



Village of Oak Park

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

Meeting Agenda President and Board of Trustees

Monday, January 13, 2020

7:00 PM

Village Hall

Special Meeting (acting like a Regular Meeting) at 7:00 p.m., Room 130. The Village Board is expected to adjourn immediately into Executive Session and reconvene the Special Meeting (acting like a 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

IV. Adjourn Executive Session

V. Reconvene to Regular Meeting in Council Chambers and Call to Order

VI. Roll Call

VII. Agenda Approval

VIII. Minutes

IX. Non-Agenda Public Comment

- A. [ID 20-019](#) **Motion to Approve Minutes from the November 18, 2019 Regular Meeting, December 2, 2019 Regular Meeting and December 5, 2019 Tri-Board of the Village Board.**

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

X. Proclamation

- B. [MOT 20-006](#) **Motion to Approve a Proclamation K9 Zeke Day in the Village of Oak Park**

Overview: This is a motion to approve Village President Abu-Taleb proclaiming Monday, January 13, 2020 as K9 Zeke Day in the Village of Oak Park.

- C. [MOT 20-004](#) **Motion to Approve a Proclamation Supporting the Oak Park and River Forest Chamber of Commerce 2020 Professional Development Program**

Overview: This is a motion to approve Village President Abu-Taleb proclaiming support for the Oak Park and River Forest Chamber of Commerce 2020 Professional Development Program.

XI. Village Manager Reports

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 20-025](#) **Board & Commission Vacancy Report for January 13, 2020.**

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. [ID 20-024](#) **Motion to Consent to the Village President's Appointment of:
Plan Commission - Tom Gallagher, Appoint as Member**

XV. Consent Agenda

- F. [RES 20-004](#) **A Resolution Approving Expenditures For Annual Postage Replenishment
With the United States Postal Service in an Amount Not to Exceed
\$115,000 for Fiscal Year 2020**

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.

- G. [RES 20-005](#) **A Resolution Approving a Grant Award from the Metropolitan Mayors
Caucus in the Amount of \$15,000 for 2020 United States Census Support
and Authorizing Execution of the Census 2020 Participation Grant
Acceptance Form**

Overview:

The Illinois Department of Human Services (IDHS) has asked the Metropolitan Mayors Caucus (MMC) to serve as one of the Regional Intermediaries to sub-allocate \$1.3M in State of Illinois grants to municipalities working to reach hard-to-count populations during the upcoming U.S. Census. The Village of Oak Park, as a participant in the MMC Census Work Group, has been awarded \$15,000 in grant funding.

- H. [RES 20-008](#) **A Resolution Approving Expenditures For Annual Support Services with
Bellefeuil, Szur & Associates in an Amount Not to Exceed \$56,000 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 20-009](#) **A Resolution Approving Expenditures For Credit/Debit Card Merchant
Processing Services With Heartland Payment Systems in an Amount Not to
Exceed \$185,000 for Fiscal Year 2020**

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 20-010](#) A Resolution Approving Expenditures For Annual Online Bill Payment Services with Invoice Cloud, Inc. in an Amount Not to Exceed \$55,000 for Fiscal Year 2020**
- Overview:** The Village utilizes the services of Invoice Cloud, Inc. for water/sewer/refuse invoicing and as well as payment processing for online transactions. Please be aware that it is anticipated that Invoice Cloud will be replacing Heartland Payment Systems in early 2020 as the online payment processor for those transactions originating in Cityview.
- K. [RES 20-011](#) A Resolution Approving Expenditures For Annual Credit/Debit Card Merchant Processing Services with Chase Paymentech in an Amount Not to Exceed \$45,000 for Fiscal Year 2020**
- Overview:** The Village utilizes the services of Invoice Cloud Inc. for water/sewer/refuse invoicing and as well as payment processing for online transactions. In conjunction with Invoice Cloud, Chase Paymentech is linked with Invoice Cloud and acts as the behind the scene processor of all the credit/debt card transactions.
- L. [RES 20-012](#) A Resolution Approving Expenditures for Annual License, Usage, and Support Fees for Workforce Ready Software with Kronos Incorporated in an Amount Not to Exceed \$34,000 for Fiscal Year 2020**
- 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 \$2,800 per month which includes Kronos Workforce Ready HR and Timekeeping.
- M. [RES 20-013](#) A Resolution Approving Expenditures for Office Supplies With Warehouse Direct, Inc. in an Amount Not to Exceed \$55,000 for Fiscal Year 2020**
- 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.
- N. [RES 20-015](#) A Resolution Authorizing the Submission of Annual Grant Applications with the Shawnash Institute, Inc., Cook County, the Illinois Department of Public Health and the Illinois Department of Human Services for Public Health Grants with an Anticipated Total Funding Amount of \$314,797 and Approval of Subsequent Agreements and Authorizing their Execution**
- Overview:** Annually, the Health Department seeks approval for the various grant funding applications it intends to seek in order to offset a portion of the total cost of providing public health services in Oak Park. Attached is a listing and overview of twelve grants being sought.

- O.** [RES 20-017](#) **A Resolution Approving the Engagement of Attorneys/Law Firms for Legal Services to be Performed on Behalf of the Village of Oak Park for the 2020 Fiscal Year**
- Overview:** Since 2012, it has been standard protocol for the Village Manager to bring all engagements for contractual legal services to the Village Board for authorization in the event that through the course of a calendar year the costs of services were to exceed \$25,000.
- P.** [RES 20-019](#) **A Resolution Approving an Employee Leasing Agreement for a Temporary Manager of Parking and Mobility Services with Municipal Parking Partners, LLC in an Amount not to Exceed \$10,000 and Authorizing its Execution**
- Overview:** At this time, staff is recommending entering into a new contract with Municipal Parking Partners, LLC for a maximum expenditure of \$10,000. The contract would extend to January 31, 2020. This contract will allow Municipal Parking Partners (i.e. through Interim Parking Division Manager John Youkhana) to train the new Parking Division Manager on parking matters.
- Q.** [ORD 20-007](#) **An Ordinance Approving a Bill of Sale for the Village of Oak Park’s Canine Police Department Dog Known as “Zeke” due to Zeke’s Retirement and Authorizing its Execution**
- Overview:** The Police Department is requesting authorization to retire Police K9 Zeke and transfer ownership to Officer Nathaniel Leitl.
- R.** [ORD 20-008](#) **An Ordinance Amending Chapter 30 (“Special Events”), Article 1 (“General Regulations”), Section 30-1-1 (“Definitions”) of the Oak Park Village Code**
- Overview:** Chapter 30 (“Special Events”) of the Village Code sets certain definitions, requirements, policies and procedures in place for the purpose of regulating Special Events. This Amendment to the definition of a “special event” provides an exemption for organized, nonpermenant musical performance(s) which only take place on private property or properties.
- S.** [RES 20-002](#) **A Resolution Approving and Adopting the 2020 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 in applicable collective bargaining agreements or as directed by the Village Board via the annual budget process.

- T. [RES 20-031](#) **A Resolution Approving a Second Amendment to the Independent Contractor Agreement with Oak Brook Mechanical Services, Inc. to Provide Emergency Repairs and Planned Heating, Ventilation and Air Conditioning Work in Fiscal Year 2019 for an Amount Not to Exceed \$41,858.93 and Authorizing its Execution**

Overview: Additional unplanned Heating, Ventilation and Air Conditioning (HVAC) repairs were needed at Village Hall, the Public Works Center and the Central Water Pump Station. This item includes a Second Amendment to the 2019 Independent Contractor Agreement with Oak Brook Mechanical Services, Inc. (OMS) increasing the agreement from \$40,000.00 to \$41,858.93.

- U. [RES 20-033](#) **A Resolution Approving a Second Amendment to the Independent Contractor Agreement with Meade, Inc. for Emergency Street Lighting and Traffic Control Repairs for a New Not to Exceed Amount of \$49,685.22 and Authorizing its Execution**

Overview: As a result of recent vehicle accidents damaging critical traffic signal equipment the 2019 agreement with Meade, Inc. for Emergency Street Lighting and Traffic Control Repairs needs to be amended to cover the cost of those repairs. This would be the second amendment as the Village Board amended the agreement on December 2, 2019. This amendment increases the agreement from \$39,000.00 to \$49,685.22.

- V. [RES 20-036](#) **A Resolution Approving the Renewal of a Dumping of Excavated Materials Price Agreement with Waste Management of Illinois, Inc. in an Amount Not to Exceed \$100,000.00 in Fiscal Year 2020 and Authorizing its Execution**

Overview: The Public Works Department, Water & Sewer and Street Divisions dispose of approximately 2,500 tons of excavated materials per year from water, sewer and street repair excavations. This item allows for the disposal of this material at a local Waste Management transfer station.

- W. [RES 20-041](#) **A Resolution Approving a Six Month Extension of a Professional Services Agreement between the Village of Oak Park and Securitas Security Services USA, Inc., in an Amount Not to Exceed \$265,000 for Security Services at Village Parking Structures and Not to Exceed \$19,500 for Security Services at Village Hall and Authorizing its Execution**

Overview: The Village contracts for security services for the public parking garages and Village Hall. The Village's contract with Securitas Security Services, USA, Inc., expired on December 31, 2019. Village staff is requesting a six (6) month extension of the 2019 agreement to June 31, 2020, at the same rate charged by Securitas in 2019. A new RFP will be issued in 2020 and a recommendation brought back to the Village board in May or June.

- X. [MOT 20-001](#) **A Motion to Approve the Bills in the Amount of \$4,880,720.20 from November 26, 2019 through January 3, 2020**
- Overview:** Attached is the regular list of bills paid through the Village's accounts payable (AP) system for the period beginning November 26, 2019 through January 3, 2020. In addition, attached is the payroll summary for December 2019.
- Y. [MOT 20-002](#) **A Motion to Approve the November and December 2019 Monthly Treasurer's Report for All Funds**
- Overview:** The unaudited November 30 and December 31, 2019 reports are hereby presented pursuant to 65 ILCS 5/3.1-35-45 summarizing the Village's cash and investment balances.

XVI. Regular Agenda

- Z. [ORD 20-001](#) **An Ordinance Declaring a Final Surplus Distribution in the Village of Oak Park Downtown Tax Increment Financing District Special Tax Allocation Fund and Authorizing the Payment of That Declared Surplus to the Cook County Treasurer for Distribution to Affected Taxing Districts on a Pro Rata Basis**
- Overview:** The Village Board previously adopted Ordinance 19-91 on November 4, 2019 which terminated the Greater Downtown TIF District Special Tax Allocation Fund (aka the "Downtown TIF"). The effective date of termination was December 31, 2019.
- Pursuant to the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1, et seq. (the "Act"), any remaining TIF funds which are not obligated upon the TIF termination date must be re-distributed to all eligible taxing districts within Oak Park.
- AA. [RES 20-042](#) **A Resolution Adopting the 2019-2021 Village Board Goals as Directed at the September 23, 2019**
- Overview:** Attached is a copy of the newly revised Village Board Goals for 2019-2021 as finalized at the September 23, 2019 Study Session of the Village Board. Since that time the Village Board has been working on also including Goals, Actions and Measurables.

XVII. Regular Agenda for Items Pursuant to Village Code Chapter 3 Alcoholic Liquor Dealers or Related (President Pro-Tem Trustee Boutet)

- BB.** [ORD 20-004](#) **An Ordinance Amending Chapter 3 (“Alcoholic Liquor Dealers”), Article 4 (“Term and Classification”), Section 3-4-2 (“Classification and Number of Liquor Licenses and Fees”) of the Oak Park Village Code Regarding the Craft Brewery Class D-15 Liquor License Classification**

Overview: The ordinance sets forth certain amendments to the Craft Brewery Class D-15 liquor license classification as recommended by the Liquor Control Review Board.

- CC.** [ORD 20-005](#) **An Ordinance Amending Chapter 3 (“Alcoholic Liquor Dealers”), Article 8 (“List of Licenses for Each License Class”), Section 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-1 Liquor License to Tre Sorelle Ristorante, Inc., DBA Tre Sorelle Ristorante**

Overview: Tre Sorelle Ristorante, Inc., DBA Tre Sorelle Ristorante (“Tre Sorelle”) seeks the issuance of a Restaurant Class B-1 liquor license for the property located at 1111 Lake Street.

- DD.** [ORD 20-006](#) **An Ordinance Amending Chapter 3 (“Alcoholic Liquor Dealers”), Article 8 (“List of Licenses for Each License Class”), 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-4 Liquor License to Kettlestrings Kitchen & Tap, Inc., DBA Kettlestrings Tavern**

Overview: Kettlestrings Kitchen & Tap, Inc., DBA Kettlestrings Tavern (“Kettlestrings”) seeks the issuance of a Restaurant Class B-4 liquor license for the property located at 800 S. Oak Park Avenue.

XVIII. Call to Board and Clerk

XIX. Adjourn