

Agenda
Glen Ellyn Village Board of Trustees
Monday, January 10, 2011
8:00 p.m. – Galligan Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance to be led by Glen Ellyn Brownie Troop 1759.
4. Village Recognition:
 - A. Community Service Officer Nick Bellini received several thank-you notes for leading a tour of the Police Department from Cub Scout Pack 52, Den 11 of Lincoln Elementary School, and the Wolf Pack of St. Petronille.
 - B. A letter of thanks was received by Police Chief Norton from the Police Chief of Bloomingdale, forwarding his appreciation for assistance in a recent investigation.
 - C. The Wheaton Police Chief sent a letter of thanks to Glen Ellyn Police Sergeant Norm Webber and Police Officers Nick Catalano, Joseph Flores, and Mallory Scholpp for their assistance in a recent burglary investigation.
 - D. A thank-you note was sent to Public Works in appreciation for the recent asphalt repair of a neighborhood alleyway. The work crew included Jen Brown, Greg Garcia, Rick Mascarella, and Mike Zitzka.
 - E. Public Works received a note of appreciation from residents who were pleased with the Thain's addition project, which was finished on schedule and before the onset of the winter weather.
 - F. Building Inspector Brian Pohlis received a letter of thanks from a business owner for being so helpful during the opening of the restaurant.
 - G. The Village Board and Management Team congratulates the following employees who recently celebrated an anniversary as a Village employee:

Thomas Staples	Police Department	Twenty Years
David Scuito	Police Department	Fifteen Years
Craig Holstead	Police Department	Five Years
5. Audience Participation

6. Consent Agenda (Pages 4 – 55)

The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below: *(Trustee Thorsell)*

A. Village Board Meeting Minutes:

1. January 3, 2011 Special Meeting
2. December 13, 2010 Workshop
3. December 13, 2010 Regular Meeting
4. December 6, 2010 Regular Workshop
5. December 6, 2010 Special Meeting
6. October 25, 2010 Workshop
7. October 25, 2010 Regular Meeting

B. Total Expenditures (Payroll and Vouchers) - \$5,754,430.56.

The vouchers have been reviewed by Trustee Thorsell prior to this meeting.

C. Motion to approve an Intergovernmental Partnership Agreement between the Village of Glen Ellyn and the City of Naperville in order to continue the Ride DuPage to Work program utilizing funding from the RTA “JARC Grant,” June 1, 2010 through May 31, 2012. *(Senior Services Coordinator Hefler)*

D. Ordinance No. 5914, an Ordinance Amending Chapter Seven of Title Two of the Village Code of Glen Ellyn, Illinois regarding Building Board of Appeals Membership. *(Planning and Development Director Hulseberg)*

E. Resolution No. 11-01, a Resolution Designating Public Depository and Authorizing Withdrawal of Municipal Public Moneys. *(Acting Finance Director Noller)*

F. Motion to authorize payment to CBMT Greenhouse Inc. of Hampshire, IL for material costs associated with the summer 2011 Central Business District flower plantings in the amount of no more than \$17,000, to be expensed to the FY11/12 General Fund. *(Acting Public Works Director Perrigo)*

7. Village Attorney Diamond will present information concerning the proposed ethics resolution and ordinance. *(Trustee Henninger)* (Pages 56 – 69)

A. First reading of Resolution No. 11-02, a Resolution Establishing the General Policy of the Village of Glen Ellyn regarding the Ethics Standards Expected from its Civil Servants.

B. First reading of Ordinance No. 5915, an Ordinance Establishing Standards for Ethical Conduct by Civil Servants Providing for a Process to Review and Act Upon Alleged Violations and Adding Chapter 12 to Title 1, of the Glen Ellyn Village Code.

These first readings of the proposed ethics resolution and ordinance are non-binding “straw votes” of the Village Board for the purpose of providing for the additional opportunity for the public to raise questions or comments prior to their passage. The documents, which apply to all elected officials, volunteer board and commission members and employees, ensure all have clear guidance for carrying out their roles and responsibilities.

8. Motion to approve an agreement with _____, at a cost not to exceed _____ (including a contingency of _____) to be expensed to the FY11/12 General Fund. *(Trustee Ladesic)*
(Pages 70 – 77)
9. Reminders:
 - The next Regular Workshop meeting of the Glen Ellyn Village Board is scheduled for Monday, January 17, 2011 beginning at 7 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
 - The next Regular Village Board Meeting is scheduled for Monday, January 24, 2011 with the Workshop beginning at 7 p.m. and the Regular Board Meeting beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
10. Other Business?
11. Motion to adjourn to Executive Session for the purpose of discussing the purchase or lease of real property, adjourning thereafter without returning to open session. *(Trustee Thorsell)*
12. Press Conference

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**Minutes
Special Meeting
Glen Ellyn Village Board of Trustees
January 3, 2011**

Call to Order

Village President Pfefferman called the meeting to order at 7:00 p.m.

Roll Call

Upon roll call by Village Clerk Connors, Village President Pfefferman, Trustees Cooper, Hartweg, Henninger, Ladesic and Thorsell answered, "Present." Trustee Comerford was excused.

Sympathy was extended from the Village Board to Police Chief Phil Norton and his family on the death of his brother who died the previous week and was buried today.

Recess to Executive Session

At 7:05 p.m., Trustee Hartweg moved, seconded by Trustee Cooper to adjourn to Executive Session in Room 301 for the purpose of discussing pending litigation and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, returning thereafter to open session. All present voted "aye."

Return to Special Meeting

At 8:00 p.m., President Pfefferman, Trustees Hartweg, Henninger, Ladesic, Thorsell and Cooper returned to the Galligan Board Room to continue the Special Meeting.

Appointment of Interim Village Manager

Trustee Cooper moved, seconded by Trustee Hartweg to accept the contract to appoint Terrance L. Burghard as Interim Village Manager. Upon roll call, Trustees Cooper, Hartweg, Thorsell, Henninger and Ladesic voted "Aye." Motion carried.

Mr. Burghard accepted the appointment. He will begin on Tuesday, January 4, 2011.

Village Manager Recruitment Firm Presentations

Two individuals representing two firms, Robert Slavin, President of Slavin Management Consultants of Norcross, GA and Heidi Voorhees, President (Assisted by Doug Williams), Voorhees Associates LLC, Deerfield, IL gave presentations seeking to represent the Village in its search for a new Village Manager. Each firm gave their background; the process they would follow to present candidates to the Village Board for consideration; an estimate of the amount of time it would take to complete the process; their fees and guarantee. Each answered questions from Village Board members and two members of the public: Diane McGinley, 293 Abbotsford and Mr. McLaughlin, 167 N. Main.

The Village Board agreed to continue the discussion further at 7:00 p.m. prior to the Village Board meeting of January 10, 2011.

Recreation Director Matt Pekarek was thanked for stepping in and for all his work as temporary Village Manager.

Adjournment

At 9:55 p.m., Trustee Cooper moved, seconded by Trustee Henninger to adjourn the Special Village Board Meeting. All present voted "aye." Meeting adjourned.

Submitted by,

Suzanne R. Connors,
Village Clerk

A-6A₂

**Minutes
Village Board Workshop
Glen Ellyn Village Board of Trustees
December 13, 2010**

Time of Meeting: 7:00 P.M.

Present: President Pfefferman; Trustees Ladesic, Hartweg, Comerford, Cooper, Thorsell, Henninger; Village Clerk Connors. Village Attorney Diamond.
Staff present: Department Managers Caracci, Police Chief Norton, Building & Zoning Official Kvapil.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:00 P.M. with a roll call. Trustees Thorsell, Comerford, Cooper, Ladesic, Hartweg, and Henninger responded "Here."

2. Adjournment

At 7:04 p.m., Trustee Hartweg moved, seconded by Trustee Ladesic to adjourn to Executive Session in Room 301 for the purpose of discussing the appointment, employment compensation, discipline, performance, or dismissal of specific employees, adjourning thereafter to the regularly scheduled 8:00 p.m. Village Board Meeting. Trustees Hartweg, Henninger, Ladesic, Comerford, Cooper, and Thorsell voted "aye."

Submitted by:

Suzanne R. Connors
Village Clerk

**Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
December 13, 2010**

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Call to Order

Village President Pfefferman called the meeting to order at 8:00 p.m.

Roll Call

Upon roll call by Village Clerk Connors, Village President Pfefferman and Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic and Thorsell answered, "Present."

Pledge of Allegiance

President Pfefferman led the Pledge of Allegiance.

Village Recognition

- a. Planning and Development Director Staci Hulseberg received a note from Danny Sronkoski of Tap House Grill thanking her for her support of business owners and Glen Ellyn residents.
- b. The Madden family from Glen Ellyn recently held a fundraiser and donated \$2,615 to the Madden Scholarship Fund that is administered by the Glen Ellyn Police Department. The Madden Scholarship was created in memory of Glen Ellyn Police Sergeant Robert F. Madden, who passed away in 2007 after a long and courageous battle with ALS. The scholarship benefits Glenbard High School seniors entering their freshmen year of college who are pursuing law enforcement studies.
- c. The Police Department received a letter from St. James the Apostle School thanking them for supporting the annual auction by donating a "Ride in a Police Car."
- d. The Police Department received a phone call from a resident thanking Police Officer Brad Booton for assistance he provided during a family crisis. The same day a resident visited the Police Department to compliment Officer Booton for the courteous manner he exhibited while helping with an uncomfortable situation.
- e. Public Works Civil Engineer Jeff Perrigo recently received a letter from the Chicago Metro Chapter of the American Public Works Association informing him he had been selected to receive a scholarship that will encourage his endeavors and pursuit of academic success.

- f. The Village Board and Management Team congratulates Administration Department employee Gary Kostel who recently celebrated his five-year anniversary as a Village employee.
- g. The Village accepts the resignations of Jennifer Kinser from the Transitional Downtown Organization, Lenard Swanson from the Plan Commission, Dan Dwyer from the Recreation Commission, and Sharyl Faganel from the Architectural Review Commission and thanks them for their service to the Village.
- h. The Village received a note from a resident complimenting Public Works employee Stephanie Chandler for the creative flower pots she designed for the Central Business District and other Village locations.
- i. Glen Ellyn Historical Society Director Jan Langford sent a note thanking Public Works for their snow-removal efforts at Historic Stacy's Corners during the weekend of December 4 and 5.
- j. A Raintree Drive resident called Public Works to thank Jeff Agner, Rick Mascarella, John Sparagna and Steve Tavolacci for the efficient repair to an early-morning water main break. The repair quickly restored water to the Raintree neighborhood.

Audience Participation

- a. President Pfefferman presented a proclamation to Dorothy "Dotty" Flicek recognizing her 40 years of providing coffee to Glen Ellyn commuters at the Glen Ellyn Metra station. Richard Dunn added his thanks for her years of service following Ms. Flicek's acceptance of the proclamation with gratitude.
- b. President Pfefferman also read a proclamation recognizing outgoing Public Works Director Joe Caracci. Mr. Caracci accepted the proclamation and acknowledged the assistance he received from Village Manager Jones and the excellent job done by the Public Works staff. Bob Minix, Steve Jones, and Dave Buckley all spoke about what an exceptional manager Mr. Caracci was and how he would be missed.
- c. President Pfefferman mentioned that this meeting was Village Manager Steve Jones' last meeting before he leave the Village. He was thanked for his service to Glen Ellyn during the past 2½ hears. His last day will be December 22, 2010.
- d. President Pfefferman thanked the interim department managers for Public Works and the Finance Department. He also expressed the Village's gratitude to Recreation Director Matt Pekarek who will serve as temporary Interim Village Manager. The Village Board is considering hiring a professional human resources recruiting firm to assist in locating another Village Manger. Trustee Henninger gave a short report concerning the committee he chairs that is investigating possible finance director search process.

Consent Agenda

Village Manager Jones presented the Consent Agenda; Village President Pfefferman called for questions and/or discussion on the items on the Consent Agenda.

Trustee Ladesic moved and Trustee Henninger seconded the motion that the following items included on the Consent Agenda be approved:

- a. **Minutes** of the following Village Board Meetings:
 - Workshop Meetings
 - October 18, 2010
 - November 22, 2010
 - Regular Meeting
 - November 22, 2010
- b. Total **Expenditures** (Payroll and Vouchers) - \$2,175,640.51.
The vouchers were reviewed by Trustee Ladesic prior to the meeting.
- c. **Resolution No. 10-25**, a Resolution Accepting Public Improvements and a Bill of Sale for the Prairie Arbor Subdivision Located at the Northwest Corner of Prairie Avenue and St. Charles Road on Property Commonly Known as 22W750 St. Charles Road.
- d. **Resolution No. 10-26**, a Resolution Accepting Public Improvements and a Bill of Sale Associated with the Roosevelt Taft Subdivision a/k/a Glen Ellyn Crossings Shopping Center Located at the Southwest Corner of Roosevelt Road and Nicoll Way.
- e. **Resolution No. 10-27**, a Resolution Designating an Authorized Agent to the Illinois Municipal Retirement Fund.
- f. Recommendation of Village President Pfefferman that the following **appointments and reappointments** be made for Boards and Commissions:
 - Architectural Review Commission
 - George I. Dickie – reappoint for a term ending December 31, 2013
 - Tessa V. Loftus– reappoint as youth member for a term ending December 31, 2013
 - Sharon S. Wussow – reappoint for a term ending December 31, 2013
 - Mike Wilson – appoint for a term ending December 31, 2012
 - Board of Fire and Police Commissioners
 - James M. Meyers – reappoint as Chairman through December 31, 2011, and as a member for a term ending December 31, 2013
 - Wesley R. Peters – reappoint for a term ending December 31, 2013
 - Cynthia Steinbach – reappoint for a term ending December 31, 2013

Building Board of Appeals

James L. Ryan, Jr. – reappoint as Chairman through December 31, 2011, and as a member for a term ending December 31, 2013

Michaelene Burke Hoch – reappoint for a term ending December 31, 2013

James H. McGinley – reappoint for a term ending December 31, 2013

Capital Improvements Commission

James P. Piszczek – reappoint as Chairman through December 31, 2011, and as a member for a term ending December 31, 2013

Daniel O’Carroll – reappoint for a term ending December 31, 2013

Jason A. Popp – reappoint for a term ending December 31, 2013

Todd H. Ryne – reappoint for a term ending December 31, 2013

Economic Development Corporation

Doug Armantrout – reappoint as the Village of Glen Ellyn representative for a term ending December 31, 2014.

Environmental Commission

Robert S. Marcott – reappoint as Chairman through December 31, 2011, and as a member for a term ending December 31, 2013

Adam S. Kreuzer – reappoint for a term ending December 31, 2013

James B. Wescott – reappoint for a term ending December 31, 2013

Historic Preservation Commission

Leland F. Marks – reappoint as Chairman through December 31, 2011, and as a member for a term ending December 31, 2013

Timothy F. Loftus – reappoint for a term ending December 31, 2013

James P. Manak – reappoint for a term ending December 31, 2013

Plan Commission

Robert Friedberg – reappoint for a term ending December 31, 2013

Jeff Girling – reappoint for a term ending December 31, 2013

Jay B. Strayer – reappoint for a term ending December 31, 2013

Lionel Whiston – appoint for a term ending December 31, 2013

Recreation Commission

Sara L. Noel – reappoint for a term ending December 31, 2013

Transitional Downtown Organization

Maria Tachna – appoint for a term ending April 30, 2011

Zoning Board of Appeals

Gregory J. Consantino – reappoint for a term ending December 31, 2015

Mary F. Ozog – reappoint for a term ending December 31, 2015

Upon roll call on the Consent Agenda, Trustees Ladesic, Henninger, Comerford, Cooper, Hartweg and Thorsell voted "Aye". Motion carried.

Ordinance No. 5906 – Annual Combined Property Tax Levy for the Village of Glen Ellyn and the Glen Ellyn Public Library – Second Reading

Acting Finance Director Larry Noller presented information related to the property tax levy for the Village of Glen Ellyn and the Glen Ellyn Public Library. Proposed property taxes for 2010 (collected in 2011) have been reviewed previously through the adoption of a Village Board resolution on November 8 and a public hearing and first reading of the proposed property tax ordinance on December 6.

Trustee Ladesic moved and Trustee Henninger seconded the motion that Ordinance No. 5906 be passed on second reading, an Ordinance for the Levy and Assessment of Taxes in the Amount of \$10,202,834 for the Fiscal Year Beginning May 1, 2010 and Ending April 30, 2011 of the Village of Glen Ellyn, DuPage County, Illinois.

Upon roll call, Trustees Ladesic, Henninger, Comerford, Cooper, Hartweg and Thorsell voted "Aye." Motion carried.

Ordinance No. 5907 – Property Tax Partial Abatement

Acting Finance Director Larry Noller presented an ordinance which abates or cancels property taxes related to the 2010 General Obligation Library Bonds which were sold in December of 2009 to finance a number of Library building rehabilitations and repairs. This was a taxable Build America Bond which included semiannual rebates to the issuer in the amount of 35 percent of interest paid on the bonds.

Trustee Thorsell moved and Trustee Comerford seconded the motion that Ordinance No. 5907 be passed, an Ordinance Partially Abating the Tax Hereto Levied for the Year 2010 to Pay the Principal of an Interest on the General Obligation Bonds, Taxable Series 2010 (Build America Bonds – Direct Payment), of the Village of Glen Ellyn, DuPage County, Illinois.

Upon roll call, Trustees Thorsell, Comerford, Cooper, Hartweg, Henninger and Ladesic voted "Aye." Motion carried.

Ordinance No. 5908 – Property Tax Abatement

Acting Finance Director Larry Noller presented an ordinance which would reduce or abate property taxes for 2010 in the amount of \$335,049.84. This abatement relates to general obligation bonds sold in 2003 to finance the renovation of the Village Links 18-hole golf course. The bonds were refinanced in November 2010 to lower interest costs. The bonds were issued with the full taxing authority of the Village to achieve lower borrowing costs; however, the debt service on the bonds would be paid from a transfer from golf revenues

in the Recreation Fund. As a result, property taxes which are pledged as security on the bonds can now be reduced or abated.

Trustee Comerford moved and Trustee Hartweg seconded the motion that Ordinance No. 5908 be passed, an Ordinance Directing the Application of Funds from Specified Sources to the Payment of Principal and Interest Upon General Obligation Refunding Bonds, Series 2010, for the Fiscal Year 2010/11 in the Amount of \$335,049.84.

Upon roll call, Trustees Comerford, Hartweg, Cooper, Henninger, Ladesic and Thorsell voted "Aye." Motion carried.

Special Service Area Taxing Districts in Commercial Areas

Acting Finance Director Larry Noller presented information on five Special Service Area taxing districts which apply to commercial properties along the Roosevelt Road corridor, in the downtown Central Business District and at Five Corners. These SSAs have been utilized since 1991 to provide partial funding for the operations of the Glen Ellyn Economic Development Corporation. The amount levied assumes a 5% growth rate which may be higher than actual growth, but this will insure coverage for all necessary expense.

Trustee Cooper moved and Trustee Thorsell seconded the motion that the following ordinances be passed:

- a. **Ordinance No. 5909**, an Ordinance for the Levy and Assessment of Taxes for the 2010 Tax Levy Year in the Amount of \$55,600 for the Village of Glen Ellyn Special Service Area Number Thirteen.
- b. **Ordinance No. 5910**, an Ordinance for the Levy and Assessment of Taxes for the 2010 Tax Levy Year in the Amount of \$127,500 for the Village of Glen Ellyn Special Service Area Number Fourteen.
- c. **Ordinance No. 5911**, an Ordinance for the Levy and Assessment of Taxes for the 2010 Tax Levy Year in the Amount of \$5,700 for the Village of Glen Ellyn Special Service Area Number Fifteen.
- d. **Ordinance No. 5912**, an Ordinance for the Levy and Assessment of Taxes for the 2010 Tax Levy Year in the Amount of \$3,000 for the Village of Glen Ellyn Special Service Area Number Sixteen.
- e. **Ordinance No. 5913**, an Ordinance for the Levy and Assessment of Taxes for the 2010 Tax Levy Year in the Amount of \$800 for the Village of Glen Ellyn Special Service Area Number Seventeen.

Upon roll call, Trustees Cooper, Thorsell, Comerford, Hartweg, Henninger and Ladesic voted "Aye." Motion carried.

Reminders

- The Village offices will be closed for the holidays on Thursday and Friday, December 23 and 24, and Friday, December 31.
- The next Regular Village Board Meeting is scheduled for Monday, January 10, 2011 with a Workshop beginning at 7 p.m. and the Regular Board Meeting beginning at 8p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Other Business

- On November 22, 2010, the Village Board, after discussion of the proposed Ethics Ordinance at several open meetings, Village Attorney Diamond suggested he review the proposed ordinance. It is anticipated that President Pfefferman and Village Manager Jones will receive Attorney Diamond's comments by December 15 and return it to him by December 21. The proposed ordinance should then be available on the Glen Ellyn website and on December 27, the final proposed version will be submitted to the Village Board with the recommendation that it be passed on a two-reading process. The first reading should be at the January 10, 2011 Village Board meeting. The second reading would be at the January 24, 2011 meeting. Comments from the public are welcome at any time during the process.
- Residents were reminded to be sure to continue to be good citizens and clear the snow from the public sidewalks. Also, the Public Works Department was complimented for the great job done keeping everything clear during the last storm in spite of the wind.
- The Village Board wished everyone a Happy, Healthy and Safe Holiday Season.

Adjournment

At 8:49 p.m., Trustee Hartweg moved and Trustee Henninger seconded the motion that the Regular Meeting of the Village Board be adjourned to Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, adjourning thereafter without returning to open session. Upon roll call, Trustees Ladesic, Henninger, Comerford, Cooper, Hartweg and Thorsell voted "Aye". Meeting adjourned.

Respectfully Submitted,

Suzanne R. Connors
Village Clerk

A-6A+

**Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
December 6, 2010**

Time of Meeting: 7:25 p.m. Following Special Village Board Meeting

Present: President Pfefferman; Trustees Comerford, Cooper, Hartweg, Ladesic, Henninger and Thorsell; Village Clerk Connors; Attorney Diamond.
Staff present: Village Manager Jones, Schrader, Hulseberg, Norton, Caracci, Noller.

Call to Order

President Pfefferman called the Board Workshop to order at 7:25 P.M. with a roll call. Trustees Comerford, Cooper, Hartweg, Thorsell, Ladesic, and Henninger responded "Here."

Public Comments

The Village's first five-year financial forecast is scheduled for review by the Financial Commission on December 10 in Room 301 at 7 a.m. The meeting is open to the public.

December 6, 2010 Village Board Meeting Agenda Review

6c. Village Manager Jones discussed the acceptance of the improvements and bill of sale of the Prairie Arbor Subdivision.

6d. Village Manager Jones presented the acceptance of public improvements and bill of sale of the Glen Ellyn Crossings Shopping Center at the southwest corner of Roosevelt Road and Nicoll Way.

6e. The Village President is recommending the appointment of Lionel Whiston to the Plan Commission for a term ending December 31, 2013.

7. Second reading of the property tax levy and assessment of taxes for the Village of Glen Ellyn and the Glen Ellyn Library which was presented by Acting Finance Director Noller and discussed in depth at the time of the first reading. The public is invited to contact either the Village Manager or Acting Finance Director with questions.

8. Acting Finance Director Noller presented information regarding abating taxes for the 2010 year. The abatement relates to the \$3 million in Build America bonds issued on behalf of the Library last year. The bonds include a 35% Federal credit of the interest - the amount is \$45,122.12. This amount goes back into debt service fund to cover part of the payment due on the bonds.

9. Acting Finance Director Noller presented information on abatement of tax relating to the renovation of the Village Links golf course. The bonds were originally sold in 2003, but refinanced in 2010 at lower interest with Village bonds. The Village Links amount that was included in the 2010 refunding that is being returned to the Village is \$335,049.84. This is the 9th of 20 planned abatements to cover the Village Links.

10. Acting Finance Director Noller presented information regarding the five Special Service Areas – one in the Central Business District, three on Roosevelt Road, and one at Stacy's Corners. These SSA areas provide funding for the Economic Development Corporation. The Village is proposing a rate increase from 12½ ¢ to 15¢ per \$100 assessed valuation. The Village anticipates the assessed valuation may increase by 5% or slightly less. Examples were given showing the amount of dollar increase based on the rate increase for different assessed valuations. Discussion followed regarding the amount paid by the downtown SSA and allocation of SSA funds (specifically using Roosevelt Road SSA collection to fund downtown activities).

Janet Availa, 477 N. Main, and a member of the Downtown Organization, spoke about needing funding for the new Downtown Organization, but the organization has not yet come to a final determination. She was thanked for submitting their estimated budget. Neil Dishman, 396 Prospect, and president of the EDC board, spoke about what the EDC wants to do with the monies from the Village. He explained SSA funds go directly into the EDC operations.

Diane McGinley, 293 Abbottsford Ct., questioned the EDC representatives regarding the amount of grant monies issued in the last year. She was referred to the EDC's 2009 financial report that is posted on their website for exact numbers. The EDC director also offered to answer additional questions if she called the EDC office.

Following Village Board discussion, it was agreed that the SSA should remain at 12½¢. The next question was whether the Village Board wanted to indicate where they wanted to allocate the approximately \$55,000.

Carol White, 286 N. Park, and the temporary executive director of the Downtown Organization, commented that the past event was most successful. Dues requests have been sent out and responses have been coming in. Past dues have been \$250 per year and they usually average about 60 members.

The Village Board suggests that representatives of the Downtown Organization and the EDC meet with Village representatives to adopt a process to determine how the SSA monies are going to be allocated with the understanding that nothing will be final until the FY 2010/11 budget is approved.

Paramedic Service Evaluation

Village Manager Jones presented an overall history of ambulance/paramedic services in the Village. The process was examined in 2008 when it became apparent that the 1½ ambulances were not sufficient since the City of Wheaton was answering many of Glen Ellyn's calls. Wheaton indicated they did not want to respond to the Village of Glen Ellyn's mutual aid calls for paramedic services. An RFP was put out for the Village to manage its own service and three responses were received. Acting Finance Director Noller explained the analysis of current service from June 15, 2009 – June 14, 2010. There were approximately 1,500 calls generating \$1.5 million in charges. Of the \$1.5 million, not all can be collected because Medicare and Medicaid pay a reduced amount (53% of Glen Ellyn calls) and that must be written off as well as fees for some accounts that go to collections. Because of these collection amounts, expenses are approximately \$1.82 million. The net cost to the Village is approximately \$320,848. Monthly collections for the current fiscal year were presented. It is estimated that if collections continue as they have this fiscal year, they will be about \$70,000 below the current FY. Discussion followed regarding collection reporting and practices, mutual aid and overall calls answered, and the need for clarification of previous estimates of the cost of the service.

Diane McGinley, 293 Abbotsford Court, spoke about what appeared daily write-offs and that the write-offs are for Glen Ellyn residents. She will provide a copy of a memo indicating that Glen Ellyn residents' bill will not be sent to collection for non-payment. She also asked about increase in expenses exceeding revenue by year 4.

Other Items?

President Pfefferman announced that the Village is in the process of looking for a Finance Director and an interim Village Manager. Part of the process may depend on hiring a professional search firm to assist the Village Board.

Adjournment

At 9:10 p.m., Trustee Henninger moved and Trustee Cooper seconded a motion to adjourn. Upon a roll call, all voted "Aye." Meeting adjourned.

Submitted by:

Suzanne R. Connors,
Village Clerk

A-6A₅

**Minutes
Special Meeting
Glen Ellyn Village Board of Trustees
December 6, 2010**

Call to Order

Village President Pfefferman called the meeting to order at 7 p.m.

Roll Call

Upon roll call by Village Clerk Connors, Village President Pfefferman and Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic and Thorsell answered "Present."

Public Hearing - Annual Combined Property Tax Levy for the Village of Glen Ellyn and Glen Ellyn Public Library

Trustee Cooper moved and Trustee Comerford seconded the motion that the public hearing to receive comment on the proposed 2010 property taxes for the Village of Glen Ellyn and the Glen Ellyn Public Library be opened. All Trustees present voted "Aye." Motion carried.

Trustee Cooper moved and Trustee Comerford seconded the motion that the public hearing be closed. All Trustees present voted "Aye." Motion carried.

Ordinance – Property Tax Levy – First Reading

This first reading of the proposed property tax levy is a non-binding "straw vote" of the Village Board for the purpose of providing additional opportunity for the public to raise further questions or comments about the Village and Library proposed property taxes for 2010. The Village's total property tax levy is projected to increase by 1.8 percent from last year's taxes extended, while the Glen Ellyn Public Library's total property tax levy is projected to increase by 2.6 percent from last year's taxes extended. The total proposed combined 2010 tax levy for the Village and Library after \$380,192 of abatements is \$9,822,642. This represents an increase of \$203,840 or 2.1% from 2009 property taxes extended by DuPage County. Final approval of the proposed 2010 property tax levy is scheduled for Monday, December 13, 2010.

Trustee Cooper moved and Trustee Henninger seconded the motion that an Ordinance for the Levy and Assessment of Taxes in the Amount of \$10,202,834 for the Fiscal Year Beginning May 1, 2010, and Ending April 31, 2011, of the Village of Glen Ellyn, DuPage County, Illinois be passed in a two-reading process, with second reading requested for December 13, 2010.

Upon roll call, Trustees Cooper, Henninger, Comerford, Hartweg, Ladesic and Thorsell voted "Aye." Motion carried.

Ordinance No. 5905 – Nicor Temporary Facility (285 Roosevelt Road) – Approve Special Use and Zoning Variation

Planning and Development Director Staci Hulseberg presented information on the requests of Nicor, lessee of property located at 285 Roosevelt Road, for approval of special use permits and a zoning variation to allow the temporary use of the property at 285 Roosevelt Road while their new Finley Road facility is under construction. The subject property is located on the south side of Roosevelt Road between Lambert Road and Lorraine Street.

Trustee Thorsell moved and Trustee Hartweg seconded the motion that Ordinance No. 5905 be passed, an Ordinance Granting Approval of Special Use Permits and a Zoning Variation to Allow Nicor to Operate a Temporary Facility on Property Located at 285 Roosevelt Road, Glen Ellyn, Illinois.

Upon roll call, Trustees Thorsell, Hartweg, Comerford, Cooper, Henninger and Ladesic voted "Aye." Motion carried.

Snow Hauling Contract for Fiscal Year 2011-12

Public Works Director Joe Caracci presented information on two motions related to the FY11-12 Snow Hauling Contract. The Village had not yet executed the contract with Koz Trucking previously approved by the Village Board at the October 25, 2010 Village Board Meeting. The contractor had failed to comply with the contract specifications with respect to providing executed contracts, insurance certificates, and required bonds within the designated time period. It was the recommendation of Public Works to withdraw the contract with Koz Trucking and award a new contract with Marcott Enterprises, Inc., of Villa Park (the next responsible contractor to submit a proposal) in the amount of \$20,000. Marcott has successfully performed this contract for the Village for the past seven years and 12 of the past 15 years.

- a. Trustee Hartweg moved and Trustee Henninger seconded the motion to withdraw the authorization to enter into a contract with Koz Trucking and Sons, Inc., of Medinah, Illinois, for the FY11-12 Snow Hauling Program.

Upon roll call, Trustees Hartweg, Henninger, Comerford, Cooper, Ladesic and Thorsell voted "Aye." Motion carried.

- b. Trustee Hartweg moved and Trustee Comerford seconded the motion to approve award of a two-year contract to Marcott Enterprises, Inc., of Villa Park, Illinois for snow hauling in the not-to-exceed amount of \$20,000 annually, to be expensed in the FY11 and FY12 General Fund Budget.

Upon roll call, Trustees Hartweg, Comerford, Cooper, Henninger, Ladesic and Thorsell voted "Aye." Motion carried.

Adjournment

At 7:25p.m., Trustee Henninger moved and Trustee Cooper seconded the motion to adjourn to the December 6, 2010 Special Village Board Meeting. Upon roll call, all Trustees voted "Aye." Motion carried.

Respectfully Submitted,

Suzanne R. Connors
Village Clerk

A-6A6

Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
October 25, 2010

Time of Meeting: 7:00 p.m.

Present: President Pfefferman; Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic, Thorsell; Attorney Diamond; Acting Village Clerk Utterback

Staff: Village Manager Jones, Schrader, Caracci, Hulseberg, Noller, Norton, Pekarek

1. Call to Order.

President Pfefferman called the meeting to order at 7:00 p.m.

2. Recreation Department User Fees for the Village Links for 2011 – Recreation Director Pekarek.

Pekarek stated that the Recreation Department operates as an enterprise fund without the use of tax dollars. Revenue from the Village Links is used to operate the golf course and maintain Panfish Park and Lambert Lake nature preserve and maintain a 300-acre stormwater detention system on those properties. Pekarek stated the Recreation Department's philosophy is to set non-resident fees at the market price, offer residents significant discounts and increase fees in small increments on a regular basis. Staff recently conducted an analysis of the 2010 public golf market, and their recommendation is to not increase fees at this time due to the soft golf market. Pekarek stated this is the second year in a row that green fees will not be increased. At their October 20, 2010 meeting, the Recreation Commission voted 5-0 to recommend adoption of a fee schedule.

3. Village Links Steering Committee Update – Recreation Director Pekarek.

Pekarek stated that a subcommittee of the Recreation Commission called the Village Links Facility Master Plan Steering Committee was formed in June, 2010 and has been assigned the task of developing a master plan for facilities at the Village Links Clubhouse and site. Pekarek reported that in September, the Steering Committee recommended that the Recreation Commission recommend that the Village Board issue a request for information for the outsourcing of golf course food service, however, a motion failed to carry by a vote of 2-2. Those opposing the motion felt that the Steering Committee was not working on its assigned task, and those in favor of the motion felt that the Steering Committee needed the information that the request for information would generate. Pekarek stated his concerns were that the Steering Committee was working without input from staff, the Village Links has immediate facility-related needs, and the Steering

Committee minutes contained incomplete and, therefore, inaccurate information regarding the profitability of public area golf courses. Pekarek stated that Manager Jones and he met with members of the Steering Committee and Recreation Commission to help resolve the discrepancies and prioritize facility issues. Just prior to this meeting, Pekarek distributed a Request for Information that he prepared regarding golf course food service at the Village Links. Trustee Comerford requested adding balance of sale by month information to the RFI so that the potential opportunities during non-golf months can be assessed. He also requested adding a breakdown of breakfast, lunch and dinner to the RFI to assess potential growth in this area. Pekarek responded to Trustee Comerford that the halfway house is included in the RFI, and Trustee Comerford requested a breakdown of that information as well. A follow-up Steering Committee meeting is scheduled for October 26, 2010 at which staff will present facility issues from which a plan can be created. In response to President Pfefferman, Pekarek stated that issues are not easily separated into short-term and long-term and that he would like to see priorities established. As Trustee Liaison to the Recreation Commission, Trustee Cooper recollected from the meeting that the mission of the Steering Committee is to review overall facility issues and, in particular, issues regarding the clubhouse, driving range and parking within 18-36-48 months. He added that other issues, including partnering, will be reviewed on a long-term basis. Trustee Cooper invited the public to contact Director Pekarek with input regarding the Village Links. Pekarek responded to President Pfefferman that he would appreciate the Village Board submitting comments to him regarding the RFI within one week to 10 days. Manager Jones suggested November 12 as the deadline date based on scheduled Steering Committee and Recreation Commission meetings.

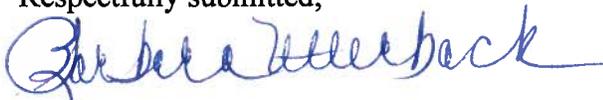
4. Other items?

There were no other items brought before the Village Board.

5. Adjournment.

At 7:25 p.m., Trustee Cooper moved, seconded by Trustee Henninger, to adjourn to Executive Session for the purpose of discussing pending litigation. The motion carried unanimously.

Respectfully submitted,



Barbara Utterback

Acting Village Clerk

A-6A7

**Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
October 25, 2010**

Call to Order

Village President Pfefferman called the meeting to order at 8:00 p.m.

Roll Call

Upon roll call by Acting Village Clerk Utterback, Village President Pfefferman and Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic and Thorsell answered, "Present."

Pledge of Allegiance

President Pfefferman led the Pledge of Allegiance.

Village Recognition

- a. An email message was received from a resident complimenting Professional Engineer Bob Minix for excellent customer service and a quick response to his call about a street repair problem.
- b. Police Chief Norton received a note of thanks from a resident who complimented Deputy Police Chief Bob Acton for responding in an exceptional manner to his request.
- c. A letter was sent to Police Chief Norton from residents forwarding their thanks and best wishes to Deputy Police Chief Bill Holmer who assisted them in solving a perplexing problem.
- d. Community Service Officer Rose Volpe received a letter of thanks from a very grateful resident for helping him to find his lost dog.
- e. A letter of gratitude was sent to the Volunteer Fire Company from former residents who, as a token of their appreciation, donated two memorial benches in their parents' memory to the Department for their many kindnesses during recurring visits to their parents' home.
- f. The Village Board accepted the resignation of Bill Schuman from the Recreation Commission and thanked him for his service to the Village.

Audience Participation

- a. President Pfefferman presented proclamations recognizing Persons of Character to Sandra Pihos, John Mulherin, Susie Thomas, and Stuart Stone. Award recipients not present included Karen Evans, Dr. Kenneth Lee, Sharon Marston and Pat McCluskey.
- b. President Pfefferman also presented a proclamation to Planning and Development Director Staci Hulseberg in observance of National Community Planning Month.
- c. Police Chief Norton provided an update on expected weather conditions and the Village's preparedness for those events. In response to Trustee Ladesic, Public Works Director Caracci responded that he has been in contact with two tree contractors regarding the impending weather situation. Caracci also reminded residents to contact ComEd in the event of a power outage.
- d. President Pfefferman welcomed Bill Mueller, the Village President of Lombard, to the meeting.

Consent Agenda

Village Manager Jones presented the Consent Agenda; Village President Pfefferman called for questions and/or discussion on the items on the Consent Agenda.

Trustee Hartweg moved, and Trustee Comerford seconded the motion, that the following items included on the Consent Agenda be approved:

- a. There were no **Minutes** presented for review.
- b. Total **Expenditures** (Payroll and Vouchers) - \$1,688,003.68.
The vouchers were reviewed by Trustee Hartweg prior to the meeting.
- c. Waive Sections 10-4-17.2(B)25 for the C5B Central Business District and 10-4-17.1(B)32 for the C5A Central Business District (Promotional Activities) of the Glen Ellyn Zoning Code in order to permit the Glen Ellyn Chamber of Commerce to host their annual **Halloween Event** in downtown Glen Ellyn on Saturday, October 30, 2010 between 10:00 a.m. and 1:00 p.m.
- d. Award of a two-year contract to Koz Trucking and Sons, Inc., of Medinah, Illinois, for **snow hauling** in the not-to-exceed amount of \$20,000 annually, to be expensed to the FY11 and FY12 General Fund.
- e. Award of a one-year contract to Suburban Tree Consortium (c/o West Central Municipal Conference) for the **FY11 Tree Reforestation Program** in the not-to-exceed amount of \$60,500, to be expensed to the FY11 General Fund Budget.

- f. Award of a two-year contract to Detroit Salt Company of Detroit, Michigan to provide up to 600 tons of **emergency rock salt** annually at the unit price of \$59.10 per ton (FY11) and \$65.01 per ton (FY12), to be expensed to the FY11 and FY12 Motor Fuel Tax Budget.
- g. Receive the Glen Ellyn **Police Pension Board's Annual Report** to the Village Board for the fiscal year ending April 30, 2010.
- h. Accept the recommendation of Village President Pfefferman that **Glen Graham be appointed to the Recreation Commission** for a term ending December 31, 2011.

Trustee Hartweg moved, and Trustee Comerford seconded the motion, to approve Consent items b. through h., including expenditures in the amount of \$1,688,003.68.

Upon roll call on the Consent Agenda, Trustees Hartweg, Comerford, Cooper, Henninger, Ladesic and Thorsell voted "Aye." Motion carried.

Ordinance No. 5892 – Advance Auto Parts (696 Roosevelt Road) – Sign Code Variations

Planning and Development Director Staci Hulseberg presented information on the request of Advance Auto Parts, lessee of property located at 696 Roosevelt Road, for approval of sign code variations to allow the installation of two primary signs on the property in lieu of the maximum number of one primary sign permitted and to allow a sign to be located 50 feet 1 inch from the centerline of Roosevelt Road in lieu of the minimum setback of 55 feet required. Planning and Development Director Hulseberg displayed a location map and elevations showing the proposed sign on the building and the proposed monument sign. Hulseberg stated that at the October 18, 2010 Village Board Workshop, staff had recommended denial of the setback variation regarding the monument sign because they believed the sign could be moved back and brought into compliance with the code. However, due to confusion based on the petitioner submitting conflicting sign plans, staff has since learned that the sign cannot be pushed back any farther than the petitioner is proposing, and she displayed a revised plan showing the location of the proposed sign which is where the existing sign is located. Hulseberg stated that the Police Department has evaluated the site for visibility purposes and found no concerns regarding that issue. Based on the above information, Hulseberg stated that staff recommends approval of both variation requests. The petitioner stated Advanced Auto Parts intends to open the store on February 28, 2011.

Trustee Comerford moved, and Trustee Cooper seconded the motion, that Ordinance No. 5892 be passed, an Ordinance Granting Approval of Sign Code Variations for Advance Auto Parts to be Located at 696 Roosevelt Road.

Upon roll call, Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic and Thorsell voted "Aye." Motion carried.

Resolution No. 10-23 – Establish Transitional Downtown Organization

Planning and Development Director Staci Hulseberg presented information on the creation of a temporary transitional downtown organization that would be in existence through the remainder of the fiscal year, until April 30, 2011. This organization was a recommendation of the Downtown Strategic Plan. Planning and Development Director Hulseberg introduced from the audience Jennifer Kinser, one of the proposed Transitional Downtown Organization Board Members. Hulseberg stated that the Chamber of Commerce, the Economic Development Corporation and the Village of Glen Ellyn will be requested to appoint ex officio members. Hulseberg indicated changes that have been made to the proposed Resolution Establishing a Transitional Downtown Organization presented at the October 18, 2010 Workshop. Hulseberg clarified for Trustee Thorsell that in their review of the by-laws, the TDO will establish whether or not the ex officio members will vote during the transition period. The Village Board members were in favor of the ex officio members voting, and the Resolution will be revised to reflect that change.

Trustee Hartweg moved, and Trustee Thorsell seconded the motion, that Resolution No. 10-23 be passed, a Resolution Establishing a Transitional Downtown Organization, with the revision as discussed.

Upon roll call, Trustees Hartweg, Thorsell, Comerford, Cooper, Henninger and Ladesic voted "Aye." Motion carried.

Ordinance No. 5893-VC – Adopt Amended Fire Code

Planning and Development Director Staci Hulseberg presented information on the proposed adoption of the Fire Code. This is the third in a group of eight new or updated codes proposed for adoption this year. The amendments make few changes to the requirements in the Fire Code. Most of the amendments concern additional administrative information, avoiding conflicts with the Village Code, and changes to the organization format between the Building Code and the Fire Code. Hulseberg stated the Village Board reviewed the International Fire Code at Workshop meetings on September 20 and October 18. An issue that was the subject of much discussion was the trigger for the installation of fire sprinklers in remodeling projects. The consensus of the Village Board was to have this item remain as it currently exists in the code and schedule another discussion for a future Village Board Workshop. President Pfefferman stated that much advance notice and publicity will be provided prior to the meeting date.

Trustee Henninger moved, and Trustee Cooper seconded the motion, that Ordinance No. 5893-VC be passed, an Ordinance Amending Chapter 2 of Title 5 (Fire Regulations) of the Village Code of the Village of Glen Ellyn, Illinois Adopting the 2009 ICC International Fire Code with Local Amendments.

Upon roll call, Trustees Henninger, Cooper, Comerford, Hartweg, Ladesic and Thorsell voted "Aye." Motion carried.

Ordinance No. 5894 – Nicor (90 N. Finley Road) – Approve Zoning Text Amendment, Special Use Permits, Zoning Code and Sign Code Variations and Exterior Appearance

Planning and Development Director Staci Hulseberg presented information on the requests of Nicor, owner of property located at 90 N. Finley Road, for approval of a zoning code text amendment, special use permits, zoning variations, a sign variation and the exterior appearance of a new approximately 200,000 square-foot facility proposed on the site. The facility would replace the existing 49,000 square-foot building on the property. President Pfefferman thanked Nicor and the representatives of the condominium association for their professionalism regarding the proposed project. Hulseberg displayed an elevation of the proposed building and displayed and described a site plan. Two existing Nicor facilities will be consolidated at this site and 40 additional employees will be relocated to this site. Hulseberg stated the project meets or exceeds all zoning requirements of the Village for building setbacks, building height and parking. Hulseberg also displayed an aerial photo of the site that indicated the Village boundaries and stated that Finley Road is located within the Village of Lombard. Hulseberg stated that main issues of concern from nearby residents include drainage and signage, and she provided an update on those issues. She explained that Nicor has indicated the new sign will be smaller, dimmer and farther away from the condo building than the existing sign, and, in fact, is much smaller than Village code would permit. Hulseberg displayed a photo of a similar sign at another Nicor facility. Hulseberg stated that Nicor has also proposed the installation of additional trees to buffer the view of the sign from the condominium building. Hulseberg also stated that Nicor has developed a workable solution regarding drainage issues that impact nearby multi-family developments. Hulseberg stated that a condition of approval has been added to the ordinance that Nicor will be required to work with the multi-family properties to minimize any stormwater impacts or issues.

Hulseberg referred to a letter received today from a resident of Flowerfield that was distributed to the Village Board just prior to this meeting. This person had concerns regarding traffic, and Hulseberg stated that the Village traffic consultant and staff have been in contact with her to address her concerns.

Brad Stein, 1107 S. Finley Road, Lombard, Illinois, stated he was speaking for himself and neighbors across from the Nicor facility. Mr. Stein expressed concern regarding the location of the new building and parking lot close to Finley Road and the trees that will be removed from the park area. Mr. Stein suggested that Nicor move the parking lot and possibly rotate the buildings for aesthetic and noise abatement purposes. He was in favor of the left-turn traffic lane into the facility. Hulseberg responded to Mr. Stein that Village code requires that all lighting must be shielded and directed downwards.

Janice Beisner, President of the Finley Place Condominium Board of Directors, 1133 S. Finley Road, Lombard, Illinois expressed concerns regarding the location of the parking lot near Finley Road and signage that can be seen from the upper floors of the building. Ms. Beisner requested that Nicor minimize the effects of the lighting and noise from trucks. Hulseberg responded to Ms. Beisner that routine truck maintenance will be performed on the site.

Marilyn Goodwin, 1133 S. Finley Road, Lombard, Illinois believes the Nicor project is a done deal that will ruin her neighborhood. Hulseberg explained in response to President Pefferman that a petitioner can begin the demolition process before receiving approval for a project.

Reuben Logan, a resident of Finley Place Condos, Lombard, Illinois asked what the construction is that is currently taking place in the parkway, and Dave Behrens of Nicor responded that the gas line is in the process of being replaced. Mr. Behrens responded to Mr. Stein that the replacement of the gas line presents no danger to the public.

Elaine Logan, a resident of Finley Place Condos, Lombard, Illinois inquired as to the hours of operation for repairs on the site. Dave Behrens of Nicor responded that the late shift is in operation until 11:00 p.m. which is the same as the current hours. Ms. Logan requested limiting the hours of repair operation to avoid disturbing the neighbors. Mr. Behrens responded to President Pefferman that the repairs take place in concrete buildings which afford soundproofing. Mr. Behrens responded to Mr. Stein that the decibel level is within acceptable Village levels.

Jim Durkin, Attorney for Nicor, stated that Nicor's commitment to the community will continue beyond the construction phase of the proposed project.

Trustee Thorsell moved, and Trustee Comerford seconded the motion, that Ordinance No. 5894 be passed, an Ordinance Granting Approval of a Zoning Code Text Amendment, Special Use Permits, Zoning Variations, a Sign Code Variation and the Exterior Appearance for Nicor Located at 90 N. Finley Road.

Upon roll call, Trustees Thorsell, Comerford, Cooper, Hartweg, Henninger and Ladesic voted "Aye." Motion carried.

Ordinance No. 5895 – Village Clerk Salary Increase

Assistant to the Village Manager Kristen Schrader presented information on the proposed salary change of the Village Clerk from \$300 to \$500 per month (from \$3,600 to \$6,000 per year) . The Village Clerk salary has not been adjusted since 1977. Schrader stated that the Village Clerk spends approximately 50 hours per month to fulfill the duties of that office. She displayed a listing of Clerk salary information from surrounding communities and stated that the average is \$6,500 per year. She added that the salary increase, if approved, would become effective after the next election in 2011.

Trustee Henninger moved, and Trustee Hartweg seconded the motion, that Ordinance No. 5895 be passed, an Ordinance Fixing the Salary of the Village Clerk of the Village of Glen Ellyn.

Upon roll call, Trustees Henninger, Hartweg, Comerford, Cooper and Thorsell voted "Aye." Trustee Ladesic voted "Nay." Motion carried.

Gratto Restaurant (433 N. Main Street) – Approve License Agreement

Planning and Development Director Staci Hulseberg presented information on the request by Gratto Restaurant to install a temporary wind enclosure in the public right-of-way. The vestibule would be permitted to remain in place through April 1, 2011. Concerns from Public Works regarding the wind enclosure have been addressed by not allowing the structure to be attached to the sidewalk and by requiring Gratto to pay to relocate a bench to accommodate snow removal equipment on the sidewalk. Hulseberg displayed a diagram of the wind enclosure and a site plan.

Trustee Ladesic moved, and Trustee Henninger seconded the motion, to approve a license agreement for the Gratto Restaurant at 433 North Main Street to install a wind enclosure at the entrance to the restaurant on the public right-of-way in the Central Business District.

Upon roll call, Trustees Ladesic, Henninger, Comerford, Cooper, Hartweg and Thorsell voted "Aye." Motion carried.

Reminder

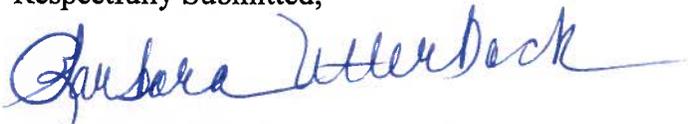
- The next Regular Village Board Meeting is scheduled for Monday, November 8, 2010 with a Workshop beginning at 7 p.m. and the Regular Board Meeting beginning at 8 p.m., in the Galligan Board Room of the Glen Ellyn Civic Center.

Other Business

Adjournment

At 9:25 p.m., Trustee Comerford moved and Trustee Hartweg seconded the motion to adjourn the regular meeting of the Village Board of Trustees. Upon roll call, all Trustees voted "Aye." Motion carried.

Respectfully Submitted,



Barbara Utterback
Acting Village Clerk

A-6c



To: Danamarie Izzo, Assistant to Village Manager, Human Resources

From: Jodi Hefler, Senior Services Coordinator *Jodi Hefler*

Date: December 8, 2010

Re: Ride DuPage Intergovernmental Partnership Agreement Request

Background

The Village of Glen Ellyn has been a participant in the Ride DuPage program, a subsidized transportation program for Glen Ellyn seniors and residents with disabilities, since July 2004. Ride DuPage evolved from the efforts of the Interagency Paratransit Coordinating Council (IAPCC) to provide transportation to senior citizens and persons with disabilities throughout DuPage County. The goal of this new transportation concept was to remove service boundaries and provide trips in a cost-effective manner. One way of achieving this goal was to include every community and township within DuPage County in the program in order to create a seamless transportation system. Currently participating in the Ride DuPage program are: the City of Naperville, Lisle Township, Naperville Township and Naperville Park District (referred to as the Lisle/Naperville Partnership), DuPage County (transportation for various work-related and senior programs) and the Village of Glen Ellyn, City of Wheaton and Milton Township (referred to as the Milton Partnership).

The Ride DuPage to Work program grew out of the Ride DuPage program and provides individuals with disabilities and seniors, greater access to transportation for work purposes. The fare structure for this program is different from the Ride DuPage program, giving qualified riders more affordable work-related travel options. The Milton Partners and Lisle/Naperville Partners (hereafter referred to as the Ride to Work Partners) share the costs for both of these programs.

Issues

Intergovernmental Partnership

The Ride to Work program is funded in part, with a grant from the RTA through the Federal Transit Administration Section 5316 Job Access Reverse Commute ("JARC") Program, which runs from June 1, 2010 through May 31, 2012, hereafter referred to as the "JARC Grant" in the amount of \$371,059.00. The grant will provide funding assistance for fifty percent (50%) of the costs of transportation services incurred by each Partner during the grant period.

Previously, Pace Bus, Inc. agreed to be the administrator for this grant, but has since reversed their decision. The City of Naperville has stepped up and agreed to take on the administration role on behalf of the Ride to Work Partners. The process for payment is as follows: the Partners will pay Pace 100% of the costs of the Ride DuPage to Work program based on ridership; the Partners will then submit invoices to the City of Naperville for reimbursement of 50% of those costs; the City of Naperville will in turn submit a requisition to the RTA for reimbursement of these costs through the JARC funds and will provide payment to the Partners accordingly. Thus, an Intergovernmental Agreement between the City of Naperville and the Ride to Work Partners (i.e. Village of Glen Ellyn) is necessary to complete this process.

Action Requested

The Intergovernmental Partnership Agreement explains the administrative and anticipated financial responsibilities of the Ride to Work Partners. Our Village Attorney has reviewed this Agreement. Approval of this Agreement by the Village Board will allow the Village of Glen Ellyn and its Partners to begin receiving reimbursement for costs incurred beginning June 1, 2010 for the Ride to Work program.

Recommendation

The attorney for the Village of Glen Ellyn and the attorneys for the City of Wheaton and Milton Township have reviewed this Agreement. I therefore recommend that the Agreement be approved by the Village of Glen Ellyn so that we may begin receiving reimbursement for 50% of the costs incurred for the Ride to Work program for the grant period, June 1, 2010 to May 31, 2012.

Attachments

Job Access Reverse Commute ("JARC") Intergovernmental Partnership Agreement for Ride DuPage to Work with Exhibit A.

**JOB ACCESS REVERSE COMMUTE (“JARC”)
INTERGOVERNMENTAL PARTNERSHIP AGREEMENT
FOR RIDE DUPAGE TO WORK**

THIS AGREEMENT is entered into this _____ day of _____, 2010, between the City of Naperville, Naperville Township, Lisle Township, Naperville Park District, Village of Glen Ellyn, City of Wheaton, and Milton Township, (hereinafter individually referred to as “Partner” or “Party”, or cumulatively referred to as “Parties”, “Partners” or “Ride DuPage to Work Partners”).

RECITALS

WHEREAS, the Ride DuPage to Work Partners are public agencies within the meaning of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Ride DuPage to Work Program, a component of the Ride DuPage, Program, provides transportation services to and from work at a reduced fare for senior citizens (65 and over) and persons with disabilities, as defined by the Regional Transportation Authority (hereinafter “RTA”); and

WHEREAS, effective June 1, 2010 the Suburban Bus Division of the Regional Transportation Authority (hereinafter “Pace”) ceased to act as the grant administrator for the RTA funding which supported the Ride DuPage to Work Program, though Pace continues to provide transportation services, monthly data, and invoices for the Program; and

WHEREAS, the Ride DuPage to Work Partners have determined that it is in their best interests to cooperate so that the Ride DuPage to Work Program can continue to be provided in each of their communities; and

WHEREAS, effective June 1, 2010, on behalf of the Ride DuPage to Work Partners, the City of Naperville has agreed to assume the responsibilities of grant administrator (hereinafter “Administrator”, “City of Naperville”, or “City”) for the RTA funding which supports the Ride DuPage to Work Program, subject to the provisions set forth herein; and

WHEREAS, on behalf of the Ride DuPage to Work Partners, the City of Naperville requested and was awarded a grant for the Ride DuPage to Work Program from the RTA through the Federal Transit Administration Section 5316 Job Access Reverse Commute (“JARC”) in the amount of \$371,059.00. This grant will facilitate continuation of a reduced fare structure for participants of the Ride DuPage to Work Program and provide financial assistance to the Ride DuPage to Work Partners from June 1, 2010 through May 31, 2012.

WHEREAS, the City of Naperville (on behalf of the Ride DuPage to Work Partners) has entered into an agreement (hereinafter “Technical Services Agreement”) with the RTA for the JARC grant funding to provide funding assistance for fifty percent (50%) of the costs of transportation services incurred by each Partner through the Ride DuPage to Work program from June 1, 2010 through May 31, 2012.

WHEREAS, each Partner shall Pace pay 100% of the costs of Ride DuPage to Work Program based on ridership, while fifty percent of that payment will be reimbursed and distributed to the Partners by the City of Naperville, utilizing funding provided by the JARC grant through the Technical Services Agreement.

WHEREAS, the RTA granted the City of Naperville, on behalf of the Ride DuPage to Work Partners, pre-award authority effective June 1, 2010 to begin incurring project expenses and to receive reimbursement for the Ride DuPage to Work Program in advance of finalization of the Partner Agreements; and

WHEREAS, it is in the Parties' best interests to clarify their respective rights and responsibilities hereunder.

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the Parties agree that:

1.0 RECITALS INCORPORATED.

1.1 The foregoing Recitals are incorporated herein by reference as thoughtfully set forth herein.

2.0 TERM OF THIS AGREEMENT.

2.1 Unless terminated sooner in accordance with Section 9 of this Agreement, this Agreement shall be in effect from June 1, 2010 through May 31, 2012.

2.1.1 This Agreement may be extended past May 31, 2012 by agreement of some, or all, of the Partners subject to availability of funding for the Ride DuPage to Work Program. Such extension may be approved by a letter of commitment submitted by an authorized representative of each Partner without formal amendment of this Agreement so long as the City of Naperville, as Administrator, determines that such extension is recommended and feasible.

3.0 SERVICE DESCRIPTION.

3.1 The Ride DuPage to Work Partners shall participate in the Ride DuPage to Work Program described on Exhibit A attached hereto and incorporated herein. The Ride DuPage to Work Partners are funding partners and do not provide equipment or facilities to the Ride DuPage program.

3.2 Each Ride DuPage to Work Partner will have a separate Ride DuPage Service Agreement with Pace which will include a component for the Ride to Work Program described herein.

3.3 As set forth in the Recitals, in order to receive the JARC grant funding described herein, the City of Naperville will serve as Administrator to coordinate reimbursement of fifty percent (50%) of each Partner's total monthly payment to Pace for the Ride DuPage to Work Program as provided herein.

4.0 BILLING AND REIMBURSEMENT.

4.1 Each Ride DuPage to Work Partner will be responsible for paying Pace one hundred percent (100%) of its monthly costs, which is based on monthly ridership, upon receipt of a monthly Ride DuPage to Work invoice from Pace. Each Partner will be solely responsible for the payment(s) described above. No Partner shall be responsible for another Partner's payment obligations for the Ride DuPage to Work Program unless agreed to in writing through a separate agreement.

4.2 Each Partner shall promptly send the City of Naperville a copy of every monthly invoice from Pace for the Ride DuPage to Work Program. Said invoice shall reflect the one hundred percent (100%) payment made to Pace, and the fifty percent amount to be reimbursed through the JARC grant. At the same time that the Partner provides the City with the Pace invoices described above, each Partner shall also provide the City with supporting documentation, including but not limited to ridership data, as determined to be appropriate by the City.

4.3 The City of Naperville will maintain and update a collective tracking sheet for each of the Ride DuPage to Work Partners indicating the number of trips, the 100% payment, and the 50% reimbursement. The total reimbursement to the Ride DuPage to Work Partners over the two year grant period shall not exceed a total of \$371,059.00 cumulatively, as to all Partners.

The City of Naperville will submit a requisition form to the RTA, along with supporting documents, requesting reimbursement for Ride DuPage to Work trips that are eligible for reimbursement for each Partner. The eligible trips for each Ride DuPage to Work Partner will be determined by taking 50% of the total monthly invoice from Pace for the Ride DuPage to Work Program.

The City of Naperville will accept the total monthly reimbursement from the RTA on behalf of the Ride DuPage to Work Partners, and provide each Partner with reimbursement for their eligible trips within thirty (30) days of receipt of the funds from the RTA. In the event that a reimbursement request submitted by the City as set forth in Section 4.3 above on behalf of any Partner is either not received from the RTA, or is not approved by the RTA, for any reason, the City shall not be liable or responsible for such payment as set forth in Section 6 below.

4.4 Prior to receiving reimbursement hereunder, each Partner will provide the City of Naperville with a Tax ID number and a completed W-9 form so that the

City can establish an account for transfer of reimbursement funds from the City to the Partner.

5.0 REPORTS.

5.1 The City shall provide quarterly JARC grant usage updates to each Partner, including, but not limited to: ridership, total monthly invoices, and total grant funding amount expended for each Partner.

6.0 PARTIES' RESPONSIBILITIES.

6.1 Each Partner shall comply with all federal, state, local and other laws, rules, regulations and Circulars of any kind, including, but not limited to, those referenced in the Technical Services Agreement attached hereto as Exhibit B and incorporated herein in its entirety, including, but not limited to the Certifications and Assurances set forth in Exhibit C thereto. In the event that any federal or state, governmental law, regulations or requirements change, and the changed law, regulations, or requirements will affect or apply to this Agreement, or the services to be provided hereunder, such change shall automatically apply to the Ride DuPage to Work Program and/or each Partner hereto. See also Section 7.2 of the Technical Services Agreement attached hereto as Exhibit B.

6.2 The requirements applicable to the City of Naperville as Administrator of the JARC grant under the Technical Services Agreement shall be equally applicable to each Partner to the extent that such requirements pertain to implementation of each Partner's participation in the Ride DuPage to Work Program, including without limitation, the Records Retention requirements set forth in Section 9.4 and the provisions in Section 9.5 thereof entitled "Audits".

6.3 Except as described in Section 6.4 below, each Partner shall be jointly and severally liable for any liability arising out of or resulting from the Technical Services Agreement for the Ride DuPage to Work Program, including, without limitation, Section 15.1 thereof, and shall further be jointly and severally liable for any other cost, penalty, remedy or obligation arising or resulting from said Technical Services Agreement, or arising or resulting from any action taken by the Federal Transit Administration associated with the Technical Services Agreement or any aspect of implementation of the JARC grant for the Ride DuPage to Work Program, including but not limited to attorneys' fees and cost.

6.4 In the event that the RTA claims reimbursement or refunds due pursuant to the provisions of the Technical Services Agreement, including without limitation Section 5.3, each Ride DuPage to Work Partner shall promptly share in the return of funds to the extent that they were originally reimbursed by the City.

6.5 As required in Section 2.2 of the Technical Services Agreement, each Partner acknowledges that if it makes a false, fictitious, or fraudulent claim,

statement, submission, or certification to the United States or State of Illinois in connection with the Ride DuPage to Work Program, they reserve the right to impose the penalties of 18 USC 1001, 49 USC 5307, 31 USC 3801, and 49 CFR 31, as they may deem appropriate.

6.6 The City of Naperville shall have the right to modify the reimbursement procedure described herein upon written notification to each Partner. The City of Naperville may also request any Partner to provide documentation to support 100% payment to Pace as provided herein. Each Partner shall be responsible to promptly respond to such request by providing the requested information and documentation within fourteen (14) days of such request.

6.7 In the event that a reimbursement request submitted by the City hereunder on behalf of any Partner is either not received from the RTA, or is not approved by the RTA, for any reason, the City shall not be liable for such payment to the Partners herein and the Partners hereby agree to release and hold the City of Naperville, and its officers, agents and employees harmless from any claim of any kind for such payment, or for any claim associated with such payment.

6.8 In consideration of the City of Naperville assuming the responsibility of acting as grant Administrator herein, the remaining Partners agree to defend, indemnify, and hold harmless the City of Naperville, and its officers, agents and employees, for any claims, judgments liability, demands, actions and causes of action of any kind arising out of the City's performance as grant Administrator.

6.9 The provisions of this Section 6 shall survive the expiration or termination of this Agreement.

7.0 ENTIRE AGREEMENT.

7.1 This Agreement represents the entire agreement between the parties with respect to the Ride DuPage to Work program, and supersedes all previous communications or understandings whether oral or written.

8.0 AUTHORITY TO ADMINISTER THE AGREEMENT.

8.1 The Transportation and Planning Services Team Leader for the City of Naperville, or his or her designee, shall have complete authority to transmit instructions, receive information, and administer the work covered by this Agreement and send any notices required by this Agreement under their respective signatures.

9.0 AMENDMENT, MODIFICATION, OR TERMINATION OF THIS AGREEMENT.

9.1 Except as provided in 2.1.1 above, no modification or amendment to this Agreement shall be effective until approved by the Partners in writing.

9.2 This Agreement may be terminated at any time, for any reason, by any Partner hereto upon thirty (30) days written notice to all other Partners. A terminating Partner shall be responsible for all responsibilities and obligations accruing hereunder prior to termination and for all provisions which survive expiration or termination of this Agreement.

9.3 In the event that the RTA ceases funding under the Technical Services Agreement, or in the event that the Federal Transit Administration fails to allocate sufficient funds to the RTA for the JARC grant funding program that provides reimbursement for eligible trips taken through the Ride DuPage to Work Program, this Agreement may be terminated as provided herein. A terminating Partner shall be responsible for all responsibilities and obligations accruing hereunder prior to termination and for all provisions which survive expiration or termination of this Agreement.

9.4 In lieu of terminating this Agreement in the event of funding cuts, some or all of the Partners may enter into negotiations to attempt to establish alternative means to continue to implement the Ride DuPage to Work Program.

9.5 In the event that the RTA does not issue written consent to this Agreement pursuant Section 14.1 of the Technical Services Agreement, if required, this Agreement shall be null and void without further action by any Partner. The City of Naperville shall promptly notify the Partners in the event that such consent, if required, is not given.

10.0 GOVERNING LAW AND VENUE.

10.1 This Agreement shall be governed by the laws of the State of Illinois as to both interpretation and performance. Venue for any action arising out of the terms or conditions of this Agreement shall be proper only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

11.0 SAVINGS CLAUSE.

11.1 If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

12.0 CAPTIONS AND PARAGRAPH HEADINGS.

12.1 Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

13.0 NON-WAIVER OF RIGHTS.

13.1 No failure of any party hereto to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, shall constitute a waiver of any party's right to demand exact compliance with the terms hereof.

14.0 NOTICES.

All notices due to any other party shall be delivered as follows unless and until otherwise directed:

City of Naperville
400 S. Eagle Street
Naperville, IL 60540
Attn: Karyn Robles
Telephone: 630-548-1133
E-mail: roblesk@naperville.il.us

Village of Glen Ellyn
493 Forest Avenue
Glen Ellyn, IL 60137
Attn: Jodi Hefler
Telephone: 630-858-6343
E-mail: seniors493@geseniors.org

City of Wheaton
303 W. Wesley Street, Box 727
Wheaton, IL 60189
Attn: Sharon Barrett-Hagen
Telephone: 630-260-2019
E-mail: sbarrett-hagen@wheaton.il.us

Naperville Township
139 Water Street
Naperville, IL 60540
Attn: Jenny Dawley
Telephone: 630-355-2786, EXT 4403
E-mail: jennyd@napervilletownship.com

Lisle Township
4711 Indiana Avenue
Lisle, IL 60532
Attn: Lois Biggins
Telephone: 630-968-2087
E-mail: lois@lisletownship.com

Milton Township
1492 N. Main Street
Wheaton, IL 60187
Attn: Dianna Taylor
Telephone: 630-668-1616
Email: miltonyouth1@aol.com

Naperville Park District
320 W. Jackson Avenue
Naperville, IL 60540
Attn: Lorraine Ouellette
Telephone: 630-848-3620
E-mail: louellette@napervilleparks.org

15.0 AUTHORITY.

15.1 Each Party executing this Agreement affirms and warrants it has the authority to enter into this Agreement and to bind the public entity he or she represents to the terms hereof.

16.0 COUNTERPARTS.

16.1 For convenience, this Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of such counterparts when taken together shall constitute but one and the same document which shall be sufficiently evidenced by any such counterpart.

17.0 BINDING EFFECT.

17.1 This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their successors and assigns, or any successor agency or entity.

THE PARTIES TO THIS AGREEMENT by their signatures acknowledge they have read and understand this Agreement, including but not limited to all exhibits attached hereto and made part hereof, and intend to be bound by its terms.

CITY OF NAPERVILLE

VILLAGE OF GLEN ELLYN

By: _____
Douglas A. Krieger
City Manager

By: _____
Village Manager

ATTEST

ATTEST

By: _____
Pam LaFeber
City Clerk, Ph.D.

By: _____
Its: _____

Date: _____

Date: _____

CITY OF WHEATON

By: _____
Donald Rose
City Manager

ATTEST

By: _____
Its: _____
Date: _____

NAPERVILLE TOWNSHIP

By: _____
Gary Vician
Township Supervisor

ATTEST

By: _____
Its: _____
Date: _____

LISLE TOWNSHIP

By: _____
Charles B. Clark
Township Supervisor

ATTEST

By: _____
Its: _____
Date: _____

MILTON TOWNSHIP

By: _____
O. Chris Heidorn
Township Supervisor

ATTEST

By: _____
Its: _____
Date: _____

NAPERVILLE PARK DISTRICT

By: _____
Raymond J. McGury
Executive Director

ATTEST

By: _____
Its: _____
Date: _____

EXHIBIT A - Ride DuPage to Work Transportation Services

Ride DuPage to Work is an element of the Ride DuPage program that enables seniors and persons with disabilities great opportunity to travel to and from work. Trips taken through this program are funded by a federal grant that subsidizes the cost of eligible dial-a-ride and taxi trips for persons with developmental disabilities and seniors who are unable to drive, providing greater opportunities to obtain and maintain employment through affordable transportation.

From June 1, 2010 through May 31, 2012, this project will be funded, in part, with a grant from the Regional Transportation Authority (RTA) through the Federal Transit Administration Section 5316 Job Access Reverse Commute (JARC) Program. The JARC Grant will cover 50% of the service costs for trips taken to and from work. The Ride DuPage to Work Partners (including the City of Naperville, Naperville Township, Lisle Township, Naperville Park District, Village of Glen Ellyn, City of Wheaton, and Milton Township) will pay for the remaining 50% of the service costs. The total JARC Grant awarded to the Ride DuPage to Work Partners shall equal up to \$371,059 over two years, with a local match responsibility shared by the Ride DuPage to Work Partners of up to \$371,059 over two years.

Type of Service: Demand Response Service. Service levels will not exceed limits dictated by funding levels stipulated in the agreement.

Transportation Service Operated By: Contractors including: Private Para-transit providers, Taxi Cab Companies; Other Qualified Providers of Transportation services.

Central Call Center: Private Contractor

Trip Reservation Method: Reservations shall be accepted at the Pace Central Call Center a maximum of seven (7) days in advance of the day service for an eligible trip request or as directed by Pace.

Trips requested with a minimum of one (1) day advance notice but no more than 7 days advance notice are guaranteed. Trips requested for same-day but no less than two (2) hours advance notice from the desired pick up time may be honored to the extent that the request can be accommodated within the framework of the day's schedule, however they are not guaranteed.

Service Mode: A transit vehicle, either a paratransit bus or taxi, will be deployed that is identified to be the most cost effective, efficient and appropriate to provide service.

Service Area: Trips shall be provided within DuPage County and the surrounding six (6) county area, as mutually agreed upon by the Ride DuPage to Work Partners, which include *Lisle Township, Naperville Township, City of Naperville, Naperville Park District, Village of Glen Ellyn, Milton Township, and City of Wheaton.*

Service Hours: Twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.

Fare Structure: \$1.50 for the first six (6) miles; \$1.00 per mile thereafter, or as otherwise determined by agreement between the Ride DuPage to Work Partners.

Rider Eligibility: The Ride DuPage to Work Partners shall each be responsible to determine rider eligibility and provide the information regarding eligible riders to Pace. All trips must be taken to and from a place of registered employment.

Grant Administration: Each individual Ride DuPage to Work Partner will pay Pace 100% of the monthly costs, which is based on ridership, for services provided through the Ride DuPage to Work program. Each local partner will then provide the City of Naperville with supporting documentation, as determined appropriate by the City of Naperville, indicating the monthly ridership data, monthly invoice, and indicate the fifty (50%) percent amount to be reimbursed through the JARC Grant.

The City of Naperville, pursuant to the JARC Grant, will coordinate with the RTA to receive and distribute reimbursement for fifty percent (50%) of each Partner's total monthly payment to Pace. The City of Naperville will provide each Partner with their share of the reimbursement within thirty (30) days of receipt from the RTA.

The responsibilities for each Partner, pursuant to the JARC Grant, are described in the Agreement to which this is an exhibit.

MEMORANDUM

A-6D

TO: Interim Village Manager

FROM: Staci Hulseberg, Director of Planning and Development
Joe Kvapil, Building and Zoning Official

DATE: January 4, 2011

SUBJECT: Amendments to the Membership Requirements of the Building Board of Appeals

History: An application was received from Mike Morange, a Village employee in the Building Division, to fill a vacant position on the Building Board of Appeals. The Village Code requires that one position on the BBA be filled by an employee of the Village in the Building or Maintenance Division. Questions and concerns were raised at the November 15, 2010 Village Board Workshop Meeting about potential conflicts since one of the duties of the BBA is to hear appeals to decisions and interpretations of the code by the Building and Zoning Official in the Building Division.

Appeals Participation: The Village Attorney reviewed the circumstances and code requirements and responded in a memo dated December 2, 2010 (copy attached). He recommended that the membership requirements of the Building Board of Appeals be revised to exclude two members from participating in any appeals process. These two members would be the required employee from the Building or Facilities Division and the required Fire Chief or Officer of the Fire Company. These two members would retain the role of all other members on all other matters including code adoptions and amendments which are the primary activities of the Building Board of Appeals.

Qualification Requirements: The Village attorney's memo also suggested a new requirement that membership be limited to Village residents or persons who work within the Village. A review of the membership requirements for all other active boards and commissions indicated that none of the boards or commissions included this limitation. We believe it is in the best interest of the Village of Glen Ellyn to require that members of the Building Board of Appeals reside in the Village, or be employed in the Village or own property within the Village. Accordingly, the proposed Ordinance includes this new membership requirement.

Building Board of Appeals: At their regular meetings, the Building Board of Appeals has been informed by the Staff Liaison of the perceived conflict and proposed membership amendments. No members of the board have expressed any objections.

Village Board: It is requested that the Village Board approve the attached Ordinance amending Village Code Section 2-7-3(G), Membership Requirements of the Building Board of Appeals. Once adopted, we would recommend that the Village President proceed with the appointment of Mike Morange to the BBA.

Attachments:

- Ordinance
- December 2, 2010 Memo to the President and Board of Trustees from Stewart Diamond

Village of Glen Ellyn

Ordinance No. _____

**An Ordinance Amending Chapter Seven of Title Two
of the Village Code of Glen Ellyn, Illinois
Regarding Building Board of Appeals Membership**

**Adopted by the
President and Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
this ____ day of _____, 20 ____.**

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this _____
day of _____, 20 ____.

Ordinance No. _____

**An Ordinance Amending Chapter Seven of Title Two
of the Village Code of Glen Ellyn, Illinois
Regarding Building Board of Appeals Membership**

Whereas, a duty of the Building Board of Appeals is to hear appeals from persons, firms or corporations from the administrative decisions of the Building and Zoning Official; and

Whereas, the Village Code requires members of the Building Board of Appeals to be qualified by experience and training to review matters pertaining to building, mechanical, electrical, plumbing or fire protection construction and requires the membership to include appropriate Village staff members and qualified volunteers; and

Whereas, the 2003 International Building Code prohibits employees of the jurisdiction from serving on the Building Board of Appeals; and

Whereas, the Village Attorney has reviewed these requirements at the request of the Village Board and responded with recommendations to the President and Board of Trustees in a Memo dated December 2, 2010; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn have deemed it in the best interest of the Village to exclude Village employees and members of the Fire Company on the Building Board of Appeals from participating in any way in appeals from persons, firms or corporations from the administrative decisions of the Building and Zoning Official.

Now, therefore, be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in exercise of its home rule powers, as follows:

Section One: Section 2-7-3(G) of the Village Code is hereby deleted in its entirety and

replaced with the following:

(G) Membership: The Building Board of Appeals shall consist of seven (7) members who are qualified by experience or training to review matters pertaining to building, mechanical, electrical, plumbing or fire protection construction. The members of the Board shall have some experience or education in one or more of the following:

Builder/developer/general contractor.

Building inspector.

Engineer/architect.

Mechanical/electrical/plumbing/fire protection contractor.

Or related field.

Five (5) of the members shall be appointed by the Village President from Village residents or persons that work or own property within the Village. The remaining two (2) members of the Board shall consist of a Village Staff Member from the Building or Facilities Maintenance Division and the Fire Chief or another officer of the Fire Company. Neither of these two members can serve as a Chair or Vice-Chair of the Board, and neither of them shall take any role in appeals brought under Section 2-7-5(B). Their activities shall be limited to the review of amendments and recommendations under Section 2-7-5(A). Members must maintain Village residency, or employment within the Village, or property ownership within the Village or their membership status may be revoked.

Section Two: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this ____ day of _____, 20_____.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of

_____, 20_____.

Village President of the
Village of Glen Ellyn, Illinois

Attest:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____).



DIAMOND BUSH
DiGIANNI
& KRAFTHOFER

A Professional Corporation
140 South Dearborn Street, Suite 600
Chicago, IL 60603
www.ancelglink.com

Stewart H. Diamond
sdiamond@ancelglink.com
(P) 312.782.7606 Ext. 9109
(F) 312.782.0943

TO: President and Board of Trustees

FROM: Stewart H. Diamond

DATE: December 2, 2010

SUBJECT: Building Board of Appeals Membership

I think that this may be a controversy in which every person is right and the problem that has been identified is easily corrected. The Village Board was about to approve the President's recommendation to appoint Mike Morang to the Building Board of Appeals. He is highly knowledgeable in these areas, and he served as Chairman of the Electrical Commission for 16 years before it was combined with the Building Board of Appeals.

Trustee Thorsell quite correctly raised the fact that the 2003 International Building Code, which establishes the Building Board of Appeals, indicates that its members are not to be "employees of the jurisdiction." That is a sensible provision, since, in many municipalities, the Board of Appeals is the recipient of many requests by builders and citizens to review the decisions of building officials. Trustee Thorsell raises the excellent point that citizens would be unlikely to appeal to the Board of Appeals rather than taking the matter immediately to Court if they believed that the deck was stacked against them with municipal employees making the decision.

At the moment, our own ordinance creates a Building Board of Appeals, which has as two of its seven members a "Village Staff member from Building Division or Facilities Maintenance, and also the Fire Chief." This all happened in a rather innocent manner. Mike Morang had been a member of the Electrical Commission. State law provides that such a Commission shall have among its Members "the Superintendent of Electricity or the Chief Electrical Inspector of the Municipality." 65 ILCS 5/11-37-2. The Electrical Commission, unlike the Building Commission, does not hear individual appeals from citizens. Its job is to recommend safe and practical standards and specifications and reasonable rules and regulations and fees. It does not have any quasi-judicial capacity.

When the two Commissions were merged, it was not fully appreciated that the combined entity, by statute and by our own ordinance would have the ability "to hear appeals from persons, firms or corporations from the administrative decisions of the building and zoning official." Chapter 7, Section 2-7-5(B) Village Code. A search of the appeals in anyone's memory before the Building Board of Appeals has only turned up appeals from the YMCA and the Glen Ellyn Chamber. The Board of Appeals

MEMORANDUM (cont'd)

December 3, 2010

Page 2

simply has not historically functioned in a quasi-judicial manner. Again, as Trustee Thorsell points out, that may be as a result of citizens investigating the matter and concluding that they would not get an independent determination.

The solution which I would suggest is to make small amendments to our Code. We would basically exclude the two employee members from taking any part in any appeal filed. They would fully participate in all the other important duties of the Board of Appeals. All of the amendments would be to Section 2-7-3(G), which relates to the membership of the Board. Subsection (G) would read, as follows:

- (G) The Building Board of Appeals shall consist of Members who are qualified by experience or training to review matters pertaining to building, mechanical, electrical, plumbing or fire protection construction. The members of the Board shall have some experience or education in one or more of the following:

Building/developer/general contractor.

Building inspector.

Engineer/architect.

Mechanical/electrical/plumbing/fire protection contractor.

Or related field.

Five (5) of the members shall be appointed from residents or persons that work within the Village. The remaining two (2) members of the Board shall consist of a Village Staff Member from Building Division or Facilities Maintenance and the Fire Chief or another officer of the Fire Company. Neither of these two members can serve as a Chair or Vice-Chair of the Board, and neither of them shall take any role in appeals, brought under Section 2-7-5(B). Their activities shall be limited to the review of amendments and recommendations under Section 2-7-5(A). The Village Board finds this configuration to be an acceptable modification to Section 112 of the International Building Code and it shall constitute an amendment thereto.

MEMORANDUM (cont'd)

December 3, 2010

Page 3

In summary, the Village of Glen Ellyn's Building Board of Appeals has functioned very little as a Board of Review and it can benefit significantly in its usual task of reviewing text and making recommendations by having members on the Board, such as a Village staff member and a representative from the Fire Department. These individuals can serve an important role in the historic mission of the Building Board of Appeals both with regard to building and electrical issues. To the extent that the Building Board of Appeals is to function as a quasi-judicial body, it will do so only with the five independent members who are not employed by the community. If the Board makes this modification, it would be able to also consider the appointment of Mr. Morang.

SHD:dar

cc Mr. Steve Jones
Ms. Staci Hulseberg
Mr. Joe Kvapil

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A-6E



MEMORANDUM

DATE: December 30, 2010
TO: Matt Pekarek, Interim Village Manager
FROM: Larry Noller, Acting Finance Director 
SUBJECT: Glen Ellyn Bank & Trust Authorized Signers

Background

The attached resolution will add our Village President as an Authorized Signer on the Village's Glen Ellyn Bank & Trust accounts. This is recommended due to the recent departure of two of the three authorized signers. We should maintain two authorized signers on the accounts and are doing the same with our accounts at Illinois Funds and IMET. We will plan to do updates once again when the Finance Director and Village Manager positions are permanently filled.

Action Requested

Passage of the attached bank resolution at the January 10 Village Board meeting.

Attachments

- Glen Ellyn Bank & Trust resolution

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
WITHDRAWAL OF MUNICIPAL PUBLIC MONEYS**

TO: (Name/Address of Financial Institution) Wheaton Bank & Trust 211 South Wheaton Avenue Wheaton, IL 60187 <small>0000001 Wheaton Bank & Trust</small>	FROM: (Name/Address of Municipal Entity) Village of Glen Ellyn 535 Duane St Glen Ellyn IL 60137-4675
--	--

Words or phrases preceded by a are applicable only if the is marked.

Under the Governing Municipality of: Village of Glen Ellyn

State of: Illinois

"IT IS RESOLVED THAT:

Wheaton Bank & Trust (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited;

The following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;

The person(s) and the number thereof designated by title designated account(s) is hereby authorized, for and on behalf of this Municipality, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality;

The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and

Any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution."

THIS RESOLUTION APPLIES TO (Select One): All Accounts

Specific Account Number(s):

DATE OF RESOLUTION:

NAME AND TITLE	SIGNATURE	NO. OF COINTE SIGNATURES
Lawrence L Noller		
Mark Pfefferman		

Additional comments or instructions:

This Resolution includes all of the provisions on Page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of Municipality at an open legal meeting held on the _____ day of _____ and said resolutions are now in full force and effect.

Signed by _____

Date _____

Clerk _____

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

Title: _____

Date _____

"IT IS FURTHER RESOLVED, that the Financial Institution be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all orders or checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title for the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution, and the Financial Institution shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Financial Institution be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Financial Institution, by which, in the Financial Institution's opinion, another person or entity claims an interest in any of these accounts and Financial Institution may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Financial Institution's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to give receipt therefor, and the Financial Institution is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Financial Institution is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) in accordance with state law, to accept such security, if applicable, and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Financial Institution in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Financial Institution, for refusing to honor any signatures not provided to the Financial Institution, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Financial Institution against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Financial Institution resulting from or arising out of any such payment or other action.

Select if applicable: Further Resolved, the Financial Institution is authorized to honor facsimile and other non-manual signatures and may honor and charge the Municipality for all negotiable instruments, checks, drafts, and other orders for payment of money drawn in the name of the Municipality, on its regular accounts, including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means the facsimile signature or other non-manual signature may have been affixed, or electronically communicated, if such facsimile signature resembles the specimen attached to this Resolution or filed with the Financial Institution, regardless of whether misuse of a specimen or non-manual signature is with or without the negligence of the Municipality. The Specimen Facsimile Signature Exhibit, if attached, is incorporated into and is an integral part of this Resolution. The Municipality indemnifies the Financial Institution for all claims, expenses, and losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified.

FURTHER RESOLVED, that the Secretary or Clerk of this Municipality be and hereby is authorized and directed to certify to the Financial Institution the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on this resolution and, if applicable, on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards, if any, and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Financial Institution to the contrary in writing; and the Financial Institution may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

FURTHER RESOLVED, that this resolution authorizes the Financial Institution to honor all orders or checks when bearing, or purporting to bear, the facsimile signature(s) provided below, if any, by any 1 of the named officers, or in an attached Exhibit when indicated.


Facsimile Signature

Facsimile Signature 

The Specimen Facsimile Signature Exhibit attached is incorporated into and is an integral part of this Resolution.

By initialing, I acknowledge this is page 2 of 2 of the Resolution Designating Public Depository and Authorizing Withdrawal of Municipal Public Moneys

LN Initials Initials Initials Initials

A-6F



To: Terry Burghard, Interim Village Manager
From: Jeffrey D. Perrigo, Acting Public Works Director
Date: January 04, 2011
Re: CBD Flower Planting Expenses

Background

Public Works provides for the beautification of the CBD with flowers placed in the spring, summer and fall. Of the three plantings, summer is largest and most expensive planting. Our FY 12 budget includes for approximately \$27,500 to be expensed for the three plantings with a summer planting invoice anticipated to be valued at nearly \$16,000.

Issues

Board approval is required for invoices greater than \$10,000. We anticipate receiving the invoice in the coming months.

Action Requested

Though not yet received, Public Works is proactively seeking approval of the Board for the anticipated invoice related to the CBD summer flower purchase in the amount of approximately \$16,000.

Recommendation

Action requested of the Board is for prior approval of the anticipated invoice for the 2011 summer planting in the approximate amount of \$16,000.

Attachments

Interoffice Memorandum dated January 03, 2011 from Assistant Public Works Director, Dave Buckley.

Interoffice Memorandum

to: Jeff Perrigo, Acting Public Works Director
from: David Buckley, Assistant Public Works Director
subject: CBD Flower Planting Expenses
date: January 3, 2011

One of the top compliments received by Public Works during the Spring, Summer and Fall is in regards to flowers planted in the downtown. Public Works orders all the flowers for public space in Glen Ellyn's Central Business District (CBD) and plants the majority of flowers with volunteers planting a number of smaller planting beds. There are three different flower plantings corresponding with the Spring, Summer and Fall seasons. This is done to provide color throughout the whole growing season as some plants are hardier in cooler weather while some thrive in warm weather. The ordering of flowers is done in December/January to provide growers enough notice to meet delivery dates in March, May and September.

Public Works contacted Wenke Greenhouses, the grower used by the Recreation Department, but Wenke was unable to provide 80% of either the species of plant or the size of plant. Public Works needs larger size plants than the golf course due to less growing time for plants when there are three seasonal plantings during the year rather than one or two. Wenke special grows plants only when there is enough quantity to warrant it. Public Works will continue to research and examine different cost saving methods for future flower purchases.

In light of this, Public Works is again planning on using CBMT Greenhouse, Inc. for all flower purchases. CBMT's quality is exceptional and they are able to provide all plant material. Public Works used the rule of three for flower purchases 15 years ago, but it did not accomplish the main purpose of the policy: to receive adequate products for reasonable prices. When you order the volume and variety of plants as Public Works does, it is vital to have a trustworthy grower who understands your needs and can consistently provide you with quality flowers that you want.

Public Works has used CBMT for the majority of all flower purchases for the last ten years. The owner/grower of this company was used for over 12 years. He was the grower at Heinz Brothers, which Public Works ordered from, until he left to form his own company (CBMT) in 1998; he has since retired. He has trained the new owner of CBMT in his growing methods, and Public Works continues to do business with the company. CBMT's growing methods and commitment to plant excellence is what produces the exceptional colors that are enjoyed throughout the CBD by residents and visitors alike.

Over the years, the level of funding in the approved budget has grown to include greater planting areas and more plush displays. In the past years, Public Works has gone to the Village Board for approval to pay the invoice of purchased summer flowers which was consistently cost more than \$10,000. The proposed FY11/12 will have approximately \$27,500 for material costs associated with the three seasonal plantings. This year, Public Works is seeking Village Board approval to place the summer flower order which will result in an invoice of approximately \$16,000 to be expensed to the FY 11/12 General Fund (Account No. 143200 521057).

A-7A

NO. _____

**A RESOLUTION ESTABLISHING THE GENERAL
POLICY OF THE VILLAGE OF GLEN ELLYN
REGARDING THE ETHICS STANDARDS EXPECTED
FROM ITS CIVIL SERVANTS.**

WHEREAS, the Village of Glen Ellyn has benefited from the recognition of its civil servants that the citizens of the Village require the local governmental body and its officers, employees, members of committees and commissions and appointed volunteers to carry out their operations using the highest ethical standards; and

WHEREAS, there have been many statements made at Village Board meetings and on other occasions outlining the general principles which have allowed the municipality to operate in this way; and

WHEREAS, the Corporate Authorities wish to memorialize these concepts in a resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: The Village of Glen Ellyn is a special place, and wishes to uphold and promote the highest standards of ethical behavior from all hired, appointed or elected holders of a government position in the Village, including all Village elected and appointed officers, employees, commissioners, appointed volunteers and vendors representing the village when they are in direct contact with the village's customers. These groups will be referred to collectively as civil servants in this resolution.

The Village embraces the six pillars of character and all civil servants should strive to lead by their example. They are:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

SECTION 2: The Village believes that promoting an ethical culture helps Glen Ellyn by enhancing its reputation as a respected and superior employer, and enhancing its ability to execute, innovate and deliver high quality service to its customers. The Village believes an ethical culture attracts and retains valuable civic servants in all positions and ultimately leads to better financial results and morale. Accordingly, all civil servants shall maintain the utmost standards of ethical behavior.

SECTION 3: The Village of Glen Ellyn and its civil servants share a commitment to ethical conduct in service to the community. The purpose of this resolution is to ensure that all civil servants associated with the Village have clear guidance for carrying out their roles and responsibilities.

Guidelines for achieving ethical behavior include:

- Being authentic. Maintaining personal integrity, truthfulness, honesty, sincerity, and fairness in carrying out public duties, enhancing mutual well-being
- Being guided by the principle of doing the right thing
- Holding oneself and others accountable for performance results and ethical behavior.
- Setting an appropriate tone by not condoning, encouraging, justifying or ignoring inappropriate business behavior or illegal acts by others.
- Being a role model by using words and actions that align and showing confidence in “walking the talk” with regard to ethics.
- Using a clear and effective communication style by:
 - Not sending unintended messages
 - Keeping communication short and meaningful

- Remembering that how something is communicated is often as important as what is being communicated
- Listening carefully and being open to the ideas and opinions of others
- Following-up on commitments
- Keeping the customer and the Village's reputation in mind, avoiding internal and external village-related rumor, innuendo and gossip at all times
- Accepting responsibility for failures as well as successes.
- Maintaining an environment of trust and openness at all times
- Evaluating one's own ethical work practices as they relate to the Village regularly and looking for opportunities to improve.

SECTION 4: Further, the Village of Glen Ellyn recognizes that civil servants operate in a fast-paced, customer service based environment that consistently challenges them to make effective and timely decisions. The pressure to perform can lead to situations where doing the right thing may not be expedient or easy. When making decisions in their work for the Village, civil servants should consider the following:

- The facts and issues
- The needs of Glen Ellyn and the individuals involved
- Others who could be affected by the decision and their input
- Ethical principles that apply
- Glen Ellyn policies, legal obligations and regulations that apply
- That the implications, impacts, and options have been assessed by subject matter experts
- That the decision will achieve the desired outcome and if the result in each situation can be re-applied

SECTION 5: In addition, Glen Ellyn Civil Servants shall:

- Comply with this resolution, the village's ethics ordinance, all applicable laws and ordinances governing ethics and any personnel manual or handbook that governs their assignments
- Avoid any conflicts of interest
- Treat confidential information as such
- File statements of economic interests annually if required
- Copy or inform the leaders of the department, board or commission and her/his supervisor on all policy-related discussions with those in their departments
- File an ethics related complaint to the village ethics officer if she/he witnesses or suspects unethical behavior.
- Disclose and manage conflicts of interests. Unresolved conflicts are undesirable because they may lead to the appearance that a civil servant is placing his or her interests above the public interest.
- Share a commitment to ethical conduct in service to the community

- Avoid any improprieties in their roles as public servants

SECTION 6: Glen Ellyn Civil Servants shall not:

- Participate in any official transaction that would present a conflict of interest
- Accept a favor, gift or meal from any individual directly or indirectly involved in business dealings with the village with a value in excess of that permitted by ordinance.
- Engage in any political activity during any time representing the village in their official duties, excluding vacation or personal time off.
- Use a position of authority to employ or seek favors from others.
- Discriminate against others
- Use their village position or powers inappropriately or for personal or private gain

SECTION 8: This Resolution shall be in full force and effect from and after its passage and approval, as provided by law.

PASSED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

AYES:

NAYS:

ABSENT:

APPROVED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

Village President of the
Village of Glen Ellyn, Illinois

ATTEST:

Village Clerk of the
Village of Glen Ellyn, Illinois

A-7B

D R A F T - 12/28/10

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING STANDARDS
FOR ETHICAL CONDUCT BY CIVIL SERVANTS
PROVIDING FOR A PROCESS TO REVIEW
AND ACT UPON ALLEGED VIOLATIONS AND ADDING
CHAPTER 12 TO TITLE 1, OF THE GLEN ELLYN VILLAGE CODE.**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF GLEN ELLYN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS
HOME RULE POWERS, as follows:

SECTION 1: That there shall be added to the Village Code of the Village of Glen Ellyn,
in Title I, Administrative, a new Section 12, to be entitled "Ethics."

CHAPTER 12

ETHICS

SECTION:

- 1-12-1: Purpose of the Glen Ellyn Ethics Policy
- 1-12-2: Application of Laws and Policies
- 1-12-3: Definitions
- 1-12-4: Ethics Officer
- 1-12-5: Conflicts of Interest
- 1-12-6: Gift Ban
- 1-12-7: Political Activity
- 1-12-8: Treatment of Confidential and Sensitive Information
- 1-12-9: Use of Authority/Influence
- 1-12-10: Statement of Economic Interest
- 1-12-11: Vendors
- 1-12-12: General Penalty

1-12-1: Purpose of the Glen Ellyn Ethics Policy

It is the policy of the Village of Glen Ellyn to uphold, promote, and demand the highest standards of ethical behavior from all elected and appointed civil servants. Accordingly, all

members of the Village Board, advisory commissions and boards, appointed volunteers and employees shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties. All shall comply with all applicable laws, ordinances and policies, and never use their Village position or powers improperly, or for personal or private gain. Undisclosed and unmanaged conflicts of interest are undesirable because they may lead to the appearance that a civil servant is placing his or her interests above the public interest.

The Village of Glen Ellyn and its civil servants share a commitment to ethical conduct in service to the community. The purpose of this ethics policy is to ensure that all persons associated with the Village as civil servants, as defined herein, have clear guidance for carrying out their roles and responsibilities.

1-12-2: Application of Laws and Policies

All civil servants of the Village of Glen Ellyn, as defined herein, are subject to the provisions of this ethics policy and applicable state law addressing ethics. In addition, the actions of civil servants, to the extent applicable, shall be subject to the provisions of the Village of Glen Ellyn *Personnel Manual* and any other rules of operation and performance, including written contracts, applicable to the performance of their duties.

1-12-3: Definitions

For purposes of this policy, the following definitions shall apply:

CIVIL SERVANT: Any individual who serves the Village of Glen Ellyn in an official capacity as an elected or appointed official, member of advisory commissions and boards, appointed volunteer or employee.

FAMILY RELATIONSHIP or FAMILY MEMBER: Any relationship defined as follows: spouse, domestic partner, parents, parents of spouse or domestic partner, siblings, siblings of spouse or domestic partner, children (including adopted), and children of spouse or domestic partner, (including adopted).

FINANCIAL INTEREST: Any economic interest or relationship, whether by ownership, trust, purchase, sale, lease, contract, option, investment, employment, gift, fee or otherwise; whether present, promised or reasonably expected; whether direct or indirect, including interests as consultant, representative or other person receiving (or who may be receiving) remuneration, either directly or indirectly, as a result of a transaction; whether in the person itself or in a parent or subsidiary corporation, or in another subsidiary of the same parent; whether such interest is held directly or indirectly by the civil servant, the spouse or minor child of such civil servant, or any other person with a family relationship with such civil servant owning or sharing the same household as the civil servant. Interest shall not include: 1) interest in a mutual fund or managed account; 2) an ownership interest of less than five percent (5%) in any business entity; or 3) an interest of general applicability affecting others in similar situations.

GIFT: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government civil servants or the official position of a civil servant.

NON-FINANCIAL INTEREST: Any non-financial consideration that is substantial enough to affect a civil servant's judgment or that could lead to the appearance that the civil servant's judgment has been affected. Such interests may be direct or indirect, through business, investments, family or personal relationships.

PERSONAL RELATIONSHIP: Any personal relationship that would prevent an individual from acting with impartiality.

RECUSE: To refrain from participation in any official discussion, meeting or deliberation regarding a transaction and, where permitted to vote, to cast a vote of recusal when any vote is taken on such transaction.

TRANSACTION: Any matter, including, without limitation, contracts, work or business with the village, the sale or purchase of real estate by the village and any requests for zoning, development or subdivision approvals, including, without limitation, rezonings, variations and special use permits, licenses or other requests, pending before the village, with respect to which an civil servant performs an official act or action.

1-12-4: Ethics Officer

A. The position of Ethics Officer is hereby established for the Village. The Ethics Officer shall be appointed by the Village President subject to the confirmation by the Village Board. The Ethics Officer shall receive the salary that is established by motion at the time of appointment or set from time-to-time. The Ethics Officer shall be responsible to conduct an investigation regarding any complaints received against any elected civil servant, civil servant serving on a volunteer board or commission, or the Village Manager. The Ethics Officer shall initially determine whether the complaint presents a basis for an investigation. The Ethics Officer shall also respond to requests seeking an opinion as to whether a matter may represent a potential conflict of interest, or an actual conflict.

The Ethics Officer shall make a recommendation to the President & Village Board as to whether any complaint should be referred to the Village Prosecutor for violation of a local ordinance. The Village Board shall determine whether the matter should be referred to the Village Prosecutor, or whether some lesser action is appropriate.

If an ethics complaint is received against an employee (with the exception of the Village Manager), the Village Manager may conduct the necessary investigation and resolve the complaint as a disciplinary matter utilizing the provisions of the Personnel Manual. The Village Manager may also refer the matter to the Village Prosecutor.

B. The Village Clerk is authorized to receive and maintain any ethics complaint made against any civil servant. If the complaint is against an elected civil servant, a member of a volunteer

board or commission or the Village Manager, the complaint shall be referred to the Ethics Officer for disposition. If the complaint is against an employee, the complaint shall be referred to the Village Manager.

1-12-5: Conflicts of Interest.

All civil servants shall avoid situations that present a conflict of interest, or a potential conflict of interest. It is the responsibility of all civil servants to solely serve the public interest of the Village of Glen Ellyn. To achieve that requirement it is necessary to avoid situations that present dual interests that can compromise, or appear to compromise the objectivity of decisions.

- a. **Prohibited Transactions**: No civil servant shall participate in any transaction in which: 1) a financial interest as defined in this policy would present a conflict of interest or a potential conflict of interest, 2) a non-financial interest as defined in this policy would present a conflict of interest or a potential conflict of interest, 3) participation would constitute a conflict of interest under the statutes or common law of the state of Illinois.
- b. **Recusal**: Any civil servant shall recuse himself or herself in connection with any transaction that comes before such civil servant in the course of his or her duties, whenever such civil servant has: 1) any interest in the transaction; 2) any family relationship with a person having an interest in such transaction; or 3) any interest in an applicant appearing before the civil servant in an official capacity, even if the civil servant does not have an interest in the transaction itself.
- c. **Notification**: Upon becoming aware of any conflict of interest as described in subsection "a" of this section, any civil servant shall promptly provide written notification, within forty-eight (48) hours, to the appropriate authority of such conflict and the civil servant's recusal from any official action with respect to the transaction, as follows:
 1. Employees, appointed officers or appointed volunteers shall notify the director of the department and the village manager;
 2. The village manager shall notify the village president and the board of trustees;
 3. Members of boards and commissions shall notify the chairperson of such board or commission;
 4. Chairpersons of boards and commissions shall notify the village manager, village president and the board of trustees;
 5. The village president shall notify the village manager and the board of trustees;

6. Any person serving in an elected position shall notify the village president, village manager and the other members of the board of trustees.
- d. **Nonappearance Before Same Board or Commission:** No civil servant required to recuse himself or herself in connection with a transaction shall appear before the board or commission of which he or she is a member with respect to such transaction.
- e. **Nonparticipation and Disclosure Before Other Board or Commission:** Any civil servant who has actual knowledge that he or she, individually or through a family relationship, has an interest in a transaction pending before a board or commission on which the civil servant does not serve as a member, either: 1) shall not appear or participate personally before the other Board or Commission on which he or she does not serve relating to such transaction; or 2) shall disclose such interest on the record prior to participating in any proceeding before a village board or commission.
- f. **Potential conflict of interest.** The Glen Ellyn community has a right to expect that the public interest will be served by all individuals involved in local government. To maintain the public trust it is imperative that civil servants present an image of objectivity and fairness in all official actions. Civil servants have the continual and ongoing obligation to promptly disclose not only any known conflicts of interest but also to identify any issues that may have the potential for a conflict of interest, and if they are in doubt to seek the opinion of the Ethics Officer. When such advice is sought, the Ethics Officer will determine if the potential conflict requires the civil servant to take or refrain from taking some action.

1-12-6: Gift Ban:

No civil servant or family member shall accept any prohibited gift, favor or consideration from any individual directly or indirectly involved in business dealings with the village. Nor shall any civil servant accept any prohibited gift, favor or consideration of value that may influence, or has the appearance of influencing a civil servant in the performance of their public duties.

- a. **Prohibited gifts.** Except as otherwise provided in this Article, no civil servant shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the civil servant. No individual shall intentionally offer or make a gift that violates this Section.
- b. **Exceptions.** The restrictions do not apply to the following:
 1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
 2. Anything for which the civil servant pays the market value.

3. Any contribution that is lawfully made under the Election Code or under this Act or activities associated with a fundraising event in support of a political organization or candidate.
 4. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
 5. Anything provided by an individual based on a personal friendship unless the civil servant has reason to believe that, under the circumstances, the gift was provided because of the civil servant's position and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship the civil servant shall consider the circumstances under which the gift was offered, such as:
 - (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) whether to the actual knowledge of the civil servant the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) whether to the actual knowledge of the civil servant the individual who gave the gift also at the same time gave the same or similar gifts to other civil servants.
 6. Intra-governmental and inter-governmental gifts. For the purpose of this section, "intra-governmental gift" means any gift given to a civil servant from another civil servant of the village, and "inter-governmental gift" means any gift given to a civil servant by an official of any other governmental entity.
 7. If provided for in the Village's budget, the recognition of a civil servant's life event such as birth, death, marriage, illness, or retirement such as flowers or a donation.
 8. Bequests, inheritances, and other transfers at death.
 9. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purpose of this section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
 10. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
 11. Each of the exceptions listed in this Section is mutually exclusive and independent of one another.
- c. **Gift ban; disposition of gifts.** A civil servant does not violate this section if the civil servant promptly takes reasonable action to return the prohibited gift to its source or gives

the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

1-12-7: Political Activity

- a. **Prohibited political activities.** Employees shall not intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any Village property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.
- b. **Coerced political activity.** At no time shall any elected civil servant or supervisory employee intentionally misappropriate the services of any employee by requiring that employee to perform any prohibited political activity as part of that employee's duties, as a condition of village employment, or during any time off that is compensated by the village (such as vacation, personal, or compensatory time off).
- c. **Compensated political activity.** A village employee shall not be required at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.
- d. **Rewarded political activity.** A village employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity.
- e. **Exceptions.** Nothing in this Section prohibits activities that are otherwise appropriate for a village employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law.

1-12-8: Treatment of Confidential and Sensitive Information

No civil servant or former civil servant shall disclose or improperly utilize any confidential information without prior authorization. Authorization for disclosure by elected civil servants and the Village Manager shall be provided by the Village President. Authorization for disclosure by employees shall be provided by the Village Manager.

Confidential information shall mean any non-public information, written or otherwise, including information exempt from disclosure pursuant to the Open Meetings Act, the Freedom of Information Act, or information exempt from disclosure pursuant to written agreement.

1-12-9: Use of Authority/Influence

- a. **Use of Position to Influence Employment for Others.** No elected civil servant shall directly or indirectly communicate with staff seeking to influence the hiring or termination of an employee or contractor. Such discussions shall be conducted with the

Village President or Village Manager, or in accordance with the requirements of the Open Meetings Act, with members of the village board.

- b. **Use of Position to Seek Favors for Self or Others.** No civil servant shall directly or indirectly obtain or seek to obtain preferential treatment for himself or herself or any other individual or entity. Civil servants shall follow the same rules, regulations and processes that is applicable to the general public.
- c. **Use of Position to Misrepresent Official Policy.** No civil servant shall utilize his or her role to intentionally misrepresent the policy or position of the Village of Glen Ellyn.
- d. **Interaction Among Civil Servants.** The employees of Village, under the supervision of Department heads, and ultimately the direction of the Village Manager are responsible for the day-to-day operations of the Village. All operational matters shall be directed to and carried out through the Village Manager's office.

The Village Board, with the advice and recommendations of members of Village Commissions, Committees, Advisory Boards, are responsible for shaping and setting village policy and providing direction for the village. All policy matters should be determined by the Village Board, although input and advice from other civil servants are welcome. Once established, the Village's policies should be followed by all civil servants unless determined to be in violation of the law.

The Village intends to establish and maintain a collaborative model which permits elected and appointed personnel to function within established guidelines. Acting outside of any written guidelines will not find favor, success or advancement and is a violation of his chapter.

- e. **Discrimination.** No civil servant shall engage in discriminatory behavior based upon race, age, sex, sexual orientation, gender identity, religious affiliation, marital status or any other protected status under applicable law.

1-12-10: Statement of Economic Interest.

In accordance with State statutes, the Village Clerk annually prepares a list of civil servants who are required to file a statement of economic interest. All civil servants subject to the law are required to complete and file the statement in accordance with the deadlines established by the DuPage County Clerk.

1-12-11: Vendors. To the extent that independent contractors shall be employed by the Village to perform tasks as representatives or agents of the Village, they shall be subject to the provisions of this Chapter, as if they were civil servants. Their exposure as persons whose actions would subject them to community violations of this chapter shall be limited to the actual times when they perform services for the Village and interact with persons or entities who are seeking or resisting municipal actions.

1-12-12: General Penalty

Any person convicted of a violation of any section contained within this Chapter shall be fined a sum of not less than Two Hundred Fifty Dollars (\$250.00) nor more than Seven Hundred Fifty Dollars (\$750.00) for each violation. A violation committed shall be considered a separate offense each day. In addition, violations of the provisions of this Chapter may be utilized to take disciplinary action up to and including discharge for civil servants who are employees, serve in appointed offices, or are appointed volunteers. Elected officials, who violate any provisions of this Chapter, may, upon conviction, be fined as provided for in this section, and such violations may be utilized by the corporate authorities to determine whether that person's actions should be censured.

SECTION 2: This Ordinance establishing standards for civil servants shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20 ____.

AYES:

NAYS:

ABSENT:

APPROVED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20 ____.

Village President of the
Village of Glen Ellyn, Illinois

ATTEST:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 20____.)

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Professional Fees

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

PROJECT COSTS					
STEPS	ASSIGNED HOURS (Approximate)			RATE (Hr)	FEES
	Project Manager	Consultant	Total		
1. Project Planning/Develop Position Profile/ Prepare Advertising	32		32	80	\$2,560
2. Identify & Recruit Candidate/Acknowledge Resumes	30		30	80	\$2,400
		35	35	35	\$1,225
3. Preliminary Candidate Screening	12		12	80	\$960
		4	4	35	\$140
4. Progress Report to Village /Reduce Candidate Pool	8		8	80	\$640
		8	8	35	\$280
5. In-depth Candidate Evaluation (Includes on-site consultant interviews with semi-finalist candidates)	38		38	80	\$3,040
		16	16	35	\$560
6. Arrange for & Schedule Final Interviews	4		4	80	\$320
7. Prepare Final Report with Interview Questions and Selection Criteria	8		8	80	\$640
		16	16	35	\$560
8. Present Final Report and Attend Interviews	10		10	80	\$800
9. Assist in Employee Selection	2		2	80	\$160
10. Negotiate Employment Agreement	4		4	80	\$320
11. Establish Performance Goals	6		6	No Charge	\$0
12. Follow-up	4		4	No Charge	\$0
TOTAL HOURS	158	79	237		
TOTAL PROFESSIONAL FEE					\$14,605

Expenses

Consultant Travel Costs: The client pays direct cost for all necessary consultant travel using coach or, when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or equivalent), rental cars, using the corporate discount and normal meals. Our client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling and will allocate costs to multiple

clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel.

Office Costs Include: Telephone (\$350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

Consultant travel, classified advertising and office costs to support the executive search project described in this proposal **will not exceed 50%** of the professional fee (**\$7,302.50**).

The costs for final candidates to travel to Glen Ellyn for interviews are not covered by this section. These costs vary widely and are impossible to anticipate at the beginning of a search. Candidate travel expenses are typically paid by the Village on a reimbursement basis, directly to the candidates, and controlled through the Village's prior approval of the finalist candidates.

Should the Village's needs result in additional project scope that significantly increases costs it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new Village Manager accepts employment with the Village. Each invoice will be payable upon receipt for professional services.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities.

Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out the engagements. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Illinois.

AGREEMENT FOR SERVICES

This proposal is presented for Slavin Management Consultants by:

SIGNATURE: Robert E. Slavin

NAME: Robert E. Slavin

TITLE: President

DATE: December 21, 2010

This proposal is accepted for the Village of Glen Ellyn, Illinois by:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

December 27, 2010

President Mark Pfefferman
And Members of the Board of Trustees
Village of Glen Ellyn
535 Duane
Glen Ellyn, IL 60137

Dear President Pfefferman and Trustees:

Thank you for the opportunity to provide you with a proposal for the Village of Glen Ellyn's Village Manager recruitment and selection process. Voorhees Associates prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

Voorhees Associates is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities.

Voorhees Associates, LLC was established in 2009 with headquarters in Deerfield, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 130 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 9 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of thirteen consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Illinois, and Wisconsin.

References

The following references can speak to the quality of service provided by Voorhees Associates:

Village Manager recruitment

Village of Buffalo Grove, IL
Elliott Hartstein, Village President
847/459-2500

City Manager recruitment

City of Galesburg, IL
Mayor Salvadore Garza
309/343-4181

Village Administrator recruitment
Village of River Forest, IL
Mayor John Rigas
708/366-8500

Voorhees Associates suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Village President and Trustees, and the Village's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Village.
- **Development of a Job Announcement.**
- **Development of a detailed Recruitment Brochure** for your review and approval.
- **Agreement on a detailed Recruitment Timetable.**

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- **Placement of the Job Announcement** in appropriate professional publications, both in print and on line.
- **The development of a database of potential candidates** unique to this position and to the Village of Glen Ellyn, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- **Outreach** will be done through e-mail, telephone contacts, and U.S. mail as appropriate. Voorhees Associates consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- **Review and evaluation of candidates' credentials** considering the criteria outlined in the Recruitment Brochure.
- **Candidates will be interviewed by telephone** to fully grasp their qualifications and experience as well as their interpersonal skills.
- **Formal and informal references** will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.

- Voorhees Associates will verify educational credentials and conduct a media and internet search to further assess each candidate's ability to interact with the media as well as to have a full understanding of each candidate's background.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by Voorhees Associates, ensuring the Village of Glen Ellyn's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates and Interviewing Process

Phase IV will include the following steps:

- Voorhees Associates will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process.
- Voorhees Associates will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- Voorhees Associates will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it.
- The Interviewing Process will be finalized including the discussion of any specific components you deem appropriate such as an in basket exercise, oral presentation or written exercise. The inclusion of these tasks can assist you in evaluating the skills and abilities of the candidates you select for an interview.
- Voorhees Associates will develop the first and second round interview questions for your review. Voorhees Associates will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- Voorhees Associates will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations.
- Once candidates for interview are selected, additional references will be contacted along with criminal court, credit, and motor vehicle and records checks. Voorhees Associates recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, the candidate pool will be narrowed and the second round interviews will usually include two or three candidates.
- Voorhees Associates consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase V – Appointment of Candidate

Voorhees Associates will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.

Optional Limited Recruitment

At the Village's option, we can offer a limited recruitment process which would follow the process outlined above through Phase III and the first part of Phase IV, ending with our meeting to review the Recruitment Report and discuss the list of recommended candidates.

Voorhees Associates will not be involved in any components of the Recruitment Process beyond the presentation of candidates. As the Limited Scope Recruitment is not a Full Scope Recruitment and Selection Process, Voorhees Associates will not:

- o perform any due diligence such as felony and misdemeanor background checks on candidates.
- o prepare interview questions or make arrangements for the candidate interviews.
- o provide assistance with contract negotiations with finalist candidate.
- o provide notification to the non-successful candidates when the search is completed.
- o offer any guarantee tenure of the candidates or "redo" the recruitment process if the Client is unsuccessful in hiring someone from the group of recommended candidates.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Consultants Assigned

Voorhees Associates' President Heidi Voorhees and Vice President Doug Williams will be responsible for your recruitment and selection process. Ms. Voorhees has conducted over 40 recruitments for municipal managers/administrators. Mr. Williams, who has recently joined Voorhees Associates, has 36 years of city management experience. Biographies of these individuals are enclosed.

Summary of Costs

Recruitment Fee (full recruitment):	\$13,500
Recruitment Expenses: (not to exceed)	3,500
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.	
Recruitment Fee (optional limited recruitment)	\$11,000
Recruitment Expenses	3,500
Recruitment Brochure printing	900
Assumes full color	
(applies to both recruitment processes)	
Total Fees, full recruitment	\$17,900*
Total Fees, limited recruitment	\$15,400*

*This fee does not include the following: (1) advertising costs for job announcement placement. Advertising costs are billed directly to the client when possible since the client often receives a lower rate from vendors and associations than does a recruitment and selection consultant. Advertising fees typically run \$1500; and (2) travel and accommodations for candidates interviewed.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the

recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of Candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Village will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

Voorhees Associates Guarantee

Voorhees Associates provides the following guarantee for our full search process: should the selected and appointed candidate at the request of the Village of Glen Ellyn or the employee's own determination, leave the employ of the Village of Glen Ellyn within the first 12 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only. Should the Village wish to choose the limited recruitment option, no guarantee would apply. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
Voorhees Associates, LLC

ACCEPTED BY THE VILLAGE OF GLEN ELLYN, ILLINOIS

BY: _____

TITLE: _____

DATE: _____