NOTE: MEETING IS BEING TAPED AND ALSO TELEVISED ON WIDEOPENWEST CHANNEL 6, AT&T CHANNEL 99, AND COMCAST CABLE SERVICES CHANNEL 10. ALL MATTERS ON THE AGENDA MAY BE DISCUSSED, AMENDED, AND ACTED UPON.

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

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Village Recognition:

   A. A note of thanks was sent to the Village from the Teen Parent Connection in Glen Ellyn, in appreciation of our support through the Community Grant Program.

   B. A letter was received from the American Association of University Women forwarding their thanks to the Civic Center staff for their support with room scheduling and arrangements. Administrative Clerk Debbie Clewlow and Custodian Gary Kostal were mentioned in particular as being very helpful.

   C. Our Police Department and Public Works Department received a letter of thanks from Bridge Communities for their support of the recent Backyard BBQ. The organization wanted to especially thank Deputy Police Chief Bill Holmer, Deputy Police Chief Bob Acton, and Sergeant Norm Webber.

   D. The Village of Carol Stream sent a letter of thanks to Police Officer Paul Baird in appreciation for his assistance with a recent investigation.

5. Audience Participation

   A. Proclamation for Scott Raffensparger in appreciation for his dedicated service to the Glen Ellyn Volunteer Fire Company.

   B. Oath of office to Fire Chief Pete Campbell – Village Clerk Connors

   C. Open:

   Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk.

6. Consent Agenda

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 Friedberg)*

A. Village Board Meeting Minutes:

1. September 26, 2011 Board Workshop
2. September 26, 2011 Regular Meeting

B. Total Expenditures (Payroll and Vouchers) - $1,940,083.71.

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

C. Motion to waive Sections 10-4-17.1(B) and 10-5-14 of the Glen Ellyn Zoning Code regarding live entertainment promotional activities in the Central Business District and to approve the request from the Alliance of Downtown Glen Ellyn for the event "Ladies Night Out," to occur on Tuesday, November 29, 2011 from 6:00 p.m. to 10:00 p.m. at participating retailers in the Central Business District. *(Assistant to the Village Manager Schrader)*

D. Resolution No. 11-14, a Resolution Renaming the Five Corners Intersection as Historic Stacy's Corners. *(Assistant to the Village Manager Schrader)*

E. Motion to award a contract to TerraScape Designs, LLC of Glencoe, IL for the 2011/2012 Seasonal Decorations in the amount of $29,700 (including a 10% contingency) to be expensed to the FY11-12 Economic Development budget. *(Interim Public Works Director Perrigo)*

F. Motion to approve the award of a contract to North American Salt Company of Overland Park, Kansas for the purchase of bulk rock salt for snow and ice control at a unit cost of $76.48 per ton to be expensed to the FY11-12 Motor Fuel Tax Fund. *(Interim Public Works Director Perrigo)*

G. Ordinance No. 5964-VC, an Ordinance Amending Various Sections of the Village Code of the Village of Glen Ellyn, Illinois regarding Village Contracts and Purchasing. *(Interim Finance Director Noller)*

H. Motion to approve the recommendation of Village President Pfefferman that the following appointments be made for Boards and Commissions:

<u>Architectural Review Commission</u>
Andrea Draths – appoint for a term ending December 31, 2013
Jennifer Thompson – appoint for a term ending December 31, 2013

<u>Historic Preservation Commission</u>
John Rasnic – appoint for a term ending December 31, 2013

7. Interim Public Works Director Jeff Perrigo will provide information regarding the project to improve the water quality produced by standby Well No. 6 and the need to perform additional rehabilitation steps. In October, 2010, a contract with Water Well Solutions was approved by the Village Board to mitigate water quality problems in Well No. 6, one of two standby potable groundwater wells maintained by Glen Ellyn. To date the original scope of work for the project has been performed. Unfortunately however, test pumping of the well indicates that it cannot produce water as needed.

Additional procedures are required to remove excess materials and to restore pre-work pumping performance. *(Trustee Henninger)*

A. Motion to increase the appropriation for construction services associated with the Well No. 6 Testing and Liner Installation Project provided by Water Well Solutions Illinois Division, LLC of Elburn, IL by $60,000 for a revised total appropriation of $146,000 to be expensed to the FY12 Water Fund.

B. Resolution No. 11-15, a Resolution Concerning the Determination of the Village Board that Change Order No. 1 with Water Well Solutions for an Increase in the Contract Price of $74,425 is required for the Well No. 6 Testing and Liner Installation Project, for a Revised Contract Cost of $145,945.

8. Motion to accept the proposal of the National Golf Foundation of Jupiter, Florida, to provide consulting services at a not-to-exceed cost of $18,500. *(Trustee Ladesic)*

Recreation Director Matt Pekarek will present information on the proposal of the National Golf Foundation to provide consulting services related to the review of the proposed Village Links Facility Master Plan. The Facility Master Plan would address deficiencies at the Village Links clubhouse, driving range, parking lot and clubhouse site. The purpose of the proposed review is to identify profit opportunities at the Village Links and provide an external validation of profit projections before the Village Board commits to proceed with this project.

9. Reminders:

- The next Village Board Workshop is scheduled for Monday, October 17, 2011 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, October 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 appointment, employment, compensation, discipline, performance or dismissal of specific employees, adjourning thereafter without returning to open session. *(Trustee McGinley)*

12. Press Conference

A-5A

VILLAGE OF GLEN ELLYN

Proclamation

WHEREAS, the Glen Ellyn Volunteer Fire Company has celebrated over one hundred years of service to the community, and the courage, caring and commitment exemplified by past and present members of the Glen Ellyn Volunteer Fire Company help to keep Glen Ellyn a safe, great place in which to live; and

WHEREAS, Scott Raffensparger has served the Village for over 30 years in various capacities within the Volunteer Fire Company and was appointed Fire Chief in 2001; and

WHEREAS, numerous projects were initiated and completed through his leadership which will continue to have a revitalizing impact on our community far beyond his term of office, including the start of the day engine program, improving the Village's fire services to an Insurance Services Offices Class 3 ranking; upgrading the Emergency Medical Services to two full-time medic units to meet growing demand, the award of numerous grants, and the installation of a bronze sculpture to commemorate the 100 year anniversary;

NOW, THEREFORE, I, MARK PFEFFERMAN, PRESIDENT OF THE VILLAGE OF GLEN ELLYN, on behalf of the Board of Trustees, do hereby express our sincere appreciation and thanks to Scott Raffensparger for his dedicated and distinguished service which contributed to the growth and development of our area and which helps to keep Glen Ellyn a beautiful and safe community.

_____

Village President

attest:

_____

Village Clerk

_____

Date

A-5B

Memorandum

Date: **October 7, 2011**

To: **Village President and Board of Trustees**

From: **Mark Franz, Village Manager** MF

Re: **Fire Chief Appointment**

We are very excited to formally appoint Pete Campbell to the position of Fire Chief. The Glen Ellyn Volunteer Fire Company elected Pete Campbell as Chief on April 8, 2011. However, in order for Chief Campbell to become a municipal official and Chief of the Glen Ellyn Fire Department, action by the Village is necessary. Therefore, in accordance with Section 5-1-2 which states, *The chief of the fire department shall be an executive officer of the village, appointed by the village administrator, subject to the approval of the village board.* Therefore, I request the Village Board's concurrence in my appointment of Pete Campbell to be Fire Chief for the Village of Glen Ellyn.

Included is a brief biography of Chief Campbell. We are very excited to be able to formalize his important role with the organization and in the community. We are delighted to know that the leadership of the Volunteer Fire Company is in very capable hands.

I have been a Glen Ellyn resident for 51 years and have had the pleasure being a member of the Glen Ellyn Volunteer Fire Company for the past 30.

My love for the fire department began, when as a little boy I would go to the fire station with my brother, Jim, and would follow the fire engines on my bicycle when there was a call.

During my 30 years on the Glen Ellyn Volunteer Fire Company, I have proudly served as a Fire Fighter, Lieutenant, Captain, Assistant Chief and now the biggest honor of all the Chief.

I attended Ben Franklin, Glen Ellyn Junior High School (now known as Hadley Junior High), and graduated from Glenbard West in 1979.

I have worked in Glen Ellyn all of my life, starting as a mechanic at Scotty's Shell and then went on to become a paramedic, which I have had the pleasure of doing in Glen Ellyn, and serving as the contract coordinator, for the past 20 years.

My wife, Donna (the most wonderful "sweetest" wife in the world), have been married for 10 years and share our lives with our 3 beautiful German Shepherds.

My favorite hobbies are working out, golf, traveling, and best of all playing with our 3 German Shepherds.

Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
September 26, 2011

A-6A,

Time of Meeting: 7:00 p.m.

Present: President Pfefferman; Trustees Friedberg, McGinley, Hartweg, Henninger and Ladesic; Village Clerk Connors, Village Attorney Diamond.
Staff present: Village Manager Franz, Assistant to the Village Manager - Admin. Schrader, Interim Finance Director Noller, Interim Public Works Director Perrigo, Planning and Development Director Hulseberg, Police Chief Norton.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:00 p.m. with a roll call. Trustees Hartweg, Henninger, Friedberg, Cooper, and McGinley responded "Present." Trustee Ladesic arrived at 7:08p.m.

2. Tree Preservation Ordinance

President Pfefferman explained the order of the meeting. Director Hulseberg will present information relating to trees on private property and answer questions from the Village Board; Director Perrigo will present information relating to trees on public property and the arboricultural manual and answer Village Board questions. The public will then have an opportunity to ask questions or make comments concerning all portions of the presentations.

Planning and Development Director Staci Hulseberg explained that there were concerns expressed at the September 12 meeting about the language in the ordinances. She reviewed the questions that were asked and the responses that were included in a September 22 memo to the Village Board. Discussion followed concerning removal restrictions of significant trees and how an ordinance might be changed where construction development was involved. The Village Board had questioned clear cutting as it related only to the setback area and had suggested that it was too broad.

Public Works Director Jeff Perrigo presented changes to public right-of-way (parkway) trees. The object of the changes were to make the ordinance more consistent and clear; provide a remedy for damage, including the EAB and the Asian Longhorn Beetle; and provide review procedures if appropriate. At present, removal of parkway trees is a shared cost paid for by the homeowner and the Village. Under the new ordinance, the entire cost would be borne by the Village.

The proposed changes to the Arboricultural Standards are minor in nature. The changes incorporate lessons learned about planting and site requirements and spacing between

trees depending on the kinds of trees being planted. Changes to the Arboricultural Standards Manual also reflect current practice. Discussion ensued relating to homeowners planting a tree in their parkway and if and how it might be done. Further discussion on this topic was deferred to another time.

Eleanor Saliamonas, 626 Newton, spoke in favor of passage of the ordinances that include trees in the setbacks.

Leonore Neary, 697 Oak, spoke in favor of limiting the ordinances to various homeowners who do not reside full time in the Village and the setback to various areas of a lot.

Each member of the Village Board discussed their opinion of the ordinances and the general consensus from many was that they would like to see many explanations in writing and see if it is workable.

3. Other Items?

None

4. Adjournment

At 8:02 p.m., Trustee Cooper moved, seconded by Trustee Friedberg to adjourn to the Regular Village Board Meeting in the Galligan Board Room. All voted "aye." Motion passed; Village Board Workshop adjourned.

Submitted by:

Suzanne R. Connors,
Village Clerk

Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
Monday, September 26, 2011

A-6A2

Call to Order

Village President Pfefferman called the meeting to order at 8:02 p.m.

Roll Call

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

Pledge of Allegiance

Pledge of Allegiance was led by Gilda Ross, a representative of the Glenbard Parent Series. She gave details about the series and the speakers who were scheduled for the coming year. The programs are open to all members of the public.

Village Recognition:

A. The Village Board accepts the resignation of James Piszczek from the Capital Improvements Commission and thanks him for his service to the Village.

B. A resident emailed the Village to thank them for doing such a good job with his branch and brush removal following the last storm event.

C. The Utility Dynamics Corporation sent a letter of appreciation commending Professional Engineer Bob Minix for his assistance with the Braeside Neighborhood Lighting Improvements project.

D. Lombard Village President William Mueller sent a letter of appreciation to our Police Department and Volunteer Fire Company, thanking them for their assistance with a recent fire involving a building which had been struck by lightning.

E. The Police Chief of Hanover Park forwarded a letter of thanks to Sergeant Stephen Smith and Police Officers Andrew Downey and James Monson for their assistance with a recent homicide investigation.

F. Police Chief Phil Norton received a letter from School Superintendent John Perdue, thanking him for participating in a planning meeting and for continuing to be involved in helping to improve the quality of education in our community.

G. Community Service Officer Rose Volpe received a very nice letter of appreciation from a senior resident of Raintree, thanking her for her patience and understanding.

H. The Police Department received a letter of thanks from a resident of Lambert Farms for installing temporary parking restriction signage in their neighborhood.

President Pfefferman complimented resigning **Capital Improvements Commission Chairman Piszczek** as a model of a commission chairman. Mr. Piszczek performed an extraordinary service to Glen Ellyn and it was great to hear from residents from other towns who recognized his leadership.

Audience Participation

A. **Proclamation** was read in observance of Fire Prevention Week, October 9 – 15. Pete Campbell, Chief of the Volunteer Fire Company, accepted the proclamation. Lt. Don Izcobazzi presented information about the Fire Company's open house activities scheduled for October 8. He encouraged everyone to attend.

B. **Public Comment** on any item not specifically listed on this meeting's agenda:

Joyce Hothan, 637 Pleasant, offered a thank you to the Village Board for the Bridge Communities grant included in the FY11/12 Village budget. She also reminded everyone about the sleep out fundraiser on November 5.

Consent Agenda

Village Manager Franz presented the Consent Agenda: Village President Pfefferman called for questions and/or discussion of the items on the Consent Agenda.

Trustee Cooper moved and Trustee Ladesic seconded the motion that the following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

A. Village Board **Meeting Minutes**:

1. September 12, 2011 Regular Workshop
2. September 12, 2011 Regular Meeting

B. Total Expenditures (**Payroll and Vouchers**) - $1,323,484.21.

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

C. Waive Section 10-4-8(B) of the Glen Ellyn Zoning Code to permit **St. Mark's Episcopal Church** to conduct their annual pumpkin patch at 393 N. Main Street between October 8 and October 31, 2011.

D. **Ordinance No. 5959**, an Ordinance Approving a **Variation from the Side Yard Setback** Requirements of the Zoning Code to Allow a One-Car Detached Garage for Property at **325 Windsor Avenue**.

E. **Ordinance No. 5960-VC**, an Ordinance to Amend Section 9-5-6 (Schedule F; Parking Prohibited at All Times) of the Village Code of the Village of Glen Ellyn, Illinois Regarding **Parking on Riford Road at Oak Street**.

F. Approve an annual agreement with **Tyler Technologies** for **MUNIS financial software support and licensing** in the amount of $44,550.82 to be expensed to the FY12 General Fund.

G. Approve an invoice from **Kramer Tree Specialists** in the amount of $59,760 for the special **emergency Branch and Brush collection**, to be expensed to the FY11/12 Residential Solid Waste Fund.

H. **Approve** the recommendation of Village President Pfefferman that the following **appointments** be made for Boards and Commissions:

Finance Commission
Shannon Cooney – appoint as a Student Commissioner for a term ending December 31, 2012

Historic Preservation Commission
Julia Buckton – appoint as a Student Commissioner for a term ending December 31, 2012

There was a short discussion among Village Board members regarding Student Commissioner's obligations and terms. All members understood the student's responsibilities.

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

Tree Preservation Ordinances

Planning and Development Director Staci Hulseberg gave the background of the current tree preservation ordinance and arboricultural manual which were passed in 1998. The Environmental Commission began review of the existing ordinance in May 2010 and in May 2011 suggested three separate ordinances. After giving a brief overview of each proposed ordinance, Director Hulseberg explained general details and actions related to each of the three ordinances. She presented information on the changes to the proposed ordinance regarding trees on private property, and Interim Public Works Director Jeff Perrigo presented information on the proposed changes to trees on public property and the Arboricultural Specifications Manual.

Trustee McGinley moved and Trustee Ladesic seconded the motion to separate consideration of Ordinance 5661-VC from Ordinances 5962-VC and 5963. All voted "Aye."

A. **Ordinance No. 5961-VC,** an Ordinance to Amend Title 4, Chapter 8 (Tree Preservation) of the Glen Ellyn Village Code Regarding **Tree Preservation on Private Property.**

Planning and Development Director Staci Hulseberg introduced changes in the language to the existing ordinance. Changes included: a) types of protected/significant trees were added which did not change, only clarified, the existing ordinance; b) the fees charged for Village Forester site visits was changed; and c) monitoring tree protection measures by the

Village Forester. The Village Board discussed fees; the tree preservation plan; the responsibilities of the Village Forester; notification of nearby property owners when trees were slated to be removed; other various situations that may occur and whether the language should be changed to accommodate those possibilities. Suggestions for changes to the ordinance were made and some were agreed upon.

Trustee Cooper moved and Trustee Friedberg seconded the motion that Ordinance No. 5961-VC be passed with modifications, An Ordinance to Amend Title 4, Chapter 8 (Tree Preservation) of the Glen Ellyn Village Code regarding Tree Preservation on Private Property.

Upon roll call, Trustees Cooper, Friedberg, Henninger voted "Aye." Trustees Hartweg, Ladesic, McGinley voted "no." President Pfefferman voted "Aye." Motion passed.

B. **Ordinance No. 5962-VC**, an Ordinance to Amend Title 8, Chapter 4 (Forestry Management) of the Glen Ellyn Village Code Regarding **Tree Preservation on Public Property.**

C. **Ordinance No. 5963**, an Ordinance to Adopt a Revised **Arboricultural Specifications Manual** to Replace the Manual Adopted by Ordinance No. 4927.

Interim Public Works Director Jeff Perrigo presented information on the changes to the ordinances that apply to trees on public property and the arboricultural manual. The changes to the public tree preservation ordinance are designed to provide consistency and clarity, incorporate lessons learned and include updated standard practices. The public property tree ordinance specifically details remedies for damage and appropriate staff review. It provides a remedy for damage from such insects as the Emerald Ash Borer and the Asian Longhorn Beetle. It also clarifies public tree removal responsibility. Ordinance now provides that the removal of parkway trees is a shared cost between the homeowner and the Village. Under the new ordinance, the entire cost would be borne by the Village, which is the current practice. The ordinance adopting the revised arboricultural manual updates such items as the recommended tree list and tree spacing depending on kinds of trees planted in the parkway.

The Village Board discussed both ordinances and made recommendations for revisions to them. Each Village Board member was afforded an opportunity to offer comments concerning the two ordinances. The Village Board agreed that at some future date, they will discuss the planting of trees in the public right-of-way by contractors/builders. President Pfefferman thanked the public, Village management, the Environmental Commission and Citizens for Glen Ellyn Preservation who took time to work on these changes.

Trustee Friedberg moved and Trustee Cooper seconded the motion that Ordinance No. 5962-VC be passed as modified, An Ordinance to Amend Title 8, Chapter 4 (Forestry Management) of the Glen Ellyn Village Code regarding Tree Preservation on Public Property and Ordinance No. 5963, an Ordinance to Adopt a Revised Arboricultural Specifications Manual to Replace the Manual Adopted by Ordinance No. 4927 with modifications.

Upon roll call, Trustees Friedberg, Cooper, McGinley, Ladesic, Henninger, and Hartweg voted "Aye." Motion passed.

Interim Finance Director Larry Noller presented the FY11/12 First Quarter Report.

Interim Finance Director Larry Noller presented the FY11/12 First Quarter Financial Report which spans May 1 to July 31, 2011. He reviewed the General Fund noting that there is one less fund in the budget this year. The Special Programs Fund has been incorporated into the General Fund. In comparing revenue and expenses, sales tax income tax revenue is flat, but income tax revenue is up 3% due to a small population increase. General Fund revenue is up 9.4%; expenditures are up 11%. Overall, the Village is in line with the budget so far.

Reminders:

- A Meet Mayor Mark Open House has been scheduled for Monday, October 3, 2011 from 7:00 p.m. to 8:30 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

- The next Regular Village Board Meeting is scheduled for Monday, October 10, 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.

Other Business?

Trustee Ladesic announced that the warming hut for the Glen Ellyn Paddle Tennis Club is being completed. If anyone is interested in joining the club, they should call the Glen Ellyn Park District to ask for information about the paddle club. President Pfefferman commented that it is a growing organization and an asset to the community.

Adjournment

At 9:45 p.m. Trustee Hartweg moved and Trustee Friedberg seconded the motion to adjourn 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 Hartweg, Friedberg, Cooper, Henninger, Ladesic and McGinley voted "Aye." Meeting adjourned.

Respectfully Submitted,

Suzanne R. Connors,
Village Clerk

DRAFT

October 11, 2011

A-6c

Carol White, Special Events Coordinator
Alliance of Downtown Glen Ellyn
286 N. Park Boulevard
Glen Ellyn, IL 60137

RE: 2011 Ladies Night Out

Dear Ms. White:

This letter is to confirm action taken at the Village Board Meeting on Monday, October 10, 2011, regarding the Ladies Night Out event scheduled to occur on Tuesday, November 29, 2011. The Village Board formally approved the Alliance's requests. Formal Village Board approval provides for the following:

1. Approval for the event to occur on Tuesday, November 29, 2011 from 6:00 p.m. to 10:00 p.m. in the Central Business District. Please provide the Police Chief, 630-469-1187, with a list of participating retailers and contact information by Tuesday, November 1, 2011.

2. Provision of food will be allowed at participating retailers between 6:00 p.m. and 10:00 p.m. on Tuesday, November 29, 2011 only after approval by the DuPage County Health Department. Please provide a copy of any correspondence/waiver/approval with the Health Department to the Planning and Development Department at least one week in advance of the event.

3. Since beer and/or wine will be sold, the Alliance of Downtown Glen Ellyn must apply for a Class E Liquor License by contacting Administrative Services Coordinator Patti Underhill. The policy shall list the Village of Glen Ellyn as owner of the property and provide coverage at a minimum of $500,000 per person or occurrence. The Class E Liquor License Application is also available online at www.glenellyn.org and is due no later than Tuesday, November 1, 2011. In addition to the $20 application fee for the Class E Liquor License, the Alliance of Downtown Glen Ellyn must provide dramshop (liquor liability) insurance.

4. Sales of beer and/or wine will be allowed within participating retailers in the Central Business District only after approval and issuance of a liquor license by the Liquor Commissioner. Specific details of security, and the dispensing of beer and/or wine must be coordinated with and approved by the Police Chief (or his designee) prior to receipt of a Class E Liquor License. The sale of liquor is specifically approved to occur between the hours of 6:00 p.m. and 10:00 p.m. on Tuesday, November 29, 2011. Please remind all businesses participating in the event that all alcoholic beverages **must** remain within each participating retailer's building.

5. It is necessary to obtain a Special Event Liquor License from the Illinois Liquor Control Commission prior to the event. Please visit their website at www.state.il.us/lcc/ for more information. Please provide proof of receipt of this License to Patti Underhill.

6. Participating retailers will be required to send all individuals involved with the service of alcoholic beverages to attend Beverage Alcohol Sellers and Servers Education and Training (BASSET). Please contact the Police Department at 630-469-1187 to coordinate the details of this requirement.

7. Section 10-5-14 of the Zoning Code has been waived for the length of the event on Tuesday, November 29, 2011 in order to permit entertainment in the form of live musicians in the Central Business District either inside the stores or on the public sidewalks.

8. The Village Board waived Section 10-4-17.1(B) concerning outside promotional activities in order to allow a festival of carolers throughout the Central Business District on Tuesday, November 29, 2011 between the hours of 6:00 p.m. and 10:00 p.m.

9. Valet parking services will be permitted in front of Tap House Grill and Costello Jewelry Company, 411 and 474 N. Main Street, from 5:00 p.m. to 10:00 p.m. on Tuesday, November 29, 2011. Please work out specific details of this request with the Police Chief or his designee, 630-469-1187. The valet company will be allowed to place a single sign on the public sidewalk indicating that the service is available.

10. The Alliance of Downtown Glen Ellyn is reminded that if balloons or other attention-getting devices are utilized to direct guests to participating retailers, it must be in accordance with Section 4-5-8(B) of the Sign Code.

11. Evidence of insurance for the Alliance of Downtown Glen Ellyn in the amount of $2 million listing the Village as additionally insured must be presented to Assistant to the Village Manager-HR Danamarie Izzo by Tuesday, November 1, 2011.

Copies of your letter, together with this reply, are being furnished to appropriate staff members so that necessary arrangements can be made to carry out the requests of your organization. If you have any questions, please contact the appropriate Village personnel.

Sincerely,

Mark Franz
Village Manager

cc: Staci Hulseberg, Planning and Development Director
Phil Norton, Police Chief
Bill Holmer, Deputy Police Chief
Dave Buckley, Assistant Public Works Director
Danamarie Izzo, Assistant to the Village Manager – HR
Patti Underhill, Administrative Services Coordinator

Village of Glen Ellyn
c/o Kristen Schrader
535 Duane Street
Glen Ellyn, IL 60137

Dear Village of Glen Ellyn,

On behalf of the Alliance of Downtown Glne Ellyn, I would like to request permission to hold Ladies Night Out, Tuesday, November 29th from 6-10pm in downtown Glen Ellyn. The details of the event are as follows:

- Tuesday, November 29 (Ladies Night Out)
- Event will run 6:00pm-10:00pm
- All participating stores are open to the public however only guests that have registered, paid, and of age may have an alcoholic beverage.
- Each store will offer alcoholic beverage of their choice with some food options.
- All guests with wristbands will be allowed a maximum 3 drinks. The number 1, 2, 3 will be written on their wristband and after the 3 appears on the wristband a coupon redirecting the participant to Cantina will be given out and all alcohol distribution to the person will cease. Other non alcoholic beverages will be provided at each shop as well.
- All stores/salons will send at least 1 person to Bassett training before the event. This person would be in charge of serving the alcohol at each shop. We are looking for dates and times to be established by the Glen Ellyn Police Department.
- Carolers will be strolling the streets, as well as, live music will be played in various participating businesses.
- Valet Parking will be in front of Costello's Jewelry Company and Tap House Grill from 5pm-10pm. Parking of the cars will be in the Crescent Train Lot and a private lot by Tap House.

We are asking for permission to do this event, as well as, any appropriate license(s) that would be required. We will get the state required licenses and dram insurance.

We would be happy to answer any further questions the village may have. Please contact Carol White, Executive Director of the Alliance of Downtown Glen Ellyn 773 255 4087, downtown.alliance@yahoo.com.

Thank you for your support.

Carol White

C: Staci Hulseberg, Director of Village Planning

A-6D

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Kristen Schrader, Assistant to the Village Manager – ADM

DATE: October 4, 2011

FOR: October 10, 2011 Village Board Meeting

RE: Five Corners Intersection Renaming

Background

Recently a resident brought to the Village's attention a suggestion to rename Five Corners Intersection as Historic Stacy's Corners. This suggestion was received very positively by Village staff as it would assist the Village in recognizing its rich history - bringing attention to one of the first settler sites in the Village, while also officially providing a name to the Village's northern gateway.

The Village shared the proposed resolution with both the Glen Ellyn Historical Society and the Historic Preservation Commission, and received enthusiastic responses from both groups. Attached please find the draft resolution.

Recommendation

I recommend that the resolution renaming Five Corners Intersection as Historic Stacy's Corners be adopted.

Action Requested

This item will be presented to the Village Board via the consent agenda on October 10, 2011:

> Resolution No. _____, A Resolution of the Village of Glen Ellyn, Illinois Renaming the Five Corners Intersection as Historic Stacy's Corners.

Attachments

- Resolution

cc: Historic Preservation Commission
William Peterson, President, Glen Ellyn Historical Society

Resolution No. _____

A Resolution Renaming the Five Corners Intersection as Historic Stacy's Corners

WHEREAS, the Village of Glen Ellyn Board of Trustees is authorized to name or rename intersections within the municipal boundaries; and

WHEREAS, the Five Corners intersection, at Main Street, Geneva Road and St. Charles Road, is the northern gateway to the Village; and

WHEREAS, with the redevelopment of the intersection in 2006 the intersection no longer encompasses five corners; and

WHEREAS, Stacy's Tavern, a wayside stagecoach inn built in 1846 and one of the first buildings in Glen Ellyn, is located at this intersection; and

WHEREAS, in order to recognize the rich history of Glen Ellyn, the Village of Glen Ellyn Board of Trustees wishes to officially rename the Five Corners intersection as Historic Stacy's Corners.

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

Section One: The Corporate Authorities of the Village of Glen Ellyn renames "Five Corners" as "Historic Stacy's Corners"

Section Two: All resolutions or ordinances or parts of resolutions or ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict; and

Section Three: This resolution shall be in full force and effect after its passage, approval and recording as provided by law.

Passed by the Village Board 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

A-6E

To: Mark Franz, Village Manager

From: Jeffrey D. Perrigo, Interim Public Works Director

Date: September 30, 2011

Re: Holiday Decorations – 2011

Issue

For over a decade, the Village has contracted out the Central Business District (CBD) Seasonal Decorations. CBD decorations include the installation of mini-lights on approximately 85 trees and holiday decorations on over 225 street light poles. Four years ago we expanded our decorations to include street light decorations on 37 poles at Stacy's Corner and the relocation of our old CBD Christmas tree, redecorated in a traditional manner, in front of Stacy's Tavern. Public Works also installed a 20 foot artificial tree at the intersection of Main and Crescent.

During this time, we have had mixed results with the installation and look of the holiday decorations with *unfavorable results in 2007/08 and 2009/2010 seasons* and *favorable results in the 2008/09 and 2010/11 seasons*. Our Requests for Proposals have included progressively more direct language as to the look and feel the Village wishes to achieve; we've included images of the desired look, and we've gone so far as to provide direction as to the equipment that will be required to achieve the desired look. Despite our many attempts to attain a consistent final product, we have been unable to do so, on a regular basis.

However, during the seasons of 2008/09 and 2010/11 (the successful years), our holiday decoration contractor was the same, McFarlane Douglass. Knowing how to work with the limited capacity of our electrical infrastructure is an important aspect of the work. With that in mind, selecting the right contractor to install and design the Village's holiday decorations is critical. The recent success stemmed from a project manager/director from McFarlane Douglass that has an innate ability to make it happen. McFarlane Douglass's project manager/director, Sara Montmorency, provided the leadership, technical ability and most importantly, design flair to orchestrate the process of making our Central Business District a beautiful place to visit, shop, and enjoy. Sara was able to dramatically improve the tree light decorations from previous years' decorations by encompassing the complete tree canopy while still using the same number of strands of lights as dictated by the contract.

McFarlane Douglas received rave reviews from residents and business owners regarding the improved aura of seasonal decorations in the Village when contracted for the 2008/09 and 2010/11 seasons. They are considered one of the top creative seasonal decorating companies in the Chicago area.

This year, Public Works staff prepared Requests for Proposals which were sent to eight firms. Five of the eight firms responded to the request and the results are presented in the summary below:

Firm	Total - 2011)	Total - 2012	Total - 2013	3-Year Total
Ambius, Inc	$21,000	$21,630	$22,780	$65,410
McFarlane Douglass & Companies	$24,930	$24,930	$24,930	$74,790
Wingren Landscape, Inc.	$25,865	$26,770	$27,707	$80,342
TerraScape Designs, LLC	$27,000	$27,000	$27,000	$81,000
Autumn Landscape, Inc.	$59,640	$61,540	$63,640	$184,820
Holiday Lights Unlimited, The Care of Trees, American Holiday Lights – NO SUBMITTAL				

As indicated in the summary above, Ambius is the **lowest direct cost** proposal of the five received. We have reviewed the information that they have provided to us as part of the proposal, including performing reference checks. Though Ambius has, by all accounts, provided quality service to their clients, we have concern for their ability to meet our exceptional needs. Our review has not found any exterior lighting projects similar to ours that require full canopy draping (a true art form) and working with a finite number of lights due to electrical constraints. Instead, their one exterior project involved tree wrapping and partial canopy lighting displays. Given the unique limitations and the importance of the holiday decorations, we do not feel comfortable with Ambius as our holiday decoration contractor.

There are three contractors that are priced in a relatively narrow range between $25,000 and $28,000 per year after Ambius. With such similar pricing, we can turn our attention to the firm that we feel will **provide the best value and is familiar with our situation**. Normally, we would recommend McFarlane Douglass for this project as they performed admirably twice before. However, their key person for our projects of 2008/09 and 2010/11, Sara Montmorency, left McFarlane Douglass to start her own firm, TerraScape Designs, which is one of the other firms from which to choose. We have already established that Sara was the 'difference maker' for the previous successes in Glen Ellyn holiday decoration projects and feel that the value of her talents is worth paying a slight premium for such an important community asset. TerraScape's annual cost is $27,000 ($81,000 total for years 1 through 3). The Village has budgeted $30,000 in the FY 11/12 Economic Development budget for holiday decorations. The Village reserves the right to cancel or extend the contract as stated in the specifications.

Action Requested

Motion to award a contract to TerraScape Designs, LLC, of Glencoe, IL for the 2010/2011 Seasonal Decorations in the amount of $29,700 (including a 10% contingency). Funding is available in the Economic Development budget (Account No. 126500 520310 – Holiday Decorations).

Recommendation

Approve the motion to award the contract.

Attachments

None

A-6F

To: Mark Franz, Village Manager

From: Jeff Perrigo, Interim Public Works Director

Date: September 20, 2011

Re: 2011 Bulk Rock Salt Purchase

Background

The Village purchases their bulk rock salt through the State of Illinois Department of Central Management Services (State bid). Our request for participation is typically submitted in March with bid results given in July. We recently received notification that our salt price for this upcoming winter will be $76.48.

Issues

The Village has requisitioned 2,000 tons of salt under the State bid. Per our contract, we are obligated to purchase 80% (1,600 tons) and have the option to procure up to 120% (2,400 tons) if winter weather dictates the need for more salt. Based on these quantities, we would expect our expenses this year to be between $122,000 and $184,000. The budgeted amount in the Motor Fuel Tax Fund is $200,000, enough for 2,600 tons of salt. Public Works currently has 400 tons of salt in storage which provides a combined total of 3,000 tons of salt for snow and ice removal while still remaining within budget.

Over the past two years we have transitioned to a unit price purchase order in order to avoid having to come back to the Village Board repeatedly in the event of a bad winter with multiple change orders. The unit price method provides the ability to continue purchasing this necessary commodity in dire situations. We will continue to update the Village Board with a status report on salt usage to keep them abreast of our inventory and needs.

Action Requested

Motion to approve award of a contract to North American Salt Company of Overland Park, Kansas for the purchase of bulk rock salt for snow and ice control at a unit cost of $76.48 per ton to be expensed to the FY 11-12 Motor Fuel Tax Fund.

Recommendation

Approve award of contract as noted and addressed in the attachment(s).

Attachments

- Memorandum dated August 03, 2011 (with attachments) authored by Assistant Public Works Director Dave Buckley

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

from: David Buckley, Assistant Public Works Director DB

subject: Agenda Memo – Salt Purchase Recommendation

date: August 3, 2011

Each year the Village of Glen Ellyn has the opportunity to participate in the joint purchase program offered by the State of Illinois for the purchase of bulk rock salt used for snow and ice control. Joint purchasing allows the Village to obtain competitive prices for commodities in common use by all local governments in the State of Illinois.

The State of Illinois Department of Central Management Services (CMS) continued the modified process for securing pricing and product for the 2011-12 state bid. This modified process includes a renewal option that is available to communities that did not use this option in the previous year. To participate in the renewal, the requested quantity may not exceed a 20% increase of last season's quantity and the price cannot increase more than 5% of last season's price. This essentially creates an every other year bid scenario depending on salt price projections. Glen Ellyn used the renewal option in 2009-10 and did not have a renewal option last year. This year Public Works opted for the renewal contract and on July 10, 2011 we were notified that the contract price for rock salt would remain at $76.48 for 2011-12. This price includes delivery to the Public Works Reno Center.

We have requisitioned 2,000 tons of salt through the State of Illinois Joint Purchasing Program. Per our contract, we are obligated to purchase 80% (1,600 tons) and have the option to procure up to 120% (2,400 tons) if winter weather dictates the need for more salt. Based on these quantities, we would expect our expenses this year to be between $122,000 and $184,000. The budgeted amount in the Motor Fuel Tax Fund is $200,000, enough for the maximum of 2,400 tons. Public Works currently has 400 tons of salt in storage which provides a combined total of 2,800 tons of salt for snow and ice removal while still remaining within budget. Public Works will also utilize the second year of a 2 year contract with Detroit Salt for back up salt. After reaching the minimum state purchase amount last season, Public Works utilized the back up salt contract as this pricing was more favorable than the CMS contract. This plan will again be in place for the 2011-12 snow season. Over the last three seasons, Public Works has purchased an average of 2,250 tons of rock salt.

The Village Board is requested to approve the award of a contract through the State of Illinois Joint Purchase Program to North American Salt Company of Overland Park, Kansas for the purchase of bulk rock salt at a unit price of $76.48 per ton. The cost of the rock salt will be charged to the Motor Fuel Tax (MFT) Fund. Public Works will notify the Village Board if the total cost of salt starts to exceed the budgeted amount.

I have attached a copy of the agreement letter from the State of Illinois, Department of Central Management Services that outlines the delivery guidelines we must follow for the delivery of the salt.

CMS

ILLINOIS Pat Quinn, Governor
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
Malcolm Weems, Director

July 10, 2011

Dear Joint Purchasing Participant:

Subject: 2011-2012 Rock Salt, Bulk Contract Information

In completing the 2011 – 2012 Rock Salt season contract re-procurement, the State of Illinois did not encounter any supply-related issues as experienced in previous seasons.

We again recommend that participating agencies and governmental entities examine their application rates and roadway priorities in order to minimize next season's maintenance program cost while also ensuring the safety of the public.

Enclosed is a copy of the requisition you submitted to us for the purchase of rock salt. The information from the requisition, including purchase commitment, can be used to submit your requirements to this year's contract vendor:

Contract: PSD 4016217-01 **Renewal Term: July 2011 - June 2012**
North American Salt Company FEIN Number: 48-1047632
9900 West 109-th Street
Overland Park, KS 66210
Phone (800) 323-1641 or (913) 344-9301 Contact Name: Sean Lierz

Contract Line No: _98_ / **Renewal Price per ton** F.O.B. destination, is **$.** 76.48
Emergency pickup of salt at vendor's warehouse is available at base price of **$-75.00** per ton. Warehouses are open Monday through Friday, 7:00 a.m. to 3:00 p.m. Please contact the vendor during regular business hours for the specific warehouse location in your area.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors is **$5.50** per ton. Contact vendor for availability in your area and scheduling deliveries.

You are responsible for issuing your own purchase order document to the vendor. Orders may be placed with the vendor via telephone, with a written or fax confirmation to follow immediately. ***You are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages this winter.*** Also, you need to make every effort to place orders in full truckload lots (22-25 tons).

Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment (as noted on your Requisition) is met before the end of the winter season, June 30, 2012. The vendor is required to furnish not less than 120-percent (if needed) of the contract quantity by March 1, 2012. Your governmental unit is responsible for processing vendor invoices in a timely manner.

801 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706
Printed on Recycled Paper

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2011 through April 1, 2012 shall not exceed seven working days, unless as modified in the Order Guidelines herein..

For orders placed between December 1, 2011 and April 1, 2012, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain $.20 per ton per working-day as liquidated damages on the undelivered portion of the order. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven day delivery period.

CMS reserves the right to mitigate application of liquidated damages imposed against a vendor, in the event of orders exceeding the maximum percentages outlined below:

An agency may order up to 20-% of their awarded contract tonnage in any given week and vendor shall deliver within 7 working-days after receipt of order. Quantity ordered above the 20-% threshold shall have an extended deliver time of one-working-day for each one-percentage-point above the 20-% guideline. For example, if an agency orders 25-% of their awarded total 100 ton, delivery of the first 20 ton (20-%) shall be within 7 working-days after receipt of order, the remaining 5 ton should be delivered within 12 working-days after receipt of order.

If after seven working-days of liquidated damages assessment, the vendor has still failed to deliver, local governmental unit shall have the right to terminate an order and purchase road salt or abrasives from another source, or take action consistent with public safety as needed to continue daily business. Any and all additional costs incurred may be collected from the original vendor, in addition to liquidated damages, by participant's legal action.

All deliveries shall be covered with approved weatherproof materials. The vendor shall ensure that delivery person inspects the inside of the trailer and that all salt is removed from the trailer before leaving a delivery point. The vendor will ensure all weights and measures shown on delivery tickets are correct. Local governmental units reserve the right to require that delivery trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.

Deliveries of rock salt containing any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc., may be rejected at the delivery site. In the event that any foreign material is discovered in dumped deliveries, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the local governmental unit and returned for credit, or the vendor shall immediately ship a specification compliant load of replacement salt, or issue a refund to the governmental unit consistent with the contract price.

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Printed on Recycled Paper

In December 2011, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2012 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

The contract pricing shall remain firm for the entire contract period, for up to the 120-% guaranteed limit, unless otherwise changed by mutual agreement. The contract price for purchases made in excess of the 120-% guaranteed limit is subject to increase if vendor's costs for providing rock salt increase by more than 5-%. Contract vendor must submit to CMS documentation justifying the increase for acceptance prior to implementation.

Unless an emergency exists, those local governmental units under their 120-% purchase threshold shall receive salt deliveries prior to those local governmental units over their 120-% purchase threshold. In the case of an emergency, effort will be made to have the vendor ship enough salt to aid affected local governmental units through the emergency.

The Department of Central Management Services requested pricing for an enhanced rock salt option in the invitation for bid, and Enhanced Rock Salt 2010–2011 availability and North American Salt will again provide the following pricing for 2011 – 2012 Season:

IDOT District-1	$-14.50	Price per ton	IDOT District-2	$-14.50	Price per ton
IDOT District-3	$-14.50	Price per ton	IDOT District-4	$-14.50	Price per ton
IDOT District-5	$-14.50	Price per ton	IDOT District-6	$-14.50	Price per ton
IDOT District-7	$-14.50	Price per ton	IDOT District-8	$-14.50	Price per ton
IDOT District-9	$-14.50	Price per ton			

The enhanced salt product features additional pre-treatment of approved road salt with a product providing enhanced melting performance, with reduced corrosion and clumping.

You are under contractual percentage purchase obligation to contracted tonnage of rock salt from this vendor awarded your location. Purchase of enhanced rock salt will apply to this purchase agreement, and not be in addition to your required purchase tonnage.

It is hoped that this information will be beneficial to you in the utilization of this contract. If you have any further questions concerning the rock salt contract, please feel free to contact me at (217) 782-8091.

Sincerely,

Wayne Ilsley, CPPB, Buyer
Bureau of Strategic Sourcing

GovSalt.doc

801 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706
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ILLINOIS

JOINT PURCHASING REQUISITION

PLEASE RETURN TO:

Illinois Department of Central Management Services
801 Wm. G. Stratton Building
401 S. Spring Street
Springfield, IL 62706
Fax: (217) 782-5187

Joint Purchasing #: L-2210-2210

Date: 3 / 11 / 2011

Government Unit: Village of Glen Ellyn

Mailing Address: 30 S Lambert

City / State / Zip: Glen Ellyn, IL 60137

County: DuPage

Contact Person: Dave Buckley

Telephone Number: 630.547.5513

Fax Number: 630.469.3128

Contact Email: dbuckley@glenellyn.org

Delivery Point

<- Please provide Email Address

Complete Only One **Either "Table-A" or "Table-B" Below**

Table A: Complete this table to have the State Solicit Bids for your governmental entity

ITEM DESCRIPTION	QUANTITY	UNIT MEASURE	AMOUNT BUDGETED
AASHTO M143 Road Salt or Equivalent Road Salt, Bulk	(Total Tonnage) _____	(22 – 25 Ton / Truck) Tons	(Local Governmental Use Only) _____

Please note your Purchase Commitment Percentage for total tonnage quantity stated above (choose one):

OPTION 1 _____ 80% minimum purchase requirement/120% maximum purchase requirement
OPTION 2 _____ 100% minimum purchase requirement/120% maximum purchase requirement

Complete Only One **Either "Table-A" Above or "Table-B" Below**

Table B: Complete this table to have the State RENEW for your governmental entity (ONLY)

ITEM DESCRIPTION	QUANTITY	UNIT MEASURE	AMOUNT BUDGETED
AASHTO M143 Road Salt or Equivalent Road Salt, Bulk	(Total Tonnage) 2000	(22 – 25 Ton / Truck) Tons	(Local Governmental Use Only) _____

Note: **Renewal is available ONLY under contracts 4016216, 4016217, 4016218, 4016219, or 4016220 for the 2011-2012 season.** Your quantity may not exceed more than a 20% increase of last season's quantity, and price cannot increase more than 5% of last season's price. Other Terms & Conditions of Contract will remain the same as last year. Check renewing contract:
Contract 4016216 ( ) Contract 4016217 (X) Contract 4016218 ( ) Contract 4016219 ( ) Contract 4016220 ( )

76.48 #98

I certify that funds are available for the purchase of the items on this Requisition and that such items are for the sole use of this governmental unit, and not for personal use of any official or individual or re-sale.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

Interim Pw. Director
TITLE

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MFT FUND

The Village receives an allocation of State motor fuel tax dollars based on its population. Use of motor fuel tax dollars are restricted to specific road-related construction and maintenance activities as administered by the Illinois Department of Transportation (IDOT). The Village has traditionally allocated most of its share of motor fuel tax dollars to the General Fund as a reimbursement to pay for street maintenance activities (including snow and ice control). Costs for street light electricity and road salt are directly charged to the MFT Fund.

BUDGET FOOTNOTES

1. **MFT Allotments (IDOT): ($693,000)** - Glen Ellyn will receive an estimated $25.70 per capita in FY11/12 from State-collected motor fuel taxes based on IML projections.

2. **Miscellaneous Income: (FY10/11 Estimated Actual - $130,000)** – The State of Illinois provided a special MFT payment during FY10/11 as part of the Jobs Now capital program.

   Miscellaneous Income: (FY11/12 Budget - $13,000) - Beginning in FY02/03, Glen Ellyn became eligible to receive a special IDOT distribution for "high growth cities".

3. **Street Lighting: ($156,000)** – Per IDOT guidelines for the use of MFT dollars, the street light energy costs associated with all street lights within the Village limits are paid for using MFT dollars. Energy costs have seen a significant increase since the deregulation of the energy market in January 2007.

4. **IFT/General Fund: ($400,000)** – Reimburses the General Fund for street maintenance and equipment expenses, such as snow and ice control, street sweeping, etc.

5. **Road Salt: ($200,000)** – The price for road salt is expected to be slightly higher than FY10/11. We based our projection on 2,000 tons at $100 per ton.

A-6H

VILLAGE OF GLEN ELLYN

PERSONAL PROFILE OF APPLICANT
FOR SERVICE ON VOLUNTEER ADVISORY BOARD OR COMMISSION

Name Draths Andrea _____ Today's Date Oct. 7, 2011
(Last) (First) (Initial)

Home Address

Phone No.(s)

Business Addr

Business Phone _____ Number of Years Glen Ellyn Resident 23

EDUCATIONAL BACKGROUND AND OTHER PERTINENT EXPERIENCE

Name, Location, Etc.	From	To
College of DuPage	Misc.	
Northern IL Univ.	1973-	1975
Glenbard East H.S.		1973

CIVIC AND FRATERNAL ORGANIZATIONS AND ACTIVITIES

G.E. Village Clerk		2005 -	2010
Municipal Clerks of DuPage Cty:	V.P.	2009 -	2010
	Sec.	2008 -	2009
PADS Volunteer			2009

BUSINESS OR PROFESSIONAL ACTIVITIES

(including type of present employment)

G.E. Village employee	1995 -	2010

PLEASE INDICATE VILLAGE BOARD/COMMISSION INTERESTS

A.R.C.

Thank you for your interest! Please return this completed form to:

Glen Ellyn Village Clerk, 535 Duane Street, Glen Ellyn, IL 60137

(630) 547-5201 (630) 469-8849 Fax

Please add to Monday 10/10/11 agenda for ARC. Great addition! Thx, [illegible]

VILLAGE OF GLEN ELLYN

PERSONAL PROFILE OF APPLICANT
FOR SERVICE ON VOLUNTEER ADVISORY BOARD OR COMMISSION

Name Thompson Jennifer L Today's Date 9/16/2011

Hor

Phr

B

Business Phone N/A Number of Years Glen Ellyn Resident 1

EDUCATIONAL BACKGROUND AND OTHER PERTINENT EXPERIENCE

Name, Location, Etc.	From	To
The Ohio State University		2001-2006
Pennsylvania State University		2000-2001

CIVIC AND FRATERNAL ORGANIZATIONS AND ACTIVITIES

ASLA (American Society of Landscape Architects)	Member	2003-2011
ILASLA (IL Chapter of ASLA)	Education Chairperson	2006-2011
Chicago Cares	Volunteer	2006-2010
Chicago Architecture Foundation	Volunteer	2007-2011
Glen Ellyn Junior Women's Club	Member	2010-2011
Glen Ellyn Newcomers Club	Couples Night Out Organizer	2010-2011

BUSINESS OR PROFESSIONAL ACTIVITIES

(including type of present employment)

HDR Architecture	Land Planner and Urban Designer	2007-2011
Wolff Landscape Architecture	Landscape Designer and Planner	2006-2007
OKW Architects	Landscape Designer and Planning Intern	2006
William H. Gordon and Assoc.	Landscape Designer and Planning Intern	2005

PLEASE INDICATE VILLAGE BOARD/COMMISSION INTERESTS

Architectural Review Commission

Thank you for your interest! Please return this completed form to:

Glen Ellyn Village Clerk, 535 Duane Street, Glen Ellyn, IL 60137

(630) 547-5201 (630) 469-8849 Fax

RECEIVED
SEP 16 2011
VILLAGE OF GLEN ELLYN

VILLAGE OF GLEN ELLYN cc: Pres. Poffenberger

PERSONAL PROFILE OF APPLICANT
FOR SERVICE ON VOLUNTEER ADVISORY BOARD OR COMMISSION

Name RASNIC John C Today's Date 07/27/2009
(Last) (First) (Initial)

Home A

Phone N

F

A

E ent 10

EDUCATIONAL BACKGROUND AND OTHER PERTINENT EXPERIENCE

Name, Location, Etc.		From	To
UNIV. OF LOUISVILLE, LOUISVILLE, KY	BS	9/59	1/64
UNIV. OF ILLINOIS, CHAMPAIGN, IL	CPA	9/74	
VARIOUS POST-GRAD COURSES @ UNIV. OF PITTSBURGH, CARNEGIE-MELLON & CASE WESTERN RESERVE			

CIVIC AND FRATERNAL ORGANIZATIONS AND ACTIVITIES

SOUTHMEN BREAKFAST CLUB, 11 YEARS, TRES. 2005-CURRENT
LOYAL ORDER OF MOOSE, DOWNERS GROVE

BUSINESS OR PROFESSIONAL ACTIVITIES

(including type of present employment)

FINANCIAL SYSTEMS CONSULTANT - LSG, PRES + TRES 2/09-CURRENT, VP-CLIENT SVCS 2/01-2/09; PRIOR - IBM, TOUCHE ROSS, ALEXANDER GRANT, MCCORMACK & DODGE, SELF-EMPLOYED CONSULTANT

PLEASE INDICATE VILLAGE BOARD/COMMISSION INTERESTS

FINANCE COMMISSION

Thank you for your interest! Please return this completed form to:
Glen Ellyn Village Clerk, 535 Duane Street, Glen Ellyn, IL 60137
(630) 547-5201 (630) 469-8849 Fax

RECEIVED
JUL 29 2009
VILLAGE OF GLEN ELLYN
VILLAGE CLERK

A-7

To: Mark Franz, Village Manager

From: Jeffrey D. Perrigo, Interim Public Works Director

Date: September 20, 2011

Re: Well No. 6 Testing and Liner Project – Change Order No. 1

Issue

The Village maintains two standby wells (No. 5 and 6) in the event that the DuPage Water Commission is unable to provide water in a catastrophic event. These standby wells, when fully functioning, are expected to provide an adequate water supply for an extended period of time. In 2008, the Village Board acknowledged the importance of having the standby wells and we began rehabilitation work on both wells.

Well No. 5 is currently functioning as anticipated; Well No. 6 is not. We continue to rehabilitate Well No. 6 as the well has not met expectations and anticipated demands. The well is currently able to provide about one-quarter the amount of water required to provide the potential anticipated needs. In order to increase the flow capacity of the well, we have consulted with our contractor, Water Well Solutions, and another industry leader, Layne-Christensen, and obtained what is generally believed to be the most reasonable course of action at this time.

The anticipated costs associated with the additional work are expected to be $55,000 on the high end, but could be as low as $25,000 depending on the efficacy of the initial treatments. To provide some balance of competing interests, we can defer the budgeted line item: Newton Water Tank Recoating ($128,000) for the time-being and reassess the Water Fund bottom line later in the budget year.

Action Requested

Motion to increase the appropriation for construction services associated with the Well No. 6 Testing and Liner Installation Project provided by Water Well Solutions Illinois Division, LLC of Elburn, IL by $60,000, for a revised total appropriation of $146,000 to be expensed to the FY-12 Water Fund.

Resolution No. 11-xx, a Resolution Concerning the Determination of the Village Board that Change Order No. 1 with Water Well Solutions for an Increase in the Contract Price of $74,425 is required for the Well No. 6 Testing and Liner Installation Project, for a Revised Contract Cost of $145,945.

Recommendation

Approve the request for Change Order No. 1 for the continued rehabilitation of Well No. 6.

Attachments

Memorandum dated September 20, 2011, authored by Professional Engineer, Bob Minix and Project Coordinator, Bob Greenberg which covers the project overview and pertinent information relative to the process by which the recommendation and requested action was determined.

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

from: Bob Greenberg, Project Coordinator
Bob Minix, Professional Engineer

subject: Well #6 Testing and Liner Installation Project – Recommendation to Approve Change Order No. 1 with Water Well Solutions

date: September 26, 2011

The purpose of this memorandum is to recommend Village Board approval of a change order with Water Well Solutions Illinois Division of Elburn, IL, primarily to continue with a series of treatments designed to restore adequate pump flow rates. The current Well #6 Testing and Liner Installation Project has completed the original scope of work to install a new well casing liner to better protect the aquifer against surface water intrusion. However following liner installation, adequate pumping rates have not been restored, apparently due to clogging of the water-bearing fissures in the limestone well formation. Additional steps, including up to two acid treatments of the well, are recommended to re-establish the sustained pumping capacity of the well of up to 1,400 gallons per minute. The contractor has also requested additional compensation for partial reimbursement of significant extra efforts to complete the original scope of work for the project. To complete the package, a contract change order form and resolution are provided with this memorandum.

BACKGROUND

In 2008, 2009 and 2010 while in active standby status, Well #6 has periodically tested positive for coliform bacteria, and on a few occasions, tested positive for the more serious pathogen fecal coliform. Currently the well is off line until all issues are resolved. The Illinois EPA is being regularly updated on the status of Well #6.

In March 2009 an initial contract with Water Well Solutions was approved by the Village Board to rehabilitate Well No. 6. That project employed a well treatment technique consisting of air-burst cleaning and disinfection. The project also involved significant well pumping and pipe column equipment replacement due to age and deteriorated condition. The total cost of that project was $70,500. Following completion of the project, initial monthly water sampling showed good water quality; unfortunately, samples early in 2010 marked the reappearance of coliform bacteria and, eventually, the onset of fecal-positive results.

Further investigations in 2010 indicated that the sources of the contamination were likely from surface water and relatively shallow groundwater that enters the pumping zone due to the current depth of the

main protection casing pipes and failures in the existing grout seals between the casings. A strategy was developed to extend the casing pipe and provide new grout seals from the surface to the depth of the new casing. Please note the attached schematics for Well #6 depicting the proposed project efforts and various well configurations.

In October 2010 the Village Board approved a contract with Water Well Solutions to implement a two step well liner installation project. The first step in the proposed process was to perform both water quality and quantity testing at a deeper location within the existing well using a temporary isolation bladder, a procedure referred to as packer testing (see Schematic A). If step one was successful, a permanent liner system would then be installed (see Schematic B). Costs for the packer testing were estimated to be about $24,000. Costs for the permanent liner installation would amount to about $48,000. Including a 20% contingency, project funding in the amount of $86,000 was established.

The testing and information gathering portion of the project took place in November 2010 through December 2010 and the tests performed indicated that good water quality and adequate pumping rates could be obtained from the lower strata of the well. Following submittal of needed paperwork to IEPA for a well construction permit and permit issuance, the actual installation of the liner took place in July and August of this year.

Following liner placement, the original well pump was re-installed and tested. Initial pumping tests were discouraging, with sustained rates of only about 300 gallons per minute achieved. Water Well Solutions suspected that the some of the materials of construction migrated into the water bearing fissures in the limestone strata, greatly diminishing the ability of the aquifer to deliver water to the well. A series of additional operations are recommended to remove the excess materials from the fissures in order to restore pre-work pumping performance. Planned work includes removing the existing permanent pump, performing a downhole video inspection, installing a high capacity test pump, performing surging operations, performing a bentonite removal operation and/or up to two acid treatments, performing a 24-hour pump test, removing the test pumping equipment, and re-installing the permanent pumping units.

CHANGE ORDER NO. 1 COSTS AND FUNDING

Attached hereto is a letter from Water Well Solutions. The letter covers a number of topics, discussing the company's investment in the project to date (wherein their costs are far in excess of the current contract amount), the proposed well pumping capacity rehabilitation measures and costs, and their offer to perform the upcoming work at a reduced rate.

Compensation for Work Performed to Date

Following the completion of the first phase of the project, Water Well Solutions came to Public Works with a request for additional compensation for the testing work. The firm reported significant extra time was required to do the testing and sampling work, apparently due to poor time estimates. The nature of well work is such that the companies sometimes have little control over what is happening in the hole and in recognition of this, staff agreed to an increase in fee, but with the caveat that the entire project be completed at the current funding level of $86,000. During the second phase of the project, staff agreed that additional grout should be installed at a cost of $5,125 bringing project

costs to date of $91,125. This represents an increase of $19,600 from the original contract price. The contractor-reported costs for the work performed to date are $165,400.

Compensation for Proposed Well Remediation Operations

The company costs to perform the needed operations to re-establish adequate pumping capacity are estimated at $68,253. Water Well Solutions has offered to do the work – including up to two acidizing treatments of the well – at a cost of $54,820, a roughly 20% discount.

Hence, Change Order No. 1 to the Water Well Solutions contract for Well #6 Testing and Liner Installation project would increase the contract price by **$74,425** resulting in a revised total cost of **$145,945**. Additional funding in the amount of **$60,000** is requested from the FY12 Water Fund, Account Number 50100-521055-00907, resulting in total project funding of **$146,000**.

OUTLOOK

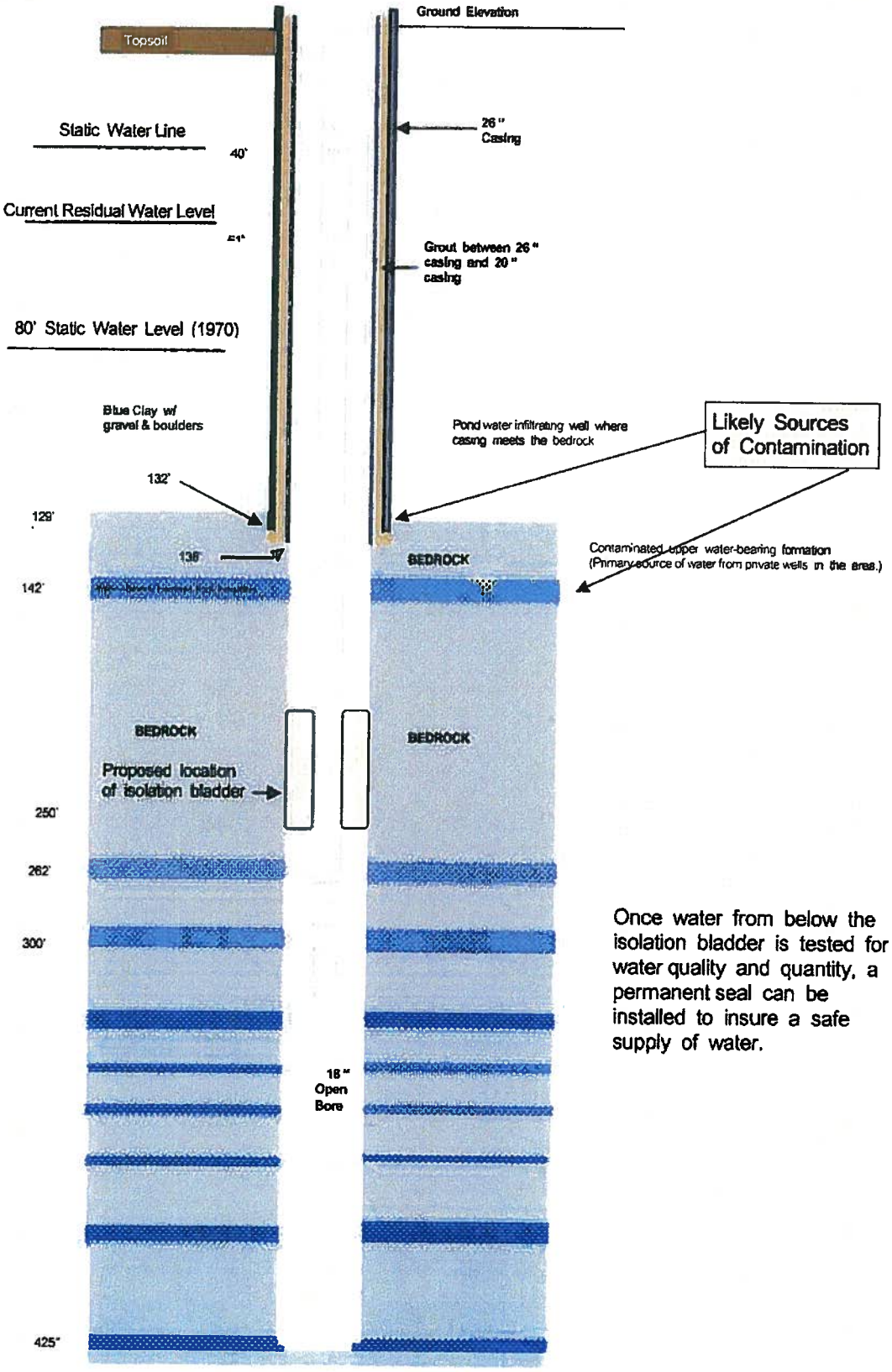
The significant investments in Well #6 continue, with current commitments of over $160,000 in the past two years and anticipated payments of up to nearly $55,000 if CO#1 is approved. As of today, should we continue with the effort to rehabilitate Well #6? What happens in the future?

Plant Operations and Engineering personnel have given serious consideration to these questions. First of all, staff is still fully committed to providing an adequate back-up water supply for the Village which requires more than one well (Well #5 is currently in good operational condition). Secondly, there are unknowns associated with the proposed flushing and acidizing treatments. If they are fully successful, then no further work would be required. If they are completely unsuccessful, then perhaps it is best to just seal the well at a cost of about $15,000 and to drill a new well at an estimated expense of $250,000. If they are partially successful, then it is likely that the well could be used, but that the existing pumping equipment would have to be lowered in the well at least 50 ft. with an estimated additional cost of at least $25,000.

Staff recommends approval of Change Order No. 1 and proceeding with the well surging and treatment techniques designed to re-establish adequate pumping capacity in Well #6. The expectation of success with these techniques is reasonable. Staff has discussed the current Well #6 situation with another reputable well drilling company (Layne-Christensen) and their approach to the problem would be similar in many respects to Water Well Solutions and at a comparable price point. The Village team has spoken at length with Water Well Solutions and all parties believe that Well #6 can be rehabilitated by undergoing the recommended procedures included in CO#1.

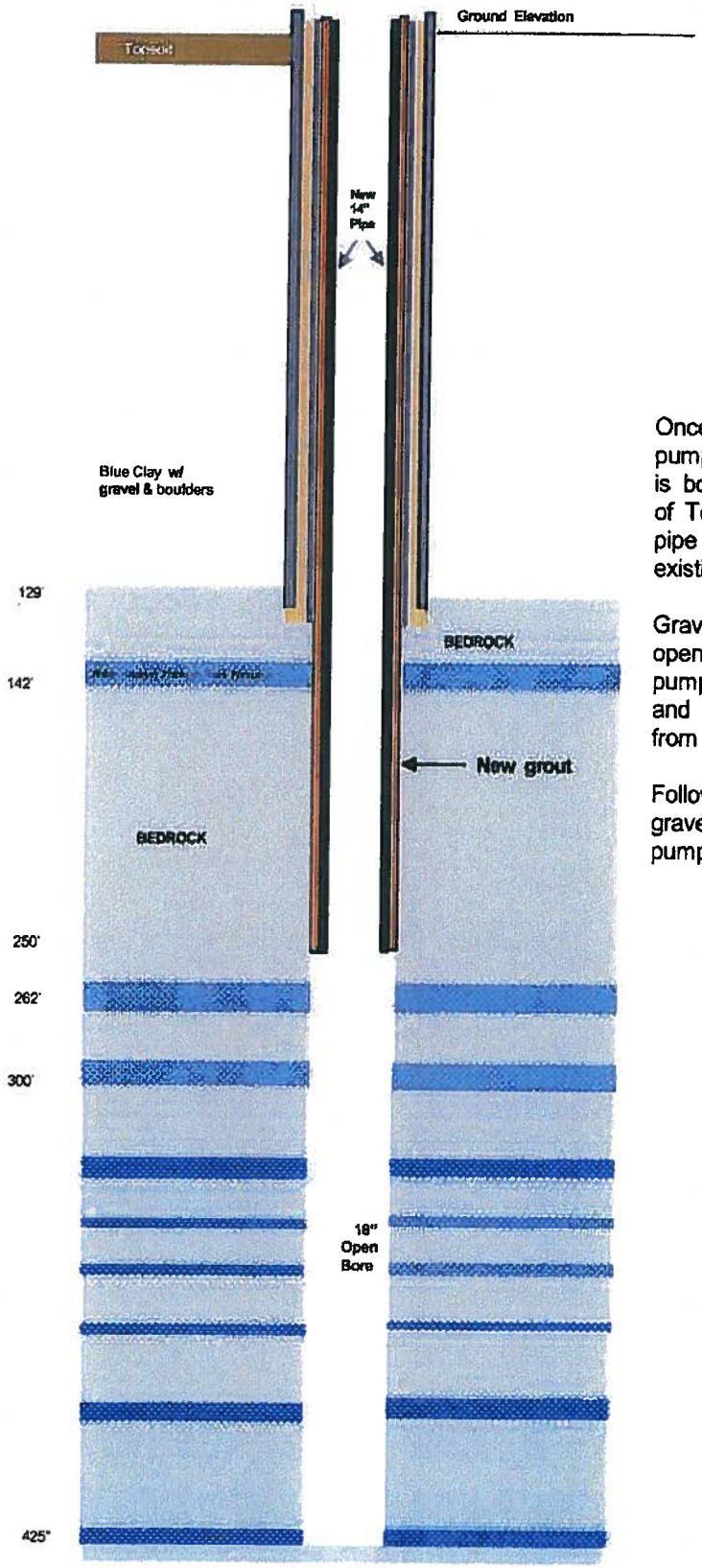
cc: Mark Franz, Village Manager
Kristen Schrader, Assistant to the Village Manager – Administration
Gary Bach, Senior Plant Operator

Well # 6 Schematic A



Once water from below the isolation bladder is tested for water quality and quantity, a permanent seal can be installed to insure a safe supply of water.

Well # 6 Schematic B



Once it is determined that water pumped from below the 142' level is both sufficient in quantity and free of Total and Fecal Coliforms, a 14" pipe can be centered inside the existing well.

Gravel will be used to fill the 18" open bore hole while grout is pumped between the new 14" pipe and the bedrock and 20" casing from the bottom up.

Following a grout curing period, the gravel will be removed and the well pump replaced.

CHANGE ORDER

Order No.: 1

Date: September 26, 2011

Agreement Date: October 11, 2010

NAME OF PROJECT: WELL NO. 6 TESTING AND LINER INSTALLATION PROJECT

OWNER: VILLAGE OF GLEN ELLYN

CONTRACTOR: WATER WELL SOLUTIONS ILLINOIS DIVISION, LLC

The following changes are hereby made to the **CONTRACT DOCUMENTS:**

The original scope of work required significant additional effort on the part of the contractor to perform the first phase of the project. Prior to the start of Phase Two, Public Works staff directed the contractor to complete both phases of the project in the not-to-exceed amount of $86,000 (project funding limit). During Phase Two work, PW staff authorized additional grout in the amount of $5,125. After completing the original scope of work, additional operations are required to remove excess materials that have migrated into the water-bearing fissures in order to restore pre-work pumping performance. Planned work includes removing existing permanent pump, perform downhole video inspection, install test pump, perform surging operation, perform bentonite removal operation and/or up to two acid treatments, perform 24-hour pump test, remove testing equipment, and re- install permanent pumping units.

Change to **CONTRACT PRICE:**

Original **CONTRACT PRICE:** $71,520.40

The **CONTRACT PRICE** due to this **CHANGE ORDER** will be **INCREASED** by: **$74,424.10**

The new **CONTRACT PRICE** including this **CHANGE ORDER** will be **$145,944.50**

Change to **CONTRACT TIME:**

Original **CONTRACT TIME:** Project Schedule: To be mutually agreed upon.

The **CONTRACT TIME** for Completion due to this **CHANGE ORDER** will **not be changed.**

APPROVALS:

Approved by Village Board on: _____

Requested by: Village of Glen Ellyn – Plant Operations

Reviewed by: Village of Glen Ellyn – Professional Engineer

Recommended by: Village of Glen Ellyn – Public Works Director

Approved by: Village of Glen Ellyn – Village Manager

Accepted by: Water Well Solutions

Resolution No. _____

A Resolution Concerning the Determination of the Glen Ellyn Village Board that Change Order Number One with Water Well Solutions For an Increase in the Contract Price of $74,425 is Required for the Well No. 6 Testing and Liner Installation Project For a Revised Contract Cost of $145,945

Whereas, Chapter 720, Section 5/33-E-9 of the Illinois Compiled Statutes 2002 requires change orders on public contracts involving total cumulative changes of more than Ten Thousand Dollars ($10,000) in value or a cumulative total of thirty (30) days in time to be made by written determination; and

Whereas, it has been determined that it would be beneficial to the Village to compensate the contractor for additional costs to conduct the original scope of work and to perform further remedial operations to restore water pumping capacity;

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

Section One: The Corporate Authorities of the Village make the written determination that the circumstances necessitating the change were not within the contemplation of the contract as signed and that this change order is in the best interest of the Village.

Section Two: The change order which this determination involves relates to the following contract: Well No. 6 Testing and Liner Installation Project, Water Well Solutions Illinois Division, LLC. The nature of Change Order Number One and the amount of change is as follows: Compensate the contractor for additional personnel efforts and materials to complete the testing and installation of the liner per the original scope of work and perform various operations and treatments to re-establish adequate pumping rates – including surging, bentonite removal, up to two acid treatments and pump tests – at a total cost increase of seventy-four thousand four hundred and

twenty-five dollars ($74,425), for a revised contract price of one hundred forty-five thousand nine hundred and forty-five dollars ($145,945).

Section Three: This written determination shall be preserved and in a permanent project file that is open to the public.

Section Four: This Resolution shall be in full force and effect from and after its passage and approval.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2011.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2011.

_____
Village President of the Village
of Glen Ellyn, Illinois

Attest:

_____
Village Clerk of the Village
of Glen Ellyn, Illinois

X:\Publcwks\ENGINEER\Resolutions and Ordinances\Well No 6 Testing and Liner Installation CO#1.doc

Water Well Solutions

September 16, 2011

Mr. Robert Greenburg
Village of Glen Ellyn
30 S. Lambert Road
Glen Ellyn, Illinois 60137

RE: Well No. 6 – Redevelopment

Dear Bob:

As per our recent meeting regarding the additional development to allow the well to achieve the desired 1400 GPM we are providing the following information about our costs to date versus the actual billing that has been submitted to the Village.

Work Performed to Date:

Labor:	2 Man Crew	321.25 Hrs. @ $325.00/Hr.	$104,406.25
	Additional Helper	25.00 Hrs. @ $115.00/Hr.	$2,875.00
	Shop Labor	71.50 Hrs. @ $138.00/Hr.	$9,867.00
	Sampling Labor	11.50 Hrs. @ $125.00/Hr.	$1,437.50
	Engineering	5.5 Hrs. @ $130.00/Hr.	$715.00
Material:	14" Steel Liner	260 Ft. @ $63.75/Ft.	$16,757.00
	10" PVC Suction Assembly		$6,708.00
	Gravel Fill		$1,445.00
	Neat Cement Grout	477 Sacks @ $18.50/sack	$8,824.50
	Bentonite Quick Gel	35 Sacks @ $12.75/sack	$446.25
	Phosphates	300 lbs. @ $4.85/lb	$1,455.00
	Chlorine	30 gal. @ $4.25/gal	$127.50
	Additional Air Compressor Rental		$625.00
	Freight on liner, alignment guides, one air compressor rental Fee		$2,500.00
	1 ¼" grout tubing		$975.00
	Epoxy grout to reseal base		$335.02
	Downhole video inspection	2 Each @ $1,450.00/Ea.	$2,900.00
	Water Quality Testing		$3,300.00
	Total Amount of Work Billable to Date		**$165,399.02**

Water Well Solutions Illinois Division, LLC * 44W158 Keslinger Road B * Elburn, IL 60119
Toll Free: (888) 769-9009 * Fax: (920) 474-4771 * Web: www.wwssg.com

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Prior to installing the liner we had agreed that for the installation of the liner and as outlined in our proposal we would not exceed a total cost of $86,000.00. The only change was the addition of the grout that was required to fill the annular space. All of the additional labor required to complete the project was not billed to the village. At this time we have invoices into the village for a total of $91,124.50, which is $71,374.52 less than what our standard billing rates (2010) would have totalled for the amount of work that was completed. Currently, we have invested several thousand dollars in the project over that which we have billed to the village.

As we are all aware the redevelopment of the well was not foreseen by Water Well Solutions or the Village as we had performed packer testing prior to installing the liner. This type of testing is standard in the industry for this type of work and we have completed several successful projects in the past and there was no indication that this project would have been any different. The water above our packer did not drawdown during any of our pump testing. With the packer in place we were also successful in stopping the well from producing water laden with coliform bacteria. The unfortunate circumstance with working below ground is the inability to know exists outside of the well borehole. In the case of Well No. 6, we would all agree, that some passageway opened under the weight of the grout and forced bentonite and/or grout into an area that was producing a significant amount of water into the lower portion of the well.

In accordance with our recent meeting we are proposing to perform additional redevelopment on the well, however since no one is able to determine how much bentonite or grout is blocking the water passages it is difficult to determine if the work will be 100% successful without future treatments. To attempt to increase the production we are proposing the following:

1. Remove the existing pump from the well.
2. Perform a downhole color video inspection with 360° side view.
3. Install a submersible test pump capable of pumping 1400 to 1500 GPM to a depth of 250 feet, the same depth as the new 14" liner.
4. At the surface a sealed fabricated steel injection head will be installed on the 14" liner to create a positive seal. The injection head will also be outfitted with a pressure relief and hoses to our tank to relieve pressure during the acid treatment.
5. The well will then be pumped to waste at the maximum rate possible while still maintaining water over the pump at 250 feet. Once the water clears we will divert the water into our Hy-RIP® injection tank system and injected back into the well at a rate of 4,200 GPM at pressures of up to 60 PSI. We will continue the surging and pumping until the well does not produce silt and sediment or the day is complete. While this is being performed we will collect some of the sediment, and perform an acid test on the material. Should it be found that the material is limestone based such as grout we will perform

the following acid treatment. If it is found to be bentonite based we will perform the bentonite removal treatment.

6. **Acid Treatment**: Using our Hy-RIP® treatment system we will inject 2000 gallons of Muriatic Acid (20° Baume) down through our test pump which will allow the full strength acid to exit the pump a few feet above the open formation. The acid will be flushed from the pipe and pump with 375 gallons of clear water, the volume of the column pipe. The acid will be locked into the borehole with valves at the surface. We will monitor the pressure within the well and if the level exceeds 125 PSI we will open the valves and relieve the pressure into our Hy-RIP® tank at the surface. After the acid has reacted for 1 hour we will begin to surge the acid out of the well using our test pump into the Hy-RIP® 3200 gallon tank and then injected back into the well at up to 4,200 GPM. This will continue for 4 hours and then the solution will be left in the well overnight, followed by 2 hours of surging the next day, then neutralized and pumped to waste down the sanitary sewer. Once the water has cleared, a pump test will be performed to determine the results.
7. **Bentonite Removal Treatment:** Using our Hy-RIP® treatment system we will mix 200 pounds food grade sodium tri-polyphosphates in 3000 gallons of water with 10 gallons of sodium hypochlorite and 1 gallon of Johnson NW-400 surfactant. The solution will be injected in to the well through the injection head at the surface at 4,200 GPM. The solution will be forced into the formation with 6,000 gallons of water containing 10 gallons of sodium hypochlorite. Once injected, the solution will be left idle for 1 hour followed by surging and re-injection for an additional 4 hours. The well will then be pumped to waste overnight to purge the bentonite from the formation. The following day a pump test will be performed to determine the results.
8. Following the treatment of the well, whether it is one, two or more treatments to obtain the desired flow, a 24 hour pump test will be performed on the well at a flow of at least 1,400 GPM. We will monitor the test for 8 hours in the beginning and 8 hours at the end of the test. We will also complete 2 hours of recovery measurements.
9. Pull the submersible test pump and install the permanent pump and suction pipe assembly.
10. Disinfect the equipment and perform a 1 hour pump test.

Using our standard unit rates for 2011 the cost for this work would be billed as outlined below:

- Labor to mobilize equipment to the site, set up and pull permanent pump from the well and rack at the site. 15 Hours @ $335.00/Hour.....$5,025.00
- Perform downhole video inspection of well.....$1,450.00
- Labor to install fabricated injection head and install submersible test pump to 250 feet in well. 15 Hours @ $335.00/Hour.....$5,025.00

Water Well Solutions

- Airline, splice materials, tape, etc.....$250.00
- Labor to surge and pump well without chemicals.
  Estimate 10 Hours @ $335.00/Hour.....$3,335.00
- Acid Treatment of well.
  Est. Labor 20 Hours @ $335.00/Hour...$6,700.00
  Acid 2000 Gal. @ $4.85/Gallon...$9,700.00
  Neutralizer 40 Gal. @ $7.30/Gallon.....$292.00
  Total.....$16,692.00
- Bentonite Removal Treatment of well.
  Est. Labor 10 Hours @ $335.00/Hour...$3,350.00
  Phosphates 200 Lbs. @ $4.95/Pound.....$990.00
  Chlorine 20 Gal. @ $5.25/Gallon.....$105.00
  NW-400 1 Gal. @ $89.75/Gallon.....$89.75
  Total.....$4,534.75
- Labor to pull submersible test pump and reinstall permanent pump.
  30 Hours @ $335.00/Hr.....$10,050.00
- Labor to perform 24 hour pump test (18 hours manned)
  18 Hours @ $118.00/Hr.....$2,124.00
- Airline, chlorine, epoxy touch up and miscellaneous material to complete pump installation.....$225.00
- Hy-RIP® Treatment System Fee. Per project.....$2,850.00

Total Cost for an Acid and Phosphate Treatment.....$51,560.75

In the interest of maintaining our mutually beneficial business relationship, WWS is offering to perform the above proposed work at the following reduced rates.

- Labor and materials to pull permanent pump, install submersible test pump, pull test pump and reinstall permanent pump.....$16,200.00
- Perform one day of surging and pumping well to waste.....$2,600.00
- Perform downhole color video inspection.....$1,000.00
- Labor and materials to perform 2000 gallon Acid Treatment.....$14,750.00
- Labor and materials to perform Bentonite Removal Treatment.....$3,420.00
- Perform 24 hour pump test (18 Hours manned).....$2,100.00

Total Cost for an Acid and Phosphate Treatment.....$40,070.00

Option: Perform a 2nd acid treatment as described above. Add.....$14,750.00
(If the bentonite removal treatment is not performed then $3,420.00 would be deducted from the above price.

Water Well Solutions Illinois Division, LLC * 44W158 Keslinger Road B * Elburn, IL 60119
Toll Free: (888) 769-9009 * Fax: (920) 474-4771 * Web: www.wwssg.com

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Should it be found that the pump would need to be set deeper, the following would apply:

- Cost of 10" x 1 11/16" epoxy coated column assembly with 416 stainless steel lineshaft, sleeve and coupling. Per 10 Foot Section.....$1,686.00
- Cost for cast iron Layne & Bowler 12 THC stage complete with bronze impeller, bronze bowl wear ring, stainless steel collet and stainless bolts. Per Stage.....$1,485.00
- New stainless steel impeller shaft based on additional stages. Current pump is 6 stages.
  For a 7 stage pump shaft.....$662.00
  For an 8 stage pump shaft....$718.00
  For a 9 stage pump shaft.....$774.00
- Shop labor to disassemble pump and reassemble with new longer shaft and additional stages.....$1,650.00

Each stage will add an additional 26.8 feet total dynamic head, therefore 3 stages will give the pump 80.4 additional feet of head for a total of 240 feet total dynamic head. Each stage also will add 10.15 horsepower per stage at 1200 GPM, by adding 3 stages the pump will require 91.35 horsepower. Since the natural gas motor and gear drive are rated for 150 horsepower this would not be a problem. Based on the horsepower rating of the equipment the pump could be increased to a maximum of 14 stages which would have the lift of 375 feet.

As we explained above, we have expended a considerable amount of money into this project. We currently have invoices outstanding in the amount of $63,324.50. We are willing to respectfully perform the additional work at the reduced cost with the understanding these invoices will be by month's end.

We could commence with the work within about 5 to 7 days.

If you have any questions, please do not hesitate to contact us.

Sincerely,
WATER WELL SOLUTIONS ILLINOIS DIVISION, LLC

Timothy L. Kelly
Vice President

Water Well Solutions Illinois Division, LLC * 44W158 Keslinger Road B * Elburn, IL 60119
Toll Free: (888) 769-9009 * Fax: (920) 474-4771 * Web: www.wwssg.com

WATER WELL SOLUTIONS

Illinois Division, LLC

44W158 Keslinger Rd. B
Elburn, IL 60119
888-769-9009 fax 920-474-4771

Water Well Solutions

PROPOSAL TO

Date 9/16/2011 **Job Name** Well No. 6

Client: Village of Glen Ellyn
Address: 30 S. Lambert Road
City: Glen Ellyn, Illinois 60137
Attention: Robert Greenberg Phone: (630) 469-6756
E-mail: bobg@glenellyn.org Fax: (630) 469-3128

Qty	Description	Unit Price	TOTAL
	Well Redevelopment		
	Per proposal dated 9/16/11.		
1	Labor and materials to pull permanent pump, install test pump, pull test pump and reinstall permanent pump.	$16,200.00	$16,200.00
1	Perform one day of surging and pumping well to waste at a high rate.	$2,600.00	$2,600.00
1	Perform downhole video inspection	$1,000.00	$1,000.00
1	Labor and materials to perform 2000 gallon acid treatment	$14,750.00	$14,750.00
1	Labor and materials to perform Bentonite Removal Treatment	$3,420.00	$3,420.00
1	Perform 24 hour pump test (18 hours manned)	$2,100.00	$2,100.00

Option: Additional 2nd 2000 gallon acid treatment.....$14,750.00
If the bentonite removal treatment is not performed then a deduct of $3,420.00 would apply.

NOTE ON MATERIAL PRICES: The material prices noted above are based on current market prices. The price for steel, and other materials is increasing almost daily. Therefore, we must reserve the right to adjust the above material prices market pricing the date your order is signed and returned to us. In order to hold the then current pricing, it will be necessary immediately order the materials. Further, Water Well Solutions will bill for the materials so ordered at the same time. Your signature below constitutes agreement to be billed for those materials so ordered and is your further agreement to pay, 30 days, for those materials ordered.

Total Amount Proposed $40,070.00

CLIENT

The above prices, specifications and conditions are satisfactory and are hereby accepted Water Well Solutions is authorized to do the work as specified. Payment will be made within thirty (30) days of invoice date, or as outline above.

BY: DATE:

WATER WELL SOLUTIONS ILLINOIS DIVISION LLC

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders and will become an extra charge over and above this proposal. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other insurance.

BY: DATE: 9/20/2011

INVOICES. Invoices will be submitted once a month with payment due within 10 days of the invoice date. A late charge at the rate of 1 1/2 % per month, or the highest rate allowed by applicable law, whichever is lowest, will be added to all amounts outstanding after 30 days. Purchaser agrees to pay any and all attorneys' fees and court costs should attorneys be utilized or court proceedings initiated to collect any past due amounts.

INFORMATION. It is recognized that Purchaser has superior knowledge of the job site, site history, access routes to the job site, known or suspected contaminants, surface and subsurface conditions, etc., and Purchaser is obligated to advise Water Well Solutions of all or any conditions that may affect Water Well Solutions performance hereunder. Purchaser agrees to provide Water Well Solutions with such specifications, plans, site history information, reports, studies or other information on surface and subsurface conditions as will be reasonably required by Water Well Solutions for safe, proper and timely performance of the work. Purchaser shall obtain all necessary permits and rights-of-way and indemnify and hold Water Well Solutions harmless for its failure to do so and for claims of trespass or damage to property, including underground utilities or structures, which arise out of the work.

LIABILTY. Neither party shall be liable to the other party for any special, indirect, incidental or consequential damages, whether based on contract, tort (including negligence), strict liability or otherwise. Further, Purchaser agrees to indemnify and hold Water Well Solutions harmless from and against any and all claims, demands, causes of action (including third party claims for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) which result from (i) any release or threatened release of any substance (whether hazardous of not); (ii) any claim that Water Well Solutions or any of its subcontractors was a "generator" or "transporter" of hazardous waste or an "operator" of the job site (as such terms are used or defined under local, state or federal laws or regulations); or (iii) any negligent or wrongful act or omission of Purchaser or others under Purchaser's control, except that this indemnification shall not apply to the extent any demand of cause of action results from Water Well Solutions negligence or intentional misconduct.

PERFORMANCE. Water Well Solutions will exercise reasonable skill and judgment in performing the work, EXCEPT AS EXPRESSLY PROVIDED HEREIN, NO OTHER WARRANTIES (EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE GIVEN HEREUNDER. Water Well Solutions does not warrant specific results of any kind.

CHANGED CONDITIONS. The discovery of any hazardous waste, substance, pollutant, contaminant, underground obstruction, condition or utilities on or under the job site which were not brought to the attention of Water Well Solutions prior to the date of this Work Agreement will constitute a materially different site condition entitling Water Well Solutions, at its option, to terminate this Work Agreement (and to receive payment for all work performed up to and including the date of such termination) or to receive an equitable adjustment in the contract price and time for performance. Water Well Solutions, however, shall only have the right to terminate if such different site condition(s) creates additional health and safety risks or requires Water Well Solutions to perform work outside the original scope or beyond its capabilities. In any event, Water Well Solutions may terminate operations on a site which it believes presents an unreasonable health or safety risk.

DELAYS. Water Well Solutions shall have no liability to Purchaser, or its clients, contractors or consultants for delays attributable to acts of God, acts of third parties, weather which is not reasonably anticipatable, intervention or public authorities, inability to obtain permits necessary to perform the work, work stoppages, changes in applicable laws or regulations after the date of commencement of performance hereunder and any other conditions or events which are beyond the reasonable control of Water Well Solutions shall be entitled to additional time to perform this Work Agreement equal to the time of any such delay.

MISCELLANEOUS. The terms and conditions set forth in the Work Agreement constitute the entire understanding of the parties relating to the work. All previous proposals, offers, and other communications relative to the work, oral or written, are hereby superseded. Any additional or conflicting provision(s) contained in any purchase order, acknowledgement, or other form of the Purchaser is hereby expressly objected to by Water Well Solutions and shall not modify this Work Agreement.

INTERPRETATION. This Work Agreement shall be governed and construed in accordance with the laws of the state of the job site location. If any term, provision or condition contained herein shall, to any extent, be invalid or unenforceable, pursuant to state law or otherwise, the remainder of the terms, provisions and conditions stated in the Work Agreement (or the application of such term, provision or condition to person or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected, and each term, provision and condition of this Work Agreement shall be valid and enforceable to the fullest extent permitted by law.

Glen Ellyn Public Works Department

A-7
ADDENDUM

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

from: Bob Minix, Professional Engineer

subject: Well #6 Testing and Liner Installation Project
Change Order No. 1 with Water Well Solutions
Summary of Project Costs

date: October 7, 2011

This memorandum supplements the earlier recommendation for approval of Change Order No. 1 with Water Well Solutions for the current contract for testing and replacement of the well liner. Please note the following summary of costs associated with the efforts to rehabilitate Well #6 that have been incurred in the past three years. The expenses shown in the table include costs associated with the:

Phase I: Rehabilitation Project

- Initial 2009 Rehabilitation Project in the original contract amount of $33,354 which included not only attempts to improve water quality but also substantial equipment replacement authorized with CO#1 in the amount of $38,301 for that project. Work is completed and the contract is closed at a final total cost of $71,410, slightly below the authorized cost of $71,655.

Phase II: Testing and Liner Installation

- Current original contract with Water Well Solutions for the 2010 Testing and Liner Installation Project in the amount of $71,520 (work is completed with extra costs incurred, of which $19,605 will be borne by the Village, with these extra costs included in CO#1).

- Proposed costs for Change Order No. 1 to the 2010 Testing and Liner Installation Project to restore well capacity (work is proposed in the amount of $54,820).

Contract	Contract Phase	Water Well Solutions Costs	Village of Glen Ellyn Costs	Comments
2009 Rehabilitation Project {Closed}	Original = $33,354 CO#1 = $38,301 TOTAL = $71,655	Original = $33,354	Original = $33,354	Final Project Cost = $70,410 Work is Complete
		CO#1(Actual) = $37,056	CO#1(Actual) = $37,056	
2010 Testing and Liner Installation Project and CO#1 (Capacity Restoration)	Original = $71,520 **CO#1(All Items) = $74,425** TOTAL = $145,945	Total Costs = $165,400 CO#1 (Capacity Restoration) = $68,253 TOTAL = $233,653	Original Scope = $91,125 CO#1 (Capacity Restoration) = $54,820 TOTAL = $145,945	Original Scope is Complete CO#1 Pending

To recap, Change Order No. 1 covers two items, the extra costs incurred by the contractor to perform the original scope of work in the amount of **$19,605** and the anticipated costs (with a robust scope of treatments that may not be required in their entirety) to restore adequate pumping capacities to the well system in the amount of **$54,820**. The basis for the compensation to the contractor for the extra work done to complete the original scope in the amount of **$19,605** consists of two parts:

1. An agreement brokered at the close of the testing phase of the project to cap our costs for original scope items at the current contract funding level of $86,000. This amount was authorized by the Village Board at the time the 2010 Testing and Liner Installation Project was approved and included a contingency of **$14,480**. (Already included in the contingency.)

2. An additional expense of **$5,125** for additional grouting material was authorized by staff during the well liner installation work. (Part of the recommended change order CO#1.)

- To fully fund CO#1 with the staff-recommended scope of work, additional funding in the amount of $60,000 ($54,820 + $5,125) is required.

The above costs are based on the staff-recommended course of action. As mentioned in the previous memo, if the well capacity improvement procedures are not approved or entirely unsuccessful and the well is to be abandoned, a well sealing charge of about $15,000 will be incurred. The cost to drill and equip an entirely new well will be a minimum of $250,000 and likely higher. Another possibility discussed is partial success with well capacity improvement actions that might salvage the well, but require additional expenses estimated to be $25,000 to lower the well pumping equipment 50 ft. or so in the existing well to achieve adequate pumping rates.

cc: Mark Franz, Village Manager
Kristen Schrader, Assistant to the Village Manager – Administration
Bob Greenberg, Project Coordinator
Gary Bach, Senior Plant Operator

Document2

A-8

Memorandum

October 4, 2011

TO: **MARK FRANZ, VILLAGE MANAGER**

FROM: **MATT PEKAREK, RECREATION DIRECTOR** Matt Pekarek.

RE: **NATIONAL GOLF FOUNDATION - CONSULTANT REVIEW OF VILLAGE LINKS FACILITY MASTER PLAN**

The Recreation Department has a golf consulting services proposal from the National Golf Foundation (NGF) for the consideration of the Village Board of Trustees at their Board Meeting of October 10, 2011. The NGF proposes to conduct a review of profits projected to result from facility improvements being contemplated at the Village Links golf course.

Background

There are a number of facility deficiencies at the Village Links clubhouse, driving range, parking lot and clubhouse site. Staff has worked with a volunteer Master Plan Steering Committee to develop a concept plan to address those deficiencies. Design professionals were hired for a limited number of hours to firm up cost estimates. The concept plan proposes to split the improvements into two phases. Phase 1, at a preliminary estimated cost of $3,900,000, could be built immediately after permitting and design work is completed, with an estimated completion date of Spring 2013. Phase 2, at a preliminary estimated cost of $2,900,000, could be built at some future date when funds are available.

Staff proposes that Phase 1 improvements be funded by the sale of General Obligation Bonds to provide the lowest financing cost. The bonds would repaid from profits generated by the Village Links. Golf course staff estimates that increased sales in golf fees, driving range fees and food and beverage sales would generate additional profits of $245,000 per year.

Staff intends to lower the cost of the improvements through value engineering the design and performing some work in house. The Village Links has $1,000,000 in reserve funds that have been saved for facility improvement. Staff proposes that those funds be used for project cash flow and to hedge against the possibility of golf course profits not meeting estimated levels.

The concept Master Plan was presented to the public at a June 15, 2011 Recreation Commission meeting in the Civic Center Weidner Auditorium. The Master Plan Steering Committee and the Recreation Commission have both recommended that the Master Plan be adopted and that architects and engineers be hired to design the improvements. The Master Plan was presented to the Village Board of Trustees and discussed at Board Workshops on July 25, 2011 and August 8, 2011.

Proposal

An external review by the National Golf Foundation would provide assurance that the profit estimate is reasonable and that the Village Links has a business plan to generate those profits. The National Golf Foundation provides the golf industry with a broad range of research and consulting services. They propose to evaluate the Village Links position in the golf and banquet markets, identify key business plan components, and render an opinion on the future sales and profitability of the golf course after the proposed improvements are in place.

One of the tools they would use to estimate financial performance would be to benchmark the Village Links against comparable local and national golf courses. A strength of the NGF is their familiarity with a large number of golf courses and their ability to identify comparable businesses with which to benchmark.

In November 2009, President Pfefferman asked the Recreation Commission to identify additional uses for the golf course, including off-season and non-golf uses, that would generate new profits and increase use of the property. The National Golf Foundation, by virtue of their extensive involvement with golf courses nation-wide, can identify any additional uses for the property that the staff, Steering Committee and Recreation Commission have missed.

The not-to-exceed cost of this proposal is $18,500. This includes $3,000 in expected out-of-pocket expenses, primarily travel. Additional visits would be provided on an expenses only basis. They estimate travel expenses for one person to be $1,500 to $1,700 per trip. Expenses exceeding $3,000 would have to be authorized by the Village of Glen Ellyn. It would take about two months to complete their work.

Issues

The Village Board of Trustees has not made a decision on whether or not to adopt the concept Facility Master Plan. This proposal would provide the Village Board with an external opinion on the golf course improvements being contemplated and the likelihood that the Village Links would generate the profits needed to pay for those improvements. There is business risk associated with a venture of this nature. While a consultant cannot eliminate those risks, a consultant can provide the Village Board a measure of assurance on the reasonableness of the plan.

In seeking this proposal, I discussed this project with two other golf consulting firms that I thought might possibly have a valid methodology for evaluating our plan. Both declined to participate, as this is not a core function of their businesses. I am not aware of any other golf consultants that perform work with the depth and level of analytical detail provided by the National Golf Foundation.

Action Requested

The National Golf Foundation proposes to provide golf course consulting services in the form of a review of the improvements proposed for the Village Links golf course and the profits that would be used to pay for those improvements. Per their proposal dated September 21, 2011, the cost of these consulting services is $15,500, plus out of pocket expenses not to exceed $3,000. The cost of this expense would be charged to the Recreation Fund, account # 55-700-521-055. The Recreation Fund is funded solely by revenues generated by user fees at the Village Links.

Attachment

National Golf Foundation Proposal dated September 21, 2011

September 21, 2011

Tel: (630) 469-8194
Email: mpekarek@villagelinksgolf.com

Matt Pekarek, General Manager
Village Links of Glen Ellyn
485 Winchell Way
Glen Ellyn, IL 60137

NGF Consulting Proposal #211054a

Re: Golf Course Consulting Services – Village Links of Glen Ellyn

National Golf Foundation Consulting, Inc. ("NGF Consulting" or "NGF") is pleased to submit this proposal for consulting services to assist Village staff in validating revenue and expense assumptions related to a facility improvement being contemplated for the Village Links of Glen Ellyn. The NGF team has reviewed materials provided by the Village detailing the need for improvement, the proposed enhancements and expected financial performance after upgrades are completed. The Village is now seeking a professional opinion to develop independent estimates of revenue and expense performance, to either validate or adjust estimates prepared by staff.

As the unquestioned leader in municipal golf facility consulting, NGF has conducted many of these types of studies across the nation, and we are uniquely qualified to assist the Village in this effort. The NGF team will bring to this effort considerable experience in analyzing golf facility operations, as well as a wealth of support data and documentation on other public golf facilities and the previous impact of completing upgrades as proposed by Glen Ellyn.

The ultimate goal of this engagement will be to assist the Village with preparing a business plan for the subject Village Links facility in light of proposed improvements and based on realistic estimates of future performance and in consideration of both enhancing existing revenue streams and developing new revenue opportunities. Business planning and financial analysis are important components of the due diligence process, and key to appropriate decision making when large-scale capital investment is being considered. The analysis proposed by NGF Consulting will help the Village to establish operating parameters and provide the municipality and its residents reasonable expectations regarding the net cash flows the upgraded facility will generate.

SCOPE OF SERVICES

NGF Consulting proposes to complete the following scope of work to meet the Village's due diligence objectives with respect to the potential upgrade of Village Links of Glen Ellyn:

- **Project Coordination and Kickoff Meeting(s)** – Upon receiving authorization to proceed, NGF Consulting will arrange for the consultant(s) to travel to Glen Ellyn, Illinois to attend meetings and coordinate the field research phase of the engagement. During this time the consultant(s) will meet with selected Village officials and the General Manager of the Village Links to review the scope of work set forth in this proposal. The kick-off meeting will include an initial presentation by NGF that will outline the scope of services and project approach. This process will be repeated as needed throughout the engagement to discuss any necessary refinements, additions, or deletions to the scope of work. To the extent possible, NGF will also collect information and data pertaining to the operation and historical financial performance of Village Links, as well as details of the proposed upgrade/enhancement project.

- **Market Analysis** – NGF Consulting will develop a detailed benchmarking analysis to document the operation of golf course facilities with similar amenities to those proposed for Village Links. The NGF will also conduct a general review of competing golf and banquet facilities in the local Glyn Ellyn market to establish parameters for activity and pricing that can be used to aid in preparing projections of economic performance for the Village Links after renovation. Trends with respect to fees and activity levels will be carefully examined so we can identify a market justified (achievable) price / value proposition for the Village golf facility and all its new support amenities. NGF will also identify economic and demographic trends, as well as any planned facility additions (or closures) that may impact operations.

- **Village Links of Glen Ellyn Concept Review** – NGF Consulting will conduct a general assessment of the existing Village Links business to establish a baseline for future projections. This general assessment will include both the golf course playing areas and support amenities (clubhouse, etc.). Taken together with the proposed enhancement, the facility assessment and analysis of previous financial performance will help to establish reasonable parameters and capacities for expansion of existing business, as well as new businesses that may be added as a result of the proposed property upgrade.

- **Business Plan Considerations** – Based on the Village Links of Glen Ellyn facility assessment, the results of our benchmarking analysis (local and national) and the Village's objectives with respect to its golf operations, NGF Consulting will review key areas of the Village's business plan for the newly improved facility. The objective of the review will be to document that the Village has an appropriate plan in place to maximize revenues, and to ensure that the Village is actively pursuing all avenues of revenue generation that will be needed to achieve the revenue and expense projections.

- **Financial Analysis** – NGF Consulting will analyze all revenue and expense categories to estimate potential financial performance of Village Links of Glen Ellyn after proposed improvements are completed. This phase of the study process will involve integrating market findings, historical financial performance, and expected use levels into a five-year cash flow pro forma for the golf facility, under the recommended and expected golf course configuration. This will include documentation of any potential market support for expected revenue increases and the expenses required to meet revenue projections.

- **Deliverables** – NGF Consulting anticipates frequent communication with appropriate Village and golf course staff during this engagement. Deliverables to the client for this project include:

  - Consultant activities on-site at Village offices and at Village Links of Glen Ellyn, including meetings and presentations with Village staff, golf course operations staff, and key stakeholder groups.

  - A detailed written report containing key findings, recommendations, and documentation, as well as a concise executive summary. A draft version of the document will be made available to the Village for review and comments. Upon authorization, bound copies and an electronic version of the final report will be delivered.

  - At Village request, the lead NGF consultant will also be available to make a formal presentation of findings to Village officials (no professional fees will be charged, but additional travel-related costs beyond the expense cap may apply), and be available to answer any questions from other groups the client may deem appropriate.

STUDY COST AND DELIVERY DATE SUMMARY

NGF Consulting will perform the proposed scope of services for the professional fee of **$15,500,** as broken out by task in the table below. This fee does not include reimbursement of direct project expenses associated with the initial field visit to Glen Ellyn, purchase of demographic data, etc. These expenses will be billed at cost and will not exceed **$3,000** without the client's permission. The billing procedure for NGF will comply with Village of Glen Ellyn regulations and assumes billing for services as completed on a monthly basis.

Action Steps	Cost
Task One:Project Coordination and Site Visit	$4,000
Task Two:Market / Benchmarking Analysis	3,500
Task Three: Concept Review	1,500
Task Four: Business Plan Considerations	2,500
Task Five:Financial Analysis	2,500
Task Six: Deliverables	1,500
Total Project Fee	**$15,500**

The services outlined in this proposal can be completed within five to seven weeks from completion of the initial site visit. Assuming a start date of early October 2011 the NGF will be able to deliver a draft report of findings to the Village no later than November 23, 2011.

The total "not-to-exceed" price for this engagement will be $18,500.

ACCEPTANCE

Acceptance of this proposal may be indicated by signing one copy and returning it to NGF Consulting's Jupiter office. A purchase order or Village contract will be used as the engagement agreement.

Matt, thank you for the opportunity to submit this proposal. Our goal is to serve our clients and the industry, and to promote the development of successful golf projects. Please call if there are any questions or if we can be of further assistance.

Sincerely,

Richard B. Singer
Director of Consulting Services

rsinger@ngf.org
RBS/jsc
(561) 354-1642

Acceptance _____ Date_____

NATIONAL GOLF FOUNDATION QUALIFICATIONS

The National Golf Foundation's work is supported by a base of approximately 4,000 members representing every facet of the industry: public and private golf facilities; golf course architects; developers and builders; companies offering specialized services to the golf industry; national, regional, state, and local golf associations; instructors; schools, and individuals.

The NGF's board of directors includes senior executives from the leading companies in each major segment in the golf industry including officers from The First Tee, Callaway Golf Company, FootJoy, Edwin Watts Golf, Textron Financial, Eaton Golf Pride, Billy Casper Golf, Adams Golf, Myrtle Beach Golf Holiday, and GOLF Magazine.

The NGF's database of U.S. golf facilities is the industry's gold standard and is licensed by the USGA, PGA of America, Club Managers Association of America and the Golf Course Superintendents Association of America as well as private enterprise such as Weather.com and NAVTEQ.

There is no greater authority than the NGF on the economics of supply and demand in the business of golf. The NGF's exclusive Golf Demand Model provides best-in-class data on every U.S. market and is utilized by many clients to improve both forecasting and customer targeting.

The NGF's annual surveys are designed to ascertain golfing habits and trends of golfers, golf facilities, and golf manufacturers nationwide. From this research, the NGF publishes upwards of 60 research documents that provide dependable information on the number, nature, and habits of golfers in each state, as well as golf facility operational issues, golf travel issues, alternative golf facility operations, and an annual directory of golf facilities.

Our most important research is published and distributed to NGF members and non-members and is widely quoted in local, national, and international press and are used by numerous other golf-oriented consulting and information firms. NGF publications include: *Golf Participation in the U.S.,* 2011 edition; *Golf Facilities in the U.S.*, 2011 edition; *The Future of Public Golf in America,* 2010*; Golf Industry Overview* 2009; *Golf Industry Report* newsletter published periodically; *Golfer Technology Profile*, 2009; *Golf Consumer Buying Profiles*, 2009; *Golf Travel in the U.S.*, 2009; *The Future of Private Golf Clubs in America,* 2008*; National Rounds Report 2008*; *A Strategic Perspective on the Future of Golf,* 2007; *Operating & Financial Performance Profiles of 18-hole Golf Facilities in the U.S.*, 2006.

Since the National Golf Foundation is not involved in the design, construction, or operation of golf facilities, our staff will not hesitate to advise clients against proceeding with a golf project or to identify operational deficiencies that affect the performance of an existing facility.

Since 1987, NGF Consulting has conducted more than 900 assignments throughout the United States, plus Europe, Asia, the Caribbean, and South America, covering a broad spectrum of services. This experience is the cornerstone of NGF Consulting, from which all our clients benefit.

All consulting work is conducted under the direction of **Richard B. Singer**, Director of Consulting Services at the National Golf Foundation. Other staff members work as part of the study team in providing professional insight, gathering additional data, applying participation models, conducting financial analyses, and reviewing the written report. Resumes of key professional staff appear on the following pages.

Richard B. Singer, Director of Consulting Services

Richard B. Singer has been the Director of Consulting Services for the National Golf Foundation (NGF) since 1997, and now has a total of 21 years of golf facility consulting experience. Mr. Singer first joined the NGF consulting staff in 1989 as a project analyst after completing his Finance MBA at the University of Florida. Mr. Singer has successfully managed the NGF's well-known golf consulting practice with an industry-respected track record of success and a reputation for delivering projects on time and on budget.

Experience

Mr. Singer's background includes hands-on experience in the following functional areas:

-Golf Facility Feasibility Analysis	-Financial Analysis	-Golf Business Valuation
-Golf Operations Consulting	-Business Plan Preparation	-Golf Market Analysis
-Account Management	-Budgeting/Planning	- Staffing/HR
-Real Estate Master Planning	-Public Presentations	- Proposal Writing
-Expert Witness	-Due Diligence	-Credit Evaluation

National Golf Foundation Consulting Experience – During his tenure with NGF Consulting, Mr. Singer has been responsible for preparing over 300 research studies for specific projects including: public and private sector feasibility studies for golf facility development and expansion; public and private sector golf facility operational reviews; due diligence studies for golf facility acquisition and/or refinancing; public sector Request For Proposal preparation; private club membership development plans; and public and private golf facility marketing plans. In his 19 years as a golf consultant, Mr. Singer has visited and/or profiled more than 2,500 public and private golf facility operations in the United States and internationally. Mr. Singer also has extensive experience as an expert witness in matters related to golf facility operation, and he has demonstrated considerable poise while under public attack in defense of highly controversial local projects.

Golf Facility Operations Consulting – Mr. Singer's golf facility operations consulting assignments have included golf course inspections, operational/accounting audits, management/operations contract preparation, clubhouse design/needs assessments, public sector outsource assistance, golf marketing strategies, green fee/member pricing, and business plan preparation. Mr. Singer has also provided litigation assistance to golf facilities in the form of expert testimony in estimating economic damages to golf courses from various external influences.

Golf Facility Development/Acquisition Consulting – In his 21 years with NGF Consulting, Richard Singer has become one of the most experienced golf facility development and acquisition consultants available today. His extensive experience includes feasibility studies, acquisition due diligence, appraisal and brokerage support, golf master plan development, and golf facility business plan preparation. Through the last two decades, Mr. Singer has completed several consulting engagements involving the conversion of "sensitive" sites into golf facilities (i.e. landfills).

Alternative Golf Facility Consulting – Mr. Singer's consulting services for alternative golf facilities have included both new development and operational reviews for driving ranges, putting courses, miniature golf courses, golf learning centers, executive/par-3 courses, and various combinations with other facilities. He co-authored the NGF publication *How to Plan, Build and Operate a Successful Golf Range*.

Regional Market and Economic Impact Analyses – During his tenure with NGF Consulting Mr. Singer has completed several statewide or regional golf market and economic impact studies. These studies typically involve preparing estimates of golf supply and demand in large geographies, as well as estimating the hard dollar impact of golf facilities on a local economy.

Key Accounts Managed (2004-2009)

Representative public sector clients in 2004-2009 include: City of San Diego, CA (Operations review – 3 courses); Nassau County, NY (5-course operations review); City of Victorville, CA (2-course operations review); City of Palm Springs, CA (2-course operations review); City of Alameda, CA (golf facility operations review and master plan preparation); State of Georgia (7-course outsource assistance); City of Portland, OR (5-course operations review); City of Phoenix, AZ (6-course operations review); City of Winter Springs, FL (GC acquisition); City of Gresham, OR (GC acquisition); City of Houston, TX (8-course operations review); City of Plano, TX (2) (GC Acquisition and GC operations review); the City of Dunedin, FL (golf facility review of operations and lease preparation); the City of San Francisco, CA (5-course operations review). These public sector projects include extensive participation in public meetings and a full defense of all project work.

Representative private sector clients in 2004-2009 include: Pulte Homes; The Trump Organization; Arnold Palmer Golf Management; Greg Norman Golf Course Design Company; PGA Tour; Waterlefe CDD; Western Golf Properties; Heritage Isles CDD; Howard Hughes Corporation; Verdict Ridge CC; Olympia Group, Inc.; Meridian Venture Partners; General Motors Corp.; Watermark Communities Inc.; Oaktree Capital Management; Evergreen Investments; Mohegan Sun Casino, Inc.; Palmer Investments; Marriott Golf Management; Walt Disney Imagineering; Coral Creek Partners; Bonita Bay Properties; Fortune Bay Casino; Poxabogue in the Hamptons GC; Fuzzy Zoeller Productions; US Naval Academy Golf Club; and Mahogany Run GC (St. Thomas, USVI).

Representative alternative facility clients in 2000-2009 include: Greens of Las Vegas, Inc. (new facility feasibility); Golden Bear International (new facility feasibility); Palm Beach County, Florida; County of Ft. Lauderdale, FL (new facility on landfill feasibility); City of Plantation, FL (litigation support); Gambrell & Stoltz (Macon, GA – expert testimony) Development Consulting Co. (three ranges in CA & FL); Brevard Golf Driving Range (Melbourne, FL); and Collier Golf Enterprises (Orlando, FL).

Representative regional market and economic impact clients in 1999-2009 include: the State of West Virginia (Statewide 'Golf Trail' study); State of Oklahoma (Statewide Economic Impact Study); Bonita Bay Properties; *Golf 20/20* – Raleigh-Durham MSA Study; Reliance National Insurance Company; GATX Capital Golf Group; C. Cabot Incorporated; Gunster, Yoakley, Valdes-Fauli & Stewart, P.A.; Public Finance Consultants Inc.; and Morgan Stanley – Dean Witter.

International Experience

Mr. Singer's professional resume includes golf facility consulting on projects located in the countries of Sweden, Korea, Egypt, Anguilla (BWI), US Virgin Islands, St. Marten, Brazil, Bahamas, and Chile.

Background/Education

Mr. Singer is a long-time resident of Palm Beach County, Florida and grew up around the North Palm Beach Country Club. He earned his Bachelor's degree in marketing and Insurance from the University of Florida in 1985, and worked as a financial consultant for Northwestern Mutual Life and Baird Securities before earning an MBA in Finance from the University of Florida in 1989. Mr. Singer is a Licensed Real Estate Broker in Florida (Lic. #BK3077126).

Edward Getherall, Senior Project Director – NGF Consulting

Ed Getherall joined the NGF Consulting staff as Project Analyst in 2000 after several years of subcontracting consulting services to the NGF. Mr. Getherall, who was promoted to Senior Project Director in 2001, has been instrumental in cementing NGFC's status as the leader in municipal golf facility consulting, with a particular focus on improving municipal golf course bottom lines and helping municipalities make smooth transitions to alternative operating structures for their golf systems.

Mr. Getherall has also directed NGF's effort to be the leading industry resource for accurate golf market information pertaining to facility activity levels, revenue center performance, and green fee levels and trends. Since joining NGF Consulting, Mr. Getherall has become a respected industry authority on food & beverage operations, clubhouse renovation / replacement, municipal golf management alternatives, outsourcing assistance (RFP preparation / analysis of responses / contract negotiations), and other areas of expertise.

NGF Consulting Projects Experience

Mr. Getherall's extensive business and marketing background has enhanced NGF Consulting's ability to provide expertise to the facility segment of the golf industry. Since joining NGF Consulting, Mr. Getherall has been responsible for analyzing golf market and golf facility operating data in NGF's market, financial, and operations consulting projects. In the 11 years since joining NGF's Consulting division, Ed has been the lead project director for more than 80 consulting assignments, covering a broad range of services, including public and private golf course feasibility studies, acquisition studies, operations reviews, golf-related real estate absorption analyses, pricing / market positioning analyses, and clubhouse renovation / replacement studies.

Public Sector Clients (partial list)

City of Houston, TX
City of Melbourne, FL
City of Alameda, CA
City of Omaha, NE
City of Yuma, AZ
City of Gainesville, FL
Township of River Vale, NJ
City of Clayton, OH
City of Antioch, CA
Miami-Dade County, FL
City of Concord, CA
City of Lake Havasu, AZ
City of San Antonio, TX
Kealakehe Ahupua'a 2020, HI
City of Victorville, CA
City of San Diego, CA
Municipality of Anchorage, AK
City of Oviedo, FL
City of Livermore, CA
City of Palm Springs, CA
Bergen County, NJ
Town of Wallingford, CT
City of Yonkers, NY
City of Farmington, NM
City of Gallup, NM
Town of Davie, FL
City of Redmond, OR
City of West Palm Beach, Florida
City of Henderson, Nevada
City of Gilbert, AZ
City of Tempe, AZ
Town of Farmington, CT
City of Palm Coast, FL
City of Apple Valley, MN
Borough of Dunmore, PA
City of Gresham, OR
City of San Francisco, CA
El Dorado Hills, CA (CSD)
Mecklenburg County, NC
City of Greeley, CO
City of Concord, NC
City of White Plains, NY
Woodbridge Township, NJ
Village of Royal Palm Beach, FL
City of Rockville, MD
Town of Brookline, MA
Village of Wellington, FL
Palm Beach County, FL
City of Reno, NV
City of Oakland Park, FL
City of Naples, FL
City of Tarpon Springs, FL
City of Kentwood, MI
City of Soldotna, AK
City of Portland, OR
City of New York, NY
Ft. Belvoir GC (U.S. Army), VA

Private Sector Clients

Textron Financial Corporation
Dalhousie Golf Club
Front Royal C.C.
Scituate Highlands, LLC
Black Clover Golf, UT
The Mohegan Sun Tribe
Partyka Resource Management
Palmer Investments, Inc.
Beazer East, Inc.
Stauffer Management Co.
Belfonti Capital Partners
Putting Zone, Inc.
Meadowbrook Golf
Hoffman Properties, Ltd.
Bonita Bay Properties
Watermark Communities, Inc.
Callaway & Price
Poxabogue Golf Course
Triangle Equities
Golf Trust, Inc.
Jonathan's Landing POA
Mizner Trail Golf Club
Fuzzy Zoeller Productions.
Sun City Center
Pulte Homes
Oaktree Capital Management
Conley-Manning, LLC
Prestwick Plantation, LLC
Loving & Campos Architects
Lely Development Corporation
River Bluff Resort, LLC
Dominion Realty Advisors
Pocoy Consulting
Keyser Marston Associates
University of the South
Golf Around the World

Background/Education

Prior to joining the NGF, Mr. Getherall held several positions in the business community including extensive marketing work for such organizations as South Florida Blood Banks, Inc., the Florida Lottery, and the American Cancer Society. His areas of expertise cover a broad spectrum of marketing activity, including research, product management, and special event planning and consulting.

Mr. Getherall earned his M.B.A. from the University of Florida with a concentration in finance. Ed also achieved his undergraduate degree at Florida with a B.S. in Business Administration (Marketing). With a diversified educational and professional background in both marketing and finance, Mr. Getherall has the experience and knowledge to assist in all aspects of golf facility management, marketing, operations, and development.

Ben Fowler, Golf Facility Research and Consulting Sales Manager

Ben Fowler joined the NGF Consulting staff in May of 2006. Since joining NGF, Mr. Fowler has provided his expertise in the design, implementation, interpretation, and data analysis of NGF Consulting's Golfer Survey Program.

NGF Consulting Projects Experience

Mr. Fowler's extensive experience as a PGA member, as well as his business and marketing background, allows NGF Consulting to provide valuable knowledge to its clients at the golf facility level. Mr. Fowler is equally adept at walking his clients through the implementation of the Golfer Survey Program, and analyzing and interpreting survey data after results start coming in. Ben's analysis of survey results helps golf facility operators identify strengths and deficiencies and formulate an action plan designed to improve performance. Since July 2006, when the Golfer Survey Program was introduced to the market, Ben has overseen the program at more than 285 facilities.

Mr. Fowler's recent clients include:

Public Sector Clients

- United States Air Force Services
- City of Phoenix
- City of Sarasota
- Oklahoma Tourism & Recreation Department
- City of Marietta
- City of Fort Morgan
- City of Glendale
- City of Grand Island
- City of Alameda
- City of Chattanooga
- City of Modesto
- City of New Braunfels
- Champaign County Forest Preserve District
- City of Oroville
- Dupage County Forest Preserve District
- Florida State University
- City of Indio
- City of San Francisco
- Georgia Department of Natural Resources Golf Operations
- Montgomery County Revenue Authority
- City of Mountain View
- City of Plano
- Decatur Park District
- Illinois State University
- Incline Village Parks & Recreation
- Anoka County Parks and Recreation
- City of Bloomington
- City of Longmont Golf Services
- City of San Mateo
- City of Tumwater
- City of Walnut Creek
- County of San Luis Obispo
- Peoria Park District
- Poplar Creek Country Club
- Gull Lake View Golf Resort
- St. Paul Parks and Recreation
- Huron-Clinton Metropolitan Authority

Private Sector Clients

- Marriott Golf
- KemperSports Management
- Cypresswood Golf Club
- Pasatiempo Golf Club
- Pulte Homes
- Rivertowne Country Club
- Sycamore Ridge Golf Club
- The Ridge Golf Course
- Town of Clarksville Parks & Recreation
- Meadowbrook Golf
- St. Joe Towns and Resorts
- Oki Golf
- Ridgemark Golf & Country Club
- Stevinson Ranch Golf Club
- Marty Sanchez Links De Santa Fe
- Touchstone Golf LLC
- Honours Golf Company LLC
- CourseCo Inc.
- Sterling Hills Golf Club
- Golf Center at Kings Island
- Heritage Golf Group LLC
- Premier Golf Centers LLC
- Burroughs & Chapin Company
- EAGLE Golf Management
- Carl M. Freeman Golf LLC
- Lindsey Management
- OB Sports Golf Management LLC
- Oglebay Resort

Background/Education

Prior to joining the NGF, Mr. Fowler held several positions as a PGA Assistant Golf Professional at prominent golf facilities, including Country Club of Rochester, Old Marsh Golf Club, and Medalist Golf Club. He also gained valuable business, marketing, and customer service experience from his position as Assistant Branch Manager at Enterprise Rent A Car.

Mr. Fowler earned his PGA Membership in January 2003 and is currently a PGA class A-11 member. He achieved his undergraduate degree at New Mexico State University, with a B.S. in Business Administration (Marketing) in 2000. Ben also graduated from New Mexico State's Professional Golf Management Program (PGM). Mr. Fowler has the experience and knowledge to help golf facilities improve their performance through NGF's Golfer Survey Program.

REFERENCES

LAKE OSWEGO GOLF COURSE Lake Oswego, OR

Review of Operations and Redevelopment Analysis

In 2009, NGF Consulting was retained by the City of Lake Oswego to perform a comprehensive review of the Lake Oswego Golf Course and to determine the feasibility of upgrading the the facility to expand and/or re-configure the driving range, upgrade the clubhouse and possibly add tennis facilities to the property. The level of rounds and revenue at the facility was down from a peak in the late 1990s, and the enterprise fund was nearing full depletion. The City was considering ways to enhance revenue at the golf course through other (non-golf) revenue streams such as clubhouse, events, banquets and tennis services.

NGF Consulting found that altering the property as proposed would not add to revenues or reduce costs enough to significantly alter the basic economics of the golf facility. The property would not accommodate a regulation-length 9-hole course and full-length (300-yard) driving range. NGF recommended that the facility remain as an 18-hole par-3 course, because change in configuration was not cost-justified. Also, any form of privatization would not likely improve the financial performance of the golf facility. A management agreement would add a management fee and likely result in similar losses. At the time of our study, there was no interest by private parties in purchasing the facility.

NGF suggested that a driving range facility with greater length would enhance revenues at the facility. However, lengthening the range without changing the basic integrity of the existing golf course does not seem possible; thus, a separate site would have to be considered for a new, longer driving range. Based on our review of the subject facility and its market surroundings, NGF Consulting recommended action in three phases: (1) close the Enterprise Fund and convert the golf course back to the General Fund; (2) complete basic upgrades to the physical condition of the facility and clubhouse; and (3) enact a plan to develop a new full-length driving range on a vacant City-owned site directly across the street from the Lake Oswego GC, and/or add a new golf learning center and warm-up area on the site of the existing driving range. Allowing some form of public-private joint venture should also be considered as a potential funding mechanism for this option.

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OPERATIONS REVIEW Bartow, FL

Operations Review

The City of Bartow retained NGF Consulting in 2010 to provide a review of the present operating condition of the Bartow Golf Course, provide a realistic estimate for the future economic performance of the facility, and document its ability to meet all expense obligations.

NGF Consulting identified the most serious problem facing the golf course was its much higher-than-average expense structure, particularly in labor costs. We observed that the labor expense is approximately 69% of operating expenses, compared to the industry "standard" of 50%. Despite this high expense, given the low revenue, even if the golf facility were operated at an expense level consistent with industry norms, it would still be experiencing a loss on operations. Thus, the only solution for Bartow to retain its golf course within a City-run structure and eliminate (or at least reduce) the loss on the operation is to simultaneously grow revenue and reduce expenses.

NGF prepared a schedule of recommendations related to basic oversight, structure, and operations, focussing on both golf and non-golf revenues. The NGF team recommended that the City consider a change to its basic operating structure by implementing one of two strategies that are mutually exclusive: an operating lease if a qualified vendor willing to accept the risk on the golf facility can be found, or multiple concessions. NGF also provided recommendations on marketing, fees, pace of play, and food and beverage for the possibility of the City's choosing to retain its present self-operating structure.

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ROBERT T. LYNCH GOLF COURSE Brookline, MA

Operational Review/Business Plan

In 2009 and 2010, NGF Consulting was retained by the Town of Brookline to perform a comprehensive review of the Town's municipal golf facility and to create a business plan for the facility. This included a complete review of both the physical plant and operational systems at the Town-owned golf course and clubhouse facility. NGF services to the Town included extensive interviews with key stakeholder and citizen groups.

The NGF Consulting recommendations for Robert T. Lynch included a review of basic operations; golf course condition; food and beverage; physical plant (clubhouse, maintenance and golf cart storage); business / marketing plan; and fees and memberships. These were formally presented to the Town in April 2010. The key NGF recommendation involved a considerable upgrade to the facility's drainage system, which is outdated and causing severe limitations in rounds activity and revenues. NGF identified the F&B concession as being one of the better deals for municipalities in the Boston area and should be continued. In 2010, the NGF anticipated the Town would be implementing many of the recommendations with improvement expected for operations in 2010 and beyond.

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CITY OF DEARBORN, MI

Operations Review

The City of Dearborn, Michigan retained NGF Consulting in 2010 to assist in preparing a long-term strategic plan for the future operation of Robert Herndon's Dearborn Hills Golf Course and clubhouse. The key components of the study were a thorough review of the existing operation, management, marketing, pricing, activities, physical condition, financial condition, and future economic potential of the golf and clubhouse operation. A key aspect of this study included consideraitons for growing non-golf clubhouse and event revenue in addition to golf course revenue.

NGF Consulting prepared a prioritized schedule of recommendations organized into three main categories: basic oversight and structure, physical improvements, and operational recommendations. The most significant of these recommendations involved making the investment to improve drainage and enhance marketing, especially for banquets and other non-golf events.

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