



# Village of Oak Park

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

## Meeting Agenda President and Board of Trustees

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Tuesday, January 17, 2017

6:30 PM

Village Hall

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**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. At 7:00p.m., in the Council Chambers, the Village will host the Employee Service Award Ceremony.**

*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. Consideration of Motion to Adjourn to Executive Session to Discuss Litigation.

### 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 17-139](#) **Motion to Approve Minutes from November 30, 2016 of the Joint Board Meeting and December 5, 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

## XI. Village Manager Reports

- B. [ID 17-389](#) **Review of the Village Board Meeting Calendars for January and February 2017**

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.*

- C. [ID 17-388](#) **Board and Commission Vacancy Report for January 17, 2017.**

## 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.*

- D. [MOT 17-140](#) **Motion to consent to the Village President's Appointment of:**  
**Community Relations Commission** - Joyce Wesolowski, Appoint as Member  
**Housing Programs Advisory Committee** - Nicholas Reise, Appoint as Member

**XV. Consent Agenda**

- E. [RES 17-412](#)     **A Resolution Approving a Professional Services Agreement with Leading Healthy Futures, Inc. to Conduct a Community Needs Assessment for the Village’s Health Department in an Amount not to Exceed \$30,000.00 and Authorizing its Execution****
- Overview:**     Following a competitive Request for Proposal (RFP) process, an Agreement with Leading Healthy Futures to coordinate and facilitate a community needs assessment process has been prepared. The Village will partner with the Community Mental Health Board of Oak Park Township, River Forest Township Mental Health Services, Oak Park Township and Oak Park - River Forest Rotary in the assessment.
- F. [RES 17-413](#)     **A Resolution for Construction on State Highways****
- Overview:**     The State of Illinois requires all municipalities needing to perform work on their highways to adopt a Resolution for Construction on State Highways. This Resolution would be in effect for two years and would act as a Surety Bond for the Village.
- G. [ORD 17-169](#)     **An Ordinance Approving a Highway Authority Agreement and an Environmental Indemnity Agreement between Sang Jin Cleaners Corp. Doing Business as New Poly Cleaners and the Village of Oak Park for the Property Located at 600 Madison Street and Authorizing their Execution****
- Overview:**     The property owner of New Poly Cleaners at 600 Madison Street (“Owner”) seeks to begin an environmental remediation project to address soil contamination from dry cleaning solvents in the public alley north of 600 Madison Street using an in-situ soil remediation method which can take between one to two years to complete. Due to the prolonged timeframe of the remediation work a Highway Authority Agreement (HAA) and a Limited Environmental Indemnity Agreement with the Village is being requested in order to provide a mechanism to alert those who may need to perform any excavation work in the area and to identify the cost responsibility for managing contaminated soils the Village or other utility companies would otherwise normally incur during this timeframe without an agreement.
- H. [RES 17-415](#)     **A Resolution Approving a Contingent Fee Professional Services Agreement Between the Village of Oak Park and Azavar Government Solutions and Authorizing Its Execution****
- Overview:**     Azavar performs revenue audits and has conducted in excess of 150 of these types of audits for other municipalities by looking for discrepancies between taxes/fees collected by outside third parties (primarily utility companies) and tax/fee amounts specified and required pursuant to municipal ordinances/local code.

- I. [RES 17-416](#) **A Resolution Approving the Renewal of a Professional Services Agreement for Auditing Services with Sikich LLP for Optional Audit Year 2016 in an Amount not to Exceed \$63,378**

**Overview:**

Pursuant to a 2013 Agreement with Sikich, audit services for the year ending December 21, 2016, are set at \$63,378 (excluding the Library portion).

- J. [RES 17-438](#) **A Resolution Authorizing a Change Order for the Professional Services Agreement for Auditing Services with Sikich LLP for the Completed Fiscal Year 2015 Audit for an Additional \$5,250**

**Overview:**

On November 18, 2013, the Village executed an agreement with Sikich for audit fiscal years 2013, 2014, and 2015. The agreed upon fee pursuant to this agreement for FY 2015 was \$68,959, of which, \$7,426 was paid by the OP Public Library. Therefore, the net contractual amount for this fiscal year paid by the Village was \$61,533. At the time the contract was executed, it was not known that the GASB (Governmental Accounting Standards Board) would adopt new GASB pronouncement #68 related to pension plan accounting. This new pronouncement required additional work by Sikich above and beyond what was originally expected, as reporting for pension accounting needed to be completely revamped to be in compliance with the new rules.

The FY 2015 Sikich engagement letter did disclose that there would be an additional one time fee ranging from \$1,000 to \$1,750 per pension plan (Police, Fire, and IMRF), or \$5,250 maximum, for the additional required work under GASB #68. Sikich has recently invoiced the Village \$5,250 as the additional one time fee related to the 2015 audit and staff requests authorization to pay this amount via attached change order resolution.

- K. [RES 17-417](#) **A Resolution Approving the Renewal of the Independent Contractor Agreement with A&B Landscaping and Tree Service, Inc. for the 2017 Parkway Tree Stump Removal Program in an Amount not to Exceed \$120,000.00**

**Overview:**

The 2015 Parkway Tree Stump Removal Program was awarded to A & B Landscaping and Tree Service, Inc., of Riverside, IL through open bidding. The Agreement allowed for two additional one year term renewals. This would be the second renewal.

- L. [RES 17-420](#) **A Resolution Approving an Agreement for Bailiff Services with Joseph Giammona for a One-Year Period and Authorizing its Execution.**

**Overview:**

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

- M. [RES 17-421](#) A Resolution Approving an agreement for Bailiff Services with Edward Polfus for a One-Year Period and authorizing its execution.**

**Overview:**

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

- N. [RES 17-429](#) A Resolution Approving a Professional Services Agreement with Darlene Redmond 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.

- O. [RES 17-431](#) 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.

- P. [RES 17-432](#) A Resolution Approving a Professional Services Agreement with John Stack 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 contracts with adjudication officers to review written and in-person cases in Adjudication.

- Q. [RES 17-433](#) 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**

**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.

- R. [RES 17-428](#) A Resolution Approving a Settlement Agreement and Release between the Village of Oak Park and The Write People, Ltd., d/b/a The Write Inn, and Authorizing its Execution**

**Overview:**

It is requested that the Village Board approve a settlement agreement with The Write People, Ltd., d/b/a The Write Inn, and authorize its execution.

- S. [RES 17-424](#) **A Resolution Authorizing a Change Order to the Contractual Services Agreement between CityView, a Division of N. Harris Computer Corporation, and the Village of Oak Park, to Provide a New Software Solution for the Village's Permitting, Licensing and Inspection Services for an Additional \$21,252**

**Overview:** The Village launched VillageView, the Village's new Permitting, Licensing and Inspection software solution on May 9, 2016. The current change orders allows the Village to establish an online portal for businesses to pay Village Tax Obligations (CO 16-13) and to provide a refresher trainer to the permitting and plan review staff (CO 17-01) .

- T. [RES 17-434](#) **A Resolution Approving a Professional Services Agreement with Wight & Company for 2017 Architectural Design Consultant Services in an Amount Not to Exceed \$25,000.00 and Authorizing its Execution**

**Overview:** The Professional Services Agreement will be for services relative to Plan Development application design review as well as building permit application design review once the Zoning Ordinance design guidelines are in place.

- U. [RES 17-436](#) **A Resolution Approving an Amendment to the Professional Services Agreement with Thomas Engineering Group LLC for Engineering Services for the Design of the Lake Street Streetscape, Resurfacing, and Utility Improvement Projects for an Additional \$117,560 and Authorizing its Execution**

**Overview:** The original scope of the proposed Lake Street Streetscape project does not include streetscape and infrastructure improvements on Marion Street north of Lake Street to the intersection of Ontario Street. In order to bring the streetscape project north on Marion Street and provide enhancements which will serve as a gateway into Downtown Oak Park additional surveying and design work is needed to add this area. The Village requested a proposal from Thomas Engineering Group, who is currently designing the Lake Street project, for the additional survey and phase 1 and 2 design work to include this block of Marion Street. The work to provide this additional engineering is \$117,560 and adjusts the contract amount to \$1,197,560.

- V. [RES 17-437](#) **A Resolution Approving an Amendment to the Professional Services Agreement with The Lakota Group, Inc., for Phase 1 Landscape Architecture and Planning Services for the Lake Street Streetscape Project for an additional \$24,780 and Authorizing its Execution**

**Overview:**

The original scope of the proposed Lake Street Streetscape project does not include streetscape and infrastructure improvements on Marion Street north of Lake Street to the intersection of Ontario Street. In order to bring the streetscape project north on Marion Street and provide enhancements which will serve as a gateway into Downtown Oak Park additional planning and landscape architecture work is needed to add this area. The Village requested a proposal from The Lakota Group, who is currently planning the Lake Street project, for the additional landscape architecture and planning work to include this block of Marion Street. The cost to provide this additional work is \$24,780 and adjusts the contract amount to \$123,780.

- W. [RES 17-440](#) **A Resolution Approving an Independent Contractor Agreement with Pentegra Systems, LLC for the Village of Oak Park's Video Security and Access Control Project in an Amount not to Exceed \$815,000.00 and Authorizing its Execution**

**Overview:**

The current video and physical access control systems are over 14 years old. The video system provides monitoring and video evidence of Village's building infrastructure, public areas and public safety processes. The physical access system provides manageable security of Village facilities and rooms in place of traditional door keys and cylinder locks.

- X. [RES 17-441](#) **A Resolution Approving an Amendment to the Project Budget for the Construction of the Public Portion of the Parking Garage at 150 Forest Avenue and the Use of Owner Contingency for Interest Costs for the Financing of the Project in the Amount of \$30,000.00**

**Overview:**

The Public Parking Garage an amendment provides for interest costs for the project financing for the month of December 2016 in the amount of \$30,000 . This will not increase the overall approved budget as funds are available within the project contingency.

- Y. [RES 17-443](#) **A Resolution Approving a Supplemental Statement of Work to the Consultant Services Agreement with Municipal GIS Partners, Incorporated in an Amount Not to Exceed \$93,874 for New Services in 2017 and Authorizing its Execution**

**Overview:**

At the August 4, 2015 Regular Meeting, the Village Board directed staff to join the Local GIS Consortium. This was an opportunity for the Village to greatly improve GIS capabilities by providing all Village employees with training and access to GIS as well as provide an opportunity for some public access to GIS information. As a result, this is the annual contract approval to provide GIS services to the Village using a shared resources from over 30 communities.

- Z.**     [MOT 17-138](#)     **A Motion to Approve the Monthly Treasurer’s Report for All Funds**
- Overview:**     The unaudited November 30, 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.
- AA.**    [MOT 17-137](#)     **Motion to Approve the Bills in the Amount of \$4,847,591.85 from November 30, 2016 through January 3, 2017**
- Overview:**     Attached is the regular list of bills as paid through the Village’s accounts payable (AP) system for the period beginning November 30, 2016 through January 3, 2017. This is the most current list available.

## **XVI. Regular Agenda**

- AB.**    [ORD 17-172](#)     **Discussion and Consideration of an ordinance amending Chapter 13 (“Human Rights”) of the Oak Park Village Code by Adding a new Article 7 (“Welcoming Village”).**
- Overview:**     The Village Board is being asked to discuss the addition of a new section in the Village’s Human Rights Ordinance which would establish by Village Code, how each Village department, division, commission, committee, board, and body established by authority of an ordinance, or Village Board resolution should treat immigrant community members with respect and dignity.
- AC.**    [ORD 17-166](#)     **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-Rata Basis**
- Overview:**     Pursuant to the amended 2011 Settlement Agreement as amended, a surplus distribution of \$221,921.47 is required for Quarter 4, tax year 2015 from the Downtown TIF collections bringing the total distributions to all taxing bodies to over \$5.8 million for the 2015 tax year, collected in 2016.

## **XVII. Call to Board and Clerk**

## **XVIII. Adjourn**