



Village of Oak Park

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

Meeting Agenda President and Board of Trustees

Tuesday, October 4, 2016

6:30 PM

Village Hall

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

The President and Board of Trustees welcome you. Statements may be made by citizens at the beginning of the meeting, as well as when agenda items are reviewed. If you wish to make a statement, please complete the "Instructions 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 and address 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 each regular meeting for citizens to make statements about an issue or concern that is not on that meeting's agenda. It is not intended for a dialogue with the board. You may also communicate with the board at 708.358.5784 or e-mail board@oak-park.us. Non-agenda public comment will be limited to 30 minutes with a limit of three minutes per person. If comment requests exceed 30 minutes, public comment will resume after the items listed under the regular agenda are complete.

Instructions for Agenda Public Comment

Comments are three minutes per person per agenda item with a maximum of three agenda items to which you can speak. In addition, the Village Board permits a maximum of three persons to 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, Purchase or Lease of Property and Setting the Price for the Sale of Property

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 16-115](#) **Motion to Approve Minutes for September 19, 2016 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. [ID 16-296](#) **Motion to Approve Proclamation for Housing Forward 25th Anniversary**

Overview: This is a motion to approve Village President Abu-Taleb proclaiming October 4, 2016 for Housing Forward 25th Anniversary.

XI. Village Manager Reports

- C. [ID 16-297](#) **Review of the Village Board Meeting Calendars for October, November and December 2016**

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

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.

- D. [ID 16-295](#) **Board and Commission Vacancy Report for October 4, 2016.**

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.

- E. [MOT 16-116](#) **Motion to consent to the Village President's Appointment of:**
Community Development Citizens Advisory Committee - Phyllis Logan, Reappointment as Member
Fire and Police Commission - John Hedges, Reappoint as Member
Fire and Police Commission - Masaru Takiguchi, Reappoint as Chair
Historic Preservation Commission - Christopher Payne, Appoint as Chair

XV. Consent Agenda

- F. [RES 16-308](#) **A Resolution Approving and Adopting a New Village of Oak Park Purchasing Policy**

Overview:

This is an update to the Village's purchasing, MWBE, and employee travel/expense reimbursement policies. Since these three policies are all interrelated, staff consolidated these policies into an updated and consolidated purchasing policy.

- G. [RES 16-310](#) **A Resolution Approving a First Amendment to the Master Agreement with KONE, Inc. for Elevator Maintenance, Repair and Elevator Upgrade Services to a Revised Amount not to exceed \$115,000.00 and Authorizing its Execution**

Overview:

This item involves an amendment to the existing agreement between KONE, Inc. and the Village for maintenance and repair services of all Village maintained elevators. The amendment includes 1) a revised total contract amount based on allowable annual cost increases, 2) annual repairs not included in the maintenance agreement and 3) additional required modifications and intended upgrades on the Village Hall elevator.

- H. [RES 16-312](#) **A Resolution Approving the Assignment of the Independent Contractor Agreement for 2016 Parkway Tree Removal to Davis Tree Care and Landscape, Inc. from Sterling Tree Solutions, LLC and Authorizing its Execution.**

Overview:

The 2016 Parkway Tree Removal Program was renewed to Sterling Tree Care, LLC of Phoenix, IL through the first of two potential renewals. Davis Tree Care and Landscape, Inc. a subsidiary of Sterling Tree Solutions LLC, requested the agreement be transferred to Davis Tree Care and Landscape, Inc.

- I. [RES 16-314](#) **A Resolution Authorizing the Rejection of all Bids for the Washington and Wisconsin Traffic Signal Project**

Overview:

The Engineering Division opened bids on July 14, 2016 for the Washington and Wisconsin Traffic Signal Improvement Project. Four bids were received. The low bid was submitted by H&H Electric Company in an amount of \$302,725.20 which is more than the \$150,000 included in the FY2016 Budget for this project. Staff recommends rejecting the bids since the project exceeds the budget amount and including funds for this project in a future year's budget.

- J. [RES 16-317](#) **A Resolution Approving an Independent Contractor Agreement for a Three Year Software Maintenance Agreement with Traffic Control Corporation for Econolite Centrac's Traffic Signal Management Software in an amount not to exceed \$28,410 and Authorizing its Execution**

Overview:

The Village currently has an annual software maintenance agreement with Traffic Control Corporation for software upgrades and support for the Centrac's Traffic Signal Management System. The term of the current annual maintenance agreement is nearing completion and the Engineering Division requested a quotation for renewing the current annual agreement or extending the term to a 3-year agreement. By extending the term of the agreement to 3-years the Village will save \$4,110 over the current annual agreement.

- K. [RES 16-318](#) **A Resolution Approving a Contract with Cerniglia, Co. for Project 16-29, Watermain Valve Replacements, in an Amount not to Exceed \$99,000.00 and Authorizing its Execution**

Overview:

The Engineering Division opened bids on September 15, 2016 for the Watermain Valve Replacement Project. Four bids were received with the lowest responsible bid being submitted by Cerniglia Co. in an amount of \$99,000.00.

- L. [MOT 16-110](#) **Motion to Approve the Bills in the Amount of \$2,768,033.53 from September 2, 2016 through September 30, 2016**

Overview:

Attached is the regular list of bills as paid through the Village's accounts payable (AP) system for the period beginning September 2, 2016 through September 30, 2016. This is the most current list available.

- M. [ORD 16-115](#) **An Ordinance Declaring Surplus Revenue in the Village of Oak Park Downtown Tax Increment Finance District Special Tax Allocation Fund for the 2014 Tax Year and Authorizing the Payment of that Surplus Revenue to the Cook County Treasurer for Distribution to Affected Tax Districts on a Pro-Rate Basis**

Overview:

Pursuant to the amended 2011 Settlement Agreement, a surplus distribution of \$1,171,454.69 is required for tax year 2014 Downtown TIF collections. In addition to the annual debt service and SSA#1 deductions permitted under the agreement, this distribution is also net of an additional \$3,000,000 deduction by the Village as approved by parties under the IGA for tax year 2014. This amount has been reviewed and agreed upon by the Village, D200 and D97.

- N. [ORD 16-116](#) **An Ordinance Declaring Surplus Revenue in the Village of Oak Park Downtown Tax Increment Finance District Special Tax Allocation Fund for the 2015 Tax Year and Authorizing the Payment of that Surplus Revenue to the Cook County Treasurer for Distribution to Affected Tax Districts on a Pro-Rate Basis**

Overview:

Pursuant to the amended 2011 Settlement Agreement, a surplus distribution of \$5,896,546.17 is required for year-to-date tax year 2015 Downtown TIF collections. This distribution is net of the annual debt service and SSA#1 reductions by the Village under the agreement. This amount has been reviewed and agreed upon by the Village, D200 and D97.

- O. [RES 16-319](#) **A Resolution Approving a Professional Services Agreement with V3 Companies of Illinois, Ltd., for Professional Surveying Services for the Oak Park Avenue Streetscape Project and Local Street Improvement Projects in an Amount not to Exceed \$67,847 and Authorizing its Execution**

Overview:

The Engineering Division requested proposals for topographic and utility surveying for the 2017 capital improvement program. Request for Proposal documents were sent to seven firms and the Village received seven proposals. The proposal from V3 Companies of Illinois, Ltd., best fit the Village's needs.

American Survey & Engineering, PC. submitted the lowest proposal of \$48,272.48, which utilized a newer survey technology, which is not accepted industry-wide yet for this type of surveying. The Engineering Division needs more information on the accuracy of this upcoming technology, and will consider it next year.

- P. [RES 16-320](#) **A Resolution Authorizing Village of Oak Park General Obligation Proceeds With an October 2016 Issuance Date to Reimburse Previously Budgeted and Paid 2016 Capital Improvement Expenditures**

Overview:

The FY16 budget includes \$10,400,000 in bond proceed revenue necessary to fund budgeted CIP expenditures. Since certain 2016 capital improvement expenditures have already been incurred, it is necessary to adopt a Resolution authorizing that the issuance of bonds for the 2016 CIP may be applied toward eligible CIP expenditures previously incurred during the year. This does not affect the amount of the bond issuance and based on current year projections, staff has estimated that a total of \$10,300,000, including \$300,000 for bond issuance fees, is necessary to pay for this calendar year's CIP projects. This is slightly less than the \$10,400,000 budgeted.

- Q. [RES 16-321](#) A Resolution Approving a First Amendment to the Services Agreement Between the Village of Oak Park and Passport Parking, Inc. in an Amount not to Exceed \$105,000 for Upgrades to the Online Overnight Parking Pass System and Authorizing its Execution**

Overview:

This resolution will allow Passport Parking to complete upgrades to the current online overnight parking pass system that will include a new automated phoneline as well as integrating the online overnight pass system in the current Passport App. These upgrades will allow an individual to use the internet, smartphone, web-browser or automated voice-call to procure an overnight parking pass and integrate other Village temporary passes into one system.

- R. [RES 16-322](#) A Resolution Waiving the Village's Formal Request for Proposal Process and Approving a Professional Services Agreement with The Lakota Group, Inc., for Phase 1 Professional Landscape Architecture and Planning Services for the Lake Street Streetscape Project in an Amount not to Exceed \$99,000 and Authorizing its Execution**

Overview:

The Engineering Division requested a proposal from The Lakota Group to complete the Phase 1 conceptual plan and landscape design of the Lake Street Streetscape project. The Lakota Group has been involved in the conceptual design and planning of the Lake Street streetscape project since 2012 and can best complete the conceptual design for landscaping elements for the Village.

- S. [RES 16-324](#) A Resolution Approving a First Amendment to the Parking Facility Management Agreement Between the Village of Oak Park, WDF-3 Wood Oak Park Owner, LLC and SP Plus Corporation and Authorizing its Execution**

Overview:

The Village is in the process of finalizing the Vantage Development at the corner of Lake Street and Forest Avenue. To complete the financial transactions for the public parking garage portion of the project the Village and WDF-3 Wood Oak Park, LLC need to amend the agreement with SP Plus Corporation to Operate the Parking Garage.

- T. RES 16-325 A Resolution Approving the 2017 Employee Health Benefit Plan Documents, Design and Premiums and Authorizing their Implementation and Execution**

Overview:

This is an annual agenda item in which the Board is asked to approve the 2017 Employee Health Benefit Plan authorizing the Village Manager to execute insurance provider plan documents and establish the design of the health benefit plan and corresponding premiums.

- U. [RES 16-326](#) **A Resolution Approving a Contractor Services Agreement with Accounting Principals, Inc., D/B/A Ajilon Professional Staffing and Parker + Lynch Consulting in an Amount not to Exceed \$70,000 and Authorizing its Execution**

Overview:

The Village has relied on the use of temporary employees for day to day operations during recruitment processes for open positions and to provide coverage for customer service positions during peak cycles such as quarterly parking permit sales and vehicle sticker renewal. Due to several recent vacancies caused by general turnover and promotions in the Parking Services and Finance Departments, the need for temporary services has increased within the last several months.

- V. [RES 16-328](#) **A Resolution Approving a Parking Lot Temporary License Agreement with Josie Pierce for a One Day Community Block Party and Authorizing its Execution.**

Overview:

This is a Parking Lot License Agreement that would authorize Josie Pierce to use Lot 116 at the corner of Madison Street and Oak Park Avenue for a one day Community Block Party on October 29, 2016.

- W. [RES 16-329](#) **A Resolution Approving a Contractor Services Agreement with U.S. Healthworks Medical Group of Illinois, P.C. and Authorizing its Execution**

Overview:

On July 13, 2016 Loyola Occupational Health Services (Loyola) informed the Village that they would no longer provide occupational health services as the hospital system was closing this book of business. On August 1, 2016 the Human Resources Department posted a Request for Proposals (RFP) for Occupational Health. The RFP had one response: U.S. Healthworks Medical Group of Illinois, P.C. ("U.S. Healthworks").

- X. [MOT 16-113](#) **Motion to Receive an Action Report from the Oak Park Homelessness Coalition (OPHC) to End Homelessness in Oak Park.**

Overview:

The Oak Park Homelessness Coalition, of which the Village is a member, has completed an action plan to end homelessness in Oak Park. The Village used unused Community Development Block Grant (CDBG) Administration funds from a previous year to fund this plan, which was written by the Social IMPACT Research Center at Heartland Alliance for Human Needs & Human Rights (IMPACT). This action item is to only receive the report.

- Y. [MOT 16-114](#) **A Motion to Approve the Monthly Treasurer's Reports for All Funds**

Overview:

The unaudited August 31, 2016 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 finances.

XVI. Regular Agenda

Z. [ID 16-242](#) **Update on the IT Strategic Plan from the Civic Information Systems Commission and Staff**

Overview:

This is the annual report to the Village Board on the status of the Village's IT Strategic Plan.

AA. [ID 16-293](#) **Review the Recommended Five Year Capital Improvement Plan (2017-2021) and Direct Staff to Prepare the Necessary Actions for Approval of the Plan in October 2016.**

Overview:

Staff is transmitting the recommended five-year Capital Improvement Plan (CIP) to the Village Board for review and consideration at a future meeting. The Finance Committee held two meetings - August 29 and September 12, 2016, to review the document with the Village Manager, CFO and Department Directors. In addition, the CIP document was presented for a first reading at the September 19, 2016 Village Board meeting. It is the consensus of the Finance Committee that additional discussion is needed related to the Fiber Optic Project.

AB. [MOT 16-112](#) **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 Berkshire Street and Grove Avenue 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 Berkshire Street and Grove Avenue. The Village conducted crash analysis and traffic studies for the intersection. The Transportation Commission voted four to one to recommend upgrading to all-way STOP signs at the intersection of Berkshire Street and Grove Avenue at its August 22, 2016 meeting. Staff is not in agreement with this recommendation.

XVII. Call to Board and Clerk

XVIII. Adjourn