



# Village of Oak Park

123 Madison Street  
Oak Park, Illinois 60302  
[www.oak-park.us](http://www.oak-park.us)

## Meeting Agenda President and Board of Trustees

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Monday, January 28, 2019

7:30 PM

Village Hall

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### Special Meeting at 7:30 p.m., 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](mailto: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. Agenda Approval

### IV. Minutes

#### A. [MOT 19-18](#)

**Motion to Approve Minutes from the November 29, 2018 Tri-Board Meeting, December 10, 2018 Special Meeting and January 14, 2019 Special Meeting 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. Village Manager Reports

- B. [ID 19-27](#) Review of the Village Board Meeting Calendars for January, February and March 2019.

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

## 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. 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.*

- C. [ID 19-34](#) Board and Commission Vacancy Report for January 28, 2019.

## IX. 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.*

- AD. [MOT 19-22](#) Motion to Consent to the Village President's Appointment of:  
Historic Preservation Commission - David Sokol, Reappoint as Member  
Historic Preservation Commission - Louis Garapolo, Appoint as Member  
Plan Commission - Jeffrey Clark, Appoint as Member  
Transportation Commission - Aaron Stigger, Appoint as Member

## X. Consent Agenda

- D. [ORD 19-2](#) An Ordinance Approving the Renewal of a Lease with Greenplan Management, Inc. for the Property Located at 618 South Austin Boulevard and Authorizing its Execution

Overview: The property located at 618 S. Austin Boulevard serves as a police department substation. The current lease agreement expires on December 31, 2018. This two-year renewal agreement spans the timeframe of January 1, 2019 - December 31, 2020.

- E. [ORD 19-3](#) An Ordinance Declaring Surplus Revenue in the Village of Oak Park Downtown Tax Increment Finance District Special Tax Allocation Fund for the 2017 Tax Year and Authorizing the Payment of that Surplus Revenue to the Cook County Treasurer for Distribution to Affected Tax Districts on a Pro-Rata Basis

Overview: Pursuant to the amended 2011 Settlement Agreement as amended, a surplus distribution of \$177,997.83 is required for Quarter 4, tax year 2017 (calendar

year 2018) from the Downtown TIF collections. Please see attached worksheet for the detailed calculations.

**F. [RES 19-2](#)**

**A Resolution Approving a Funding Grant Agreement between the Village of Oak Park and the Oak Park Area Arts Council in the Amount of \$212,000 for 2019 and Authorizing Its Execution**

**Overview:**

The 2018 Funding Grant Agreement for Services between the Village of Oak Park and the Oak Park Area Arts Council (OPAAC), including a scope of services and performance measurement, is presented for the Village Board's review and approval. The OPAAC has undertaken the duties of the Village's Public Art Advisory Commission.

**G. [RES 19-5](#)**

**A Resolution Approving the Annual Postage Replenishment with the United States Postal Service in an Amount Not To Exceed \$75,000.00**

**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 19-15](#)**

**A Resolution Approving an Annual Subscription Agreement with Lexipol LLC for Law Enforcement Policy Manual Services and a One-Time Implementation Fee for a Combined Total Not To Exceed Amount of \$122,511, Authorizing Its Execution and Waiving the Village's Bid Process for a Sole Source Vendor**

**Overview:**

This is a service contract with a recognized vendor in law enforcement that will provide a comprehensive database of organizational tailored policies and procedures vetted by police professionals and public safety attorneys grounded in Illinois legislation and industry best practices. This database will facilitate daily training and tracking.

**I. [RES 19-16](#)**

**A Resolution Approving a Professional Services Agreement with Gilbert Grossi to Act as an Administrative Law Judge for the Village of Oak Park for a One Year Period and Authorizing its Execution.**

**Overview:**

The Village annually hires administrative law judges under contract for the Village's Administrative Adjudication. The law judge conducts hearings of alleged violations of Village Ordinances. The addition of juvenile night court has increased their hours.

**J. [RES 19-17](#)**

**A Resolution Approving a Professional Services Agreement with Rhonda Sallee to Act as an Administrative Law Judge for the Village of Oak Park for a One Year Period and Authorizing its Execution.**

**Overview:**

The Village annually hires administrative law judges under contract for the Village's Administrative Adjudication. The law judge conducts hearings of alleged violations of Village Ordinances. The addition of juvenile night court has increased their hours.

**K. [RES 19-18](#)**

**A Resolution Approving a Bailiff Services Agreement with Edward Polfus to**

**Act as a Bailiff for the Village of Oak Park for a One Year Period and Authorizing its Execution**

**Overview:**

This is an annual agreement to provide security during administrative adjudication hearings.

**L. [RES 19-19](#)**

**A Resolution Approving A Bailiff Services Agreement with Joseph Giammona to Act as a Bailiff for the Village of Oak Park for a One-Year Period and Authorizing its Execution**

**Overview:**

This is an annual agreement to provide security during administrative adjudication hearings.

**M. [RES 19-22](#)**

**A Resolution Authorizing A Single Family Housing Rehabilitation Loan And A Lead Hazard Reduction Grant (SFR-081)**

**Overview:**

The purpose of the Single Family Rehabilitation Loan Program is to address and to correct deteriorated and blighted homes throughout the village. The eligible homeowner is requesting a deferred loan of \$24,999 and a lead hazard reduction grant of \$6,450 from the Village.

**N. [RES 19-23](#)**

**A Resolution Approving a Professional Services Agreement with Carrie B. Washington to Act as an Administrative Law Judge for the Village of Oak Park for a One Year Period and Authorizing its Execution**

**Overview:**

The Village annually hires administrative law judges under contract for the Village's Administrative Adjudication. The law judge conducts hearings of alleged violations of Village Ordinances. The addition of juvenile night court has increased their hours.

**O. [RES 19-24](#)**

**A Resolution Approving a Professional Services Agreement with Susan Davis Brunner to Act as an Administrative Law Judge for the Village of Oak Park for a One Year Period and Authorizing its Execution.**

**Overview:**

The Village annually hires administrative law judges under contract for the Village's Administrative Adjudication. The law judge conducts hearings of alleged violations of Village Ordinances. The addition of juvenile night court has increased their hours.

**P. [RES 19-25](#)**

**A Resolution Approving a Renewal of the Independent Contractor Agreement with Midway Building Services Ltd., for Village Wide Litter Pick Up Services in 2019 in an Amount not to Exceed \$70,000.00 and Authorizing its Execution**

**Overview:**

The Public Works Department is responsible for maintaining approximately 105 miles of streets. Within the Village are several main streets and twelve separate Business District areas which require regular litter pick up. Midway Building Services, Ltd. has provided this service for the Village recently. Per the original request for bids this would be the first and only agreement renewal.

**Q. [RES 19-28](#)**

**A Resolution Approving and Adopting Amendments to Appendix VII ("Appointee Pay Plan Schedule") of the Village of Oak Park Personnel**

**Manual For the Purpose of Correcting Job Titles****Overview:**

This item is to correct job titles to match the adopted FY19 Budget based upon an audit completed by the Human Resource Department all non-union job titles. The audit was to ensure that job titles in the Village Personnel Policy Manual and all supporting systems match the adopted budget.

**R. [RES 19-44](#)****A Resolution Approving a Professional Services Agreement with Brian Porter to Act as an Administrative Law Judge for the Village of Oak Park for a One Year Period and Authorizing its Execution.****Overview:**

The Village annually hires administrative law judges under contract for the Village's Administrative Adjudication. The law judge conducts hearings of alleged violations of Village Ordinances.

**T. [MOT 19-6](#)****A Motion to Approve the November 2018 Monthly Treasurer's Report for All Funds****Overview:**

The unaudited November 30, 2018 report is hereby presented pursuant to 65 ILCS 5/3.1-35-45 summarizing the Village's cash and investment balances.

**U. [MOT 19-7](#)****A Motion to Approve the Bills in the Amount of \$4,834,227.59 from November 21, 2018 through January 8, 2019 and Payroll Expenditures for November and December 2018 totaling \$2,380,838 and \$2,550,802, respectively.****Overview:**

Attached is the regular list of bills as paid through the Village's accounts payable (AP) system for the period beginning November 21, 2018 through January 8, 2019. This is the most current list available. In addition, the payroll summary reports for November and December 2018 are enclosed herein.

**XI. Regular Agenda****V. [ORD 19-12](#)****An Ordinance for a Parking Citation Amnesty Program for the Time Period of 2017 and Prior Related to Parking Citation Late Fees as Directed at the January 14, 2019 Regular Meeting****Overview:**

As discussed by the Village Board on January 14, 2019, staff recommends establishing a Parking Citation Amnesty Program to be conducted from February 4 - April 4, 2019 authorizing the waiver of parking citation late fees for the time period 2017 or prior for parking citation fines paid during the amnesty designate time period. The last Village parking citation amnesty program occurred in 2004.

**W. [RES 19-34](#)****A Resolution Awarding an Electric Power Sale Agreement with Constellation NewEnergy, Inc. at the Rate of .0535520 per kWh for a 12 Month Period for the Purchase of Fixed Price Electricity for Certain Municipal Facilities and Authorizing its Execution****Overview:**

The Village is working with Mark Pruitt, Principal of the Illinois Energy Choice Aggregation Network (ICCAN), for the solicitation of bids for third party pricing for electrical power supply for five Village accounts:

1. 720 North Blvd. - The Avenue Parking Garage
2. 1150 Holley Court - Holley Court Parking Garage
3. 1155 Holley Court - Holley Court Parking Garage
4. 129 Lake Street - Central Pumping Station and the North and South pumping stations)
5. 137 North Scoville- OPRF Parking Garage

During the meeting, on January 28, 2019, bid results will be discussed during the Regular Meeting. Bids will be received in the morning of January 28, 2019. This item will be updated on the village website.

**X. [ORD 19-1](#)**

**Concur with the Plan Commission's Recommendation and Adopt an Ordinance Amending Article 4 ("Residential Districts"), Section 4.4 ("General Standards of Applicability") and Article 7 ("Design Standards") of the Oak Park Zoning Ordinance Regarding Design Standards for Detached Single Family Residential Dwellings**

**Overview:**

This matter was remanded by the Village Board to the Plan Commission for further consideration at the time of adoption of the Zoning Ordinance in September 2017. After several months of review, discussion and drafting, the Plan Commission held three public hearings from September through November 2018 ending with their vote of unanimous support for the amendment.

**Y. [RES 19-3](#)**

**A Resolution Approving a Collection Services Agreement with Northwest Collectors Inc. to Provide Debt Collection Services for Non-Resident Ambulance Service Delinquent Balances and Authorizing its Execution**

**Overview:**

The Village Fire Department provides ambulances services as outlined in code sections 4-1-1 through 4-1-15. The Village is typically compensated for providing such services from Medicare, Medicaid, or private insurance (or a combination thereof). Per the code, any billed amounts not covered by public or private insurance are written off for residents. However, non-residents who are only covered by private insurance (not Medicare or Medicaid) are responsible for the full billable amount, including any such amounts not covered by insurance. This agenda item is for collection services for delinquent balances.

**Z. [RES 19-40](#)**

**A Resolution Approving and Adopting the 2019 Special Event Fees**

**Overview:**

Pursuant to the Village Code, the Village Board reviews the special event fees each year. Fees are updated based upon wage changes as provided for in applicable collective bargaining agreements or as directed by the Village Board via the annual budget process.

**AA. [MOT 19-8](#)****A Motion to Approve Staff's Recommendation to Overhire Police Officer and Firefighter/Paramedic Positions in FY19****Overview:**

Staff is seeking approval to hire new police officers and firefighters when there is a pending retirement/resignation of an employee combined with another long-term employee disability where said employee is not expected to return to work for an extended time period, resulting in overtime expenditures to fill the "vacancy" when minimum staffing levels in public safety positions require. This program was first approved in FY17 and annually thereafter by the Village Board and staff is seeking to continue in FY19.

**AB. [RES 19-52](#)****Concur with the Village Clerk and Village Manager's Recommendations to Clarify the Role of the Village Clerk in FOIA and Approve a Resolution Designating FOIA Officers****Overview:**

Village Clerk Scaman and Village Manager Pavlicek have a joint recommendation that the Village Board formally appoint Freedom of Information Act (FOIA) officers in accordance with State Law. The Village Clerk and Village Manager have reviewed the current process and collectively are implementing the following procedural updates to clarify the FOIA process and the Village Clerk's role in responding to public records requests subject to the approval of the FOIA officers.

**XII. Regular Agenda for Items Pursuant to Village Code Chapter 3 Alcoholic Liquor Dealers or Related (President Pro-Tem Trustee Taglia )****AC. [ORD 19-11](#)****An Ordinance Amending Chapter 3 ("Alcoholic Liquor Dealers"), Article 8 ("List of Licenses for Each License Class"), Section 3-8-1 ("Number of Licenses Permitted to be Issued Per License Class") and Section 3-8-2 ("Licenses by Name and Address Per License") of the Oak Park Village Code for the Issuance of a Restaurant Class B-6 Liquor License to Buzz Café, Inc., DBA Buzz Café****Overview:**

Buzz Cafe, Inc., DBA Buzz Café ("Buzz Café") seeks the issuance of a Restaurant Class B-6 liquor license for the property located at 905 South Lombard Avenue.

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