



Village of Oak Park

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

Meeting Agenda President and Board of Trustees

Tuesday, January 23, 2024

6:00 PM

Village Hall

A Regular Meeting will start at 6:00 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

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 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 Collective Bargaining and Property Acquisition

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 24-103](#) A Motion to Approve Minutes from the November 13, 2023 Regular Meeting, November 20, 2023 Regular Meeting, November 28, 2023 Regular Meeting and December 4, 2023 Regular Meeting 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 24-104](#) A Motion to Approve a Proclamation Celebrating the 150th Anniversary of Pilgrim Congregational Church January 2024.

Overview: This is a motion to approve Village President Scaman proclaiming January 2024 celebrating the 150th anniversary of Pilgrim Congregational Church.

- C. [MOT 24-105](#) A Motion to Approve a Proclamation for Proclaiming Dr. Martin Luther King, Jr. Birthday on January 15, 2024.

Overview: This is a motion to approve Village President Scaman proclaiming January 15, 2024 as Dr. Martin Luther King, Jr. Birthday.

XI. Village Manager Reports

- D. [ID 24-117](#) Review of the Village Board Meeting Calendar for January, February and March 2024

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

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.

- E. [ID 24-113](#) **Board & Commission Vacancy Report for January 23, 2024.**

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.

- F. [ID 24-114](#) **A Motion to Consent to the Village President's Appointment of:
Historic Preservation Commission - Ron Roman, Appoint as Member**

XV. Consent Agenda

- G. [RES 24-001](#) **A Resolution Approving an Independent Contractor Agreement with CityEscape Garden & Design LLC for Village-Wide Seasonal Container Display and Maintenance Services in 2024 in an Amount not to Exceed \$112,000.00 with an Option to Renew for One Additional One-Year Term and Authorizing its Execution**

Overview:

In September 2023, Village staff requested bids for seasonal container display and maintenance services. CityEscape Garden and Design LLC has previously performed this work for the Village and was the low-responsive bidder. The proposed agreement is for one year and provides for one possible one (1) year renewal. Staff recommends approving an agreement with CityEscape Garden and Design LLC for Fiscal Year 2024 seasonal container display and maintenance services.

- H. [RES 24-002](#) **A Resolution Approving a Purchase Price Agreement with The Terramar Group, Inc. d/b/a Fleet Safety Supply for Emergency Lighting and Sound Equipment for Vehicles in an Amount Not to Exceed \$95,000.00 and Authorizing its Execution**

Overview:

The Fleet Services Division of the Public Works Department is responsible for equipping Police vehicles and Public Works equipment with emergency lighting and sound equipment. The division annually seeks competitive bids for this equipment.

- I. [RES 24-003](#) **A Resolution Authorizing the Purchase of Telematics Services and Hardware from Advantage Asset Tracking Corporation, A Geotab Certified Reseller, through the Sourcewell Joint Purchasing Program in an Amount Not to Exceed \$46,000.00 Annually for a Three Year Term and Waiving the Village's Bid Process for the Purchase**

Overview: Telematics are utilized by Village departments for vehicle/equipment usage data and location. Public Works is expanding coverage to more of the Village fleet. The Village utilizes the Sourcewell Joint Purchasing Program contract #020221-GEO, for existing vehicle/equipment coverage.

Recommendation

- J. [RES 24-004](#) **A Resolution Approving an Independent Contractor Agreement with F.E. Moran, Inc. Mechanical Services to Replace an Air Conditioner Condensing Unit at the Public Works Center in an Amount Not to Exceed \$73,342.50 and Authorizing Its Execution**

Overview: The McQuay air conditioner condensing unit for air handling unit (AHU) 2 at the Public Works Center is original to the building from 2007, has reached the end of its useful service life, and needs replacement. The condensing unit is proposed to be replaced with a more energy-efficient model that uses more environmentally sustainable refrigerant.

Recommendation

- K. [RES 24-005](#) **A Resolution Approving an Independent Contractor Agreement with Omni Pump Repairs, Inc. to Replace the Domestic Water Booster Pump System at the Public Works Center in an Amount Not to Exceed \$57,723.75 and Authorizing its Execution**

Overview: The water booster pump system at the Public Works Center is original to the building circa 2007. The system contains two pump drives, one of which has failed and it is recommended that both pumps be replaced.

Recommendation

- L. [RES 24-006](#) **A Resolution Approving an Amendment to a Professional Services Agreement with Technical Design Services Inc. to Design the Village's Audiovisual Technology Systems within Existing Public Meeting Spaces to Increase the Not to Exceed Amount to \$53,380 and Authorizing Its Execution**

Overview:

Technical Design Services, Inc. (TDSi) is producing a design document package that will allow the Village to issue an RFP to contractors/vendors of its choosing in 2024. The package produced by TDSi will contain design documents that will bring the Village's conference rooms and meeting spaces up to 'state-of-art' in audiovisual presentation and collaboration technology. The spaces within Village Hall to be included in the design effort have been identified to be defined as: Council Chambers (201), Conference Rooms 101, 102, 124, 130, 215, and the Video Production Room (226).

- M. [RES 24-007](#) **A Resolution Approving a Renewal of the Independent Contractor Agreement with CityEscape Garden & Design LLC for Village Wide Landscape Maintenance Services in 2024 in an Amount Not to Exceed \$190,000.00 and Authorizing its Execution**

Overview:

Public Works is responsible for maintaining the landscape on approximately 180 sites and multiple business districts throughout the Village. This Independent Contractor Agreement covers the regular and business district landscape maintenance program in 2024. Village Staff proposes to renew the existing agreement with CityEscape Garden & Design LLC, of Chicago, IL. This is the first of two optional annual renewals included in the original agreement.

Recommendation

- N. [RES 24-009](#) **A Resolution Approving an Amendment to an Independent Contractor Agreement with J. Gill & Co. for Maintenance Repairs of the Village's Holley Court, The Avenue, and Oak Park & River Forest High School Parking Structures to Increase the Not to Exceed Amount From \$1,596,865.00 to \$1,649,025.00 and Authorizing Its Execution**

Overview:

In September 2023, the Village Board authorized an Independent Contractor Agreement with J. Gill & Co. for the 2023 and 2024 completion of needed maintenance repairs at the Village's Holley Court, The Avenue, and Oak Park & River Forest High School Community Parking garages. These maintenance repairs were identified in the Village's five-year parking garage condition assessment that was completed in 2022.

This proposed amendment to the Independent Contractor Agreement provides for the completion of additional maintenance repairs at Holley Court and The Avenue parking garage that either arose or were newly discovered after the completion of the condition assessment. The additional repairs amount to a total additional cost of \$52,160.00.

- O. [RES 24-106](#) **A Resolution Approving the Engagement of Attorneys/Law Firms for Legal Services to be Performed on Behalf of the Village of Oak Park for the 2024 Fiscal Year**
- Overview:** Since 2012, it has been standard protocol for the Village Manager to bring all engagements for contractual legal services to the Village Board for authorization in the event that through the course of a calendar year, the costs of services were to exceed \$50,000.
- P. [ORD 24-001](#) **Concur with the Zoning Board of Appeals' Recommendation and Adopt an Ordinance Granting a Special Use Permit to Operate a Daycare Center at 917 South Oak Park Avenue - Unit A**
- Overview:** Magic Forest Daycare, through Christian De Alvia-Perez the Applicant, is requesting approval for a daycare center on the ground floor space of a mixed-use building serving approximately 30 children between the ages of one (1) and four (4) years old.
- Q. [MOT 24-101](#) **A Motion to Concur with the Transportation Commission's Recommendations for Traffic Calming at the Intersection of Berkshire Street and Fair Oaks Avenue**
- Overview:** At the November 29, 2023, Transportation Commission meeting, the Commission reviewed a traffic calming petition for the intersection of Berkshire Street and Fair Oaks Avenue. The Commission recommended installing a two-direction large arrow sign (W1-7) at the north side of Berkshire Street, trimming the spruce tree branches to a height of no less than seven feet from the ground on private property at the northeast corner of the intersection, and installing paint and post treatments to tighten the corner radii of the northeast and southwest corner of the intersection. Pending Board approval, staff would include this work with the ongoing Resurfacing of Various Streets project.
- R. [MOT 24-001](#) **A Motion to Approve the Bills in the Amount of \$8,513,574.34 from November 26, 2023, through December 28, 2023.**
- Overview:** Attached is the regular list of bills paid through the Village's accounts payable system for the period beginning November 26, 2023, through December 28, 2023. Also attached is the December 2023 payroll summary report.
- S. [RES 24-115](#) **A Resolution Adopting the 2024-2025 Village Board Goals as Reviewed at the July 10, 2023, July 11, 2023, July 17, 2023 and September 14, 2023 Board Meetings**
- Overview:** Attached is a draft copy of the Village Board Goals for 2024-2025 per the discussion and direction of the Village Board during the regular meetings on July 10, 2023, July 11, 2023, July 17, 2023 and September 14, 2023.

XVI. Regular Agenda

- T. [RES 24-117](#) **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 \$1,944,000**

Overview:

Staff is requesting the Village Board adopt a Resolution authorizing the submission of a grant application with the Metropolitan Mayors Caucus for \$1,944,000 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.

- U. [RES 24-105](#) **A Resolution Declaring an Emergency Disaster Affecting the Public Health, Safety and Welfare in Order to Provide Aid and Support to Asylum Seekers Residing in the Village of Oak Park Through February 29, 2024**

Overview:

The Village Board is asked to declare an emergency disaster affecting the public health, safety, and welfare as a procedural step under state law and the Village Code in order to provide aid and support to asylum seekers residing in the Village of Oak Park through February 29, 2024.

XVII. Call to Board and Clerk**XVIII. Adjourn**