



# Village of Oak Park

123 Madison Street  
Oak Park, Illinois 60302  
[www.oak-park.us](http://www.oak-park.us)

## Meeting Agenda President and Board of Trustees

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Monday, November 6, 2017

6:30 PM

Village Hall

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**Regular Meeting at 6:30 p.m., Room 130. The Village Board is expected to adjourn immediately into Executive Session and reconvene the Regular Meeting at 7:30 p.m. in Council Chambers**

**Instructions for Non-Agenda Public Comment**

**Instructions for Agenda Public Comment**

**I. Call to Order**

**II. Roll Call**

**III. Consideration of Motion to Adjourn to Executive Session to Discuss Pending Litigation, Collective Bargaining Purchase and Sale of Property and the Review of Minutes.**

**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. [MOT 17-255](#) Motion to Approve Minutes from October 16, 2017 Regular Meeting Minutes 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. Village Manager Reports**

**B. [ID 17-678](#) Review of the Village Board Meeting Calendars for November and December 2017.**

**Overview:**

Once per month the Village Manager presents the tentative schedule of the upcoming meetings of the Village Board for review and comment.

**XI. Village Board Committees****XII. Citizen Commission Vacancies**

- D. [ID 17-677](#) Board and Commission Vacancy Report for November 6, 2017.

**XIII. Citizen Commission Appointments, Reappointments and Chair Appointments**

- E. [MOT 17-256](#) Motion to consent to the Village President's Appointment of:  
**Board of Health** - Natalie Serratos, Appoint as Member  
**Civic Information Systems Commission** - Brian Turnbull, Appoint as Member  
**Farmers Market Commission** - Dina Ross, Appoint as Member

**XIV. Public Hearing**

- F. [ID 17-658](#) Truth in Taxation Public Hearing for the Proposed Tax Year 2017 Property Tax Levy

**Overview:**

Each year the Village Board adopts a tax levy to fund general Village operations, debt service payments, and mandatory employer contributions to the police and fire pension plans. Excluding the Oak Park Library's levy, the Fiscal Year 2018 (tax year 2017 levy) is expected to be 17.94% greater than last year's extension. According to state statute, a public hearing and additional posting is required when the increase is 5% or more.

**XV. First Reading**

- G. [ORD 17-296](#) First Reading of an Ordinance Amending Chapter 4 ("Ambulances"), Article 1 ("Ambulance Regulations"), Section 4-1-6 ("Village Ambulance Services; Fees") of the Oak Park Village Code

**Overview:**

Ambulance fees were last amended in 2015 to reflect comparable rates being charged in the Chicago-metro area. In the last two years many municipal fire departments have moved to a flat-fee instead of splitting the fee into basic or advanced life support, depending upon the level of service provided. Our current fees are based upon resident/non-resident, and BLS or ALS, and range from \$600 to \$1150. Staff is recommending a flat-fee of \$1400 for residents and \$1800 for non-residents.

- H. [ORD 17-290](#) First Reading of An Ordinance Amending Chapter 20, Article 7 of the Oak Park Village Code Regarding Rates for Garbage, Refuse, Yard Waste and Recyclable Materials Collection Services

**Overview:**

This Ordinance proposes to increase the fees charged for refuse, recycling and yardwaste collection and disposal. These services are provided by Waste

Management to owners of residential property containing one to five units as well as Oak Park Institutional Facilities. These new rates reflect the charges for collection per the new contract with Waste Management and for disposal at the West Cook County Solid Waste Agency's Regional Disposal Project.

I. [ORD 17-293](#) **First Reading of an Ordinance Establishing the Annual Building and Construction Permit Fees and Zoning Application Fees of the Village of Oak Park**

Overview:

A comprehensive review of the Building Construction Permit Fee and Zoning Application Fee Schedule has been completed, resulting in the recommended updating to the Village Code to establish a new schedule that reflects the current cost of providing services.

J. [ORD 17-295](#) **First Reading of an Ordinance Amending Parking Permit Fees as set forth in Section 15-3-18 of the Oak Park Village Code**

Overview:

The Parking and Mobility Services Division staff conducted an annual review of the expenses and revenues associated with the public parking system. Based on the review and discussion by the Finance Committee at their October 23, 2017 meeting; rate increases are recommended for Fiscal Year 2018.

## XVI. Consent Agenda

K. [ORD 17-300](#) **An Ordinance Removing Lot 119 With Eight (8) Parking Spaces On Pleasant Place And Establishing Eight (8) General Parking Spaces in the Former Lot 119 Subject Only To The Overnight Parking Ban**

Overview:

An Amendment to Ordinance 17-183 has been prepared to eliminate Parking Lot 119.

L. [ORD 17-291](#) **An Ordinance Establishing a Northbound Stop on Maple Avenue at its Intersection with Lake Street, a Southbound Stop on Maple Avenue at its Intersection with North Boulevard, and an All-Way Stop at the Intersection of Maple Avenue and Westgate Street**

Overview:

Maple Avenue between North Boulevard and Lake Street is a newly constructed street and will be dedicated as public right-of-way. The Emerson Development being constructed along the east side of Maple Avenue between North Boulevard and Lake Street which will generate motor vehicle traffic and a significant amount of pedestrians on Maple Avenue and on Westgate Street. The Engineering Division is recommending the use of stop signs on Maple Avenue and on Westgate Street in order to provide for the safe and efficient passage of pedestrians and motor vehicles.

M. [ORD 17-292](#) **An Ordinance Amending Section 15-1-14 ("Prohibited Turn Locations") of the Oak Park Village Code to Prohibit Left Turns for Northbound Traffic on Maple Avenue at Lake Street**

Overview:

Maple Avenue between North Boulevard and Lake Street is a newly constructed street and will be dedicated as public right-of-way. The Emerson Development has been constructed along the east side of Maple Avenue between North

Boulevard and Lake Street which will generate motor vehicle traffic and a significant amount of pedestrians on Maple Avenue and on Westgate Street. Due to its proximity to Harlem Avenue (IL 64) and the westbound Lake Street left turn bay for southbound Harlem Avenue, Staff is recommending that northbound left turns from Maple Avenue onto westbound Lake Street be prohibited so as to not interfere with the progression of motor vehicle traffic on Lake Street as it moves past Maple Avenue.

- N. [MOT 17-247](#) **A Motion to Concur with the Transportation Commission's Recommendation to Upgrade the Two-Way STOP Signs to All-Way STOP Signs at the Intersection of East Avenue and Division Street and Direct Staff to Prepare the Necessary Ordinance**

**Overview:**

The Village of Oak Park received a petition to install all-way STOP signs at the intersection of East Avenue and Division Street. The Village conducted crash analysis and traffic studies for the intersection. The Transportation Commission voted three to one to recommend upgrading to all-way STOP signs at the intersection of East Avenue and Division Street at its September 11, 2017 meeting.

- O. [ORD 17-257](#) **An Ordinance Updating and Replacing the Map Codified as Part of Section 15-1-26 of the Oak Park Village Code to Reflect the Village's Current Time Restrictions, Time Limits and Prohibited Parking Areas**

**Overview:**

On a bi-annual basis staff presents the Village's Daytime Parking Restrictions Map to the Village Board for codification to the Village Board. This map identifies all existing on-street daytime parking restrictions, inclusive of changes recommended to date by the Transportation Commission and authorized by the Board of Trustees.

- P. [ORD 17-267](#) **An Ordinance Amending Chapter 15, Article 3, Section 18 (I) and (K) of the Village Code Entitles "Village Operated Surface Parking Lot, Parking Garage and Parking Enclave Permit Parking Rates" for Designated Areas**

**Overview:**

On a bi-annual basis staff will present the Village's Overnight Permit Parking Map to the Village Board for codification. This map identifies all existing overnight permit parking options including lots and zones, inclusive of changes recommended to date by the Transportation Commission and authorized by the Board of Trustees.

- Q. **ORD 17-298** **An Ordinance Authorizing the Payment of a Commercial Real Estate Broker's Commission Fee to Gloor Realty Company as Part of the Village's Purchase of Certain Real Property Located at 700 Madison Street in the Village of Oak Park**

**Overview:**

The Ordinance authorizes the payment of a commercial real estate broker's commission fee to Gloor Realty Company as part of the Village's purchase of certain real property located at 700 Madison Street.

- R. [ORD 17-276](#) **An Ordinance Amending the Third Quarter, Fiscal Year 2017 Annual Budget**

**Overview:**

New appropriations are recommended when a reasonable operational need exists but was not contemplated in the original budget document. The attached Ordinance contains budget modifications which call for new funding as well as offsetting budget transfers from original adopted appropriations.

**S.     [RES 17-678](#)****A Resolution Authorizing Village of Oak Park General Bond Obligation Proceeds with a Estimated Issuance Date in November 2017 to Reimburse Previously Budgeted and Paid 2017 Capital Improvement Expenditures****Overview:**

The FY17 budget includes \$11,523,000 in bond proceed revenue necessary to fund budgeted CIP expenditures. Staff identified projects for 2017 that could be deferred resulting in reduced bond proceeds of only \$9,200,000 required for 2017 capital projects. In addition, it was previously discussed and determined that it would be in the best interest of the Village that bonds for \$4,000,000 to fund budgeted 2018 streets and alley resurfacing projects be combined with the 2017 issue, resulting in a total bond issuance amount of approximately \$13,200,000, excluding any additional amount typically bonded to pay for issuance costs.

Since certain 2017 capital improvement expenditures have already been incurred, it is necessary to adopt a Resolution authorizing that a portion of the issuance of 2017 bonds may be applied toward eligible CIP expenditures previously incurred during the year. Please note that the exact anticipated issuance amount of \$13,430,000 includes approximately \$230,000 for issuance costs, thus leaving a remainder of \$13,200,000 for capital improvement costs.

**T.     [RES 17-680](#)****A Resolution Approving a Parking Lot Temporary License Agreement with Joseph Dombrowski and Authorizing Its Execution****Overview:**

Since 2005 the Village has entered into License agreements for the use of Lot #116. The Village has had a License Agreement with Dombrowski Christmas Tree Farm since that time. The most recent agreement expired on December 24, 2016.

**U.     [RES 17-689](#)****A Resolution Approving an Independent Contractor Agreement with Forward Space, LLC, d/b/a/ Office Concepts, for the Purchase and Installation of Locker Room Materials for the Police Sergeants Locker Room in an Amount not to exceed \$ 13,422.24 and Authorizing its Execution****Overview:**

The approved 2017 CIP included \$100,000 in renovation for the Police Department. A portion of those funds were for remodeling the Sergeants Locker Room. The current lockers are not adequate to hold the each uniform and does not have any lockable storage. This project is for the purchase and installation of seventeen (17) lockers which will include lockable storage, a bench and a coat rack mounted to the wall.

**V.     [RES 17-688](#)****A Resolution Authorizing the Village Manager to Enter into A Memorandum of Understanding with the Illinois Fraternal Order of Police**

**Labor Council for the Purposes of Establishing an Alternate Work Schedule for Police Department Sergeants and Lieutenants****Overview:**

This allows the Village Manager to enter into an agreement in the event the Police Department and the Illinois Fraternal Order of Police Labor Council and Sergeants and Lieutenants wish to implement an alternative work schedule effective January 7, 2018.

**W.     [RES 17-690](#)****A Resolution Authorizing the Village Manager to Enter into A Memorandum of Understanding with the Illinois Fraternal Order of Police Oak Park Lodge #8, Inc. Labor Council for the Purposes of Establishing an Alternate Work Schedule for Police Department Patrol Officers****Overview:**

This allows the Village Manager to enter into an agreement in the event the Police Department and the Illinois Fraternal Order of Police Labor Council and the Patrol Officers wish to implement an alternative work schedule effective January 7, 2018.

**X.     [RES 17-679](#)****A Resolution Approving the Purchase of 4,200 Tons of Rock Salt from Compass Minerals America Inc. of Overland Park, Kansas at \$44.41 Per Ton For the 2017/2018 Snow Season in an Amount Not To Exceed \$190,000.00 and Waiving the Village's Bid Process for Said Purchase****Overview:**

Rock salt is used as the principal deicer for snow and ice control in an effort to mitigate hazardous road conditions. The Village participates in the State of Illinois Joint Purchasing Program for materials and equipment commonly used by municipalities such as rock salt.

**Y.     [RES 17-673](#)****A Resolution Approving an Amendment to the Professional Services Agreement with Hampton, Lenzini and Renwick, Inc., for Construction Engineering Services for Project 17-2, Resurfacing of Various Streets, for an additional \$32,144 and Authorizing its Execution****Overview:**

The original scope of the contract did not include construction engineering for the Westgate and North Boulevard street resurfacing related to the Emerson development. The work to provide this additional engineering is \$32,144 and adjusts the contract amount to \$152,734.69.

**Z.     [RES 17-692](#)****A Resolution Approving a License Agreement between the Village of Oak Park and Crown Castle NG Central LLC and Authorizing its Execution****Overview:**

The Agreement allows Crown Castle NG Central LLC (Crown Castle) to utilize certain portions of the public right-of-way (ROW) for installation and maintenance of telecommunications systems, both underground and mounted to existing utility poles, street lights and/or traffic signal poles for a ten year period with five year renewal.

**AA.    [MOT 17-242](#)****A Motion to Approve the Bills in the Amount of \$5,800,988.00 from September 27, 2017 through October 30, 2017****Overview:**

Attached is the regular list of bills as paid through the Village's accounts payable (AP) system for the period beginning September 27, 2017 through

October 30, 2017. This is the most current list available.

**AB. [MOT 17-244](#)     **A Motion to Approve the Year-to-Date September 2017 Monthly Treasurer's Report for All Funds****

**Overview:**

The unaudited September 30, 2017 report is hereby presented pursuant to 65 ILCS 5/3.1-35-45 which requires the Treasurer to file a monthly report on the state of Village's cash and finances.

**XVII.. Regular Agenda**

**AC. [ORD 17-277](#)     **An Ordinance Providing for a Not-To-Exceed Issuance of \$13,700,000 General Obligation Corporate Purpose Bonds, Series 2017A, of the Village of Oak Park, Cook County, Illinois, and Providing for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on Said Bonds****

**Overview:**

The 2017A issue will be used to finance certain projects totaling \$9.2M in the FY17 capital improvement plan including street, alley, and facility improvements, \$4.0M for street/alley resurfacing projects in the FY18 capital improvement plan, as well as financing costs. This will be a tax exempt, non-bank qualified issue (since it exceeds the \$10M threshold). Since many of the expenditures have already been incurred and paid thus far this year, Resolution 17-678 is also presented as a separate agenda item for adoption by the Board which allows Series 2017A issue to reimburse the Village for those expenditures already paid. The pricing for the sale of bonds will occur on Monday and updated materials will be provided at the meeting.

**AD. [ORD 17-278](#)     **An Ordinance Providing for a Not-To-Exceed Issuance of \$4,500,000 General Obligation Corporate Purpose Refunding Bonds, Series 2017B and 2017C, of the Village of Oak Park, Cook County, Illinois, and Providing for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on Said Bonds****

**Overview:**

The 2017B not-to-exceed issue of \$1,500,000 will refund the Series 2007 and the 2017C not-to-exceed issue of \$3,000,000 will refund Series 2007A. Estimated combined savings from the refundings total \$88,000 over the remaining life the bonds. The pricing for the sale of bonds will occur on Monday and updated materials will be provided at the meeting.

**AE. [RES 17-648](#)     **A Resolution Approving the 2017 Illinois Project for Local Assessment of Needs (IPLAN) Five Year Community Health Plan and Authorizing Submission of the IPLAN to the Illinois Department of Public Health****

**Overview:**

The purpose of the IPLAN community health needs assessment process is to identify health needs, inform health planning, and ultimately improve the health of the communities of Oak Park, Illinois and River Forest, Illinois. The result of the process is the attached Community Health Plan. As part of the IPLAN process it is required that the Village Board approve the Community Health Plan and authorize its submission to the Illinois Department of Public Health.

The assessment was conducted in keeping with the Illinois Project for Local

Assessment of Needs (IPLAN), a community health assessment and strategic planning process that is conducted by local health jurisdictions in Illinois. The completion of IPLAN is required of every certified health department in Illinois every five years under Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The IPLAN process is grounded in the core functions of public health and incorporates robust participation of community stakeholders to assist the local health department in identifying community health priorities and planning strategies to address these priorities.

**AF. [MOT 17-216](#)****A Motion to Reject the Transportation Commission's Recommendations for the Use of a Traffic Calming Toolbox to be used in the Development and Implementation of a Neighborhood Traffic Management Program for Residential Streets****Overview:**

One item on the Transportation Commission's approved work plan is to develop a traffic calming toolbox in order to provide a list of accepted options to address traffic problems on residential streets in the Village. A traffic calming toolbox is one component of a Neighborhood Traffic Management Program (NTMP). Such a program provides a process for identifying and addressing problems related to speeding, vehicle crashes, excessive vehicle volumes, and pedestrian/bicycle safety on residential streets in the Village.

The Transportation Commission has completed its development of a draft traffic calming toolbox for use in a NTMP. The Commission is tonight submitting its draft traffic calming toolbox to the Village Board of Trustees for review and approval. The Commission voted unanimously at its July 24, 2017 meeting to submit the draft traffic calming toolbox.

**AG. [MOT 17-248](#)****A Motion to Reject the Transportation Commission's Recommendation to Install Speed Tables or Bumps on the 1200 Blocks of Columbian, North Euclid, Linden, and North East Avenues****Overview:**

The Village of Oak Park received petitions to install traffic calming devices on the 1200 blocks of North East, Linden, Columbian and North Euclid Avenues. The Village conducted crash analysis and traffic studies for the petitioning and adjacent blocks. The Transportation Commission voted three to two to recommend install speed tables or bumps on the 1200 blocks of Columbian, North Euclid, Linden, and North East Avenues at its August 21, 2017 meeting. Staff does not support the recommendation.

**AH. [RES 17-660](#)****A Resolution Approving an Employee Leasing Agreement for a Temporary Development Customer Services Assistant Director with GovTemps USA, LLC and Authorizing its Execution****Overview:**

The HR Department is proposing that the Village enter into an Employee Leasing Agreement for a temporary Assistant Director of Development Customer Services through the end of 2017 with the following specific deliverables: review all parking vendor and lot contracts, draft RFPs for vendors, negotiate agreements and prepare contract documents for Village



Board adoption; review all reports for Department and develop a standardized reporting tools; organize all Parking ordinances; review practices and procedures within each division in the Department for compliance with the Personnel Manual and applicable union contracts. An interim candidate has been identified through GovTemp USA.

**AI. [RES 17-699](#) Resolution to Adopt the 2017-2019 Village Board Protocols**

**Overview:**

Attached is a revised copy of the Village Board 2017-2019 Protocols. The Village Board will take time to review the draft document and determine if further discussion is required, more refinement, or if the documents are ready for approval.

**AJ. [RES 17-698](#) Resolution to Adopt the 2017-2019 Village Board Goals**

**Overview:**

Attached is a copy of the newly revised Village Board Goals for 2017-2019. The Village Board will take time to review the draft document and determine if further discussion is required, more refinement, or if the documents are ready for approval.

**XVIII. Regular Agenda for Items Pursuant to Village Code Chapter 3 Alcoholic Liquor Dealers or Related (President Pro-Tem Trustee Boutet)**

**AK. [ORD 17-297](#) First Reading of an Ordinance Amending Chapter 3 ("Alcoholic Liquor Dealers"), Section 3-4-2 ("Classification and Number of Liquor Licenses and Fees"), Section 3-8-1 ("Number of Licenses Permitted to be Issued") and Section 3-8-2 ("Licenses by Name and Address Per License") of the Oak Park Village Code Regarding Liquor License Annual Fees and the Names and Numbers of Current Licensees**

**Overview:**

The ordinance amends the annual fees for Restaurant Class B-1, B-2, B-3 and B-4 licenses and Package Liquor Class C-1, Craft Brew Lounge Class D-16 and Special Events licenses. The ordinance also amends the names and number of current licensees so that they are consistent with those businesses that are in operation and have continued to be licensed.

**AL. [ORD 17-294](#) An Ordinance Amending Chapter 3 ("Alcoholic Liquor Dealers"), Article 8 ("List of Licenses for Each License Class"), Section 3-8-1 ("Number of Licenses to be Issued Per License Class") and Section 3-8-2 ("Licenses by Name and Address Per License") of the Oak Park Village Code for the Issuance of a Restaurant Class B-1 Liquor License to District Kitchen & Tap, Inc.**

**Overview:**

District Kitchen & Tap, Inc. ("District Kitchen") seeks the issuance of a restaurant B-1 liquor license for the property located at 200-222 Harrison Street.

**XIX. Call to Board and Clerk**

**XX. Adjourn**