



Village of Oak Park

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

Meeting Agenda President and Board of Trustees

Tuesday, January 18, 2022

7:00 PM

Remote

A Regular Meeting is being conducted remotely at 7:00 p.m. with live audio available and optional video. The meeting will be streamed live and archived online for on-demand viewing at www.oak-park.us/boardtv as well as cablecast on VOP-TV, which is available to Comcast subscribers on channel 6 and ATT Uverse subscribers on channel 99. Remote Meetings of the Oak Park Village Board of Trustees is authorized pursuant to Section 7 (e) of the Open Meetings Act. The Village President has determined that an in-person meeting is not practical or prudent due to the COVID-19 outbreak during the Governor's disaster proclamation. It is also not feasible to have a person present at the Board's regular meeting location due to public safety concerns related to the COVID-19 outbreak.

The President and Board of Trustees welcome your statement into the public record of a meeting. Public statements of up to three minutes will be allowed during Non-Agenda public comment or Agenda public comment, as an individual designates. Please follow the instructions to participate remotely. You may also communicate with the Village Board at 708.358.5784 or email board@oak-park.us. Questions regarding public comment can be directed to 708-358.5672 or email clerk@oak-park.us

Instructions for Non-Agenda Public Comment

Non-Agenda public comment is a time set aside at the beginning of each Village Board meeting for public statements about an issue or concern that is not on that meeting's agenda. Send a request to state your comments during the virtual meeting by 5pm the day of the Village Board meeting to publiccomment@oak-park.us. If email is not an option, call the Village Clerks Office by 5 pm prior to the meeting at 708-358-5660. You will be sent instructions on how to participate during the virtual meeting. Non-agenda public comment will be limited to 30 minutes with a limit of three minutes per statement. 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 statements will be allowed for an agenda item. Individuals are asked to email a request to speak during the virtual meeting to publiccomment@oak-park.us, no later than 5 p.m. prior to the start of the meeting. Instructions will be sent to you regarding participation. If email is not an option, call the Village Clerks Office by 5 pm prior to the meeting at 708-358-5660. The Village Board permits a maximum of five statements for 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 () on the agenda.*

I. Call to Order

II. Roll Call

III. Agenda Approval

IV. Minutes

- A. [MOT 22-9](#) **Motion to Approve Minutes from Regular Remote Meeting of December 6, 2021 and Special Remote Meeting of January 10, 2022 of the Village Board.**

Overview:

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

V. Non-Agenda Public Comment

VI. Village Manager Reports

VII. Village Board Committees & Trustees 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.

VIII. 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.

- B. [ID 22-24](#) **Board & Commission Vacancy Report for January 18, 2022.**

IX. 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.

- C. [ID 22-25](#) **Motion to Consent to the Village President's Appointment of:**
Citizen Involvement Commission - Sheila Wesonga, Appoint as Member
Community Development Citizens Advisory Committee - Gregory Buchanan, Appoint as Member
Disability Access Commission - Gary Arnold, Appoint as Member
Disability Access Commission - Gabriela Sierra, Appoint as Member

X. Consent Agenda

- D. [RES 22-1](#) **A Resolution Approving a Task Order for Professional Engineering Services with Baxter & Woodman, Inc. for Design Engineering Services for the Project 23-1, Water and Sewer Improvement Project, in an Amount Not To Exceed \$256,000 and Authorizing its Execution**

Overview:

The Engineering Division requested a proposal from Baxter & Woodman to provide design engineering for the 23-1 Water and Sewer Improvement Project. Baxter & Woodman has previously designed and managed water projects in the Village, has available staff, and is most qualified to perform these services. Design work for the project would start in February so that the project could be designed in the spring and summer and the construction project bid in the fall of 2022 for construction to occur in 2023. The project includes water and sewer replacement and street reconstruction on South Boulevard from Home to Kenilworth, Euclid from South Boulevard to Lake Street, and Augusta from Lombard to Austin Boulevard.

- E. [RES 22-2](#) **A Resolution Approving a Professional Services Agreement with AECOM Technical Services, Inc. for Engineering Services for Pavement Management Program Support in an Amount Not to Exceed \$69,680, Authorizing its Execution and Waiving the Village's Request for Proposals/Bidding Process for the Agreement**

Overview:

The Engineering Division requested a proposal from AECOM to provide engineering services to manage the Village's pavement condition database and to inspect and score the alley pavements for determining future budgets and capital improvement locations. AECOM developed the existing roadway condition database and management plan in 2021 and is best qualified to maintain and update this database as well as input alley conditions into the database. These databases and pavement conditions are used as the basis for determining future capital improvement budgets and locations for road and alley projects.

- F. [RES 22-3](#) **A Resolution Approving a Second Amendment to the Independent Contractor Agreement with JLI Contracting, Inc. for the Construction of an Enclosure Adjacent to the Northeast Elevator/Stair Tower on the Second Level of the Village-Owned Oak Park River Forest High School Parking Structure to Change the Not-To-Exceed Amount From \$76,400.00 to \$80,050.00 and Authorizing Its Execution.**

Overview:

A second change order is needed for the agreement with JLI Contracting, Inc. for the Elevator/Stair Tower Enclosure Project at the Oak Park River Forest High School Parking Structure due to additional costs to furnish and install two (2) custom metal pieces of flashing.

- G. [RES 22-10](#) A Resolution Approving the Renewal of the Independent Contractor Agreement with Allied Garage Door, Inc. for an Amount Not to Exceed \$35,000.00 in Fiscal Year 2022 and Authorizing its Execution**

Overview:

This agreement is for maintaining and repairing overhead doors at the Public Works Center, Water Pumping Stations, Fire Stations, Village Hall, and Parking Garages. The first year of the agreement with Allied Garage Door expired on December 31, 2021. The agreement allows for a one-year renewal.

- H. [RES 22-11](#) A Resolution Approving the Renewal of the Independent Contractor Agreement with Construction by Camco, Inc. for the 2022 Water Service Line Replacement Program in an Amount Not to Exceed \$200,000.00 and Authorizing its Execution**

Overview:

This agreement provides for the replacement of the Village's portion of potable lead water service lines throughout the village. As residents replace their portion of the lead water service line with copper pipe the Village will replace their side at no charge to the resident. The Village hired a contractor to assist in completing this work. Construction by Camco, Inc. performed this work last year after a competitive bidding process. The Agreement provides for two possible one-year renewals. It is proposed to exercise the first of the two possible renewals with Construction by Camco, Inc. for the fiscal year 2022 water service line replacement program.

- I. [RES 22-12](#) A Resolution Approving a Purchase Price Agreement with Ferguson Enterprises, LLC, d/b/a Ferguson Waterworks, for Materials for Repair of Water Mains and Sewer, Fire Hydrants, Water Services and Sewer Services in an Amount Not to Exceed \$30,000.00 in Fiscal Year 2022 and Authorizing its Execution**

Overview:

The Water and Sewer Division of the Public Works Department is responsible for maintaining the water distribution and sewer collection systems in the Village. The department annually seeks competitive bids for water main parts and materials and sewer pipe parts and materials.

- J. [RES 22-13](#) A Resolution Approving Expenditures For Annual Support Services with Bellefeuil, Szur & Associates in an Amount Not to Exceed \$55,000 for Fiscal Year 2022 Pursuant to the Software License and Services Agreement Dated July 20, 2016**

Overview:

Pursuant to the Software and License Services Agreement between the Village and BS&A, the Village must pay an annual amount which covers normal software maintenance and annual license fees. BS&A software includes General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Payroll, Purchasing, etc.

- K. [RES 22-14](#) A Resolution Approving Expenditures For Annual Credit/Debit Card Merchant Processing Services with Chase Paymentech in an Amount Not to Exceed \$60,000 for Fiscal Year 2022**
- Overview:** The Village utilizes the services of Invoice Cloud Inc. to process various transactions paid online. Chase Paymentech works in conjunction with Invoice Cloud as the credit card merchant processor and fees are based on both volume and dollar amount of all transactions paid online.
- L. [RES 22-15](#) A Resolution Approving Annual Expenditures For Credit/Debit Card Merchant Processing Services With Heartland Payment Systems in an Amount Not to Exceed \$100,000 for Fiscal Year 2022 Pursuant to the Pricing Agreement Dated February 11, 2013, from Heartland Payment Systems**
- Overview:** The Village utilizes Heartland Payment Systems (HPS) for processing credit/debit card transactions that are performed over the counter at Village Hall. The cost of each transaction depends on the amount and the brand of the card being used (Visa, MasterCard, Discover) as well as specific benefits offered by the card issuer (i.e. rebate points).
- M. [RES 22-16](#) A Resolution Approving Annual Expenditures For Monthly Bank Fees with Huntington National Bank in an Amount Not to Exceed \$30,000 for Fiscal Year 2022 Pursuant to Huntington National Bank's Designation as a Village of Oak Park Authorized Depository**
- Overview:** The Village utilizes the services of Huntington National Bank for its primary checking account as well as several smaller accounts in which the Village is legally required to keep certain funds separate. Huntington assesses monthly service charges as well as transaction fees (i.e. ACH deposits for payroll) for each active bank account.
- N. [RES 22-17](#) A Resolution Approving Expenditures For Annual Online Bill Payment Services with Invoice Cloud, Inc. in an Amount Not to Exceed \$60,000 for Fiscal Year 2022 Pursuant to the Billing Services Agreement with Invoice Cloud, Inc. Dated December 11, 2017**
- Overview:** The Village utilizes the services of Invoice Cloud, Inc. for water/sewer/refuse invoicing and as well as payment processing for online transactions for Cityview transactions.

- O. [RES 22-18](#) **A Resolution Approving Expenditures for Annual License, Usage, and Support Fees for Workforce Ready Software with Kronos Incorporated in an Amount Not to Exceed \$33,400 for Fiscal Year 2022 Pursuant to the Agreement with Kronos Incorporated Dated June 19, 2017**

Overview: As outlined within the executed agreements with Kronos Incorporated, the Village must pay an annual license and usage fees based on the number of current licenses. This is invoiced on a monthly basis and averages approximately \$2,780 per month which includes Kronos Workforce Ready HR and Timekeeping.

- P. [RES 22-19](#) **A Resolution Approving Expenditures For Annual Unified Parking Citation and Permit Management System Services with Passport Labs, Inc. in an Amount Not to Exceed \$250,000 for Fiscal Year 2022 Pursuant to the Professional Services Agreement with Passport Labs, Inc. Dated September 6, 2018**

Overview: The Village previously adopted Resolutions 14-21 and 18-872 to execute agreements with Passport for services related to the issuance of electronic parking permits and vehicle stickers, mobile parking meter payments, and the issuance of parking citations. In addition, the Passport passes through fees related to printing and postage for fines.

- Q. [RES 22-22](#) **A Resolution Approving Expenditures For Annual Postage Replenishment With the United States Postal Service in an Amount Not to Exceed \$125,000 for Fiscal Year 2022**

Overview: Each year, each operating department budgets an estimated amount to cover its postage needs throughout the year. Postage usage is monitored and recorded based on codes entered into the NeoPost machine and allocated to the budget pursuant to these codes.

- R. [RES 22-23](#) **A Resolution Approving Annual Expenditures for Office Supplies With Warehouse Direct, Inc. in an Amount Not to Exceed \$56,000 for Fiscal Year 2022 Pursuant to the Purchase Price Agreement with Warehouse Direct, Inc. Dated July 31, 2018**

Overview: The Village previously executed an Agreement with Warehouse Direct as authorized by Resolution 18-926 to serve as the Village's primary contractor for basic office supplies. Please note that this Agreement does not preclude the Village from conducting business with other office supply companies as may be determined to be in the best interest of the Village.

- S.** [RES 22-25](#) **A Resolution Authorizing Annual Expenditures for Digital Communications Services in an Amount Not to Exceed \$36,408.09 for Fiscal Year 2022 Pursuant to a Master Subscription Agreement with Granicus, LLC Dated January 18, 2020**
- Overview:** The Village of Oak Park has relied on components of the Granicus government transparency suite that has served the Village in increasingly broader ways since 2011. The contract approved last year included pricing for 2022 and 2023, but this is the first year the cost has exceeded the Village Manager’s spending authority. In addition, the Village Clerk has worked with Granicus representatives to integrate an additional electronic module that will provide for more robust management of the Village’s boards, commissions, and committees.
- T.** [RES 22-28](#) **A Resolution Authorizing the Execution of a Settlement Agreement in Cook County Circuit Court Case Number 2020 L 010056**
- Overview:** It is requested that the Village Board authorize the execution of a settlement agreement in Cook County Circuit Court Case Number 2020 L 010056
- U.** [MOT 22-3](#) **A Motion to Approve the December 2021 Monthly Treasurer’s Report for All Funds**
- Overview:** The unaudited December 31, 2021, report is hereby presented pursuant to 65 ILCS 5/3.1-35-45 summarizing the Village’s cash and investment balances.
- V.** [MOT 22-4](#) **A Motion to Approve the Bills in the Amount of \$8,528,187.17 from November 23, 2021, through January 6, 2022**
- Overview:** Attached is the regular list of bills paid through the Village’s accounts payable (AP) system for the period beginning November 23, 2021, through January 6, 2022.
- W.** [MOT 22-7](#) **A Motion to Approve the Unaudited Year-to-Date Quarterly Financial Report as of December 31, 2021**
- Overview:** On a quarterly basis, the Finance Department prepares and provides a quarterly financial report to Village Management and the Village Board which assesses year-to-date revenues and expenditures.

XI. Regular Agenda

- X. [ORD 22-3](#) **Concur with the Plan Commission's Recommendation and Adopt an Ordinance Granting a Special Use Permit for a Major Planned Development Containing a Six Story Residential Building Consisting of 45 Dwelling Units and Parking at the Property Located at 7 Van Buren Street**

Overview:

The applicant is requesting to construct a six (6) story mixed income apartment building with 45 dwelling units and seventeen (17) on-site parking spaces located at the southwest corner of Van Buren Street and Austin Boulevard. This development will replace an existing mixed income two story building. This is a companion application with ORD 22-4, the Vacation of a portion of the Van Buren Street right-of-way. The full application can be found on the Village's website here: <https://www.oak-park.us/your-government/citizen-commissions/plan-commission>

- Y. [ORD 22-4](#) **Concur with the Plan Commission's Recommendation and Adopt an Ordinance Authorizing the Vacation of a Certain Portion of Van Buren Street located between Austin Boulevard and the North-South Alley West of 7 Van Buren Street in the Village of Oak Park, Cook County, Illinois**

Overview:

Oak Park Residence Corporation submitted a request to vacate a portion of Van Buren Street associated with their proposed residential development located at 7 Van Buren Street. This is a companion ordinance with ORD 22-3 regarding a planned development application.

- Z. [RES 22-26](#) **A Resolution Authorizing the Creation of an Oak Park Vaccination Requirement Order - Continued Business Assistance Grant Program and request the use of American Rescue Plan Act Funding in an Amount Not to Exceed \$150,000 and Approving Guidelines for the Program**

Overview:

The Village is committed to assisting Oak Park businesses as we move through the Covid-19 emergency. In addition to the previously approved and implemented business assistance grant programs, the Village is seeking to assist food sales/foodservice and restaurant businesses who are subject to the Village's December 30, 2021 Covid-19 Public Health Proof of Vaccination in Public Spaces order, in defraying expenses related to enforcing said order. The proposed Oak Park Vaccination Requirement Order - Continued Assistance Business Grant Program will make \$1,000 of American Rescue Plan Act resources available to each Oak Park licensed business subject to the new health order.

- AA.** [MOT 22-1](#) **A Motion to Concur with the Transportation Commission's Recommendation to Not Add Y-7 Permit Parking and Not Remove Current Daytime Restrictions on the West Side of the 500 Block of S. Cuyler Avenue, Between 511 and 531 S. Cuyler Avenue.**

Overview:

Parking Lot 44, located at 301 Madison Street, will close to permit holders effective February 28, 2022. To mitigate this future parking loss, staff recommended adding overnight on-street permit parking, as part of the Y-7 Zone, on the west side of the 500 Block of S. Cuyler Avenue, between 511 and 531 S. Cuyler. The Commission ultimately denied the staff's recommendation. This addition would allow for approximately eleven (11) permitted parking spaces. As is required by Village Ordinance, this recommended area is the street frontage of the 500 block within 750 feet from an existing R-7 zoned parcel.

XII. Call to Board and Clerk

XIII. Adjourn