



# Village of Oak Park

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

## Meeting Minutes

### President and Board of Trustees

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Tuesday, January 23, 2024

6:00 PM

Village Hall

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#### I. Call to Order

Village President Vicki Scaman called the Regular Meeting to order at 6:02 P.M.

#### II. Roll Call

Trustee Wesley joined the meeting at 6:05 P.M.

**Present:** 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Straw, and Village Trustee Wesley

**Absent:** 0

#### III. Consideration of Motion to Adjourn to Executive Session to Discuss Collective Bargaining and Property Acquisition

It was moved by Trustee Straw, seconded by Trustee Buchanan, to Adjourn into Executive Session. The motion was approved. The roll call on the vote was as follows:

**AYES:** 6 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, and Village Trustee Straw

**NAYS:** 0

**ABSENT:** 1 - Village Trustee Wesley

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

The Regular Meeting reconvened at 7:22 P.M.

#### VI. Roll Call

**Present:** 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Straw, and Village Trustee Wesley

**Absent:** 0

#### VII. Agenda Approval

President Scaman moved Item S from Consent to Regular Agenda.

It was moved by Trustee Straw, seconded by Trustee Parakkat, to Approve the Agenda as amended. A voice vote was taken and the motion was approved.

## 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
- It was moved by Trustee Enyia, seconded by Trustee Wesley, to Approve these Minutes. A voice vote was taken and the motion was approved.

## IX. Non-Agenda Public Comment

Chief DEO Officer Dr. Danielle Walker explained the listening assistant devices worn by the Trustees provide real-time translation services. Devices are also available to members of the public.

Paul Rubio: Acknowledged Dr. Grace Esposito and Martin Roop. Disagreed with Village Board's action to make Oak Park a book sanctuary because it does not adequately address book bans.

John Duffy: Longtime resident, member of Committee for Equity and Excellence in Education and Diversity Oak Park. Thanked the Village Board and urged it to codify its equity work.

Kettil Cedecruz: 3-year resident runs an AirBNB. Opposes the increase to the hotel/motel tax and explained how it will negatively affect his income.

Marieli Concepcion: [In Spanish] Living at the YMCA. Thanks the Village for its kindness. Requests assistance from lawyers because they want to work and support the community.

## X. Proclamation

- B. [MOT 24-104](#) A Motion to Approve a Proclamation Celebrating the 150th Anniversary of Pilgrim Congregational Church January 2024.

Trustee Robinson read the Proclamation into the record.

President Scaman presented the framed Proclamation to members of the Pilgrim Congregational Church.

It was moved by Trustee Wesley, seconded by Trustee Straw, that this Proclamation be approved. A voice vote was taken and the motion was approved.

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

Trustee Wesley read the Proclamation into the record.

It was moved by Trustee Wesley, seconded by Trustee Enyia, that this

Proclamation be approved. A voice vote was taken and the motion was approved.

**XI. Village Manager Reports**

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

Village Manager Kevin Jackson presented the Village Board calendars. Finance Committee meetings are scheduled for February 13 and February 21 (tentative) to review the Village's financial policies.

Trustee Robinson said she thinks it will require more than two meetings to review financial policies. Manager Jackson said staff can work with the Finance Committee to schedule as many meetings as needed.

Trustee Parakkat requested the Village Hall Facility Update discussion on April 2 be moved to a different meeting date. Manager Jackson said staff will see if moving the discussion sooner is possible.

**XII. Village Board Committees**

There were no comments.

**XIII. Citizen Commission Vacancies**

There were no comments.

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

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

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

President Scaman read the name into the record.

It was moved by Trustee Robinson, seconded by Trustee Straw, that this Appointment be approved. A voice vote was taken and the motion was approved.

**XV. Consent Agenda**

***Approval of the Consent Agenda***

It was moved by Trustee Straw, seconded by Trustee Wesley to approve the items under the Consent Agenda. The motion was approved. The roll call on the vote was as follows:

- AYES: 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Straw, and Village Trustee Wesley

NAYS: 0

ABSENT: 0

- 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**  
  
          This Resolution was approved.
- 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**  
  
          This Resolution was adopted.
- 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**  
  
          This Resolution was adopted.
- 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**  
  
          This Resolution was adopted.
- 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**  
  
          This Resolution was adopted.
- 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**  
  
          This Resolution was adopted.
- 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

This Resolution was adopted.

- 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

This Resolution was adopted.

- 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

This Resolution was adopted.

- 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

This Ordinance was adopted.

- 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

This Motion was approved.

- 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.

This Motion was approved.

## XVI. Regular Agenda

- 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

Manager Jackson presented the Item. Deputy Village Manager Lisa Shelley noted the updated vision, core values and principles, and key projects and initiatives are also included in this document.

Trustee Parakkat proposed keeping the affordability goal as a guardrail until the Village has gone through the process of creating a fiscal policy. Manager Jackson noted the Board adopts financial policies as part of the annual budget process. The 3% levy cap has been historical practice and

articulated in the Board's goals. Staff are putting a plan together to work on the long-term financial plan and are reviewing all other policies to present to the Finance Committee.

Trustee Robinson inquired if the 3% levy is still a goal, which Manager Jackson confirmed. It has been a practice, not a formal policy. She noted it is not in this current Board goals draft.

President Scaman said the Board goals discussions were thinking about the future. The financial policy will increase accountability and transparency. She said she is fine with the Board goals as is. Trustee Wesley agreed.

Trustee Parakkat said it is difficult to decide whether to invest in the community when the policy does not exist. President Scaman said the policy process will be transparent and 3% is the guidance for the Village Manager.

Trustee Straw said he is comfortable adopting the Board goals as is and urged the community to read them. Trustee Parakkat noted the 3% is not arbitrary and the historic average is 2.8%. Trustee Straw said we need to set evidence-based goals for that year, not for the last century.

Trustee Buchanan noted there are many details in this draft that were not discussed. Manager Jackson said some projects are carried over and some are new that staff think will help achieve the Board goals. Trustee Buchanan said she strongly disagrees with OPPD developing and paying for a gun buyback program. Manager Jackson said this initiative will be further developed and brought back for the Board to consider.

Trustee Robinson asked if there are things included in these Board goals that are outside of the approved 2024 budget. Manager Jackson said that would either be a budget amendment or an evaluation in a future budget cycle. They were intended to help staff approximate the interests of the Board and they can be removed from the Board goals if the Board does not want staff to spend any time on them.

Trustee Wesley said he would like to see this as a living document. Manager Jackson confirmed there will be a reporting function.

Trustee Enyia said he agrees with the Board goals as is.

**It was moved by Trustee Straw, seconded by Trustee Enyia, that this Resolution be adopted. The motion was approved. The roll call on the vote was as follows:**

**AYES:** 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Straw, and Village Trustee Wesley

NAYS: 0

ABSENT: 0

- 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**

Jose Leandro: Migrant from Colombia. Arrived in Chicago on October 10. Thanked Oak Park, volunteers, and priests for economic support, receiving us with open arms, and meeting our needs.

Assistant Village Manager/HR Director Kira Tchang presented the Item.

President Scaman inquired if St. Edmunds is able to take new migrants. Director Tchang said their commitment is to the current asylum seekers and not expanding. The community shelter for a four-month period through the winter and end of the school year.

Trustee Parakkat inquired if the Metropolitan Mayors Caucus (MMC) knows the grant is a pass through to another organization. Director Tchang confirmed the program is designed to be a pass through. He asked if the Village will be on the hook if services are not provided. Director Tchang said the grant will reimburse for services provided. If no services are provided, there is no funding. The Village will sign contracts with MMC and any partners we are working with. Village Attorney Paul Stephanides said he will not draft an agreement that would fall back on the Village.

Trustee Buchanan said she supports both of these items.

Trustee Robinson asked if the Village spent the \$150K match from our budget. Director Tchang said the Village is still reconciling November and December and has exhausted the \$400K in grant funding. We also received \$350K from Cook County on a reimbursement basis. Trustee Robinson requested the overall budget tallying be added to the Manager's reports, which Manager Jackson confirmed. She noted there are individuals who need legal services and short-term rental assistance who are not at either of the two Oak Park locations. She said she prefers for Village staff to completely roll off of this effort.

She said she supports the grant but not the extension as written because it allows the Village to enter into contracts that go beyond its expiration. She said she wants to see this end at the end of February. Attorney Stephanides clarified there are no services set up past February 6 and if the order is renewed, any contracts would end by February 29. The grants would be to support any services provided beyond February 29.

Trustee Buchanan noted the \$40K for Village staff support is only 2% of the grant which she thinks is fair for the administration of the services provided. Manager Jackson said the administrative expenses would cover staff time for the reporting requirements and payment processing.

Trustee Straw asked if SMASS might decide to provide some but not all of the funding, which Director Tchang confirmed. He asked about the impact on short-term shelter costs for the Village when families get resettled. Director Tchang said the Village has a daily rate per room at the Carleton Hotel. As families exit, the Village pays a reduced rate until the room can be brought back into service. He asked if the unnamed nonprofit can be flexible with its costs. Director Tchang said that discussion has not yet been had as they are wanting to ensure the funding is available. The shelter would house 80-120 migrants and prioritize women, children, and families. To date, 19 migrants have been resettled from Oak Park.

Representatives of the Community of Congregations Task Force reported that one large family relocated to La Grange and two families relocated locally. 140 additional individuals have signed up to be resettled at an estimated cost of \$900K. \$300K would be covered by this grant and they expect the other \$600K to come from other fundraising efforts and grants. The goal is to resettle for 12 months. They have created a resource guide to connect them to resources and support through the next phase.

Director Tchang clarified that the 161 migrants who are part of the Village's program are eligible for the \$360K in legal services. If they are resettled into other communities, the Village intends to make that payment for them.

YMCA President & CEO Phillip Jimenez recommended the Board also consider including the other migrants in Oak Park. Trustee Straw said he would support that and reallocating some funding for the unnamed nonprofit to the short-term rental assistance program. Director Tchang said the Village should hear back within five days of submitting its application.

Trustee Wesley asked what happens on June 30. Director Tchang said the migrants in the temporary shelter would need to be relocated. He asked who would be responsible for that. Director Tchang responded that the Village would support an effort if need be and would seek direction from the Board. President Jimenez added the plan is to ensure folks can be sustainable as soon as possible. Trustee Wesley said the Village needs to start thinking now about a plan for after June 30.

Trustee Parakkat agreed and said if the grant does not come through, we also need a plan for after February 29. Director Tchang said the Village is

in conversations with the City of Chicago and would coordinate with them to return migrants to the landing zone. Trustee Parakkat said he supports applying for the grant and the \$40K administrative expense.

**It was moved by Trustee Straw, seconded by Trustee Robinson, to extend the meeting past 10:00 P.M. A voice vote was taken and the motion was approved.**

President Scaman thanked Cook County Board of Commissioners President Toni Preckwinkle for coming through with the funding.

**It was moved by Trustee Robinson, seconded by Trustee Enyia, that this Resolution be adopted. The motion was approved. The roll call on the vote was as follows:**

**AYES:** 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Straw, and Village Trustee Wesley

**NAYS:** 0

**ABSENT:** 0

**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**

Attorney Stephanides confirmed Cook County needs to see this action to reimburse the Village for its expenses through February 29.

Trustee Parakkat said he does not consider us to still be in an emergency and using it to access funding sets the wrong precedent. Attorney Stephanides said that is the way Cook County set it up. It is the bridge to get us to February 29 and it allows the Village to quickly respond to the needs heard tonight. Manager Jackson said we are managing an emergency that includes shelter, food, basic assistance, and the many logistics and unknowns of an emergency. Director Tchang added that having a declared emergency in place activates and enhances our eligibility for any funding. The County asks for our emergency declaration which is part of the process. This is common practice for any disaster situation for a community to want to do the best it can to respond and avail itself to any opportunities that may exist. President Scaman confirmed that is the way Cook County operates.

Trustee Straw said the same emergency conditions exist and the 150 migrants would be on the streets if not in our care. There is an ongoing humanitarian crisis and we are providing services. It is a necessary condition to receive reimbursement. He said he is in support.

Trustee Wesley said he is in support. He questioned the wording about not being able to convene a board meeting. The systems we set up help us

immensely in managing that situation effectively but they also reduce our transparency and accountability to the public. We should start normalizing it instead of treating it as exceptional. Manager Jackson said there are unique conditions that constitute an emergency situation to invoke the national standards. The Village has played the role of responding to the emergency and also facilitate the transition to the next stage of resettlement. Trustee Wesley requested the Village institute regular reporting to the public, which Manager Jackson confirmed that is being done on the website the Village created.

Trustee Enyia expressed his appreciation.

Trustee Robinson asked if the emergency declaration is not a condition of getting reimbursed and if the state's declaration would be able to be submitted in lieu of the Oak Park one. Director Tchang said Cook County has requested copies of our emergency declaration all along the way. We are covered under the state's emergency declaration and Cook County would still grant us the funding if our declaration was expired, provided the state's declaration was in place. Trustee Robinson said she is willing to approve it though this has to be an off-boarding effort which she thought was clear the last time it was discussed.

**It was moved by Trustee Enyia, seconded by Trustee Straw, that this Resolution be adopted. The motion was approved. The roll call on the vote was as follows:**

**AYES:** 6 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Robinson, Village Trustee Straw, and Village Trustee Wesley

**NAYS:** 1 - Village Trustee Parakkat

**ABSENT:** 0

## **XVII. Call to Board and Clerk**

Clerk Waters said residents can register to vote with the Clerk's Office by emailing [clerk@oak-park.us](mailto:clerk@oak-park.us) or calling 708-358-5670. Early voting will begin at Village Hall on Monday, March 4.

President Scaman expressed her condolences for the loss of Oak Park Township Assessor and D97 Board Member Galen Gockel.

Trustee Parakkat also expressed his condolences.

## **XVIII. Adjourn**

**It was moved by Trustee Straw, seconded by Trustee Wesley, to Adjourn. A voice vote was taken and the motion was approved. Meeting adjourned at 10:42 P.M., Tuesday, January 23, 2024.**

**Respectfully submitted,  
Deputy Clerk Hansen**