



Village of Oak Park

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

Meeting Agenda President and Board of Trustees

Monday, March 20, 2023

7:00 PM

Village Hall

Regular Meeting at 7:00 p.m., in Council Chambers

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

Non-agenda public comment is a time set aside at the beginning of a Village Board meeting for persons to make public comments about an issue or concern which is not on the meeting agenda. It is not intended to be a dialogue with the Board. Send a request to state your comments by 5:00 p.m. the day of the Village Board meeting to publiccomment@oak-park.us 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. Non-agenda public comment will be limited to 30 minutes with a limit of three minutes per comment. 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 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. Agenda Approval

IV. Minutes

- A. [ID 23-165](#) **Motion to Approve Minutes from Special Meeting of February 27, 2023, Regular Meeting of March 6, 2023 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. Proclamation

- B. [MOT 23-27](#) **A Motion to Approve a Proclamation for Proclaiming April 10-14, 2023 as CDBG National Community Development Week.**

Overview:

This is a motion to approve Village President Scaman proclaiming April 10-14, 2023 as CDBG Week.

- C. [MOT 23-28](#) **A Motion to Approve a Proclamation for Proclaiming April 11, 2023 as Dr. Percy Julian Day.**

Overview:

This is a motion to approve Village President Scaman proclaiming April 11, 2023 as Dr. Percy Julian Day.

VII. Village Manager Reports

- D. [ID 23-168](#) **Official Oath of Village Officer: Environmental Services Manager - Erica Helms**

Overview:

Pursuant to Village Code 2-1-1: Oath and Bond of Officers Generally; Filed with the Clerk: Erica Helms, in her position as the Environmental Services Manager for the Village of Oak Park, is being administered the Official Oath of Village Officer.

VIII. Village Board Committees & Trustee 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.

IX. 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 23-164](#) **Board & Commission Vacancy Report for March 20, 2023.**

X. 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 23-166](#) **Motion to Consent to the Village President’s Appointment of:**
Community Development Citizens Advisory Committee - Anne France, Appoint as Member
Community Development Citizens Advisory Committee - Urmi Sengupta, Appoint as Member
Community Development Citizens Advisory Committee - Karen Schneller, Appoint as Member
Farmers’ Market Commission - Macaire Ament, Appoint as Member
Historic Preservation Commission - Amy Peterson, Appoint as Member
Historic Preservation Commission - Mark Weiner, Appoint as Member
Plan Commission - Michael Sturino, Appoint as Member
Plan Commission - Miriam Tamayo, Appoint as Member
Zoning Board of Appeals - Steve Ruszczyk, Term Extension

XI. Second Reading

- G. [ORD 23-22](#) **Second Reading and Adoption of an Ordinance Amending Chapter 15 (“Motor Vehicles and Traffic”), Article 3 (“Parking Meters, Parking Permits, and Municipal Attendant Parking Lots”), Section 15-3-18 (“Parking Rates; Parking Meters, Pay By Space Machines, Village Operated Parking Structures, Permit, Extended Pass, Valet and Daytime On Street Permit Parking”) of the Oak Park Village Code to Establish a Reduced Parking Permit Fee Program**
- Overview: Pursuant to the Village Board’s goal of community affordability, this Ordinance establishes a reduced parking permit fee program, as discussed by the Village Board during its comprehensive review of the parking system throughout 2022. If approved, this program would be effective with the next renewal cycle for lot and garage parking permits, beginning on April 1, 2023.

XII. Consent Agenda

- H. [ORD 23-12](#) **An Ordinance Amending the Fiscal Year 2023 Annual Budget**
- Overview: An ordinance is hereby presented to modify selected appropriations in the FY23 Adopted Budget. On a continual basis, staff evaluates both revenues and expenditures. However, in most cases only expenditure overages to budget require an amendment.
- The Q1 budget amendment typically includes several carryover requests for appropriated amounts not spent in the prior year. This is especially true of larger public works projects where the work can often span over multiple years. In addition, some requests are for new funding, usually due to re-evaluating costs.

- I. [ORD 23-21](#) **An Ordinance Authorizing the Sale of Surplus Vehicles and Equipment Owned by the Village of Oak Park**
- Overview:** Various departments have vehicles, and equipment that can be disposed of as they are no longer useful to the Village. The vehicles and equipment will be sold at auction, traded in, consigned, or disposed of as scrap.
- J. [ORD 23-23](#) **An Ordinance Amending Chapter 15 (“Motor Vehicles and Traffic”), Article 1 (“In General”), Section 15-1-27 (“Parking Pilot Program”) and Article 4 (“Vehicle Licenses”) of the Oak Park Village Code to Codify the Expansion of Components of the Village’s 2019 Parking Pilot Program as Directed by the Village Board on February 27, 2023**
- Overview:** The proposed Ordinance codifies the expansion of various policies, as tested in the Village’s Parking Pilot Program and recommended by the Village’s Transportation Commission. The Village Board directed staff to prepare this Ordinance at its February 27, 2023, Special Study Session.
- K. [MOT 23-12](#) **A Motion to Approve the Unaudited Year-to-Date Quarterly Financial Report as of December 31, 2022**
- Overview:** On a quarterly basis, the Finance Department prepares and provides a quarterly financial update for village management and elected officials which assess year-to-date revenues and expenditures. All the numbers and information presented in the quarterly update are unaudited and subject to change.
- L. [MOT 23-13](#) **A Motion to Approve the Bills in the Amount of \$7,107,628.24 from January 13, 2023 through February 17, 2023.**
- Overview:** Attached is the regular list of bills paid through the Village’s accounts payable system for the period beginning January 13, 2023, through February 17, 2023. Also attached is the January 2023 payroll summary report.
- M. [MOT 23-14](#) **A Motion to Approve the February 2023 Monthly Treasurer’s Report for All Funds**
- Overview:** The unaudited February 28, 2023 report is hereby presented pursuant to 65 ILCS 5/3.1-35-45 summarizing the Village’s cash and investment balances.
- N. [RES 23-52](#) **A Resolution Approving a Three-Year Lease and Maintenance Agreement with Canon Solutions America for Copier Equipment at a Cumulative Three-Year Not to Exceed Cost of \$102,000 and Authorizing Execution of the Agreement**
- Overview:** The Village’s existing three-year lease agreement with Xerox Financial Services (XFS) and corresponding maintenance agreement with COTG is scheduled to expire the last week of May 2023. All seventeen copiers under this lease in our possession must be returned to XFS on or soon after this date.

- O. [RES 23-106](#) A Resolution Approving an Amendment to the Program Year (PY) 2022 Community Development Block Grant (CDBG) Funds Action Plan**
- Overview:** The Village of Oak Park (the “Village”) is amending its Program Year (PY) 2022 Action Plan, following HUD’s substantial amendment requirements and the Village’s Citizen Participation Plan to increase funding to PY 2022 projects. The Village’s Community Development Block Grant (CDBG) allocation for PY 2022 will now be a total of \$2,850,773.70.
- P. [RES 23-109](#) A Resolution Approving the Renewal of the Annual Software License and Support and Maintenance Agreement dated December 15, 2014, with CityView, a Division of N.Harris Computer Corporation, for the Village’s Permitting, Licensing, and Inspection Services in an Amount Not to Exceed \$196,509.44 and Authorizing its Execution**
- Overview:** The Village launched the CityView Permitting, Licensing, and Inspection software solution known locally as ‘VillageView’ on May 9, 2016. The Village enters into an Annual Maintenance Agreement with CityView to receive regular software updates and technical support services.
- Q. [RES 23-111](#) A Resolution Approving an Amendment to the Program Year (PY) 2020 Annual Plan for Community Development Block Grants (CDBG) By Adding Returned Funds to the Public Works Department Capital Budget**
- Overview:** The Village of Oak Park (the “Village”) will allocate an additional \$87,451 in CDBG returned funds, to the following CDBG infrastructure projects by the Public Works Department to be completed PY 2022 October 1, 2022 - September 30, 2023. 1) \$78,166 for resurfacing, street lighting, and landscaping on Census Tract 8123.01 Block 2 and 2) \$9,285 for alley improvements on Census Tract 8123 Block 1 and 8125. The additional funds being reallocated is due to the bids selected to complete these projects were over budget.
- R. [RES 23-112](#) A Resolution Approving a Task Order for Professional Architectural and Engineering Services with Studio GC, Inc. for the Main Fire Station Bunk Room Renovations and AC Unit Replacement Project and the North Fire Station Emergency Egress Project in an Amount Not To Exceed \$36,225.00 and Authorizing its Execution**
- Overview:** The Building Maintenance Division requested a proposal from Studio GC to provide design engineering for the Main Fire Station Bunk Room Renovations Project and the North Fire Station Emergency Egress Project. Studio GC has previously designed the south fire station bunk room renovations project and they performed very well during that project and they are most qualified to perform these services.

S. [RES 23-113](#) **Resolutions Approving Temporary License Agreements with Five (5) Oak Park Businesses to Allow the Use of On-Street Parking Spaces for Outdoor Dining for the 2023 Season Through October 31, 2023, and Authorizing their Execution**

Overview:

The Village Board has approved the ability of Oak Park businesses to utilize on-street public parking spaces for outdoor dining in 2020, 2021, and 2022. Again, this year, qualified businesses have been given this opportunity from May 1st through October 31st. Five different businesses have indicated a desire to utilize a combined total of eight (8) public parking spaces for outdoor, on-street dining in 2023. These businesses have submitted applications and signed temporary license agreements that, if approved, will allow the Village to install cement barricades by May for the start of the 2023 outdoor on-street dining program.

T. [RES 23-114](#) **Resolutions Awarding Funding Grant Agreements for Affordable Housing Projects Totaling \$1,484,000 from the Housing Trust Fund and Authorizing Execution of the Agreements**

1. **Housing Forward - \$658,082**
2. **Housing Forward - \$251,341**
3. **Oak Park Residence Corporation - \$450,000**
4. **West Cook YMCA - \$125,000**

Overview:

The Village solicited requests for proposals for affordable housing projects using funds from the Housing Trust Fund. Five applications were submitted and reviewed by the Housing Programs Advisory Committee (HPAC) who recommended all five for Board approval. These proposals were presented to the Village Board at a study session with staff recommending to fund four of the five applications.

- U. [RES 23-115](#) **A Resolution Approving the Purchase of Five 2023 Ford Utility Hybrid Police Interceptor Vehicles with Police Package from Currie Motors of Frankfort, Illinois in an Amount Not to Exceed \$229,460.00 Waiving the Village's Bid Process for the Purchase**

Overview:

The fiscal year 2023 Fleet Replacement Fund includes the replacement of six marked frontline Police vehicles. These vehicles are planned to be replaced with six 2023 Ford Utility Hybrid Police Interceptor vehicles with the Police Package. In 2022 six marked frontline Police vehicles were scheduled to be purchased through the Suburban Purchasing Cooperative (SPC) through Currie Motors of Frankfort, Illinois, but were canceled by the manufacturer. The order was immediately resubmitted for 2023 units to receive the best chance of having our order fulfilled. Five of the six have been manufactured and the production outlook for the sixth one is unknown at this time.

On February 24, 2023, the Village Manager authorized the purchase of these vehicles pursuant to Section 2-6-10 of the Oak Park Village Code which allows for purchases "without formal advertising with the approval of the Village Manager, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees."

- V. [RES 23-116](#) **A Resolution Approving a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. for Permit Plan Review and Inspection Services in an Amount Not to Exceed \$165,000 and Authorizing its Execution**

Overview:

The Engineering Division requested proposals for permit plan review and inspection services for the Public Works Department. The Village received four proposals. The proposal from Christopher B. Burke best fits the needs of the Village for this project. Staff is recommending approving the contract at the available budget amount of \$165,000.

- W. [RES 23-117](#) **A Resolution Approving a Contract with Triggs Construction, Inc. for Project 23-4, Alley Improvements, in an Amount Not to Exceed \$2,336,309 and Authorizing its Execution**

Overview:

Competitive bids were opened on March 2, 2023, for the 2023 Alley Improvements Project. Five contractors picked up bid documents and two bids were received. The low responsible bid was submitted by Triggs Construction, Inc. in an amount of \$2,336,308.35. The project is over the available budgeted amount by \$34,285 and staff recommends increasing the CDBG funds for the project by this amount in order to construct all the thirteen alleys included in the project.

- X. [RES 23-118](#) A Resolution Approving a Task Order for Professional Engineering Services with Edwin Hancock Engineering Co. for Design and Construction of Alley Improvements in 2023 in an Amount Not to Exceed \$281,312 and Authorizing its Execution**
- Overview:** The Engineering Division requested a proposal from Edwin Hancock Engineering Co. to provide design and construction engineering for the 2023 Alley Improvement Project and to provide design engineering services for the future 2024 alley improvement project. Edwin Hancock previously managed alley projects for the Village, completed designs of alley projects in the Village, and is most qualified to perform these services. Design work for the 2024 alley project would be done in 2023 so that the project can be bid on later this year.
- Y. [RES 23-121](#) A Resolution Approving an Intergovernmental Maintenance and Easement Agreement by and between the Village of Oak Park and the Park District of Oak Park for the Park District's Community Recreation Center at 229 Madison Street and Authorizing its Execution**
- Overview:** The Park District of Oak Park (PDOP) is nearing completion of its Community Recreation Center located at 229 Madison Street. As part of the construction of this building, the PDOP installed various elements in the public right of way including utilities, a bioswale, and non-standard materials for bricks and furniture. The PDOP also owns the east half of the east-west alleyway behind the site. The agreement defines ownership and maintenance responsibilities for these various items associated with the new recreation center.
- Z. [RES 23-126](#) A Resolution Authorizing the Purchase of One 2023 John Deere 444 P 4WD Loader from West Side Tractor Sales Co. of Lisle, Illinois through the Sourcewell Joint Purchasing Program in an Amount Not to Exceed \$172,904.24 and Waiving the Village's Bid Process for the Purchase**
- Overview:** The Fiscal Year 2023 Water and Sewer Vehicle Replacement Fund includes the replacement of one (1) 2005 John Deere 544 J Loader to be replaced with one (1) 2023 John Deere 444 P 4WD Loader. This purchase will be made through the Sourcewell Joint Purchasing Program, an opportunity for governments to leverage and pool resources for better pricing.
- AA. [RES 23-128](#) A Resolution Authorizing the Submission of a Cook County Electric Vehicle Charging Station Grant Program Application**
- Overview:** Cook County recently announced a four-year, \$5.5 million initiative to install up to 75 dual port public EV charging stations throughout suburban Cook County. The County is currently accepting suggestions via an interest form from municipalities, organizations, and businesses to install these stations throughout 2023-2024 after a robust community engagement process.

AB. [RES 23-129](#) A Resolution Authorizing the Release of Certain Executive Session Minutes**Overview:**

The Village Board is required to pursuant to Section 2.06(d) of the Illinois Open Meetings Act (the "Act"), 5 ILCS 120/2.06(d), to conduct a semi-annual review of its executive session minutes and determine whether to release minutes.

AC. [RES 23-130](#) A Resolution authorizing the submission of a Public Health COVID-19 Vaccination Grant Application with the Illinois Department of Public Health With an Anticipated Funding Amount of \$160,892 from October 1, 2022 through December 30, 2023 and Approval of a Subsequent Agreement for the Grant and Authorizing its Execution**Overview:**

The Health Department seeks approval for an Illinois Department of Public Health vaccination grant that will support efforts to provide influenza, MPV (monkeypox virus), COVID-19 and other recommended vaccines to communities facing health disparities and vulnerable populations. Activities supported by this grant would include pop-up vaccination opportunities and community vaccination education and outreach

XIII. Regular Agenda**AD. [MOT 23-20](#) A Motion to Concur with the Transportation Commission's Recommended Processes and Elements to be Included in a Vision Zero Plan****Overview:**

The Transportation Commission's (TC) 2022 work plan included an item to make a recommendation for the processes and elements to be included in a Vision Zero (VZ) plan. In addition to all of the typical items included in a traditional VZ plan, the TC recommended including four specific elements in the VZ plan's development. Staff supports the recommendations from the TC with the exception of the TC's recommendation for the role of enforcement in the future VZ plan. Staff recommends enforcement be a key component and tool of the future VZ plan due to complaints regarding lack of driver compliance with existing traffic laws and pedestrian enhancements. The TC supports enforcement being used only to supplement recommendations of a VZ plan.

XIV. Call to Board and Clerk**XV. Adjourn**