc. for the Public Works Center Air and Fan Motor Balancing Project in an Amount Not to Exceed \$30,000.00, Authorizing its Execution and Waiving the Village's Bid Process for the Agreement**
- Overview:** A Building Automation System (BAS) is used for controlling the Public Works Center's Heating Ventilating and Air Conditioning system (HVAC). The building controls, software, firmware and all other associated components are proprietary Siemens components, and Siemens is the sole-source provider of the system. The BAS software and firmware were recently upgraded and the proposed agreement provides for Siemens to conduct a fan motor and air balancing study of the entire system and make any necessary adjustments.

- M. [RES 23-284](#) A Resolution Approving a Purchase Price Agreement with Traffic Control Corporation for Traffic Control Materials in an Amount not to Exceed \$45,000.00 in Fiscal Year 2023, Authorizing its Execution and Waiving the Village’s Bid Process for the Agreement**

Overview:

The Street Lighting Division of the Public Works Department is responsible for maintaining, repairing and upgrading the street traffic control systems in the Village. Traffic Control Corporation is the sole source supplier of the needed materials and parts which necessitates a waiver of the Village’s bid process for the agreement.

- N. [RES 23-287](#) A Resolution Approving a Task Order for Professional Engineering Services with Baxter & Woodman, Inc. for Design Engineering Services for the 24-1 Water and Sewer Improvement Project in an Amount Not to Exceed \$107,900 and Authorizing its Execution**

Overview:

The Engineering Division of the Public Works Department requested a proposal from Baxter & Woodman to provide design engineering for the 24-1 Water and Sewer Improvement Project. Baxter & Woodman has previously designed similar projects and has substantially completed design for one of the project’s locations, which was originally planned for 2023 construction but was deferred to 2024. The project includes water and sewer replacement and street reconstruction on South Boulevard from Home Avenue to Kenilworth Avenue; sewer replacement and street reconstruction on Linden Avenue from Augusta Street to Thomas Street; and sewer lining on Woodbine Avenue from Division Street to Greenfield Street and on Ontario Street from East Avenue to Scoville Avenue.

- O. [RES 23-288](#) A Resolution Setting Halloween “Trick or Treat” Hours from 4:00 p.m. to 8:00 p.m. on Tuesday, October 31, 2023**

Overview:

The resolution sets “trick or treat” hours in the Village from 4:00 p.m. to 8:00 p.m. on Tuesday, October 31, 2023.

- P. [MOT 23-80](#) A Motion to Concur with the Transportation Commission’s Recommendations for Traffic Calming at the 400 block of Berkshire Street and 400 block of Greenfield Street**

Overview:

At the July 11, 2023 Transportation Commission (TC) meeting, the TC reviewed a traffic calming petition for the 400 block of Berkshire Street and 400 block of Greenfield Street. On Berkshire Street, the TC recommended installing pavement markings to stripe the parking lane on the south side of Berkshire and installing a paint and post neckdown midblock. On Greenfield Street, the TC recommended installing a paint and post neckdown just east of Rossell Avenue.

Q. [RES 23-230](#) Resolutions Approving the Subrecipient Program Year (PY) 2023 Community Development Block Grant (CDBG) Agreements and Authorizing their Execution

Overview:

As an entitlement community, the Village of Oak Park receives an annual Community Development Block Grant (CDBG) allocation from the U.S. Department of Housing and Urban Development (HUD) and uses the funds for a variety of locally-determined projects. The Village has partnered with local non-profits to disburse the Village's CDBG allocation under the public services, public facility improvement, and administration line items. The Village is limited to allocating 15% of the annual CDBG allocation to public services and 20% to administration. The Community Development Citizen Advisory Commission (CDCAC) reviews public services, public facility improvement, and administration applications and is recommending sixteen non-profits. The Village's PY 2023 begins on October 1st each year which coincides with the Federal Fiscal Year.

XVI. Regular Agenda

R. [RES 23-56](#) A Resolution Approving the Renewal of a Master Service Agreement with Peerless Network, Inc., formerly known as Call One Inc., to Provide Voice and Data Circuit Services in an Amount Not to Exceed \$70,000.00 and Waiving the Village's Bid Process for the Renewal

Overview:

The telephone copper service is a component of the Village's radio communication system and essential for Fire, Police, and Public Works operations. Peerless Network, Inc. (formerly Call One Inc.) has been providing radio circuit service on a month-to-month basis until this Village's system is migrated to West Suburban Consolidated Dispatch Center's (WSCDC) StarCom radio system. The proposed agreement extends this arrangement through April 2024.

S. [RES 23-280](#) A Resolution Authorizing the Submission of a Grant Application to the Metropolitan Mayors Caucus for Supporting Municipalities for Asylum Seeker Services (SMASS) in Partnership with the Illinois Department of Human Services with a Requested Funding Amount of \$7,500,000

Overview:

Staff is requesting the Village Board adopt a Resolution authorizing the submission of a grant application to the Metropolitan Mayors Caucus for \$7,500,000 in requested funding to provide for the distribution and management of aid for new arrivals via the Supporting Municipalities for Asylum Seeker Services (SMASS), in partnership with the Illinois Department of Human Services.

- T. [ORD 23-45](#) **Concur with the Historic Preservation Commission and Adopt An Ordinance Denying a Certificate of Appropriateness to Build Two Dormer Additions and Two Skylights at 312 North East Avenue located within the Frank Lloyd Wright - Prairie School of Architecture Historic District**

Overview:

The Applicants / Homeowners, Lucia Marker-Moore and Brad Bare, submitted a Certificate of Appropriateness to the Historic Preservation Commission (HPC) for review and approval of two dormer additions and two skylights. The HPC denied the Certificate of Appropriateness for both dormers and both skylights for 312 North East Ave, as they found that the larger dormer addition and skylights were not in compliance with the Architectural Review Guidelines. The Historic Preservation Ordinance provides the Applicant the option to appeal this decision to the Village Board.

- U. [ORD 23-91](#) **Concur with the Plan Commission and Adopt an Ordinance Amending Article 2 (“Definitions & Rules of Measurement”), Article 8 (“Uses”) and Article 14 (“Zoning Approvals”) of the Oak Park Zoning Ordinance Regarding Adaptive Reuse Permit Regulations**

Overview:

In response to an emergence of abandoned religious structures, Village staff initiated a Zoning Ordinance text amendment for Adaptive Reuse Permits which would permit additional land uses within these buildings after a public hearing process. ***This agenda item has been UPDATED with research and recommendations relative to parking options for Adaptive Reuse Permit uses. See attached memorandum and exhibits.**

XVII. Call to Board and Clerk

XVIII. Adjourn