



Village of Oak Park

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

Meeting Agenda President and Board of Trustees

Tuesday, January 19, 2021

5:30 PM

Remote Meeting

A Regular Meeting is being conducted remotely at 5:30 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 read into the record during Non-Agenda public comment or Agenda public comment, as an individual designates. Statements will be provided to the Village Board in their entirety as a single document. Please follow the instructions for submitting a statement provided below. You may also communicate with the Village Board at 708.358.5784 or email board@oak-park.us. Questions regarding public comment can be direct to 708-358.5672 or email clerk@oak-park.us

Instructions for Remote 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. Individuals are asked to email statements to publiccomment@oak-park.us, to be received no later than 30 minutes prior to the start of the meeting. If email is not an option, you can drop comments off in the Oak Park Payment Drop Box across from the entrance to Village Hall, 123 Madison Street, to be received no later than 5 PM the day of the Village Board 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 Remote Agenda Public Comment

Public statements for an agenda item of up to three minutes will be read into the record. Individuals are asked to email statements to publiccomment@oak-park.us, to be received no later than 30 minutes prior to the start of the meeting. If email is not an option, you can drop comments off in the Oak Park Payment Drop Box across from the entrance to Village Hall, 123 Madison Street, to be received no later than 5 PM the day of the Village Board meeting. The Village Board permits a maximum of three 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****V. Non-Agenda Public Comment****[MOT 21-10](#)**

Motion to Approve Minutes from Regular Remote Meeting of December 7, 2020 of the Village Board.

Overview:

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

VI. Village Manager Reports**VII. 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.

VIII. Consent Agenda**A. [RES 21-1](#)**

A Resolution Approving a Funding Grant Agreement between the Village of Oak Park and the Oak Park Area Arts Council in the Amount of \$184,500 for Fiscal Year 2021 and Authorizing Its Execution.

Overview:

The 2021 Funding Grant Agreement between the Village of Oak Park and the Oak Park Area Arts Council (OPAAC) including a scope of services and program goals and measurements is presented for the Village Board's review and approval.

B. [RES 21-3](#)

A Resolution Approving a Funding Grant Agreement between the Village of Oak Park and Visit Oak Park in the Amount of \$155,000 for Fiscal Year 2021 and Authorizing its Execution

Overview:

The Funding Grant Agreement between the Village of Oak Park and Visit Oak Park including a scope of services and program goals and measurements is presented for the Village Board's review and approval.

- C. [RES 21-2](#) **A Resolution Approving a Funding Grant Agreement between the Village of Oak Park and the Oak Park Residence Corporation in the Amount of \$35,000 for Fiscal Year 2021 and Authorizing its Execution**

Overview:

This is the annual agreement adopted by the Village to provide funding for this agency for the small condominium management program. The Oak Park Residence Corporation works with smaller condominium owner association boards to teach them how to effectively manage and operate a condominium building.

- D. [RES 21-4](#) **A Resolution Approving a Funding Grant Agreement between the Village of Oak Park and the Oak Park Housing Authority in the Amount of \$35,000 for Fiscal Year 2021 and Authorizing its Execution**

Overview:

This is an annual agreement adopted by the Village to provide funding for this agency to cover the shortfall of funding from the U.S. Department of Housing and Urban Development to administer the Housing Choice Voucher Program.

- E. [RES 21-15](#) **Resolutions Retroactively Authorizing the Use of Motor Fuel Tax Funds in the Aggregate Amount of \$3,091,828.68 for Eligible Local Street Improvements in the Village of Oak Park for Fiscal Years 2007, 2009, 2010, 2011, and 2013**

Overview:

Per an internal review by the Bureau of Local Roads and Streets division of the Illinois Department of Transportation (IDOT), certain public works forestry expenditures submitted by the Village for the use of MFT Funds dating back to calendar year 2007 have been determined as ineligible. Staff was unaware that only certain emergency forestry related projects are eligible and not routine forestry maintenance. As such, the IDOT has been working with Village to find adequate substitutes for previously incurred expenses which can be retroactively submitted to offset the ineligible expenditures.

- F. [RES 21-16](#) **A Resolution Approving a Customer Work Agreement with Commonwealth Edison Company for Constructing the Relocation of Electrical Distribution Facilities for the Vacation of South Euclid Avenue for the Senior Living Center Development at 703 Madison Street in an Amount Not to Exceed \$431,642.70 and Authorizing its Execution**

Overview:

There are existing ComEd facilities located in the public right-of-way on Euclid Avenue south of Madison Street that must be relocated in order to proceed with the Senior Living Center at 703 Madison Street. Costs for relocating public electrical facilities are paid by the Village per the Redevelopment Agreement and according to the Franchise Agreement with ComEd. Design work has been completed and this agreement authorizes ComEd to start their construction work for relocating their facilities.

- G. [RES 21-18](#) 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 2021**
- 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.
- H. [RES 21-19](#) A Resolution Approving Expenditures For Annual Support Services with Bellefeuil, Szur & Associates in an Amount Not to Exceed \$58,000 for Fiscal Year 2020 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.
- I. [RES 21-20](#) A Resolution Approving Expenditures For Credit/Debit Card Merchant Processing Services With Heartland Payment Systems in an Amount Not to Exceed \$100,000 for Fiscal Year 2021 Pursuant to the Pricing Document 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 card being used (Visa, MasterCard, Discover) as well as specific benefits offered by the card issuer (i.e. rebate points).
- J. [RES 21-21](#) 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 2021 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.
- K. [RES 21-25](#) A Resolution Approving Expenditures for Annual License, Usage, and Support Fees for Workforce Ready Software with Kronos Incorporated in an Amount Not to Exceed \$32,400 for Fiscal Year 2021 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 number of current licenses. This is invoiced on a monthly basis and averages approximately \$2,700 per month which includes Kronos Workforce Ready HR and Timekeeping.

- L. [RES 21-26](#) A Resolution Approving Expenditures for Office Supplies With Warehouse Direct, Inc. in an Amount Not to Exceed \$56,000 for Fiscal Year 2021 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 determined to be in the best interest of the Village.
- M. [RES 21-27](#) 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 2021 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, Passport passes through fees related to printing and postage for fines.
- N. [RES 21-28](#) A Resolution Approving Expenditures For Monthly Bank Fees with Huntington National Bank in an Amount Not to Exceed \$35,000 for Fiscal Year 2021 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.
- O. [RES 21-34](#) A Resolution Approving the Renewal of the Professional Services Agreement with Industrial/Organizational Solutions, Inc. for Firefighter and Police Department Testing Services in an Amount Not to Exceed \$45,895 and Authorizing its Execution**
- Overview:** In support of Article 28 of Chapter 2 of the Village Code, the Village uses an independent service provider who specializes in public safety recruitment to conduct standardized testing to assist the Village in the establishment of entry level police and fire eligibility lists for filling sworn vacancies as well promotional eligibility lists.

- P. [RES 21-43](#) **A Resolution Declaring an Emergency Affecting the Public Health through June 15, 2021 Due to the Outbreak of COVID-19 Disease in the State of Illinois**
- Overview: The Village Board is being asked to approve a new declaration of an emergency affecting the public health through February 16, 2021 due to the outbreak of the COVID-19 disease in the State of Illinois as previously declared by Resolutions 20-120, 20-124, 20-128, 20-184 and 20-232. This is a necessary procedural step under state law and the Village Code to respond to the allocation of vaccine to the Oak Park Public Health Department and the extensive program being undertaken to administer vaccine to eligible residents and essential workers as identified by the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC) related to the novel coronavirus disease, COVID-19.
- Q. [ORD 21-8](#) **An Ordinance Amending Chapter 20 (“Public Health”), Article 1 (“Oak Park Department of Public Health”), Section 20-1-6 (“Authority and duties of the Director”) of the Oak Park Village Code to Permit the Public Health Director to Make Reasonable Rules, Regulations and Orders Due to the Outbreak of COVID-19 Disease**
- Overview: On October 19, 2020, the Village Board adopted Ordinance 20-094 to provide ongoing COVID-19 public health response authority to the Public Health Director through February 16, 2021. Due to the continued outbreak of the COVID-19 disease in the State of Illinois and Oak Park staff recommends extending that authority through June 15, 2021. This will allow the Oak Park Public Health Director to continue to take the necessary steps to respond to the pandemic and adapt services, and allocate and administer vaccination campaigns.
- R. [MOT 21-3](#) **A Motion to Approve the December 2020 Monthly Treasurer’s Report for All Funds**
- Overview: The unaudited December 31, 2020 report is hereby presented pursuant to 65 ILCS 5/3.1-35-45 summarizing the Village’s cash and investment balances.
- S. [MOT 21-2](#) **A Motion to Approve the Bills in the Amount of \$6,039,609.16 from November 25, 2020 through January 8, 2021**
- Overview: Attached is the regular list of bills paid through the Village’s accounts payable (AP) system for the period beginning November 25, 2020 through January 8, 2021. In addition, attached is the payroll summary for December 2020.

IX. Regular Agenda

- T. [MOT 21-4](#) **A Motion to Direct Staff to Bid the 2021 Green Alley Improvement Project and Prepare the Necessary Budget Amendments to Use Sustainability Funds to Fund the Construction and Construction Engineering Costs for the Project**

Overview:

In 2019 the Village entered into an IGA with the Metropolitan Water Reclamation District (MWRD) for constructing green alleys and received a grant of \$475,000 from MWRD for the construction. In May of 2020 the Village requested deferring the project until 2021 due to loss of revenue associated with the COVID pandemic. The adopted FY2021 Budget does not include funds for constructing the green alley project again due to loss of revenues associated with COVID. MWRD is requesting the Village move forward with the project. Staff is recommending constructing the project in 2021 and using sustainability funds to fund the Village's share of construction and construction management of the green alley project to replace deteriorated alleys and not risk losing the grant funds.

- U. [ORD 21-7](#) **An Ordinance Authorizing the Submission of an Advisory Referendum Question Regarding Whether the Village of Oak Park Shall Defund its Police Department to Be Submitted to the Voters of the Village of Oak Park at the April 6, 2021 Consolidated Election**

X. Call to Board and Clerk

XI. Adjourn