



# 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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Tuesday, February 22, 2022

7:00 PM

Remote

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**A Regular Meeting is being conducted remotely at 7:00 p.m. with live audio available and optional video. The meeting will be streamed live and archived online for on-demand viewing at [www.oak-park.us/boardtv](http://www.oak-park.us/boardtv) as well as cablecast on VOP-TV, which is available to Comcast subscribers on channel 6 and ATT Uverse subscribers on channel 99. Remote Meetings of the Oak Park Village Board of Trustees is authorized pursuant to Section 7 (e) of the Open Meetings Act. The Village President has determined that an in-person meeting is not practical or prudent due to the COVID-19 outbreak during the Governor's disaster proclamation. It is also not feasible to have a person present at the Board's regular meeting location due to public safety concerns related to the COVID-19 outbreak.**

*The President and Board of Trustees welcome your statement into the public record of a meeting. Public statements of up to three minutes will be allowed during Non-Agenda public comment or Agenda public comment, as an individual designates. Please follow the instructions to participate remotely. You may also communicate with the Village Board at 708.358.5784 or email [board@oak-park.us](mailto:board@oak-park.us). Questions regarding public comment can be directed to 708-358.5672 or email [clerk@oak-park.us](mailto:clerk@oak-park.us)*

### Instructions for Non-Agenda Public Comment

*Non-Agenda public comment is a time set aside at the beginning of each Village Board meeting for public statements about an issue or concern that is not on that meeting's agenda. Send a request to state your comments during the virtual meeting by 5:00 p.m. the day of the Village Board meeting to [publiccomment@oak-park.us](mailto:publiccomment@oak-park.us). If email is not an option, call the Village Clerks Office by 5:00 p.m. prior to the meeting at 708-358-5660. You will be sent instructions on how to participate during the virtual meeting. Non-agenda public comment will be limited to 30 minutes with a limit of three minutes per statement. 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 statements will be allowed for an agenda item. Individuals are asked to email a request to speak during the virtual meeting to [publiccomment@oak-park.us](mailto:publiccomment@oak-park.us), no later than 5:00 p.m. prior to the start of the meeting. Instructions will be sent to you regarding participation. If email is not an option, call the Village Clerks Office by 5:00 p.m. prior to the meeting at 708-358-5660. The Village Board permits a maximum of five statements for 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 (\*) on the agenda.*

**I. Call to Order****II. Roll Call****III. Agenda Approval****IV. Presentation: Employee Service Awards****V. Minutes**

- A. [MOT 22-19](#) Motion to Approve Minutes from Special Remote Meeting of February 3, 2022, Regular Remote Meeting of February 7, 2022, Special Remote Meeting of February 14 of the Village Board.

Overview:

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

**VI. Non-Agenda Public Comment****VII. Village Manager Reports**

- B. [ID 22-60](#) Community Safety Project Update by Michele Weinzetl, BerryDunn Consulting

- C. [ID 22-61](#) Public Health Update by Dr. Theresa Chapple-McGruder, Public Health Director

- D. [ID 22-62](#) Review of the Revised Village Board Meeting Calendars for February, March and April 2022

Overview:

Calendars are presented for information purposes only. There is a revision to the March and April calendar proposed.

The affordable housing policy discussion was to begin on March 14, 2022, however Director Grossman has reported that key data has not been received by the Village yet, and therefore this discussion should be delayed. Staff proposes to add a meeting in April or reschedule to the first study session in May.

On March 14, 2022, staff recommends using this date to hear the CDCAC recommendations for the ARPA funds.

**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 22-63](#) **Board & Commission Vacancy Report for February 22, 2022.**

## X. Consent Agenda

- F. [ORD 22-9](#) **An Ordinance Amending the Fiscal Year 2022 Annual Budget**

**Overview:**

An ordinance is hereby presented to appropriate funds for FY22. On a continual basis, staff evaluates all expenditures and certain adjustments must be made based on various circumstances. Quarterly, or sometimes more often, these adjustments (amendments) must be brought to the Village Board for approval.

The first budget amendment each year usually includes several carryover requests for amounts not spent in the prior year budget. This is especially true of larger public works projects where the work typically encompasses more than one year. In addition, some requests are for new funding, usually due from re-evaluating costs. Adjustments are thus needed to cover adjusted current year expenditures, as well as corrections related due to oversight or under-estimating certain costs. Such under-estimates this year are primarily related to the extreme inflationary environment the economy is experiencing right now.

- G. [ORD 22-10](#) **Concur with the Zoning Board of Appeals' Recommendation and Adopt an Ordinance Granting a Special Use Permit to Operate a Day Care Center at 1125-1105 Garfield Street**

**Overview:**

The applicant, KrohVan, LLC applied on behalf of Kiddie Academy Day Care for a special use permit to operate a 12,044 square foot single-story daycare center with 30 parking spaces and 6,000 square feet of fenced outdoor play area located at 1125-1105 Garfield Street in the GC General Commercial Zoning District.

- H. [ORD 22-11](#) **Concur with the Zoning Board of Appeals' Recommendation and Adopt an Ordinance Granting a Special Use Permit to Operate a Massage Service Establishment at 101 N. Marion Street**

**Overview:**

The Applicant, Massage Fix, LLC., submitted a special use application to operate a massage service establishment located at 101 N. Marion Street on the third floor in Suite 302 within the DT Downtown Zoning District. The owner/operator is a licensed and practicing massage therapist.

- I. [ORD 22-12](#) **An Ordinance Waiving and Suspending the Right of Way Obstruction Permit Fee and Parking Obstruction Fee for the Planned Development Located at 261 Washington Boulevard**
- Overview:** Due to site constraints and to maintain safe and passable conditions for pedestrians and vehicles on Washington Boulevard throughout construction, Village Parking Lot 46E is needed to ensure construction traffic has adequate ingress/egress to/from the rear of the development site. Staff recommends the Village waive and suspend the Right of Way Obstruction Permit Fee and Parking Meter Obstruction Fee from February 9, 2022 to June 30, 2022.
- J. [RES 22-27](#) **A Resolution Approving an Annual Subscription Agreement with Lexipol LLC for Law Enforcement Policy Manual Services for a Three-Year Term for a Total Not to Exceed Amount of \$72,736.11 and Authorizing Its Execution**
- Overview:** The three-year subscription agreement with a recognized vendor in law enforcement that provides 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.
- K. [RES 22-42](#) **A Resolution Authorizing the Purchase of One 2022 Ford Transit Connect Cargo Van from Currie Motors of Frankfort, Illinois through the Suburban Purchasing Cooperative Joint Purchasing Program in an Amount Not to Exceed \$26,831.00 and Waiving the Village's Bid Process for the Purchase**
- Overview:** The Fiscal Year 2022 Parking Fund includes the replacement of one maintenance van, a 2011 Ford Transit Connect, to be replaced with a 2022 Ford Transit Connect XL cargo van. The vehicle is being purchased through the Suburban Purchasing Cooperative (SPC) to take advantage of the volume discounts involved in such joint purchasing efforts. The SPC awarded the bid to Currie Motors of Frankfort, Illinois.
- L. [RES 22-43](#) **A Resolution Authorizing the Purchase of Two 2022 Ford Hybrid Escapes, from Currie Motors of Frankfort, Illinois through the Suburban Purchasing Cooperative Joint Purchasing Program in an Amount Not to Exceed \$53,887.00 and Waiving the Village's Bid Process for the Purchase**
- Overview:** The Fiscal Year 2022 Fleet Replacement Fund includes the replacement of a Parking Enforcement vehicle, a 2014 Ford Focus, and a Public Works Engineering vehicle, a 2001 Chevy Impala, with 2022 Ford Hybrid Escapes. The vehicles are being purchased through the Suburban Purchasing Cooperative (SPC) in order to take advantage of the volume discounts involved in such joint purchasing efforts. The SPC awarded the bid to Currie Motors of Frankfort, Illinois.

- M.     [RES 22-44](#)     **A Resolution Authorizing the Use of Motor Fuel Tax Funds in the amount of \$1,413,491.00 for the Maintenance of Streets in the Village of Oak Park for Fiscal Year 2022**

Overview:

The Village receives a monthly distribution of Motor Fuel Tax (MFT) funds from the Illinois Department of Transportation (IDOT). The Illinois Highway Code requires that each municipality receiving MFT funds use those funds for the limited purposes described in the Highway Code. This item is for those approved uses related to the costs of labor and materials for construction and maintenance of the public right of way. The Village is required to adopt a Resolution that obligates its share of MFT funds to one or more of the approved purposes set forth in the Highway Code.

- N.     [RES 22-45](#)     **A Resolution Authorizing the Submission of an Illinois Department of Transportation (IDOT) Sustained Traffic Enforcement Program (STEP) Grant Application that Focuses on High Visibility Traffic Enforcement During Specific Dates and Times of the Year, Primarily Around National Holidays**

Overview:

This resolution authorizes staff to submit an application for the IDOT STEP grant that is designed to enhance enforcement efforts aimed at reducing fatalities and serious injuries on some of the deadliest times of the year for vehicle travel. The IDOT STEP grant would fund 100% of the costs associated with these enforcement efforts.

- O.     [RES 22-46](#)     **A Resolution Approving an Amendment to the Independent Contractor Agreement with A & B Landscaping & Tree Service, Inc, for Snow Plowing and Salting of Village Leased/Owned Parking Lots, Back-up Snow Removal for Public Streets and Sidewalk Snow Shoveling for Fiscal Year 2022 to Change the Not to Exceed Amount from \$175,000 to \$275,000 and Authorizing its Execution.**

Overview:

Staff is submitting an Amendment to the Independent Contractor Agreement with A&B Landscaping and Tree Service, Inc., increasing the agreement from \$175,000 to \$275,000. The Village has experienced several significant winter storm events in January and early February. This increase is necessary to maintain an adequate contract balance to pay for services that may be rendered as a result of any additional winter storm events that occur throughout FY 22.

- P.     [RES 22-48](#)     **A Resolution Authorizing the Submission of a Federal Surface Transportation Program Grant Application for the Ridgeland Avenue Resurfacing Project**
- Overview:     The North Central Council of Mayors recently released a call for projects for applying for Federal Surface Transportation Program (STP) funds for federal fiscal years 2026 to 2027. STP funds can only be used on roads within the Federal Highway system which are typically higher volume arterial streets. The Village-owned portion of Ridgeland Avenue from Augusta Street to North Avenue will require resurfacing at this time and fits the requirements associated with these STP funds. Federal STP funds typically cover up to 80% of the costs of eligible items.
- R.     [MOT 22-10](#)     **A Motion to Approve the January 2022 Monthly Treasurer's Report for All Funds**
- Overview:     The unaudited January 31, 2022, report is hereby presented pursuant to 65 ILCS 5/3.1-35-45 summarizing the Village's cash and investment balances.
- S.     [MOT 22-11](#)     **A Motion to Approve the Bills in the Amount of \$3,281,971.15 from January 7, 2022, through February 3, 2022**
- Overview:     Attached is the regular list of bills paid through the Village's accounts payable (AP) system for the period beginning January 7, 2022, through February 3, 2022.
- T.     [MOT 22-15](#)     **A Motion to Approve an Updated Organizational Chart for the Public Works Department**
- Overview:     The Village has been unable to fill the vacant Assistant Village Engineer (AVE) position due to the competitive job market. Staff recommends temporarily replacing the Assistant Village Engineer position with an additional Civil Engineer II (CE II) position since the Village has had more success finding qualified candidates for the CE II position. Future year's budgets and organizational charts will include the Assistant Village Engineer position to allow for the opportunity to promote from within or hire an external candidate if the job market has changed and there are vacancies in the Civil Engineering positions. There is no increase in the number of FTE with this change.
- U.     [MOT 22-18](#)     **A Motion to Amend the Community Development Citizen Advisory Commission (CDCAC) 2022 Work Plan to Review Community Requests for ARPA Funds Received by the Village Board During 4th Quarter 2021 and Make A Recommendation**
- Overview:     On January 31, 2022, the Village Board reviewed specific requests from various local agencies seeking ARPA funds. These requests were received in the 4th Quarter of 2021 during the Village's first outreach events for ARPA funds. The Village Board provided feedback asking the local agencies to provide additional information. The Village Board is asking the CDCAC to review this additional information and make a recommendation back to the Village Board.

**XI. Regular Agenda****V.     [RES 22-30](#)     A Resolution Approving the 2022 Citizen Commission Work Plans****Overview:**

Every year the Village Board reviews and approves a work plan for each Citizen Commission.

**Q.     [RES 22-50](#)     A Resolution Approving a Village Manager Employment Agreement with Kevin J. Jackson and Authorizing Its Execution****Overview:**

The Village Board of Trustees has selected Kevin J. Jackson as the next Village Manager following a national search conducted by GovHR for a permanent Village Manager.

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