



Village of Oak Park

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

Meeting Agenda President and Board of Trustees

Monday, November 18, 2019

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 the Purchase or Lease 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. [ID 19-355](#) **Motion to Approve Minutes from the November 4, 2019 Regular Meeting and November 11, 2019 Special 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. Village Manager Reports

- B. [MOT 19-119](#) **A Motion to Approve the October 2019 Monthly Treasurer's Report for All Funds**

Overview:

The unaudited October 31, 2019 report is hereby presented pursuant to 65 ILCS 5/3.1-35-45 summarizing the Village's cash and investment balances.

- C. [ID 19-356](#) **Village Manager's Monthly Measures Report for August 2019**

Overview:

The Village Code provides for the Village Manager to report to the Village Board on the operations of all administrative departments. The attached report is a summary of key activities in administrative department for the month with comparative data for the prior month.

XI. 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.

XII. 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 19-359](#) **Board & Commission Vacancy Report for November 18, 2019.**

XIII. Appointments

- E. [MOT 19-124](#) **Motion to Consent to the Village President's Appointment of:**
Disability Access Commission - Terry Herbstritt, Appoint as Member
Disability Access Commission - Victoria Ferrarina, Appoint as Member

XIV. Public Hearing

F. [ID 19-311](#) Public Hearing on the Fiscal Year 2020 Recommended Budget**Overview:**

The Village Board is required to hold a public hearing on the recommended budget for the coming fiscal year in order to receive public testimony regarding the recommendations. Attached is a copy of the recommended budget for FY20 which contains the consensus of the Finance Committee of the Village Board.

XV. Second Reading**G. [ORD 19-116](#) Second Reading and Adoption of an Ordinance Amending Chapter 18 ("Business Licensing"), Article 2 ("Fee Schedule"), Section 8-2-1 ("License Fee Schedule") of the Oak Park Village Code Regarding Temporary Food Establishment and Mobile Food License Fees as Reviewed at the October 28, 2019 Finance Committee Meeting****Overview:**

The Health Department is recommending the Village Board amend three Temporary Food Establishment license fees and the annual Mobile Food Establishment license fee within of Chapter 18 ("Business Licensing"), Article 2 ("Fee Schedule"). A First Reading was held at the Village Board Regular Meeting on November 4, 2019.

H. [ORD 19-118](#) Second Reading and Adoption of an Ordinance Establishing the Annual Building and Construction Permit Fees and the Zoning Application Fees of the Village of Oak Park**Overview:**

Per the ordinance, building codes have to be reviewed and modified annually. Staff reviewed our current fees and current budget and proposed the following: (1) Adopt the updated International Code Council (ICC) Building Validation Data (BVD) chart; (2) Adjust the permit fee multipliers to reflect Village's actual costs to administer the permit processing division; and (3) Clarify the Village fee chart by removing obsolete and duplicate fees. A First Reading was held during the Regular Meeting of the Village Board on November 4, 2019.

I. [ORD 19-119](#) Second Reading and Adoption of An Ordinance Amending Chapter 20 ("Public Health"), Article 7 ("Garbage, Weeds and Littering") of the Oak Park Village Code Regarding Rates for Garbage, Refuse, Yard Waste and Recyclable Materials Collection Services as Reviewed at the October 24, 2019 Finance Committee Meeting**Overview:**

This Ordinance proposes to increase the fees charged for refuse, recycling and yardwaste collection and disposal. These services are provided by Waste Management to owners of residential property containing one to five units as well as Oak Park Institutional Facilities. These new rates reflect the charges for collection per the contract with Waste Management and for disposal at the West Cook County Solid Waste Agency's Regional Disposal Project. A First Reading was held on November 4, 2019

- J. [ORD 19-120](#) **Second Reading and Adoption of An Ordinance Amending Chapter 26 (“Water”), Article 2 (“Charges and Collections”) of the Oak Park Village Code Regarding the Rates for Water and Sewer Services as Reviewed at the October 24, 2019 Finance Committee Meeting**

Overview:

This is the second reading and adoption of an Ordinance which proposes the fees charged for Water and Sewer services. Proposed are rates for the next five years (2020 - 2024) which are based on the current five year projection of water & sewer expenses. The rates were determined from the completion of the 2019 Water & Sewer Rate Study. The First Reading was held on November 4, 2019.

XVI. Consent Agenda

- K. [RES 19-330](#) **A Resolution Authorizing the Release of the Draft Program Year 2018 Consolidated Annual Performance and Evaluation Report (“CAPER”) for a Comment Period and Approval Thereafter**

Overview:

The Consolidated Annual Performance and Evaluation Report (CAPER) is a HUD-required document that Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) grantees must submit each year. The 2018 program year (PY) ended September 30, 2019 and this Draft PY 2018 CAPER must be released for public comment before it is submitted to HUD on December 27, 2019.

- L. [ORD 19-111](#) **Concur with the Zoning Board of Appeals’ Recommendation and Adopt an Ordinance Granting a Special Use Permit to Operate a Day-Care Facility at 941 Garfield Street**

Overview:

The Applicant, Luisa Long, is requesting a special use permit pursuant to Section 8.3 (Table 8-1: Use Matrix) of the Oak Park Zoning Ordinance, to operate a duly licensed day care facility. This is an adjunct of the current business located at 937 Garfield Street.

- M. [ORD 19-112](#) **Concur with the Zoning Board of Appeals’ Recommendation and Adopt an Ordinance Granting a Special Use Permit to Operate an Educational Facility - Vocational Use (Nail Academy) at 1036 Lake Street on the Second Floor**

Overview:

McCaffrey Group, LLC (DBA Polished Nail Academy) requests a special use permit pursuant to Section 8.3 (Table 8-1: Use Matrix) of the Oak Park Zoning Ordinance, to authorize an educational facility - vocational use to operate a nail academy in the DT-1 Downtown Zoning District on the second floor. McCaffrey operates the nail salon on the ground floor.

- N. [RES 19-331](#) **A Resolution Approving a Contract with Hecker and Company Inc. for Project 20-12, Lake Street - Traffic Signal Mast Arm Assemblies and Poles, in an Amount not to Exceed \$278,856 and Authorizing its Execution****
- Overview:** The Village received two competitive bids for purchasing traffic signal mast arm assemblies for the upcoming Lake Street Streetscape project. Traffic signal posts and mast arms currently take about eight months to fabricate and deliver. In order to construct the Lake Street project in one year, the Engineering division requested proposals for purchasing the traffic signal poles for the and arms now. The low responsible bid was submitted by Hecker and Company Inc. in an amount of \$278,856.
- O. [RES 19-335](#) **A Resolution Approving an Independent Contractor Agreement with Sewertech LLC for Project 19-10 Sewer Cleaning and Inspection, in an Amount not to Exceed \$53,680 and Authorizing its Execution.****
- Overview:** Competitive proposals were received on October 31st for the Sewer Cleaning and Inspection Project. Three contractors submitted proposals for the project. The lowest qualified proposal was submitted by Sewertech LLC in the amount of \$53,679.70.
- P. [RES 19-337](#) **A Resolution Approving an Independent Contractor Agreement with Cleanslate Chicago, LLC for Village Wide Litter Pick Up Services in 2020 in an Amount not to Exceed \$73,000.00 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. Bids were requested for this work. The lowest responsible bidder is Cleanslate Chicago, LLC.
- Q. [RES 19-338](#) **A Resolution Approving the Renewal of an Independent Contractor Agreement with Davis Tree Care and Landscape, Inc. for Fiscal Year 2020 Parkway Tree Pruning Services in an Amount Not to Exceed \$315,000.00 and Authorizing its Execution****
- Overview:** In December 2017 the Village Board approved entering into an Independent Contractor Agreement with Davis Tree Care, Inc. for FY2018 Parkway Tree Pruning Services. The Agreement provides for two possible renewals. It is proposed to exercise the second of the two possible renewals with Davis Tree Care and Landscape, Inc. for FY2020 Parkway Tree Pruning Services. Tree pruning work is typically done in the months of January and February.

- R. [RES 19-339](#) **A Resolution Approving the Renewal of an Independent Contractor Agreement with A & B Landscaping and Tree Service, Inc. for Fiscal Year 2020 Parkway Tree Removal Services in an Amount Not to Exceed \$150,000.00 and Authorizing its Execution****
- Overview:** In December 2017 the Village Board approved entering into an Independent Contractor Agreement with A&B Landscaping and Tree Service, Inc. for FY2018 Parkway Tree Removal Services. The Agreement provides for two possible renewals. It is proposed to exercise the second of the two possible renewals with A&B Landscaping and Tree Service, Inc. for FY2020 Parkway Tree Removal Services.
- S. [RES 19-340](#) **A Resolution Approving the Renewal of an Independent Contractor Agreement with Davis Tree Care and Landscape, Inc. for Fiscal Year 2020 Parkway Tree Removal Services in an Amount Not to Exceed \$75,000.00 and Authorizing its Execution****
- Overview:** In December 2017 the Village Board approved entering into an Independent Contractor Agreement with Davis Tree Care and Landscaping, Inc. for FY2018 Parkway Tree Removal Services. The Agreement provides for two possible renewals. It is proposed to exercise the second of the two possible renewals with Davis Tree Care and Landscape, Inc. for FY2020 Parkway Tree Removal Services.
- T. [RES 19-342](#) **A Resolution Approving A Change Order in the Amount of \$636.25 to add a Bluebeam license to 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****
- Overview:** Annually, the Village renews its annual software license with N. Harris Computer Corporation for the Village's permitting, licensing and inspection services which includes several licenses for Bluebeam which is used to review plan submittals. The last renewal was on March 18, 2019. Since the Village's Public Works Department has contracted with an outside entity to review plans, we need to acquire an additional Bluebeam license in the amount of \$636.25.
- U. [RES 19-344](#) **A Resolution Authorizing the Purchase of Excess Public Entity Liability Insurance, Excess Workers' Compensation Insurance, Property Insurance, Crime Coverage and Cyber Liability for the Village of Oak Park for Fiscal Year 2020 in an Amount Not to Exceed \$363,000.00****
- Overview:** The Resolution authorizes the purchase of excess insurance for amounts over the Village's self-insured retention amounts for coverage for public entity liability insurance, excess workers' compensation insurance, property insurance, crime coverage and cyber liability for fiscal year 2020.

V. [RES 19-352](#) **A Resolution Authorizing the Execution of a Settlement Agreement in Workers' Compensation Case Number 2016 WC 27645**

Overview:

It is requested that the Village Board authorize the execution of a settlement agreement in Workers' Compensation Case Number 2016 WC 27645.

W. [MOT 19-118](#) **A Motion to Approve the Bills in the Amount of \$1,177,374.12 from October 29, 2019 through November 11, 2019**

Overview:

Attached is the regular list of bills paid through the Village's accounts payable (AP) system for the period beginning October 29, 2019 through November 11, 2019. Please note that the detailed warrant register for ambulance refunds totaling \$119,707.67 is included in the total above but the warrant report is not attached to this agenda item for privacy reasons. In addition, attached is the payroll summary for October 2019.

XVII. Regular Agenda

X. [ORD 19-113](#) **Concur with the Zoning Board of Appeals' Recommendation and Adopt an Ordinance Granting a Special Use Permit to operate Hotel/Motel at 1140 Lake Street**

Overview:

The Applicant, Azim Hemani, is requesting a special use permit pursuant to Section 8.3 (Table 8-1: Use Matrix) of the Oak Park Zoning Ordinance, to authorize a Holiday Inn Express Hotel use which includes a three-story addition atop the building located in the DT Downtown Zoning District at 1140 Lake Street.

Y. [MOT 19-114](#) **A Motion to Receive the Energy and Environment Commission's Recommendation to Adopt an Ordinance Prohibiting the Use of Single-Use Plastics that Include Polystyrene Foam by All Eating Establishments and Schedule a Special Meeting for Review.**

Overview:

On May 20, 2019 the Village Board concurred with a recommendation from the Environment and Energy Commission (EEC) to create a "plastic free July campaign" for the restaurants in Oak Park. During that time, the EEC stated they would return to the Village Board and discuss the results of the campaign. On September 3, 2019 the EEC voted unanimously on a recommendation to the Village Board to pass an ordinance to ban single-use plastics that include polystyrene foam for all eating establishments. This item is to receive the report and then the Village Board will schedule this for review in an upcoming special meeting in January.

Z. [RES 19-341](#) **A Resolution Adopting Village of Oak Park Energy Efficiency Grant Program Guidelines**

Overview:

During the June 24, 2019 Board meeting, the Village board directed staff to bring forward guidelines for a creation of an Energy Efficiency Grant Program to support low-income households.

XVIII. Call to Board and Clerk

XIX. Adjourn