

Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, July 18, 2011
Immediately following the Special Village Board Meeting
Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order

2. Public Comments

3. Storm Updates – Police Chief Norton
Assistant Public Works Director Buckley

4. Community Grant Program Recommendation – Assistant to the Village
Manager Schrader (Pages 2-28)

5. Village Links Facility Master Plan – Recreation Director Pekarek
(Pages 29-76)

6. Other Items?

7. Motion to adjourn to Executive Session in Room 301 for the purpose of
discussing pending litigation and the distribution of Executive Session
minutes. (*Trustee Ladesic*)

MEMORANDUM

TO: Mark Franz, Village Manager
FROM: Kristen Schrader, Assistant to the Village Manager – ADM *KS*
DATE: July 12, 2011
SUBJECT: Community Grant Program

BACKGROUND

The Village has funded local community groups that provide critical services through grants from the Village's Special Programs Fund for many years. In the past, the funding process has included the submission of funding request materials, presentations by the groups to the Village Board at a Special Village Board Budget Workshop, and Village Board discussion. This process was seen as rather inefficient, and as a result, the Finance Commission was asked to review the process in 2010 and identify inefficiencies that could be eliminated. The Commission discussed this request at a number of meetings, and provided the attached recommendation letter to the Village Board. To sum up, the recommendation included folding the Special Programs Fund into the General Fund and advertising the grant process so all interested community groups could apply for funding.

To this end, Village staff created the new Glen Ellyn Community Grant Program, and announced the availability of grant funding for local not-for-profit organizations in early May 2011. The Program seeks to enhance the quality of life of Glen Ellyn residents by providing annual funding opportunities to organizations that provide critical services to residents. Grants may support a range of programs related to education, social services, physical and mental health, safe and positive living environments, environmental and natural resources, community events and arts. In order to be eligible for the program, organizations must be classified as tax-exempt 501(c)(3) organizations by the Internal Revenue Service and provide direct services to the residents of the Village of Glen Ellyn.

ISSUES

Grant applications were due by June 13, 2011 and were subsequently reviewed by the Selection Committee appointed by Interim Village Manager Terry Burghard. The Selection Committee consisted of Interim Finance Director Larry Noller, Administrative Intern Andrew Letson, Finance Commissioner Becky McCloskey and myself.

Total funding available in the FY 2011/12 Village Manager's Office Budget for community grants is \$30,000. The Village received funding applications from 18 Glen Ellyn organizations for a variety of programs and services. The grant applications received combined for a total of \$106,352 in funding requests, or \$76,352 over the amount available.

Grants were scored individually by members of the Selection Committee based on the attached scorecard. The scorecard looked at a variety of criteria for each application, including scope of project, community-wide benefit, unduplicated opportunity, definable solution, innovation,

leveraging of funds, longevity and financial and management responsibility. The Committee then met to discuss the grant applications, utilizing the scores to arrive at recommendations as to which grants should be funded and at what level. The attached chart indicates the Selection Committee's recommendations for funding in FY 11/12. All grants are awarded on an annual basis, and all organizations will be notified of the Village's funding decision via letter.

Please note that the 4th of July Committee is being recommended as a recipient of grant funding, however they currently are in the process of seeking 501(c)(3) status, with hopes of being recognized in 2012.

ACTION REQUESTED

The Village Board is requested to review the Selection Committee's recommendation for community grant funding and provide direction regarding the distribution of funding.

RECOMMENDATION

The Selection Committee recommends distribution of funding according to the attached chart.

ATTACHMENTS

- Proposed Organization Funding Chart
- Finance Commission Chairman Recommendation
- Community Grant Program Overview
- Grant Program Scorecard
- Village Manager's Office Budget and Footnotes
- Applications Received

cc: Larry Noller, Interim Finance Director
Andrew Letson, Administrative Intern
Becky McCloskey, Finance Commissioner

Community Grant Program		
Organization	Amount Requested	Recommended Amount
4th of July Committee	\$ 6,000.00	\$ 6,000.00
G.E. Children's Resource	\$ 5,000.00	\$ 5,000.00
Bridge Communities	\$ 5,000.00	\$ 3,000.00
Family Shelter Service	\$ 5,000.00	\$ 2,500.00
Lions Club	\$ 7,500.00	\$ 2,500.00
G.E. Food Pantry	\$ 2,500.00	\$ 2,500.00
DuPage Senior Citizens	\$ 10,000.00	\$ 2,000.00
PADS	\$ 15,000.00	\$ 2,000.00
NAMI	\$ 3,000.00	\$ 2,000.00
Teen Parent Connection	\$ 3,000.00	\$ 1,500.00
Supplies 4 Success	\$ 5,000.00	\$ 1,000.00
ESSE	\$ 3,000.00	\$ -
Friends of G.E. Library	\$ 10,000.00	\$ -
G.E. Historical Society	\$ 12,860.00	\$ -
Jack Marston Fund	\$ 1,992.00	\$ -
People's Resource Center	\$ 5,000.00	\$ -
Western Dupage Rec.	\$ 1,500.00	\$ -
Wheaton Orchestra	\$ 5,000.00	\$ -
Total	\$ 106,352.00	\$ 30,000.00

April 9, 2010

Board of Trustees
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Attn: Mr. Mark Pfefferman
Village President

Dear Mr. President and Village Board Members:

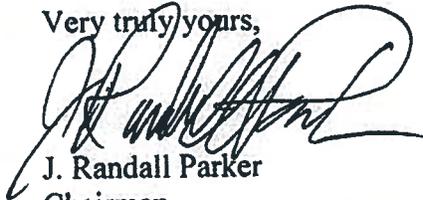
At today's meeting, the five members of the Finance Commission who were present voted unanimously to adopt the following recommendation regarding the Special Programs Fund:

The Finance Commission hereby makes the following recommendation to the Village Board:

1. Fold the Special Programs Fund into the General Fund.
2. Advertise the potential availability of community group funding and the process for submitting applications via Village communication mechanisms such as newsletter, website, e-mail, and cable television.
3. At an appropriate time during the annual budget process, the Village Board shall determine a total level of funding (from the General Fund) that will be made available to community groups.
4. The Village Board shall develop a set of guidelines as to what types of community organizations/initiatives should be considered for funding and/or what types of organizations should not be considered for funding.
5. Village management shall review all requests for funding and make a recommendation to the Village Board for funding allocations (which shall total no more than the amount determined in item 3 above) to specific community groups.
6. The Village Board shall review management's recommendations for community group funding as part of its review of the entire Village budget.

If you have questions or require clarification, please contact me.

Very truly yours,



J. Randall Parker
Chairman
Finance Commission
Village of Glen Ellyn

FY 11/12 Glen Ellyn Community Grant Program Overview

The Village of Glen Ellyn seeks to enhance the quality of life of its residents by providing funding opportunities for selected not-for-profit grant requests on an annual basis. Grants may support a range of programs related to education, social services, physical and mental health, safe and positive living environments, environmental and natural resources, community events and arts.

Eligibility

To be eligible, an organization must provide direct services to residents of the Village of Glen Ellyn. Grants will only be awarded to tax-exempt organizations classified as 501(c)(3) charities by the Internal Revenue Service (IRS).

Grant Review Criteria

The Village of Glen Ellyn will place priority consideration upon proposals that meet all of the following:

- Offer a definable solution to a significant community need;
- Represent an unduplicated opportunity;
- Advance innovative, proven and replicable solutions to issues facing Glen Ellyn; and
- Propose to generate matching funds in order to leverage additional financial support.

Grant Application Process

The Village adopts its budget annually in April. During the budget approval process, the Village Board approves the maximum dollar amount to be allocated for distribution in the form of grant funds. Following budget adoption, the Village will announce the amount of funding available and invite grant submittals for Fiscal Year 2011/2012 (May 1, 2011 – April 30, 2012). For FY11/12 the Village has budgeted \$30,000 for grant awards, and the deadline for receipt of requests is June 13, 2011. Grant awards will be announced prior to July 31, 2011. Requests shall be submitted by the deadline to:

Office of the Village Manager
535 Duane Street
Glen Ellyn, IL 60137

All grant applications will be reviewed by a committee appointed by the Village Manager. The review committee shall make a funding recommendation to the Village Board to identify those organizations eligible to receive funding. All grants are awarded on an annual basis. Please contact Kristen Schrader, Assistant to the Village Manager – ADM, at 630-469-5000 with any additional questions on the Community Grant Program.

Glen Ellyn Community Grant Program: Scorecard

Grant Applicant:

Minimum Requirements: All applicants must meet the minimum requirements as listed in the eligibility requirements section of the Grant Program Overview. Points are awarded based on how well the review committee feels the program or project fits the criteria laid out in the explanation section of each category. To be eligible for funding, programs or projects must score at least 45 points in the Community Impact Section.

Program/Project:

<u>Category</u>	<u>Available Points</u>	<u>Points Awarded</u>	<u>Explanation</u>
Project Purpose:			
Scope of Project	20		Projects or programs should relate to education, social services, physical and mental health, safe and positive living environments, environmental and natural resources, community events or arts.
Sub-total	20		
Community Impact:			
Community-wide Benefit	15		Points are available for programs or projects which demonstrate a benefit to the entire community.
Unduplicated Opportunity	15		Points are awarded to programs or projects that are not duplicated by another organization in the community.
Definable Solution	10		Points are awarded to programs or projects that can define clear solutions to community problems.
Innovation	10		Points are available to programs or projects that attempt to find creative solutions to community problems.
Leveraging of Funds	5		Points are awarded for the use of non-grant resources. Matching funds are desirable.
Longevity	5		Points are available for the number of years the organization and program or project have been in existence.
Sub-total	60		
Sound Administration:			
Financial and Management Responsibility	20		Points are awarded to programs or projects that demonstrate sound financial management and effective management controls, including cost-effectiveness, fiscal responsibility and the ability to provide a well-planned and safe event or program for residents.
Sub-total	20		
Total	100		

GENERAL FUND
VILLAGE MANAGER'S OFFICE
(121200)



Village of Glen Ellyn
FY 2011/12 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY08/09 Actual</u>	<u>FY09/10 Actual</u>	<u>FY10/11 Revised Budget</u>	<u>FY10/11 Estimated Actual</u>	<u>FY11/12 Budget</u>	
Personnel Services							
510100	Salaries - FT	\$ 569,108	\$ 337,588	\$ 364,000	\$ 337,000	\$ 461,000	1
510120	Salaries - PT	-	128,250	97,000	92,000	96,000	1
510200	Overtime	-	-	-	-	700	1
510160	Exceptional Performance Awards	-	-	-	-	-	2
510400	FICA	41,260	32,116	30,000	36,000	40,000	
510500	IMRF	30,525	29,790	40,300	37,000	53,000	
	Subtotal	640,893	527,744	531,300	502,000	650,700	
Contractual Services							
520140	Village Commissions	-	-	-	-	21,000	3
520180	Community Grants	-	-	-	-	30,000	4
520305	Recognition / Awards	-	290	6,500	7,500	4,600	5
520515	Citizen Corps/Milton Twmsp	7,000	11,000	-	-	-	
520600	Dues / Subscriptions	12,445	8,285	5,100	6,100	6,600	6
520615	Recruiting and Testing	9,535	5,666	15,000	30,000	10,000	7
520620	Employee Education	1,068	867	5,500	4,300	1,500	8
520625	Travel	2,099	349	4,000	1,200	1,500	
520700	Professional Services / Legal	-	253,134	200,000	275,000	200,000	9
520900	Postage	-	-	-	-	9,000	10
520905	Printing	414	-	-	-	13,800	11
520932	Communications Equipment	-	-	-	-	5,600	12
520975	Maintenance / Equipment	-	11,614	14,000	11,000	11,000	13
521055	Professional Services / Other	10,457	654	50,199	82,000	11,000	14
521195	Telecommunications	249	-	500	1,300	1,500	
590600	IFT / Health Insurance	46,820	32,077	35,900	35,900	36,800	
590610	IFT / Insurance - General	2,000	2,900	5,600	5,600	5,500	
590650	IFT / Equipment Service (O&M)	1,900	-	-	-	-	
590655	IFT / Equipment Service (Replace)	4,400	-	-	-	-	
	Subtotal	98,387	326,836	342,299	459,900	369,400	
Commodities							
530100	Office Supplies	5,578	4,746	7,000	5,000	6,000	
	Subtotal	5,578	4,746	7,000	5,000	6,000	
TOTAL EXPENDITURES		\$ 744,858	\$ 859,326	\$ 880,599	\$ 966,900	\$ 1,026,100	15
Less New Expenditures Transferred in from Special Programs Fund						(143,700)	
						882,400	

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE – FY 11/12

1. **Salaries: (\$557,700)** In FY08/09, salaries and related benefits for the Assistant to the Village Manager – HR position were reassigned from the Finance Department to the Village Manager's Office budget, where this position has traditionally reported. In FY10/11, the part-time Administrative Clerk position, formerly assigned to the Village Board & Clerk budget, was reassigned to a part-time Administrative Services Coordinator and reported in the Village Manager's Office budget. Also introduced to this budget in FY11/12 is the salary for a part-time Administrative Intern as well as that of the part-time Multimedia Specialist.
2. **Exceptional Performance Awards: (\$0)** A small pool of funds has typically been provided in the past for the potential payment of one-time lump-sum bonuses to staff members who have demonstrated exceptional performance during the year as determined by various criteria and the recommendation of the Village management team. This cost has been removed from this year's budget due to constraints.
3. **Village Commissions: (\$21,000)** This item was moved from the Special Programs Fund to the Village Manager's Office in FY 11/12. It provides funding for the fourth phase of the architectural resources survey (\$20,000). An additional grant is anticipated with respect to this project and will result in a 70% federal funding component (\$14,000), resulting in the Village's net cost of this phase of the project at \$6,000. Also funded is \$1,000 for the Environmental Commission's Rain Barrel Reimbursement Program. These costs were previously allocated within the Special Programs Fund.
4. **Community Grants: (\$30,000)** This item was moved from the Special Programs Fund to the Village Manager's Office in FY 11/12. It provides funding for various community groups. Past groups that received grants included the Glen Ellyn Fourth of July Committee, the Glen Ellyn Children's Resource Center and the Glen Ellyn Historical Society.
5. **Recognition / Awards: (\$4,600)** This line provides funding for the annual staff recognition event and holiday reception. Funds for this item previously were allocated in the General Services Fund. In FY 09/10, these costs were reallocated to the Village Manager's Office budget and the Village Board and Clerk budget.
6. **Dues/Subscriptions/Registrations: (\$6,600)** Dues and subscriptions for the Assistant to the Village Manager – HR were added to this line item in FY 09/10. They previously were accounted for in the Finance Department Budget. Funds in this line item are budgeted as follows:

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Bridge Communities, Inc.

Address: 505 Crescent Blvd.

City: Glen Ellyn State: IL Zip Code: 60137

Contact Person and Title: Margo Matthew, Director of Grants

Telephone: () E-mail:

Date Submitted: June 10, 2011 Total Amount Requested: \$ 5,000

Program or Project Name: Transitional Housing, Mentoring and Supportive Services for Homeless Families

Total Annual Organization Budget: \$ 2,049,544.00

Does your organization have 501(c)(3) status? Yes No FEIN #:

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded:

Signature and Date: Margo P. Matthew, June 10, 2011

Please submit the following additional materials:

- ✓ Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - ✓ Organization's most recent budget including revenues and expenses.
 - ✓ Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - ✓ Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: DuPage PADS

Address: 601 W. Liberty

City: Wheaton State: IL Zip Code: 60187

Contact Person and Title: Carol Simler, Executive Director

Telephone: _____ E-mail: _____

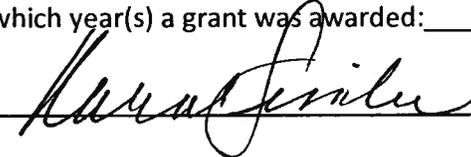
Date Submitted: June 13, 2011 Total Amount Requested: \$ 15,000

Program or Project Name: Family Community Outreach

Total Annual Organization Budget: \$ 2,540,616

Does your organization have 501(c)(3) status? Yes No FEIN #: _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: _____

Signature and Date:  6-13-11

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: _____ DuPage Senior Citizens Council (DSCC) _____

Address: _____ 1919 S. Highland Avenue; Building A, Suite 210 _____

City: _____ Lombard _____ **State:** _____ IL _____ **Zip Code:** _____ 60148 _____

Contact Person and Title: _____ Marilyn Krolak, Executive Director _____

Telephone: _ (_____) _ **E-mail:** _ _____ _

Date Submitted: _____ June 13, 2011 _____ **Total Amount Requested:** _____ \$ 10,000 _____

Program or Project Name: _____ Senior Nutrition/"Meals on Wheels" & Community Dining and Home Maintenance Programs _____

Total Annual Organization Budget: \$ _____ 2,527,900 _____

Does your organization have 501(c)(3) status: Yes No **FEIN #:** _____

Has your organization received grant funding from the Village in previous years? Yes No

If so, please indicate which year(s) a grant was awarded: ___ DSCC's Fiscal Year runs from October 1st through September 30th. For our FY2010 the Village of Glen Ellyn awarded \$500, and for FY2011 we received \$1,000. _____

Signature and Date: Marilyn Krolak _____
DS

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Ecumenical Support Services for the Elderly
"ESSE"

Address: 41 N. Park Blvd.

City: Glen Ellyn State: IL Zip Code: 60137

Contact Person and Title: Cathy Davit Executive Director

Telephone: _____ E-mail: _____

Date Submitted: 5/11 Total Amount Requested: \$ _____

Program or Project Name: Replacement of Damaged & Worn Furniture

Total Annual Organization Budget: \$ 581,814.00

Does your organization have 501(c)(3) status? Yes No FEIN #: _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: _____

Signature and Date: Cathy Davit 5-24-2011

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Family Shelter Service, Inc.

Address: 605 E. Roosevelt Road

City: Wheaton **State:** IL **Zip Code:** 60532

Contact Person and Title: Robbie MacRoy, Director of Resource Development

Telephone: **E-mail:**

Date Submitted: Total Amount Requested: \$ 5,000

Program or Project Name: Residential and Counseling Program for Victims of Domestic Violence

Total Annual Organization Budget: \$ 2,206,038

Does your organization have 501(c)(3) status? Yes No **FEIN #:** _____

Has your organization received grant funding from the Village in previous years? Yes No

If so, please indicate which year(s) a grant was awarded: _____

Signature and Date:  5/19/11

Please submit the following additional materials:
Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.

- Financial information:**
- X Organization's most recent budget including revenues and expenses.
 - X Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - X Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Glen Ellyn Children's Resource Center

Address: PO Box 354

City: Glen Ellyn State: IL Zip Code: 60138

Contact Person and Title: Lisa Tylke, Board Member, Grant Committee Chair

Telephone: () E-mail: _____

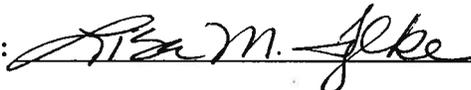
Date Submitted: May 18, 2011 Total Amount Requested: \$ 5,000

Program or Project Name: After School and Summer Literacy and Life-skills Program

Total Annual Organization Budget: \$160,000

Does your organization have 501(c)(3) status? Yes No FEIN #: _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: 2008-\$5,000; 2009-\$5,000; 2010-\$5,000

Signature and Date:  5/18/2011

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.



Glen Ellyn 4th of July Committee

P.O. Box 182 – Glen Ellyn, IL 60138

June 13, 2011

Mr. Terry Burghard
Interim Village Manager
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear Mr. Burghard:

The Glen Ellyn 4th of July Committee is grateful for the continued support that the Village has provided for the annual Independence Day celebrations in the past. Last year the Village provided cash support for the festivities in the amount of \$5,000. This year, the Committee is requesting a grant of \$6,000, which is consistent with the amounts that the Village had provided 2006 - 2008. This amount represents approximately thirteen percent of the budgeted \$44,700 cost associated with the parade, fireworks display, fundraising, insurance, and other related costs.

The generosity of Village residents, businesses, and local organizations, combined with the fundraising efforts of the Committee, has generally provided the majority of the amounts necessary to finance the celebrations in past years. With the Committee's continued success in providing quality Independence Day events, we hope to maintain or improve the results of our fundraising efforts this year. However, the financial success of the Village picnic, the sale of glow necklaces, and our parade bucket brigade (all of which combined to generate almost \$11,000 last year) is significantly weather dependent.

If weather is poor and the parade or fireworks are canceled we must still pay some of the parade participants and the fireworks vendor. Last year our receipts exceeded our disbursements by \$540. With the current economic conditions, we are expecting a decrease in the amount of donations this year, and a slight drop in the amount generated by the Village picnic. This anticipated drop in receipts, combined with disbursements expected to be slightly higher than last year, result in a projected *deficit* this year in the amount of \$3,915. The cash reserve that the Committee maintains provides the "cushion" for the Committee to continue the quality celebration that the community anticipates this year and in the future.

Mr. Terry Burghard
June 13, 2011
Page 2

It has been the philosophy of the Committee to maintain a cash reserve balance that approximates one year of disbursements. A conservative approach to spending for the festivities in the past has resulted in a cash balance of \$51,451 as of December 31, 2010. We do not have any outstanding liabilities.

With the continued financial and volunteer support of Village residents, the 4th of July Committee will again provide the type of celebration that has become a tradition in Glen Ellyn. Some communities are reducing their Independence Day activities and others have even cancelled them. This will not be occurring in Glen Ellyn. We will continue the celebration for the residents of Glen Ellyn, culminating with spectacular crowd pleasing fireworks at Lake Ellyn Park.

We know that there is a cost to the Village for the support provided in addition to generous cash contribution. With everyone in the community helping, we can continue to make this a true community event.

If you, any Village staff, or Village Trustee have any questions please call Committee Treasurer Jim Rasins at () me at () Thank you for your continued support and consideration.

Sincerely,

Thomas J. Manak
Committee Chair

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Friends of the Glen Ellyn Public Library

Address: 400 Duane

City: Glen Ellyn **State:** IL **Zip Code:** 60137

Contact Person and Title: Dawn Bussey

Telephone: _____ **E-mail:** _____

Date Submitted: May 31, 2011 **Total Amount Requested:** \$10,000

Program or Project Name: Films to Fluency, Reaching our ENL Families One Camera at a Time

Total Annual Organization Budget: \$ 31,121

Does your organization have 501(c)(3) status? Yes No **FEIN #:** _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: _____

Signature and Date: _____

Dawn Bussey

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided
 - Copy of the applicant's tax exemption letter from the IRS.

FY 11/ 12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Glen Ellyn Historical Society

Address: 800 N. Main Street

City: Glen Ellyn State: IL Zip Code: 60137

Contact Person and Title: Jane Rio, Interim Executive Director

Telephone: - - - - -

E-mail: - - - - -

Date Submitted: June 13, 2011.

Total Amount Requested: \$ 12,860⁰⁰

Program or Project Name: Income Sources That Provide Unique Services

Total Annual Organization Budget: \$

Does your organization have 501(c)(3) status? Yes No FEIN #:

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: 2000 - 2010

Signature and Date: Jane Rio

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: The Jack H. Marston II Melanoma Research Fund

Address: P.O. Box 436

City: Glen Ellyn State: IL Zip Code: 60138

Contact Person and Title: Julie Evans - grant writer

Telephone: - - - - E-mail: _____

Date Submitted: 6-10-2011 Total Amount Requested: \$ 1992.00

Program or Project Name: Sun Safety Education for Glen Ellyn School
Athletes and Coaches

Total Annual Organization Budget: \$ 122,633.00

Does your organization have 501(c)(3) status? Yes No FEIN #: _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: _____

Signature and Date: Julie Evans 6-10-11

Please submit the following additional materials:

Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.

Financial information:

- Organization's most recent budget including revenues and expenses.
- Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
- Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: NAMI DuPage (The National Alliance on Mental Illness)

Address: 2100 Manchester Road – Building B – Suite 925

City: Wheaton

State: Illinois

Zip Code: 60187

Contact Person and Title: Joel Slosar - Grant Writer

Telephone: _____

E-mail: _____

Date Submitted: _____

Total Amount Requested: \$3,000

Program or Project Name: School Connections Program

Total Annual Organization Budget: \$ 463,730

Does your organization have 501(c)(3) status? Yes No FEIN #: _____

Has your organization received grant funding from the Village in previous years? No

If so, please indicate which year(s) a grant was awarded: _____

Signature and Date:

 June 9, 2011

Please submit the following additional materials:

Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.

Financial information:

- o Organization's most recent budget including revenues and expenses.
- o Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
- o Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: People's Resource Center

Address: 201 S. Naperville Road

City: Wheaton State: IL Zip Code: 60187

Contact Person and Title: Valli Schiller, Development Associate

Telephone: _____ E-mail: _____

Date Submitted: June 9, 2011 Total Amount Requested: \$5,000

Program or Project Name: Food Pantry Program

Total Annual Organization Budget: \$2,645,172

Does your organization have 501(c)(3) status? Yes No FEIN #: _____

Has your organization received grant funding from the Village in previous years? Yes No

If so, please indicate which year(s) a grant was awarded: _____

Signature and Date:  6/9/11
Kimberley C. Perez, Executive Director Date

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required material to the Civic Center by June 13, 2011.

Organization Name: Supplies 4 Success/Partnership For Educational Progress (PEP)

Address: Supplies 4 Success - 435 Pennsylvania Ave, # 145 Glen Ellyn, Illinois 60137

Partnership For Educational Progress (PEP) - 596 Crescent Boulevard Glen Ellyn, Illinois 60137

Contact Person and Title: Karen Evans, Founder & Director - Supplies 4 Success

Telephone: _____

E-Mail: _____

Date Submitted: June 10, 2011

Total Amount Requested: \$ 5,000.00

Program or Project Name: Supplies 4 Success - School Supplies & Backpack Program

Total Annual Organization Budget: \$27,810.00

Does your organization have 501(c)(3) status? Yes No **FEIN #:** _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded:

Signature and Date: Karen Evans June 10, 2011

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Teen Parent Connection

Address: 739 Roosevelt Rd., Building 8, Suite 100

City: Glen Ellyn

State: IL

Zip Code: 60137

Contact Person and Title: Becky Beilfuss, Executive Director

Telephone: 630.204.2004

E-Mail: tbeilfuss@teenparentconnection.org

Date Submitted: June 9, 2011

Total Amount Requested: \$3,000

Program or Project Name: Pathways to Prevention

Total Annual Organization Budget: \$1,166,750

Does your organization have 501 (c)(3) status? Yes

FEIN#: 15-1000000

Has your organization received grant funding from the Village in previous years? No

If so, please indicate which year(s) a grant was awarded:

Signature and Date:

Becky Beilfuss

6/9/11

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial Information:
 - Organization's most recent budget including revenues and expenses. Attached
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided. Attached
 - Copy of the applicant's tax exemption letter from the IRS. Attached

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: Western DuPage Special Recreation Association Foundation

Address: 116 N. Schmale Road

City: Carol Stream **State:** IL **Zip Code:** 60188

Contact Person and Title: Lanie Munzing, Special Projects Manager

Telephone: _____ **E-mail:** _____

Date Submitted: 5/19/11 **Total Amount Requested:** \$1,500

Program or Project Name: Inclusion Support for children with disabilities attending Glen Ellyn Park District programs and camps among peers with and without disabilities.

Total Annual Organization Budget: \$355,600

Does your organization have 501(c)(3) status? Yes No **FEIN #:** _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: _____

Signature and Date: Lanie Munzing 5/19/11

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.

FY 11/12 Glen Ellyn Community Grant Program Application

Please complete the application and forward all required materials to the Civic Center by June 13, 2011.

Organization Name: WHEATON SYMPHONY ORCHESTRA

Address: 344 SPRING AVE GLEN ELLYN, IL 60137

City: GLEN ELLYN State: IL Zip Code: 60137

Contact Person and Title: DON MATTISON, MANAGER

Telephone: _____ E-mail: _____

Date Submitted: June 11, 2011 Total Amount Requested: \$ 5000

Program or Project Name: FOR OPERATING EXPENSES

Total Annual Organization Budget: \$ 70,000

Does your organization have 501(c)(3) status? Yes No FEIN #: _____

Has your organization received grant funding from the Village in previous years? Yes No
If so, please indicate which year(s) a grant was awarded: _____

Signature and Date: Donald C. Mattison 6-11-2011

Please submit the following additional materials:

- Narrative including a general overview of the request, the goals and objectives of the request for funding, the problems or needs that will be addressed if funding is received. Please summarize the plans and period for implementation if the program or project were funded and identify the organization's internal criteria used to evaluate the success of the proposed program or project.
- Financial information:
 - Organization's most recent budget including revenues and expenses.
 - Organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheets must be provided.
 - Copy of the applicant's tax exemption letter from the IRS.

July 18, 2011

(5)

Memorandum

July 12, 2011

TO: MARK FRANZ, VILLAGE MANAGER
FROM: MATT PEKAREK, RECREATION DIRECTOR
RE: VILLAGE LINKS FACILITY MASTER PLAN



The purpose of this memorandum is to summarize the report that I will make to the Village Board of Trustees on the concept Village Links Facility Master Plan at the July 18, 2011 Village Board Workshop.

If the Village Board is in agreement with the concept Master Plan and the proposed funding method, I recommend that the Village Board accept the three proposals for design services outlined in this memorandum to design Phase 1 improvements, per the recommendations of the Master Plan Steering Committee and Recreation Commission.

This master plan was presented to the Steering Committee, who recommended that architects/engineers be hired to design the improvements. Information on the proposed master plan was placed on the Village Links website and publicized via email blasts to customers. Resulting feedback from the public is attached.

June 2011 - The Recreation Commission conducted a public meeting to present the master plan and receive public comment. The Recreation Commission discussed the master plan and recommended that architects/engineers be hired to design the improvements.

Chronology of Events to Date

October 2010 - The Steering Committee and staff begin working on a master plan. Staff outlined facility deficiencies and reasons for a coordinated solution.

November 2010 - Staff proposed a strategy for developing a master plan.

December 2010 - Staff presented various master plan scenarios, with layouts, cost estimates and revenue projections. The Steering Committee identified three scenarios for further investigation.

January 2011 - Architects/engineers were hired to refine the scenarios and prepare cost estimates.

February 2011 - After all scenarios proved to be too expensive, the architects/engineers reduced the scope of the most likely scenario.

March 2011 - After the most affordable scenario was still too expensive, the scope of work was split into phases and cost estimates were revised.

May 2011 - A phased concept master plan was developed that could likely be designed to be affordable.

Facility Deficiencies

Driving Range - The driving range is outdated. The tee needs to be rebuilt and expanded. Upgrades would include an artificial turf tee line, covered/heated tee stations, lights for night use, and better fairway targets. The driving range needs to be lengthened to insure future usability and improve customer safety.

Motorized Cart Storage - Indoor Cart Storage would keep the carts cleaner, would reduce wear from the elements and would allow electric carts that are preferred by golfers and better for the environment.

Restaurant Improvements - The restaurant is outdated. It lacks a bar. The decor is poor. The patio needs to be upgraded. We cannot accommodate groups (both golf outings and non-golf functions).

Rest Rooms - The rest rooms are outdated, with worn fixtures and a stark decor. They are too small and are not compliant with ADA handicap accessibility requirements.

Fire Sprinklers - A modest clubhouse addition or remodeling would require that fire sprinklers be added.

Utility Lines - Water, electric and natural gas lines need to be replaced to avoid service disruptions. Capacities need to be increased to modernize and/or expand the clubhouse.

Parking Lot - The main parking lot needs to be renovated. Lights should be added for evening business.

Stormwater Management - Most of the area surrounding the clubhouse is in the flood plain. Any construction below the flood elevation requires that 150% of additional flood water storage be built. Compared to a series of smaller projects, a single comprehensive plan will require less land and less engineering expense.

Concept Plan

This Master Plan is not a detailed design. It is a concept plan intended to make sure that we have adequate space and dollars available for the planned improvements. At the concept stage, all features have a generic estimated cost.

The Master Plan is expected to be built in phases. Phase 1 would be completed as soon as possible. Phase 2 would be completed as funds are available. If the financial outlook of the Village Links does not improve, Phase 2 improvements could be delayed indefinitely.

The Phase 1 improvements are planned in greater detail, with more accurate cost estimates than Phase 2. Phase 2 improvements are less defined, except to the extent required to avoid conflicts, waste or duplication in the future.

Phase 1 improvements are estimated to cost \$3,784,000. Phase 2 improvements are estimated to cost \$2,900,000. The Phase 2 cost estimate is much softer than that for Phase 1.

The Phase 1 improvements are expected to increase annual profits by \$246,000. This is not enough to pay for the expected debt service on Phase 1. To bring this project into balance, we either have to increase annual profits by \$65,000 or lower the capital cost of Phase 1 by \$800,000. We expect to lower the estimated cost of Phase 1 during the design phase, by removing expense items, value engineering, and saving money by doing some work in house.

Phase 1 - Summary of Improvements

Phase 1 would include clubhouse additions and remodeling. A bar would be added. New dining rooms would be added for general public dining and for use by groups, including golf outings. Parking would be added closer to the clubhouse to help attract customers year round. Parking lot lighting would make the facility more functional after dark. New rest rooms would bring the building up to ADA compliance. A new dining patio would be built. The food service decor would be upgraded. A small tee addition would be built to the west side of the driving range tee. A 10-15 space artificial tee would be built, with a protective cover for use in inclement weather. Unreliable utility lines serving the clubhouse would be replaced and expanded. The parking lot would be renovated. Facilities in the clubhouse site would be configured to accommodate changes to major components.

Phase 2 - Summary of Improvements

The original clubhouse (everything south of the existing main entrance, including all three locker rooms, existing rest rooms, the Pro Shop and store rooms) would be demolished. An addition to the driving range tee would be built in the space that the original clubhouse occupies. The driving range tee would include an artificial turf tee line extending across the entire back of the tee. An additional protective covering for that tee line would be built, along with a room for storing and washing driving range balls, and a station for the 9-hole course starter. The driving range tee would be lighted for night use. The first tee of the 9-hole course would be shifted to the east to allow further expansion of the driving range tee. Cart storage buildings would be added, with electrical service to allow the use of electric carts and water and sewers for cart washing. A new Pro Shop and store rooms would be built. The finished clubhouse would not have any locker or shower facilities.

Funding

We propose to finance Phase 1 with the sale of General Obligation Bonds, as the lowest cost financing option available. The debt service to retire those bonds would be paid from Village Links profits. Tax dollars would not be used.

The Village Links has \$2,000,000 in cash reserves, of which \$1,000,000 is available for facility improvements. We propose to finance the entire project, keeping that spare \$1,000,000 available for interim cash flow and to serve as a buffer in the event that profits do not immediately cover the debt service. This plan is conservative, but prudent given the business risk involved.

Why Make This Investment Now?

There is risk involved with making these improvements. There is just as much risk with not making these improvements. The deficiencies identified during this Master Plan process are significant and impact customers. We cannot afford to defer addressing these deficiencies indefinitely. It might be slightly less risky to wait until we see how the economy improves and how the golf business evolves from its current problems. But waiting might also bring inflation, higher construction costs and higher interest rates. We can't expand our golf clientele to include outings without a reasonable hospitality facility. After completing the improvements in Phase 1, we will be poised to address other deficiencies in smaller projects.

Waiting for "better times" might cause irreparable damage to our golf business. The key will be to get extraordinary value for our investment in Phase 1.

Design Contracts

We hired three design firms to help us develop the concept master plan:

Building Architect

Craig Pryde of PPK Architects, Glen Ellyn, IL

Golf Course Architect

Garrett Gill of Gill Designs, Inc., River Falls, WI

Civil Engineer

Dwayne Gillian of V3, Woodridge, IL.

We developed the concept plan with minimal work being done by these designers - about 8-10 hours each.

We solicited proposals from each firm to design Phase 1 improvements of the concept master plan, including design work on Phase 2 improvements needed to

obtain a county Stormwater Management permit. The design proposals for Phase 1 also includes work needed to secure competitive bids, award bids and administer construction of Phase 1.

We met with the three design firms and discussed our desire to obtain the lowest cost design proposal from each of them that would allow them to create designs that would provide us with superior value and a low overall construction cost. If their proposals were satisfactory, we would recommend to the Village Board that they be accepted. The proposals they submitted are summarized below:

Golf Course Architect - Gill Design	20,400	
contingency - 10%	2,000	
Gill Design - Total Not-To-Exceed		22,400
<hr/>		
Building Architect - PPK	74,500	
contingency - 10%	7,500	
PPK - Total Not To Exceed		82,000
<hr/>		
Engineer - V3	121,200	
contingency	12,100	
V3 - Not-To-Exceed		133,300
<hr/>		
Design Total - Three Firms	216,100	
contingency - 10%	21,600	
Design Total - Not-To-Exceed		237,700

We recommend that these proposals be accepted.

Quality design, detailed plans and bid documents and proper contractor oversight are important factors impacting project cost. To get superior value, we need to work with high caliber architects and engineers. While the cost of designer fees is significant and should be managed to the extent possible, design costs are insignificant compared to the cost incurred when design work is not done in a quality way. It is not always possible to work with architects and engineers that you know will save you money on a project. In this case, we know from experience that working with Craig Pryde and Garrett Gill gives us the best chance to complete this project for a high value (low cost and high quality). We are less committed to V3 because our experience with them is less extensive and because the nature of their work is somewhat more straightforward. Still, the risk of incurring higher construction costs by working with another competent engineering firm easily outweighs the relatively minor savings that we might realize in design fees.

There is limited upside to hiring design firms at a lower design fee, as typically that means they will either spend less time on the project or assign less expensive (less experienced) personnel to the project. Lowering the design cost does not identify who will save the Village the most money and produce the greatest value. Instead, we want firms that will devote more experienced designers and more time to save us money defining the 90%+ of this project that will be covered by the cost of construction.

We have completed many construction projects at the Village Links, working with more than 20 architects and engineers. We sought out these three design firms and recommend that their proposals be accepted because our experience with them on previous projects demonstrated that we have a better chance of completing a successful improvement project with them as designers, than if we were to choose designers on some other basis.

PPK Architects - We have worked with Craig Pryde of PPK Architects on several projects, beginning with the renovation of our grounds maintenance center in 1995. We were dissatisfied with the work of the original architect who had developed a concept plan. Craig designed additions and renovations to our original maintenance building, a new equipment storage building, pesticide storage, a pesticide rinsate facility and bulk material storage. Superior thought and judgement went into Craig's design. He helped us make value based decisions to keep or eliminate various project features. His tight design enabled contractors to bid competitively without fear of an unknown complication. During construction, conflicts between the Village and the contractor were resolved fairly, with the Village's best interests in mind. There were no change orders resulting from design flaws or plan ambiguities. The total number and value of all change orders was insignificant. The \$1,000,000 project was completed on budget for about half of the original architect's estimate. For 16 years the renovated facility has worked as designed. Since then we have worked with Craig on a number of smaller projects. He has been professional, responsive, creative and cooperative - all attributes that we will need from an architect to make this project a success.

Gill Design Inc. - Garrett Gill designed our golf course renovation in 2002. Garrett was a good listener and showed flexibility in working with a large steering committee of staff and golfers. He produced a superior

design that showed creativity and style. His plans were accurate and complete. His superior bid documents allowed us to solicit very low bids and attract top contractors. The bid documents were structured to include alternate bids that helped us make complicated choices balancing quality and cost on large portions of the project. There were no change orders due to design flaws. Garrett separated many project components so Village Links staff could perform work at a net savings well into six figures. The project was completed on time and on budget. It was and still is one of the most successful full course renovations ever, with respect to quality, cost and timeliness.

V3 - We have worked with V3 twice. In 2002, they did environmental engineering for the golf course renovation. In 2009, they completed storm water management engineering at Lambert Lake, in follow up to a wetland delineation. We brought V3 in to the Lambert Lake project after the original engineering firm was unable to resolve regulatory questions with the wetland consultant hired by DuPage County. They resolved the stalemate in a reasonable manner at minimal added expense to the Village.

In reviewing the concept master plan with the Steering Committee and Recreation Commission we discussed our strategy for hiring architects/engineers and our rationale for proposing these three firms. We asked for any suggestions on how we might better secure design firm services. They did not have any suggestions on how we could do better.

Timetable

If we begin design work now, we should be able to complete the design, receive Village regulatory approval, and obtain construction bids so work could begin in mid-2012, for opening Spring 2013.

Attachments:

- * Clubhouse Plan with Close-in Parking by Craig Pryde, PPK (page 5)
- * Driving Range/Site Plan by Gill Design (page 6-8)
- * Spreadsheets of 5/4/11 Summary Cost Estimates and Revenue/Profit Projections (page 9-12)
- * 3 Design Proposals, with summary (page 13-42)
- * Public Feedback on the Master Plan (page 43-48)

Basic Parameters

- 45 station, 4,500 SF all weather tee
- 89,500 SF turf main tee
- 9,000 SF turf lesson tee





11,100 SF
putting green

15 station all
weather tee

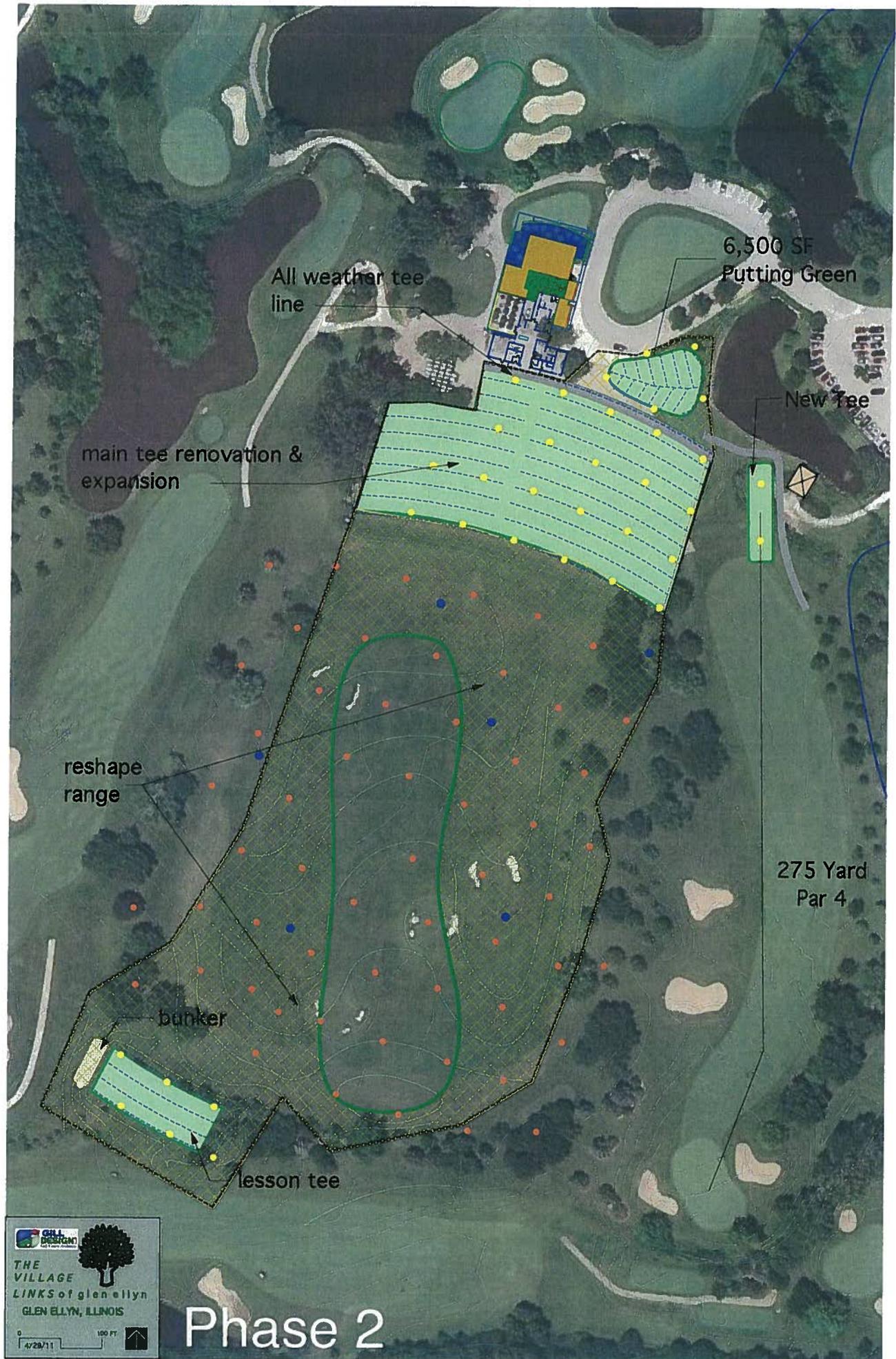
16,400 SF tee
expansion

mounds



THE
VILLAGE
 LINKS of glen ellyn
 GLEN ELLYN, ILLINOIS
 0 100 FT
 4/26/11

Phase 1



All weather tee line

6,500 SF Putting Green

New Tee

main tee renovation & expansion

reshape range

275 Yard Par 4

bunker

lesson tee

 
THE VILLAGE
 LINKS of glenellyn
 GLEN ELLYN, ILLINOIS

0 100 FT 
 4/28/11

Phase 2

Village Links of Glen Ellyn
 Facility Master Plan Construction Cost Estimate
 updated May 4, 2011



Site Work - Estimate by V3	Quantity	Unit	Unit Cost	Cost
1.0 EARTHWORK				
1.01 Structural Fill Required Above Floodplain	600	CY		\$ -
1.02 Floodplain Fill Required	1,550	CY		\$ -
1.03 Cut To Fill (Structural Fill + (1.5 * Floodplain Fill))	2,925	CY	\$ 6.00	\$ 17,550.00
1.04 Erosion Control	1	LS	\$ 10,000.00	\$ 10,000.00
Subtotal Earthwork				\$ 27,550.00
2.0 UTILITIES				
2.01 6" Watermain, 6" Gate Valve	770	LF	\$ 35.00	\$ 26,950.00
2.02 Abandon Existing Watermain Service	1	LS	\$ 5,000.00	\$ 5,000.00
2.03 6" Sanitary Sewer, Pvc Sdr 26	200	LF	\$ 25.00	\$ 5,000.00
2.04 Parking Lot Lighting (Assuming 4 Poles Added)	1	LS	\$ 36,300.00	\$ 36,300.00
2.05 Electric Service (Remove/Abandon Existing & Provide New Service) Estimated by PPK & Staff				\$ 40,000.00
2.06 Telephone Service (Remove/Abandon Existing & Provide New Service) Estimated by PPK & Staff				\$ 9,000.00
2.07 Gas Service (Remove/Abandon Existing & Provide New Service) Estimated by PPK & Staff				\$ 15,000.00
Subtotal Utilities				\$ 137,250.00
3.0 PAVING				
3.01 Full Depth Pavement (4" Hma, 12" Aggregate)	500	SY	\$ 35.00	\$ 17,500.00
3.02 Mill & Resurfacing (2" Surface Course)	14,000	SY	\$ 15.00	\$ 210,000.00
3.03 Base Course Removal & Restoration	1,200	SY	\$ 25.00	\$ 30,000.00
3.04 Striping And Signage	1	SY	\$ 10,000.00	\$ 10,000.00
Subtotal Paving				\$ 267,500.00
Site Work Subtotal				\$ 432,300.00
Contingency - 20%				\$ 86,460.00
Soft Costs - 15%				\$ 64,845.00
Total Site Work				\$ 583,605.00

Additional Parking - Estimate by V3	Quantity	Unit	Unit Cost	Cost
1.0 Earthwork				
1.01 Structural Fill Required Above Floodplain	-	CY		\$ -
1.02 Floodplain Fill Required	6,000	CY		\$ -
1.03 Cut To Fill (Structural Fill + (1.5 * Floodplain Fill))	9,000	SY	\$ 6.00	\$ 54,000.00
1.04 Erosion Control	1	LS	\$ 5,000.00	\$ 5,000.00
Subtotal Earthwork				\$ 59,000.00
2.0 UTILITIES				
2.01 Parking Lot Lighting (Assuming 6 Poles Added)	1	LS	\$ 55,000.00	\$ 55,000.00
Subtotal Utilities				\$ 55,000.00
3.0 PAVING				
3.01 Full Depth Pavement (4" Hma, 12" Aggregate)	7,925	SY	\$ 35.00	\$ 277,375.00
3.02 Striping And Signage	1	LS	\$ 10,000.00	\$ 10,000.00
Subtotal Paving				\$ 287,375.00
Additional Parking Subtotal				\$ 401,375.00
Contingency - 20%				\$ 80,275.00
Soft Costs - 15%				\$ 60,206.25
Total Additional Parking				\$ 541,856.25

Golf Facilities - Estimate by Gill Design	Quantity	Unit	Unit Cost	Cost
1.0 - General				
1.01 Site silt fence	900	LF	\$ 3.50	\$ 3,150.00
1.02 Tree transplant	5	EA	\$ 150.00	\$ 750.00
1.03 Tree and stump removal	10	EA	\$ 250.00	\$ 2,500.00
1.04 Removals & salvage	1	LS	\$ 3,000.00	\$ 3,000.00
Sub-total General				\$ 9,400.00
2.0 - Excavation, Grading & Shaping				
2.01 Topsoil stripped & replaced	1,700	CY	\$ 2.50	\$ 4,250.00
2.02 Rough grading & shaping	7,500	CY	\$ 2.00	\$ 15,000.00
Sub-total Excavation, Grading & Shaping				\$ 19,250.00
3.0 - Drainage				
3.01 4" perforated pipe w/ gravel backfill	800	LF	\$ 5.50	\$ 4,400.00
3.02 6" perforated pipe w/ gravel backfill	135	LF	\$ 6.50	\$ 877.50
3.03 12" catch basin w/ grate	6	EA	\$ 300.00	\$ 1,800.00
3.04 24" catch basin w/ grate	1	EA	\$ 850.00	\$ 850.00
Sub-total Drainage				\$ 7,927.50
4.0 - Feature Construction				
4.01 Tee construction w/ 6" USGA mix	27,410	SF	\$ 1.25	\$ 34,262.50
4.02 Putting green (USGA construction method)	11,100	SF	\$ 5.00	\$ 55,500.00
4.03 Fairways and Roughs	2	AC	\$ 500.00	\$ 1,085.00
4.04 Bunker construction w/ 5" local bunker sand	-	SF	\$ 3.50	\$ -
Sub-total Feature Construction				\$ 90,847.50
5.0 - Irrigation				
5.01 60' Tee/green sprinkler w/ pipe, wire & controls	16	EA	\$ 900.00	\$ 14,400.00
5.02 80' Fairway sprinkler w/ pipe, wire & controls	-	EA	\$ 900.00	\$ -
Sub-total Irrigation				\$ 14,400.00
6.0 - Fine Grade, Seeding & Sodding				
6.01 Tee/green (bentgrass)	38,510	SF	\$ 0.12	\$ 4,621.20
6.02 Fairway (bentgrass)	-	SF	\$ 0.10	\$ -
6.03 Rough/disturbed (blue-fescue)	94,440	SF	\$ 0.08	\$ 7,555.20
6.04 Erosion fabric	90,440	SF	\$ 0.10	\$ 9,044.00
Sub-total Fine Grade, Seeding & Sodding				\$ 21,220.40
7.0 - Miscellaneous Amenities				
7.01 All weather tee (4" x 10' concrete)	1,565	SF	\$ 6.50	\$ 10,172.50
Sub-total Miscellaneous Amenities				\$ 10,172.50
Sub-total Golf Facilities				\$ 173,217.90
8.0 - Direct Project Costs				
9.01 Mobilization & Closeout	0			\$ 2,598.27
9.02 Contractor Project Administration	0			\$ 3,464.36
9.03 Contractor Bonds & Insurance	0			\$ 2,598.27
9.04 Contractor Permits & Testing	0			\$ 1,732.18
Sub-total Direct Project Costs				\$ 10,393.07
Total (General construction bid amount)				\$ 183,610.97
9.0 - Fees and Contingency				
Golf Course Design / Engineering	10%			\$ 18,361.10
Contingency	10%			\$ 18,361.10
Total				\$ 220,333.17

Buildings - Estimate by PPK Architects	Area SF		Cost/sf or Lump Sum	Total Cost plus 2012 Inflation
Clubhouse Addition	4,400		\$ 225.00	\$ 1,019,700.00
Clubhouse Renovation	1,100		\$ 150.00	\$ 169,950.00
Patio Structure	2,800		\$ 40.00	\$ 107,120.00
Kitchen Equipment			\$ 75,000.00	\$ 77,250.00
Bar			\$ 75,000.00	\$ 77,250.00
Site Paving - sidewalks, etc	25,000		\$ 6.50	\$ 167,375.00
Clubhouse SubTotal				\$ 1,618,645.00
Design Contingency - 20%				\$ 323,729.00
Fees - 7%				\$ 113,305.15
Clubhouse Estimated Cost				\$ 2,055,679.15

Undefined Items Estimate by Staff	Quantity	Unit	Unit Cost	Cost
Site Survey		LS		\$ 8,000.00
Covered Tee Structure - 160 LF, 15 spaces, with infra-red heaters and lighting	3,200	SF	\$ 50.00	\$ 160,000.00
Fixtures, Furnishings & Equipment for Clubhouse Addition (carpeting, tables/chairs, light fixtures etc)		LS		\$ 50,000.00
Replacement Scoreboard		LS		\$ 10,000.00
New Motor Cart Bullpen(s)	6,500	SF	\$ 6.50	\$ 42,250.00
New Cart Paths to #1 tee (18)	3,500	SF	\$ 6.50	\$ 22,750.00
Relocate Outdoor Beverage Cooler		LS		\$ 10,000.00
Relocate Trash Stockade		LS		\$ 5,000.00
Protective Fencing	350	LF	\$ 40.00	\$ 14,000.00
Landscaping - Installed		LS		\$ 25,000.00
Geo Thermal Grid				\$ 50,000.00
Electric Car Charging Stations				
Update Irrigation System Software		LS		\$ 5,000.00
Undefined Items Subtotal				\$ 394,000.00
Contingency - 20%				\$ 78,800.00
Undefined Items Estimated Cost				\$ 472,800.00

Phase 1 Construction Estimate Summary				
Site Work - Estimate by V3				\$ 583,605.00
Additional Parking - Estimate by V3				\$ 541,856.25
Golf Facilities - Estimate by Gill Design				\$ 220,333.17
Buildings - Estimate by PPK Architects				\$ 2,055,679.15
Undefined Items - Estimate by Staff				\$ 472,800.00
Phase 1 Construction Estimate				\$ 3,874,273.57

Phase 2 Items - Estimated by Staff - details to follow	Quantity	Unit	Unit Cost	Cost
Clubhouse Demolition		LS		\$ 50,000.00
New Pro Shop Addition	1,600	SF	\$ 250.00	\$ 400,000.00
Electric Service For Golf Carts		LS		\$ 200,000.00
Water Lines for Golf Carts	300	LF	\$ 35.00	\$ 10,500.00
Sewers for Golf Carts	270	LF	\$ 100.00	\$ 27,000.00
Cart Storage Structure - Open Air	6,500	SF	\$ 100.00	\$ 650,000.00
Covered Tee Structure - 220 LF, 20 spaces, with infra-red heaters and lighting	4,400	SF	\$ 50.00	\$ 220,000.00
9-hole starter station	50	SF	\$ 100.00	\$ 5,000.00
Driving Range Ball Wash/Store Room	200	SF	\$ 200.00	\$ 40,000.00
Driving Range Lights		LS		\$ 150,000.00
Rebuild Driving Range Tee	52,000	SF		
Expand Driving Range Tee to East	25,000	SF		
Golf Facilities - Estimate By Gill Design 4/29/11				\$ 454,594.25
Phase 2 Construction Estimate				\$ 2,207,094.25
Contingency - 20%				\$ 441,418.85
Design - 10%				\$ 220,709.43
Phase 2 Cost Estimate				\$ 2,869,222.53

Total Cost Estimate Phase 1 & Phase 2				\$ 6,743,496.09
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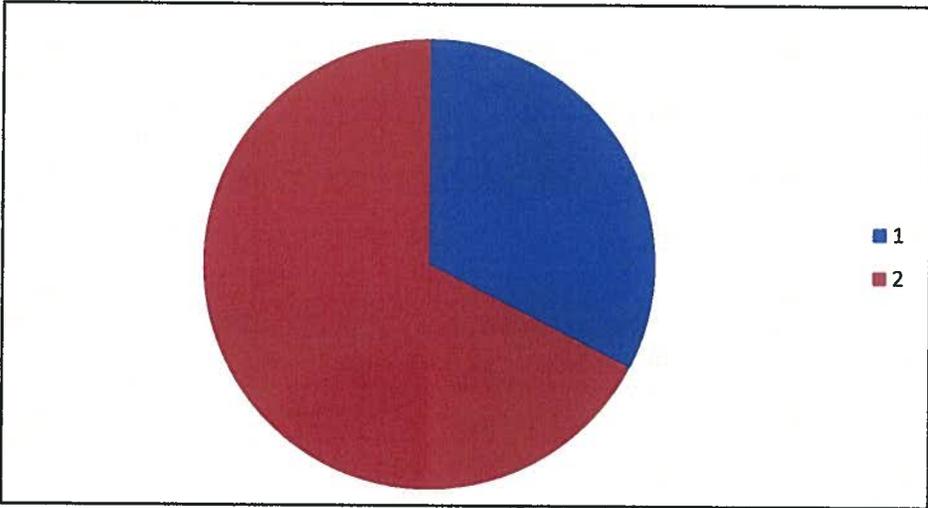
New Revenue/Profit - Estimated by Staff	Projected Annual Sales Increase	Annual Operating Expense Increase	Expense % (of Sales)	Net Profit
Bar	200,000	170,000	85%	30,000
Dining Room Remodeling - Food & Beverage	100,000	85,000	85%	15,000
Patio Remodeling - Food & Beverage	20,000	17,000	85%	3,000
Close In Parking Addition - Food & Beverage	120,000	102,000	85%	18,000
Hospitality Facility - Food & Beverage	70,000	56,000	80%	14,000
Driving Range Covered Tee Stations	10,000	5,000	50%	5,000
Improved Driving Range Tee	20,000	2,000	10%	18,000
Close In Parking Addition - Driving Range	10,000	1,000	10%	9,000
Hospitality Facility - Green Fees & Carts	100,000	20,000	20%	80,000
General Benefit - 3% Green Fees & Carts	60,000	6,000	10%	54,000
Total	\$ 710,000	\$ 464,000	65%	\$ 246,000

Subtotal - Food & Beverage	510,000	430,000	84%	80,000
Subtotal - Driving Range	40,000	8,000	20%	32,000
Subtotal - Green Fees & Carts	160,000	26,000	16%	134,000

2010 Food & Beverage Sales (Cluhouse & GEX)	373,000
2010 Driving Range Sales	202,000
2010 Green Fees & Cart Sales	2,100,000

Food & Beverage Sales - Projected Increase	137%
Driving Range Sales - Projected Increase	20%
Green Fees & Cart Sales - Projected Increase	8%

\$ 80,000.00
\$ 166,000.00



Contingency - phase 1

\$ 587,625.10

Summary of Proposals from Architect/Engineers

6/9/2011

Golf Course Architect - Gill Design		
Final Development Plan	4,500	
Construction Documents	9,000	
Bid Process	1,800	
Construction Management	2,700	
Expenses	2,400	
Gill Design - Total	20,400	
contingency - 10%	2,000	
Gill Design - Total Not-To-Exceed		22,400
Building Architect - PPK		
Clubhouse		
Schematic Design	10,500	
Zoning Process	3,500	
Construction Documents	38,000	
Construction Administration	15,750	
Driving Range Shelter		
Schematic Design	1,500	
Construction Documents	4,500	
Construction Administration	750	
PPK Design Total	74,500	
contingency - 10%	7,500	
PPK - Total Not To Exceed		82,000
Engineer - V3		
Topographic Survey	15,900	
Wetland Engineering	4,800	
Stormwater Engineering	43,000	
Civil Engineering	32,000	
Lighting & Electrical Plans	8,000	
Bid and Construction Services	8,000	
Record Surveying	9,500	
V3 Design Total	121,200	
contingency	12,100	
V3 - Not-To-Exceed		133,300
Design Total - Three Firms	216,100	
contingency - 10%	21,600	
Design Total - Not-To-Exceed		237,700

Proposal of Golf Course Consultation Services for

Village Links Phase 1 Driving Range Design & Consulting Services

Glen Ellyn, Illinois



Submitted to:

Mr. Chris Pekarek
The Village Links of Glen Ellyn
490 Harding Avenue
Glen Ellyn, IL 60137

Gill Design, Inc.

Q U O T A T I O N

Garrett Gill, ASGCA
Gill Design, Inc.
122 North 2nd Street
River Falls, WI 54022 USA

Quotation #: GDI 11-0606

Date: June 6, 2011

Customer ID: VL) Phase 1 Services

Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	GDI Tax ID/FEIN	Proposed Shipping Date
	GDI 11-0606	Garrett Gill		Electronic/PDF	Net 30	39-1839622	At clients request
Part	Item	Units	Description	Unit Price	Total		
1	Design & Consultation Services	10% of the approved budget for which GDI is accountable. Estimated budget at this time is \$180,000	<p>Part 1: Final Development Plan -- Meet, discuss and review project with staff. Based on approved Phase 1 Plan, dated 4/20/11 prepare Final Development Plan & update cost estimate. (1 trip estimated)</p> <p>Part 2: Construction Documents -- Based on approved Final Development Plan, prepared working drawings, specifications and bid documents. Coordinate work with Owner and other consultant work. Coordinate with expected Phase 2 plan dated 04/29/11</p> <p>Part 3: Bidding -- Assist in placing project out to bid, participate in pre-bid meeting, clarify and respond to bidder questions, review and make recommendation on award of bid. Revise plans to create construction set. (1 trip estimated)</p> <p>Part 4: Construction Observation -- Conduct site visits and prepared progress reports at various stages of construction to ascertain status of work and compliance with plans and specifications. Review applications for payment. Prepare substantial completion punch list. Review work for Final Acceptance. (4 trips estimated)</p>	<p>25% of Fee: \$4,500</p> <p>50% of Fee: \$9,000</p> <p>10% of Fee: \$1,800</p> <p>15% of Fee: \$2,700</p>	<p>\$4,500.00</p> <p>\$9,000.00</p> <p>\$1,800.00</p> <p>\$2,700.00</p>		
4	Expenses	Per trip, estimated 6 trips	Expenses include mileage, lodging & meals. Printing & reproduction at cost.	\$400 per trip	\$2,400.00		

Quotation valid for 30 days.

Quotation prepared by:

Garrett Gill, President

Tax	na
Shipping	electronic
Expenses estimate	included
Estimated Total	\$20,400.00

This is a quotation on the services provided, subject to the conditions noted below:

Golf design and consultation services are only for the services listed above. Any other work outside of identified services will be billed as additional work on a hourly basis. Design services exclude irrigation design or other previously completed or to be completed work by client's architects, engineers, land surveyors, soils consultants or any other service or designs requiring licensure of or by registered architects, engineers, or land surveyors.

Fees are presented on the basis of fixed fee and/or hourly rates with a not to exceed maximum amount. Hourly rates for this project are as follows: Principal @ \$135.00/hour; Design Associate @ \$95.00/hour; Manager/clerical @ \$65.00/hour.

Direct project expenses, such as travel expenses, sales & use taxes, permit fees, printing, specialized graphics, surveying and the services of other specialized consultants or engineers, as approved by the Owner would be billed at cost.

To accept this quotation sign here and return one copy to Gill Design, Inc.

Date: _____





June 2, 2011

Mr. Matt Pekarek
Village Links Golf Course
485 Winchell Way
Glen Ellyn, IL 60137

Re: Architectural / Engineering Services Fee Proposal
Clubhouse Renovation / Site Design

Dear Matt,

PPK Architects Ltd. is pleased to submit the following proposal for A/E Services related to the design of a clubhouse expansion and the related site design of support components; Driving Range/ Covered Tee Structure, parking lot expansion and coordination with site utilities and storm water management revisions.

PPK Architects has completed several projects with the Village Links Golf Course and the Maintenance Facility. We are very familiar with the challenges that exist at the Village Links and the part that the golf course plays in storm water management for the Village of Glen Ellyn. PPK is very familiar with the local storm water ordinance and has designed several projects at the Village Links that have provided full compliance with storm water requirements and not reduced the effectiveness of the proposed projects.

PPK has a long history of renovation projects and was the Architect for the Clubhouse expansion in 1984 which included the current Kitchen and dining area. Our experience in leading design projects will also be very valuable to the Staff in coordinating the required design alterations for related alterations to supporting areas adjacent to the clubhouse.

This proposal has been prepared based on the existing information provided and the outlined scope of work and the program requirements included in the RFP.

A more detailed scope of work is as follows:

PROJECT ASSUMPTIONS

Our proposal was prepared based on the following assumptions:

1. The design shall be based on the existing documentation provided by the owner and in archives of PPK Architects. PPK shall field verify the accuracy of such documents in the initial design phase.
2. PPK assumes the program to be as outline in the attached design concept sketch with minor modifications and shall be a single story structure without lower level space.
3. VL will provide PPK with updated survey information and be responsible for the completion of all storm water management/ grading/ utility engineering or shall provide such engineering services under separate contract. PPK shall coordinate the A/E building design with such engineering consultants.
4. PPK shall assist the Village Links in the preparation, submission and presentation of the

5. proposed development to the Village of Glen Ellyn for zoning approval. PPK affirms that Craig R. Pryde, Principal is also a member of the Capital Improvements Commission and shall not participate in any discussion of the project is so presented to the CIC. Mr. Pryde has informed the Village Manager of his position and has complied with the Village of Glen Ellyn Ethics Ordinance regarding this project.
6. PPK shall not be responsible for the specification of any kitchen equipment or planning of any kitchen layout modifications. PPK shall coordinate efforts with the VL Kitchen consultant if such a condition arises.

SCOPE OF WORK

It is understood by PPK that the scope of work for this project is as outlined below.

Schematic Design

1. PPK shall prepare schematic design documents of the program concept for this area to confirm the size of all areas and compliance with ADA guidelines and storm water ordinance requirements, including flood plain requirements.
2. PPK shall also prepare a concept design for Phase 2 of the Clubhouse Expansion that will provide a new Pro Shop/ Office area and demolish the original building (southern portion including existing toilets and locker areas).
3. Design meetings with local authorities to review concepts and make modifications to concept designs in order to clarify/ confirm zoning requirements and/or planned development requirements prior to submission.
4. Furniture layouts for dining area seating shall be confirmed by the owner.
5. PPK shall prepare a 3D model of the proposed design for review and approval.

Zoning Review/ Approval Process

6. PPK shall assist the VL in preparing the application package for the Planned Development submission that will be required due to the size and nature of this project.
7. PPK shall present the project design and design characteristics to the Village Board/Commissions during this process and revise any submittal information as a result of such meetings throughout the process.

Construction Documents/ Bid/ Permit Review

8. PPK shall prepare permit/ bid documents for review and approval of the Owner prior to distribution for bid pricing. PPK will issue a set for review at 95% and issue 100% documents after incorporating final Owner review comments. PPK shall meet with the Owner to review the bid documents prior to bidding for general construction.
9. PPK shall assist the Owner in submitting the project for permit review/ approval to authority having jurisdiction over this project and respond to permit comments as required.
10. PPK shall assist the Owner in the bidding process and support the process by providing copies of the drawings and specifications to bidding contractors.
11. PPK shall prepare and issue any Addendums during the bidding process and reply to Contractor RFI's (Request for Information).
12. PPK shall review the submitted bid proposals with the VL Staff and make a recommendation of the lowest responsive bidder to the VL Staff.

Construction Administration

13. PPK and it's consultants shall review all required shop drawings related to the construction documents.
14. PPK shall make site visits during construction to observe the progress and compliance with the construction documents, including a final punch list inspection at the completion of the project as requested by PE or the government agency and such site visits shall be an additional expense to the contract.
15. PPK shall review and certify contractor payment requests during the construction phase of the project.
16. PPK shall prepare and issue any required Bulletins or ASI's (Architect's Supplemental Instructions) during the construction phase of the project
17. PPK shall complete a punch list of items to be corrected or addressed at the completion of the project.

Project Team

PPK will be the Architect of Record for the project and shall hire the following consulting engineering firms to complete this project;

Structural Engineering

TGRWA - Chicago, IL

Mr. Kevin Wilson, Principal - PE.

M/ E/ P/ Life Safety Engineers

W-T Engineering - Hoffman Estates, IL

Mr. Steve Triphahn, Principal - PE

PROJECT SCHEDULE

PPK estimates the following project work effort schedule based on the scope of work:

Schematic Design	3-4 weeks
Zoning approval	6 months
Construction Documents	4-6 weeks
Bidding/Permit/ IDPH	3-4 weeks
Construction Admin	TBD

The schedule outlined is for project work by PPK and engineering consultants and does not include any review time by the Owner or government agencies.

COMPENSATION

PPK shall be paid a lump sum fee of **Seventy Four Thousand Five Hundred dollars (\$74,500.00)** plus the cost of reimbursable expenses related to the project.

Fee breakdown:

Clubhouse

Schematic Design	\$ 10,500
Zoning Process	\$ 3,500
Construction Documents	\$ 38,000
Construction Administration	<u>\$ 15,750</u>
	\$ 67,750

Driving Range Shelter

Schematic Design	\$ 1,500
Zoning Process	\$ Inc in Clubhouse Fee
Construction Documents	\$ 4,500
Construction Admin	<u>\$ 750</u>
	\$ 6,750

This fee can be adjusted by phase to match the required project schedule/ phasing plan if necessary.

PPK shall invoice monthly based on the percent complete for each task and for reimbursable expenses at 1.15 times the costs of project related expenses.

Additional Services

Should PPK be required or directed by the Owner to provide services beyond those indicated in this proposal or the scope of work shall change or be revised, PPK shall invoice the Owner for such services at the hourly rates included in this proposal or a negotiated fixed fee.

PPK Architects - 2011 BILLING RATE SCHEDULE

Principal	\$175.00 per hour
Project Architect / Project Manager	\$125.00 per hour
Intern Architect I	\$100.00 per hour
Clerical	\$50.00 per hour

Please note that billing rates are subject to modification on the first business day of each calendar year.

Matt, I thank you for considering PPK for this project. Should you have any questions regarding this proposal or the scope of services described within, please contact me.

Sincerely,
PERKINS PRYDE + KENNEDY ARCHITECTS LTD.



Craig R. Pryde, AIA LEED AP
Principal

ACCEPTANCE / AUTHORIZATION

I hereby accept this proposal and PPK is authorized to begin work, secure consultant contracts and incur expenses related to this project. PPK is also authorized to coordinate an initial project meeting with the local authorities on behalf of the Owner.

Accepted by _____

Title _____

Date _____



June 6, 2011

Mr. Chris Pekarek
Village Links of Glen Ellyn
490 Harding Avenue
Glen Ellyn, Illinois 60137

Re: Proposal for Professional Services
Village Links of Glen Ellyn – Clubhouse Renovations
Glen Ellyn, Illinois

Dear Mr. Pekarek:

On behalf of V3 Companies, Ltd., we are pleased to submit this proposal for Professional Services on the above-referenced project. If you find this proposal to be acceptable, the executed copies of this letter, together with the General Terms and Conditions attached hereto, which set forth the contractual elements of this agreement, will constitute an agreement between The Village Links of Glen Ellyn (CLIENT) and V3 Companies, Ltd. (V3) for services on this project.

Project Understanding

The subject property is located on Harding Avenue in Glen Ellyn, Illinois. Conceptual Plans have been developed for an expanded clubhouse and driving range. Other planned improvements include:

- Addition of a parking lot where the putting green currently exists on the east side of the building.
- Parking lot renovation and lighting.
- Patio off the north end of the expanded building.
- Relocation of the first tee of the nine hole course.
- Cart storage buildings.
- Earthwork consisting of filling proposed development areas and excavating other areas to compensate for floodplain impacts resulting from the proposed activities.

Many of the listed improvements are planned for Phase 2. However, it is anticipated that the majority of the site work will be completed in Phase 1. This is necessary to facilitate permits and to minimize disruption to the golf operations.

The on-site public and private improvements required to develop the property for which professional services will be needed are expected to include: grading improvements for the expanded clubhouse, driving range and parking lot; sanitary sewer service extensions, water service extensions; storm sewer system; improvements to the existing ponds to compensate for floodplain impacts and to provide for the stormwater impacts that result from development activities; site drainage and erosion/sedimentation control; driveways, parking lots, sidewalks, and parking lot lighting.

Details for the Scope of Services to be provided are described in the attached Scope Exhibits.

Compensation

<u>Service</u>	<u>Scope Exhibit</u>	<u>Lump Sum Fee</u>
Topographic Survey	A	\$15,900
Wetland Delineation Assessment & Report	B	\$3,000
DuPage County Field Verification	B	\$800
Wetland Meetings	B	\$1,000 ¹
Floodplain Analysis	C	\$6,000
Stormwater Management	C	\$4,000
Municipal Stormwater Submittals	C	\$5,000
IDNR-OWR Floodway Construction Permit	C	\$2,000
FEMA LOMR-F	C	\$9,000
Alternate 1 - Hydrologic & Hydraulic Modeling	C	\$12,000 ²
Alternate 2 - DuPage County Floodway Permit	C	\$5,000 ²
Site Civil Design Services	D	\$32,000
Site Lighting and Electrical Plans	E	\$8,000
Bid and Construction Phase Engineering Services	F	\$8,000
Record Surveying Services	G	\$9,500
Total Professional Services Fees		\$121,200

If Additional Services are required, V3 shall be paid a fee based on the actual hours expended multiplied by V3's Billing Rate Schedule or other negotiated fee.

In addition to the professional services fees set forth above, V3 shall be compensated for 110% of reimbursable expenses such as printing, postage, messenger service, travel and other similar, project-related items.

¹ Fee indicated is a budgetary amount. Actual fee shall be based on the actual hours expended multiplied by V3's billing rates.

² Lump sum fee if it is determined that this service is required.

Chris Pekarek
The Village Links of Glen Ellyn
June 6, 2011
Page 3

CLIENT will be invoiced monthly for professional services and reimbursable expenses. The above financial arrangements are on the basis of prompt payment of invoices and the orderly and continuous progress of the Project through construction.

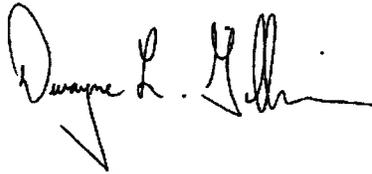
Miscellaneous Contractual Items

This agreement, together with the General Terms and Conditions represents the entire understanding between CLIENT and V3. If the terms of this agreement are found to be satisfactory please sign this agreement in the space provided below and return one copy to our office.

V3 will initiate its services promptly upon receipt of CLIENT's acceptance of this proposal.

We appreciate the opportunity to present this proposal to The Village Links of Glen Ellyn and look forward to working with you on this project.

Sincerely,
V3 COMPANIES, LTD.



Dwayne Gillian, P.E.
Senior Project Manager

Accepted For:
THE VILLAGE LINKS OF GLEN ELLYN

BY: _____

TITLE: _____

DATE: _____



Theodore E. Feenstra, Jr., P.E.
Director of Land Development

Attachments

Extent of Agreement

V3 Billing Rate Schedule

V3 Companies General Terms and Conditions

EXHIBIT A
Topographic Survey

Description of Survey Area

The property to be surveyed is a portion of the Village Links Golf Course, located in Glen Ellyn, Illinois. The area to be topographically surveyed (Survey Area/Topo Limits) shall include that portion of the property as shown in the exhibit below.



Product

1. Survey will be a CAD-generated topographic survey oriented with north to the top or right.
2. Survey will show general notes, a north arrow, graphic scale, vicinity map, brief legal, and legend of all potential symbols.
3. Scale of survey will be as necessary to show all topographic information in a clear and legible manner or as requested by the CLIENT prior to commencement of survey work.

Description of Services

A. Topography

1. Record a minimum of two permanent benchmarks at the site. Elevations will be referenced to a datum commonly used at the site. Typical datum's used are the National Geodetic Vertical Datum of 1929 (NGVD29), and the North American Vertical Datum of 1988 (NAVD88). If an assumed local or other datum is used, an equation relating said datum to NGVD, or NAVD may be indicated on the survey. Description of location and elevation of the source benchmark to which the topographic surveying and site benchmark's are tied to, will be indicated on the survey.
2. A contour survey with 1'-0" contour intervals will be prepared from field spot elevations. Spot elevations obtained in the field will be of sufficient quantity to generate a contour survey, which properly represents the ground surface. Additional elevations will be indicated on the survey as required to establish accurate profiles (including all changes or breaks in grade) and cross-sections of walks, curbs, gutter, pavement edges, and centerlines.
3. Finished floor or top of foundation elevation(s) of existing buildings within the Survey Area.
4. Spot elevations will be shown to the nearest 0.01 foot on all "hard surfaces" and utility structures. Spot elevations in unpaved areas such as grass and dirt shall be accurate to the nearest 0.1 foot.
5. Pavement types such as concrete, asphaltic concrete, gravel, etc. shall be depicted.
6. Existing improvements, buildings, and surface features shall be located.
7. Individual trees of 4" diameter or greater (callipered 4'± above the ground) shall be tagged and located within one foot tolerance. Where trees are closely grouped, the perimeter outline only of the tree grove will be shown.
8. Mean elevations of water in retention ponds, lakes, or streams will be shown as depicted at the time the survey field work was conducted. Bathometric services are not included.
9. Top of curb, flow line, and edge of pavement elevations of all roadways and streets within the survey area.
10. Roadway striping of all roadways and streets within the survey area.
11. Wetland flags, if present, shall be located. A sketch shall be provided by V3 wetland staff showing the approximate shape, location and point range of each wetland before any field work is started.

B. Utilities

The Topographic Survey will incorporate information on existing utility systems adjoining or contained within the Survey Area which are obtained from village/city departments or utility companies responding to written or verbal requests for utility records through the Joint Utility Locating Information for Excavators (J.U.L.I.E.) Design Stage/Planning Information Process and available for V3's use at the time of the survey. Records or Atlas information that is provided to V3 after completion of the survey can be provided to the CLIENT or engineer.

Field markings by J.U.L.I.E. members, which are coordinated by others, shall be shown on the survey if present and practical at the time of survey.

Private utility markings and locations are not included herein. This service can be coordinated with a private utility contractor for an additional fee.

The following list contains typical information provided for the specific utilities located which are above ground and visible at the time of the survey. Snow cover, earth or construction debris covering typically above ground structures may not be located.

1. Sanitary and Storm Sewers: Size, type and direction of pipes; rim and invert elevations. Location of manholes, inlets, catch basins, and end sections.
2. Water Mains: Size, type and direction of pipes, top of pipe elevations, location of valves and hydrants.
3. Gas Mains: Location of valves and mains if marked in the field at the time of the survey.
4. Telephone, Electric, and Cable TV pedestals and transformers.
5. Traffic and Street Light poles and cables if marked in the field at the time of the survey.
6. Visible evidence of field tiles or those marked in the field at the time of the survey.
7. Other utilities not listed above and occurring within the Survey Area will be shown in a similar manner.

Utilities and improvements shall be shown based on visible field verified structures, in coordination with atlas information provided by utility companies through J.U.L.I.E.'s design stage process, if available. V3 shall only show underground utility lines between structures that are located in the field and appear to be connected. In areas where structures are not shown connected, V3 recommends that the CLIENT contract a specialist to perform a die test or other sub terrain exploratory test.

Chris Pekarek
The Village Links of Glen Ellyn
June 6, 2011
Page 7

Miscellaneous Contractual Items

The foregoing Topographic Survey shall not constitute a Boundary Survey. Boundary information may be referenced on the Topographic Survey, if such information is provided in a timely manner by CLIENT.

V3 will initiate its services promptly upon receipt of CLIENT's acceptance of this proposal and anticipates completing said services within four to five weeks from the Notice-to-Proceed, weather permitting.

EXHIBIT B

Wetland Delineation Services

The following services will be performed to provide you with information on the location, quality, and extent of wetlands or other jurisdiction areas present on the referenced property. The project area to be evaluated includes four ponds and adjacent areas on the golf course.

1. **Wetland Delineation.** A botanist, ecologist, and/or soil scientist from our Natural Resources Division will conduct a field investigation to locate and delineate wetlands in accordance with the *Regional Supplement to the Corps of Engineers Wetlands Delineation Manual: Midwest Region*. The limits of delineated wetlands/Waters of the U.S. will be staked in the field, and approximate boundaries will be mapped on a recent large-scale aerial photograph, based on our field assessment of the vegetation, soils and hydrology at the site. Off-site wetlands/Waters of the U.S. within 100 feet of the property will also be identified in accordance with the requirements of the DuPage County Countywide Stormwater and Floodplain Ordinance (Ordinance). The limits of any on-site and off-site wetland/Waters of the U.S. will be located using a hand-help GPS unit. The staked boundaries will be surveyed by V3's Survey Division, as described in Topographic Survey Scope of Services.
2. **Wetland Assessment.** If wetlands are delineated on the property, a wetland assessment is required by the U.S. Army Corps of Engineers, Chicago District (ACOE) and the Village of Glen Ellyn or DuPage County Department of Economic Development and Planning. Wetland assessment involves an evaluation of wetland characteristics, including wildlife habitat quality, the presence of threatened and endangered species, water quality functions, and plant community quality. As part of the wetland assessment, record inquiry letters or forms will be submitted to the Illinois Department of Natural Resources and the U.S. Fish and Wildlife Service regarding information on threatened and endangered species. Wetland Assessment also includes a preliminary jurisdictional determination for isolated or adjacent wetland³. Delineated wetlands will be rated as Regulatory or Critical in accordance with the Ordinance. Generally, impacts to wetlands classified as Critical require mitigation at a ratio of 3:1, while impacts to Regulatory wetlands require a 1.5:1 mitigation ratio.
3. **Wetland Delineation Technical Report.** A wetland report will be provided with the results of our field investigation, including the location and approximate size of wetlands present, a wetland quality evaluation, a Floristic Quality Assessment (FQA), and the wetland assessment. Floristic inventories and detailed soil classification data for each area investigated will be provided in the report. Areas determined to be wetland on the property will be shown on a recent, large-scale aerial photo exhibit. ACOE and DuPage County wetland permitting and/or mitigation requirements will be addressed in the report. The wetland report also will contain detailed technical documentation suitable for review and approval by the ACOE and DuPage County.

³ December 2, 2008, USEPA and Department of the Army Joint Memorandum, Clean Water Act Jurisdiction Following the U. S. Supreme Court Decision in *Rapanos v. United States* and *Carabell v. United States*.

4. **DuPage County Economic Development & Planning Field Verification and U.S. Army Corps of Engineers Jurisdictional Determination Request.** The DuPage County Economic Development & Planning Division will require a field verification of all delineated wetlands before acceptance of any development plans for a property. V3 will coordinate and attend this verification with the appropriate County personnel. If required, V3 will also prepare and submit a wetland jurisdictional determination request to the ACOE. The jurisdictional determination request requires a full wetland delineation technical report, so this may not be made until the report is available.
5. **Wetland Meetings.** V3 will participate in up to two meetings with CLIENT and public bodies, if required. It is anticipated that attendance may be required at one pre-application meeting with DuPage County to discuss the findings of the wetland delineation and one meeting with the CLIENT to discuss the project components and related permitting issues. Attendance at meetings will be invoiced on an hourly basis based on the actual hours expended for preparation and attendance at requested meetings.

Excluded Services

The following services are excluded from the current scope of services, but can be provided at an additional cost under a separate agreement. These services may be necessary if a permit from the US Army Corps of Engineers or DuPage County is required.

- Permit Application Submittal and Coordination
- Wetland Mitigation or Best Management Practices Design or Coordination

Schedule

We are available to conduct the wetland delineation within one week of receipt of notice to proceed, subject to weather conditions. Within two working days of completion of the field investigation, we will provide an exhibit showing the approximate location of the staked wetlands. Wetland Verification will be conducted with DuPage County Economic Development & Planning as soon as possible after the initial field investigation. A wetland boundary survey will be required for any projects needing a wetland permit, but it is recommended that any survey work follow the wetland verification in the event there are minor adjustments. If a survey will be conducted, plans showing the surveyed wetland boundaries should be provided to our office for our review and use in the final wetland report (if applicable). A preliminary wetland report will be available, upon request, two weeks following fieldwork completion. The final wetland report will be provided within two weeks of receipt of the following items:

1. Final surveyed wetland boundary (if applicable),
2. A response from the Illinois Department of Natural Resources (IDNR) and the US Fish and Wildlife Service (US FWS) concerning endangered and threatened species.

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Delineation Notes

The information provided by V3 regarding wetland boundaries is based on an interpretation of the three criteria that define wetlands (vegetation, soils, and hydrology) at the time the wetlands are delineated. V3 provides the best information available at the time of the delineation, but factors beyond our control may outwardly change the nature or the extent of wetlands on a site.

The ultimate decision on wetland boundaries rests with DuPage County, and in some cases, the federal government. As a result, there may be adjustments to boundaries based upon review by a regulatory agency. An agency determination can vary from time to time depending on many factors, including but not limited to, the experience of the agency representative making the determination and the time of year. In addition, the physical characteristics of the site can change with time, depending on the weather, vegetation patterns, drainage, activities on adjacent parcels, or other events.

EXHIBIT C

Floodplain Analysis, Design & Permitting Services

Based on the Flood Insurance Rate Maps (FIRM) issued for this area by the Federal Emergency Management Agency (FEMA), the subject property contains mapped floodplain/floodway associated with the Flooding Source referenced above. A detailed floodplain analysis for the subject property will need to be performed. Therefore, it is anticipated that the following services will be required.

1. Floodplain Analysis

- a. V3 will contact the Municipality, County, Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR), Illinois State Water Survey and FEMA to obtain any existing hydrologic and/or hydraulic modeling for the Flooding Source in the vicinity of the subject property. It is our understanding that an existing FEQ model exists and is maintained by DuPage County Stormwater. V3 will review the existing modeling information to determine the 10-year and 100-year floodplain elevations for the site.
- b. If no regulatory data is available, or the 100-year elevation for the site is not accepted by the Municipality and FEMA, then V3 shall establish the floodplain elevations under Alternate 1 below.
- c. Using the existing floodplain elevations for the site, V3 shall establish the 10-year and 100-year floodplain boundaries for purposes of determining the cut and fill volumes on the site for compensatory volume purposes.
- d. V3 shall prepare the existing conditions floodplain information in sufficient detail to be incorporated into permit submittals for approval of the proposed improvements.
- e. V3 shall prepare the proposed conditions compensatory storage analysis to be incorporated into permit submittals for approval of the proposed improvements within the floodplain. The proposed floodplain analysis shall be prepared based on the existing conditions floodplain analysis and the proposed final grading, utilities and stormwater management.
- f. V3 will recommend minor site plan and grading changes, if necessary, in accordance with the floodplain impacts due to the proposed improvements. If additional site plan changes are made after the initial floodplain calculations are performed, the services associated with these changes will be considered an additional service to the contract.

2. Stormwater Management

V3 shall evaluate the stormwater volume required for the proposed improvements and design stormwater management facilities accordingly. It is anticipated that the stormwater facilities and compensatory storage areas will be combined because the entire development area is within the 100-year floodplain. The compensatory storage and stormwater management calculations and associated documentations will be provided in sufficient detail to be incorporated into the stormwater submittals for the Municipality approval.

3. Municipal Stormwater Submittals

V3 shall provide the necessary calculations and documentation for submittal to the Municipality referenced above. It is understood that Glen Ellyn is a Full Waiver community and no permit submittal will be required to DuPage County. If one is required, those services will be provided as an additional service under a separate agreement. V3 will assist CLIENT in obtaining approvals for proposed construction activities to be performed in the floodplain/floodway based on the existing and proposed floodplain and stormwater analyses. This documentation shall include the delineation of the existing and proposed floodplain/floodway on the subject property, stormwater management calculations and compensatory storage calculations associated with fill and excavation work to be performed in the floodplain/floodway.

4. IDNR-OWR Floodway Construction Permit

The mapped Zone A Flood Hazard Area as referenced above associated with the Flooding Source has more than one square mile of tributary drainage area, therefore, IDNR-OWR considers the floodplain to be the regulatory floodway. Any modifications to the floodplain/floodway require a Floodway Construction Permit from IDNR-OWR. Because the subject development area is a depressional floodplain, it is anticipated that a regulatory floodway will not be defined and that IDNR-OWR will maintain the review in-house. V3 will assist the CLIENT in obtaining a Floodway Construction Permit for the proposed improvements. If IDNR-OWR delegates floodway review requirements to DuPage County, those additional services will be provided under Alternate 2 below.

5. FEMA LOMR-F

- a. V3 shall provide the necessary exhibits and Letter of Map Revision (LOMR-F) based on Fill supporting documentation for submittal to the Municipality and FEMA. This package will be prepared based on the necessary certified Record Grading Survey (to be completed by V3) depicting field verified elevations for improvements impacting the floodplain/floodway and fill certification (provided by the CLIENT and selected contractor). The above-mentioned Record Grading Survey drawings shall be certified by a Professional Licensed Land Surveyor. V3 shall assist the CLIENT in obtaining a signature from the Municipality on the Overview and Concurrence form, which is required for submittal to FEMA.

- b. The LOMR-F submittal does not include additional floodplain modeling as the result of differences between the proposed floodplain modifications and as-built floodplain modifications. The services associated with as-built modeling would be considered as an additional service to the contract.

6. Alternate 1 – Hydrologic & Hydraulic Modeling

The Municipality and FEMA may require additional modeling in order to define the regulatory base flood elevation for the Zone A floodplain that exists on the site. V3 shall establish existing discharge rates using computer programs such as TR-20 or HEC-HMS with an event hydrograph methodology. Using the discharge rates obtained through hydrologic computation, V3 shall establish base flood elevations on the Flooding Source within the limits of the property using computer programs such as HEC-2 or HEC-RAS with backwater calculation methodology. The downstream limit of the hydraulic analysis will be determined by significant structures or features of the Flooding Source. The upstream limit of the hydraulic analysis shall be just past the upstream limit of the subject property.

7. Alternate 2 – DuPage County Floodway Construction Permit

If the regulatory authority for the Floodway Construction Permit is delegated from IDNR-OWR to DuPage County, then additional services will be required to determine the floodway boundaries for the project. Based on the Hydrologic and Hydraulic modeling completed under Alternate 1, V3 will define a Floodway Boundary for the Flooding Source through the subject property.

EXHIBIT D

Site Civil Design Services

After authorization to proceed with the final design, V3 shall:

1. Serve as CLIENT's civil engineering representative for the project and provide professional engineering consultation and advice. V3 will participate in up to eight meetings with Owner, CLIENT, and public bodies to assist in securing approvals for the project. Additional meetings will be invoiced as an Additional Service.
2. Based on the proposed land plan and the Topographic Base Sheet, prepare final drawings and specifications to show the character and scope of work to be performed by Contractors on the project which shall include the following infrastructure components:
 - a. Mass earthwork; final grading and drainage, and; erosion and sedimentation control measures.
 - b. Sanitary sewer service.
 - c. Storm sewer system.
 - d. Water service system to the building.
 - e. Pavement for parking lots and sidewalks.
3. The Construction Documents are expected to include the following:
 - a. Site Demolition Plan indicating those site related items to be removed or abandoned for the proposed development.
 - b. Site Layout and Paving Plan showing property lines, setbacks, dimensions and general geometry of building, walkways, at-grade parking lots, driveways and open areas, as well as sections and details for proposed driveways, parking lots and walkways.
 - c. Site Erosion Control Plan indicating the temporary and permanent erosion control measures.
 - d. Site Grading Plan showing floor elevations, parking lot, driveway and walkway elevations, site berming and open area grading.
 - e. Erosion Control Plan indicating the temporary and permanent erosion control measures in accordance with the IEPA and municipality requirements.
 - f. Site Utility Plan to include sanitary sewer service, water service, and storm sewer systems. V3 will coordinate these systems with information provided by the

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CLIENT concerning mechanical, electrical, and plumbing installations and with ComEd, AT&T, and Nicor Gas services.

- g. Details, Technical Specifications and General Notes required to provide appropriate information to construct the proposed site improvements.
4. Prepare storm sewer sizing calculations in accordance with the requirements of the local municipality and the DuPage County Stormwater Management Ordinance.
5. Prepare a Stormwater Pollution Prevention Plan (SWPPP) indicating the temporary and permanent erosion control measures in accordance with the IEPA and municipality requirements. As part of the SWPPP and submittal to the IEPA, a binder will be provided to the CLIENT for use during the construction phase of the project.
6. Prepare an "Engineer's Opinion of Probable Construction Cost" for the proposed site improvements, as indicated on V3's drawings.
7. Furnish to CLIENT such documents and design data as may be required and assist in the preparation of supporting documents so that CLIENT may obtain approvals of such governmental authorities as have jurisdiction over design criteria applicable to the project.
8. Assist the CLIENT in obtaining permits from the Village of Glen Ellyn, the DuPage County Public Works and the Illinois Environmental Protection Agency. V3 will reply to up to three sets of review comments as part of our Basic Services. Additional revisions, if required, will be invoiced as an hourly Additional Service.

EXHIBIT E
Site Lighting and Electrical Plans

Upon authorization to proceed with Site Lighting V3 will:

1. Obtain the Village's design criteria, standards, and submittal requirements for site lighting. V3 will provide three light fixture options to the CLIENT for review unless CLIENT has already chosen a fixture which will then be provided to V3. If existing lights are to remain and the proposed fixtures will match existing, CLIENT will provide specifications on those fixtures. V3 will submit catalog cut sheets of the light fixtures and poles to the CLIENT for approval prior to commencing work.
2. Based on the approved site plan, perform a photometric analysis of the parking lot pavement and access drives to determine light fixture locations. The light pole locations will be placed to avoid utilities.
3. Prepare a photometric plan that includes the light fixtures, pole locations, calculated lighting levels for the site, and point-to-point lighting levels. Submit the photometric plan to the CLIENT for concurrence.
4. Revise the photometric plan based on CLIENT's comments, if necessary. Submit photometric plan to the Village for review. Revise the photometric plan one time based on the Village's comments.
5. Coordinate the power service type and location with the CLIENT. It is assumed that power for the lights will be provided from a service panel at the existing pump house. The service panel location(s) will be provided by the CLIENT. V3 will review the capacity of the panel and determine if a new or modified panel is required. V3 will submit the power load requirements to the CLIENT to determine power needs for the project. A separate lighting controller design will not be performed.
6. Prepare a wiring diagram and voltage drop calculations. Calculate conduit and wire size.
7. Provide one typical light pole foundation detail for the light poles.
8. Prepare lighting and electrical plans consisting of the following sheets:
 - Site Lighting and Electrical Plan
 - Site Lighting and Electrical Notes and Details

It is assumed that the lighting plans will be incorporated into the Final Engineering Plans being prepared by V3.
9. Submit plans to the Village concurrent with the Final Engineering Plans. Revise plans a maximum of two times based on review comments.

EXHIBIT F
Bid and Construction Phase Engineering Services

1. During the bid phase, issue addenda as required to interpret, clarify or expand the Bid Documents.
2. Assist the CLIENT with evaluation of the bids if requested.
3. V3 will make up to five site visits in order to ascertain if site construction is being completed in general accordance with the Contract Documents. The timing of the site visits will be coordinated with the CLIENT.
 - V3 recommends a site visit at the onset of site work construction to address contractor questions related to utility installation or earthwork construction.
 - Subsequent site visits should occur during and after the site work is near completion to review for general compliance with the Contract Documents and address any outstanding items.
 - If requested, V3 will provide a final punch list summary report to the CLIENT after the final site visit to document field observations and provide any recommendations for outstanding site work.
 - Construction phase services do not include attendance at weekly project meetings or soil erosion control inspections as part of the Stormwater Pollution Prevention Plan requirements for the IEPA NPDES permit.
 - Additional site visits or meetings requested beyond those specified will be considered an Additional Service.
 - V3 shall not be responsible for construction means and methods or safety practices while on the job site.
4. V3 will review shop drawings and other data that the Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information provided in the Contract Documents. Such reviews or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
5. V3 will issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required.
6. V3 will review Record Drawings provided by others for general conformance with the Contract Documents and issue a statement as to whether or not the project was constructed in substantial conformance with the design intent of the project.

EXHIBIT G

Record Surveying Services

Record Utility Survey

Prepare a Record Survey of all on-site utilities constructed per the aforementioned design documents, which include sanitary sewer, storm sewer, and water distribution systems. Record Survey shall depict rim and invert elevations, and location of all manholes and valve vaults, elevation and location of all valves, storm sewer outfalls, and hydrants. Measured lineal footage and grade percentages between sewer structures shall also be shown. Record drawings shall be certified by a Professional Licensed Land Surveyor/Engineer for submittal to the Village of Glen Ellyn. No revisions are included in the scope of this proposal.

Record Grading Survey

A Certified Record Grading Survey with one foot contour intervals of the improvements impacting the floodplain/floodway will be prepared from field spot elevations. Spot elevations obtained in the field will be of sufficient quantity to generate a contour map which properly represents the ground surface. The mean elevation of water will be depicted as measured at the time the survey field work is conducted.

Incremental storage volume by conical method of average contour area shall be calculated and depicted on the map. No quantitative storage volume waiver or sign off of the site, detention facility, or swales are included or implied under this land surveying mapping service.

The foregoing Record Grading map shall be certified by a licensed Professional Land Surveyor for submittal to the Village of Glen Ellyn and FEMA. No revisions are included in the scope of this proposal.

Extent of Agreement

This agreement is for site-related improvements within the boundaries of the project site. Should additional infrastructure improvements be required beyond the boundaries of the site, the services associated with those improvements will be the subject of a separate agreement. Furthermore, this agreement does not include services for:

1. Services associated with preparation for, and attendance at public meetings with applicable public agencies in excess of the number of meetings specifically included in the above scope of services, or services required in connection with obtaining zoning approvals.
2. The following Survey Services: Boundary Surveys, Tree Location Maps, Construction Staking, and preparation or recording of Plats.
3. Archaeological and environmental consulting services.
4. Pump Station design for water, stormwater, or wastewater.
5. Traffic Impact Study, Traffic Signal design services, or off-site roadway design services.
6. Landscaping, irrigation, or geotechnical design or consulting services.
7. Structural engineering services of any kind including the design of site retaining walls, any stairs on-site or the design of underground stormwater detention facilities.
8. Services resulting from any significant modifications to the site plan by CLIENT or Owner after V3 has received authorization to proceed with a specific phase of work and has prepared its initial layout of the site.
9. Gas, electric, and telephone service design for the proposed buildings. V3 will include the location of these utilities on the Civil Engineering drawings for purposes of coordination only. The CLIENT will be responsible for providing the necessary information to the applicable utility companies for coordinating service to the site.
10. LEED consulting services, preparation of calculations and completion of LEED templates and registration of the project with the U.S. Green Building Council.
11. V3 may be required to produce documents and emails as part of the Freedom of Information Act and Open Meetings Act (Illinois Public Act 96-0542), or from a court ordered subpoena . Requests of this nature are beyond the control of V3 and are specifically not included in this contract. V3 will notify the CLIENT of any request received on behalf of this contract, and will invoice the CLIENT for time and materials in accordance with the Additional Services and Reimbursables sections of this contract.
12. Preparation of signage or way-finding plans and details.

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13. Preparation of additional logistics, phasing, traffic control or temporary parking plans.
14. Management and monitoring plans of new naturalized BMP areas constructed with this project.
15. Site inspections or documentation associated with maintaining the Stormwater Pollution Prevention Plan (SWPPP).

Please note that V3 can provide the services outlined above, subject to a separate agreement, should they be required.



V3 COMPANIES BILLING RATE SCHEDULE

(Rates effective January 1, 2011 through December 31, 2011)

Description	Hourly Rate
Principal	200.00
Division Director	200.00
Senior Development Consultant	200.00
Development Consultant	100.00
Senior Earthwork Specialist	200.00
Operations Director	175.00
Senior Project Manager	165.00
Senior Resident Engineer	150.00
Senior Estimator	150.00
Resident Engineer	125.00
Project Manager	125.00
Superintendent	125.00
Senior Technician	100.00
Project Engineer	100.00
Project Surveyor III	100.00
Project Ecologist	100.00
Project Scientist	100.00
Assistant Resident Engineer	95.00
Engineer III	90.00
Scientist III	90.00
Ecologist III	90.00
Construction Administrator	90.00
Engineer I/II	85.00
Scientist I/II	85.00
Technician III	85.00
Estimating Technician	85.00
Project Surveyor I/II	85.00
Field Ecologist	85.00
Ecologist I/II	85.00
Field Ecologist I/II	70.00
Technician I/II	70.00
Administration	60.00
Survey Crew*	150.00

*Time is charged portal to portal



V3 COMPANIES GENERAL TERMS AND CONDITIONS

1. CLIENT'S RESPONSIBILITIES

CLIENT shall do the following in a timely manner so as not to delay the services of CONSULTANT.

- a. Provide all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, borings, probings and subsurface explorations, hydrographic surveys, laboratory tests, environmental assessment and impact statements, property, boundary, easement, right-of-way, topographic and utility surveys, property and legal descriptions, zoning, deed and other land use restrictions; all of which CONSULTANT may use and rely upon in performing services under this Agreement.
- b. Arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this Agreement.
- c. Give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services, or any defect or non-conformance in the work of any Contractor.

2. CONSULTANT'S RESPONSIBILITIES

CONSULTANT will render engineering services in accordance with generally accepted and currently recognized engineering practices and principles. CONSULTANT makes no warranty, either expressed or implied, with respect to its services.

- a. Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the CLIENT and any other party concerning the Project, the CONSULTANT shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the CLIENT, the construction contractor, other contractors or subcontractors, other than its own activities or own subcontractors in the performance of the work described in this agreement. Nor shall the CONSULTANT be responsible for the acts or omissions of the CLIENT, or for the failure of the CLIENT, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the CONSULTANT.
- b. CLIENT reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and CONSULTANT and CLIENT shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes.
- c. The CONSULTANT will be responsible for correctly laying out the design data shown on the contract documents where construction staking services are a part of this Agreement. The CONSULTANT is not responsible for, and CLIENT agrees herewith to hold CONSULTANT harmless from any and all errors which may be contained within the Contract Documents. It is expressly understood that the uncovering of errors in the plans and specifications is not the responsibility of the CONSULTANT and any and all costs associated with such errors shall be borne by others.

3. TERMS OF PAYMENT

CONSULTANT shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred, based upon CONSULTANT's estimate of the proportion of the total services actually completed at the time of billing or based upon actual hours expended during the billing period. CLIENT shall make prompt monthly payments in response to CONSULTANT's monthly statements.

If CLIENT fails to make any payment due CONSULTANT for services and expenses within thirty (30) days after receipt of CONSULTANT's statement therefore, the past amounts due CONSULTANT will be increased at the rate of 1.5% per month from said thirtieth day. CONSULTANT may after giving seven days written notice to CLIENT, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges. CONSULTANT shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension.

4. SUSPENSION OF SERVICES

CLIENT may, at any time, by written order to CONSULTANT require CONSULTANT to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order CONSULTANT shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. CLIENT, however, shall pay all costs associated with the suspension.

5. TERMINATION

This Agreement may be terminated by either party upon fourteen (14) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by CLIENT, under the same terms, whenever CLIENT shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by CONSULTANT either before or after the termination date shall be reimbursed by CLIENT.

6. ATTORNEY'S FEES

In the event of any dispute that leads to litigation arising from or related to the services provided under this agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees and other related expenses.

7. REUSE OF DOCUMENTS

All documents including but not limited to Reports, Drawings and Specifications prepared or furnished by CONSULTANT (and CONSULTANT's independent professional associates and consultants) pursuant to this Agreement are instruments of service in respect of the Project and CONSULTANT shall retain an ownership and property interest therein whether or not the Project is completed. CLIENT may make and retain copies for information and reference in connection with the use and occupancy of the Project by CLIENT and others; however, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to CONSULTANT, or to CONSULTANT's independent professional associates or consultants, and CLIENT shall indemnify and hold harmless CONSULTANT and CONSULTANT's independent professional associates and consultants from all claims, damages, losses and expenses including reasonable attorney's fees and costs of defense arising out of or resulting therefrom. Any such verification or adaptation will entitle CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

8. INSURANCE

Upon CLIENT request the CONSULTANT shall provide the CLIENT with certificates of insurance evidencing all coverages held by the CONSULTANT.

In order that the CLIENT and the CONSULTANT may be fully protected against claims, the CLIENT agrees to secure from all CONTRACTORS and SUBCONTRACTORS working directly or indirectly on the project, prior to the commencement of work of any kind, a separate policy of insurance covering public liability, death and property damage naming the CLIENT and the CONSULTANT and their officers, employees and agents as additional insureds, and that said CONTRACTOR and SUBCONTRACTORS shall maintain such insurance in effect and bear all costs for the same until completion or acceptance of the work. Certificates of said insurance shall be delivered to the CLIENT and to the CONSULTANT as evidence of compliance with this provision. However the lack of acknowledgment and follow-up by CONSULTANT regarding the receipt of said certificates does not waive CLIENT's and CONTRACTOR's obligation to provide said certificates.

9. FACSIMILE TRANSMISSIONS.

The parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted by facsimile machine, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting party agrees to provide the receiving party with the original document transmitted by facsimile machine; however, the parties agree that the failure of either party to comply with such a request shall in no way affect the genuineness, authenticity or enforceability of the document. Each party waives and relinquishes as a defense to the formation or enforceability of any contract between the parties, or provision thereof the fact that a facsimile transmission was used.

10. CERTIFICATIONS, GUARANTEES AND WARRANTIES

CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in the CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence the CONSULTANT cannot ascertain. CLIENT also agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to the CONSULTANT in any way contingent upon the CONSULTANT signing any such certification.

11. INDEMNIFICATION

CONSULTANT agrees to the fullest extent permitted by law, to indemnify and hold CLIENT harmless from any loss, cost (including reasonable attorney's fees and costs of defense) or expense for property damage and bodily injury, including death, caused by CONSULTANT's, or its employees' negligent acts, errors or omissions in the performance of professional services under this Agreement.

CLIENT agrees to the fullest extent permitted by law, to indemnify and hold CONSULTANT harmless from any loss, cost (including reasonable attorney's fees and costs of defense) or expense for property damage and bodily injury, including death, caused solely by CLIENT's, its agents or employees, negligent acts, errors or omissions in the performance of professional services under this Agreement

If the negligence or willful misconduct of both the CONSULTANT and CLIENT (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost, or expense shall be shared between CONSULTANT and CLIENT in proportion to their relative degrees of negligence acts, errors or omissions and the right of indemnity shall apply for such proportion.

12. WAIVER OF CONTRACT BREACH

The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.

13. LIMITATION OF LIABILITY

CLIENT and CONSULTANT have discussed the risks, rewards, and benefits of the project and the CONSULTANT's total fee for services. Risks have been allocated such that the CLIENT agrees that, to the fullest extent permitted by law, the CONSULTANT's total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes shall not exceed \$100,000. Such causes include but are not limited to the CONSULTANT's negligence, errors, omissions, strict liability, or breach of contract.

14. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Illinois.

15. CONSTRUCTION STAKING PROVISIONS

- a. The destruction of any point(s) labeled C.P. (control point) without the consent of the CONSULTANT will be charged as a non-contract item, at \$300.00 per incident. Control points will be marked, highly visible and identifiable by a "pig-pen" or "triple lath" configuration surrounding each control point.
- b. CONSULTANT will require a minimum of 48 hours notice for scheduling of survey crews. Once the crew is on site, crew will return for as long as required to finish the requested work. ADDITIONAL WORK given to crew, while crew is on-site, will be performed in a minimum of 48 hours. Scheduled surveying requests shall constitute a minimum of 4 hours of field work.
- c. It is understood that it is the CLIENT's responsibility to notify the CONSULTANT (in writing) of any and all revisions to the contract documents. Current blue-line drawings for the project shall be supplied to CONSULTANT by CLIENT.
- d. If underground utility lines and/or curb lines are incorrectly constructed, and the CONSULTANT's stakes are claimed to be the source of error, the stakes in question MUST BE IN THE GROUND as set by the CONSULTANT in order that a re-verification of the location of the stakes can be accomplished.
- e. The CONSULTANT must be notified in writing within 24 hours of any potential staking error by the CLIENT so that the CONSULTANT may assess and verify the cause of the error. No claims shall be made as a result of a staking error against the CONSULTANT without the foregoing notification of the error in writing as specified.
- f. It is understood that the CONSULTANT will set offset stakes one time only, except as otherwise provided in this Agreement. A loss of a stake or stakes due to construction, vandalism, or an act of god will be replaced as an additional service to this Agreement. If the CONSULTANT is called upon to check or verify stakes that he has placed in the ground, and if it is found that those stakes were located and marked according to plan, the CONSULTANT's services will be considered an additional service to this Agreement.
- g. It is understood that it is not the responsibility of the CONSULTANT to verify the horizontal and/or vertical alignment of utility structures after they are built. Such services, should they be required by the CLIENT or the CONTRACTOR, will be provided as an additional service to this Agreement.
- h. CONSULTANT reserves the right to rely on the accuracy of the contract documents and is not responsible for the discovery of any errors or omissions that may exist on the contract documents.



Small Plan is Uninspiring

Smith, Brian P <BrianP.smith@bmo.com>

Tue, Jun 14, 2011 at 4:13 PM

To: Village Links Master Plan Feedback <masterplanfeedback@villagelinksgolf.com>

Matt,

Thanks for the thoughtful response. Many residents I know have been wondering for years why Glen Ellyn hasn't renovated the Links, especially since it's such a well respected course. Everyone seems to think the improvements which include banquet facilities are a no brainer and should generate revenues in the future. I guess regardless of whatever happens or the scale, a renovation is long overdue and will be appreciated. It will be nice to eat in a dinning room that doesn't look like a transformed conference room, and I think residents will appreciate having a real bar as opposed to the current closet.

Thanks again, and good luck with everything!

From: Village Links Master Plan Feedback [mailto:masterplanfeedback@villagelinksgolf.com]

Sent: Tuesday, June 14, 2011 12:52 PM

To: Smith, Brian P

Subject: Re: Small Plan is Uninspiring

Mr. Smith,

Thank you for your helpful comments about the Village Links Facility Master Plan. I will pass them along to our staff, the Master Plan Steering Committee, the Recreation Commission and the Village Board of Trustees. We rely on and appreciate the guidance that such feedback provides us. Thank you for taking the time to write!

In developing this plan, we looked at many area golf course clubhouses. Virtually every area golf clubhouse built in recent years is being paid for with property tax dollars - sometimes over \$1,000,000 a year in tax money for a larger clubhouse. We have not proposed building a clubhouse with tax dollars because we feel that Glen Ellyn taxpayers would not support such a plan. The proposed plan would keep the Village Links as one of the few publicly owned golf courses in DuPage County that does not use tax money for operations or debt service.

I agree with you in many respects. The proposed plan is modest, especially compared to facilities subsidized

by tax monies. However, the improvements would be a significant upgrade for visitors to the Village Links. It would allow the Village Links to host many of the group functions you mention with a capacity of up to 150 guests. The remodeled and expanded clubhouse would be convenient, attractive and comfortable. It would be a facility that Glen Ellyn residents would be proud to call their own.

Thank you for your comments and your interest in Glen Ellyn and the Village Links. It is appreciated very much. If you would like to discuss this in greater detail, please do not hesitate to contact me.

If I can be of further help, please let me know.

Matt Pekarek, General Manager

Village Links of Glen Ellyn

485 Winchell Way, Glen Ellyn, IL 60137

[630-469-8194](tel:630-469-8194)

On Mon, Jun 13, 2011 at 2:35 PM, Smith, Brian P <BrianP.smith@bmo.com> wrote:

Master Plan Committee:

The proposed plan is uninspiring. It's a shame that such a highly rated golf course sounds like it will have at best, an average facility. The obvious omission to the plan is no mention of more Banquet and Meeting Facilities. When considering the final plans, please consider the revenue from potential weddings, corporate outings/meetings, luncheons, reunions, anniversary parties, personal parties, meals after religious events, post-funeral gatherings, Mother's Day and Easter brunch ... etc. etc.

The Village Links is one of the few Glen Ellyn Village owned facilities that can actually generate money, why not take advantage of this and make it something special that people will want to travel to? Like Arrowhead in Wheaton, if done correctly the improvements will pay for themselves and actually generate a substantial amount of money in the long run. As a long time resident of Glen Ellyn it would be refreshing to see something inspiring or above average done within the community. We have a great opportunity with this renovation project to do something inspiring, but if it's done poorly (small & cheap) we will have to live with it for generations to come. Let's make the final plan something the residents of Glen Ellyn will be proud of, because nobody wants another Millennium Clock in the Village.

As Daniel Burnham said...

Make no little plans. They have no magic to stir men's blood and probably themselves will not be realized. Make big plans; aim high in hope and work, remembering that a noble, logical diagram once recorded will never die, but long after we are gone will be a living thing, asserting itself with ever-growing insistency. Remember that our sons and grandsons are going to do things that would stagger us. Let your watchword be order and your beacon beauty. Think big.

Daniel Burnham, Chicago architect. (1846-1912)

Sincerely,

Brian P. Smith

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To Master Plan Feedback @ Village Links Golf, Conn

6/20/11

After attending the G.E. City Hall meeting last Friday, and Matt + Noel encouraging me to write my suggestion for some consideration - or at least for discussion.

My suggestion "for getting more \$ to help the proposed new MASTER PLAN" is to appeal to the Glen Ellen people in an effort to get contribution of (I would think) minimum \$ 500,000 to possibly 2 or 3 million.

- Plan needed to contact all LOCAL Paper to get some reporter (over a free Round of Golf for a foursome of their choice) to do a "free article" on what the Links is planning to do in TOTAL
 - * a figure of what you need to get it done
 - * why you need to do it.
 - * an appeal to all reading those different Newspaper to help contribute in possibly several different ways.
- Explain to all (reading the Paper) that (at least to G.E. people) the Links has never (that I know of) gone to the people or taken tax \$ to do anything at Links.
- Come up with some kind of selective different ways people can contribute in an "incentive +/or stimulating" way or just outright "send in what you can".
 - ie ... contribute ? for 10 free Rounds
 - " " " " 12 mo " " " } None maybe a doz. diff. choices
 - " " " " " " " } Ranging from ? 1,000 to
 - " " " " " " " } ? 100,000 or say MAXIMUM 1 MILLION

ie ... all you need is one person or FAMILY to be looking for a good way to "give" say a million back to his Village and for that receive some kind of acknowledgment at the Course or the new BAR (I think of Phil's GRILL at Graybank C.C. in Scotland) OR what-ever you come up with ?? = LIFETIME FREE GOLF FOR his whole family including all Grandchildren ?? for example. OR have your committee come up with incentive that would really make some people truly think about it - from Balls to Range to Carts to HOMES or something to "live" on whatever.

Get a good Committee Together - Hopefully that has a Marketing sense about themselves + this project. This could be very important where you could possibly do some of the projects that are not on the "list to do" but on the "list IF WE have extra money". You have nothing to loose (especially if you get free articles - including the Chicago Paper) and a possibly great upside. GET PEOPLE THINKING POSITIVE!

Please call me with any questions you might have on anything. I lived 42 yrs in Glen Ellen + raised our 3 children in all the G.E. Schools + we were there when the Course opened. (630) 505-1111

Dave Cassin

Master plan

Village Links Master Plan Feedback <masterplanfeedback@villagelinksgolf.com>
Wed, Jun 29, 2011 at 5:30 PM
To: mark.wieting@gmail.com

Hi Mark.

Matt Pekarek here. Thank you for your questions and comments. I will answer them briefly as best I can and pass them along to the Steering Committee, Recreation Commission and Village Board. I apologize for not fully addressing every issue that you raise. Give me a call or see me at the Links and I would gladly provide more detailed information. We all appreciate your valuable input, especially at this point when we have not yet started to design these improvements.

From: mark.wieting@gmail.com

Dear Planners:

Sorry I was traveling on business on June 15. I would like to have heard the presentation and discussion. Clearly we need a redo. I would bet most of these issues have been addressed and decided but some questions and suggestions:

1. Does this have to be a one-story facility? Dining rooms on the second floor of a 2-story building might actually have a good view of something, like the 18th green or 1st tees. A 2-story facility might provide room for meeting rooms that community groups could use.

Response - The architect has recommended a one story building, given the restraints of budget, space, etc.

2. Is there no provision for locker rooms in the new facility? I was hoping that a new clubhouse would have MORE not FEWER lockers. Having a locker at the Links is a tremendous convenience--much more than I thought it would be.

Response - Lockers are a great service, but do not generate revenue to pay for building space. The proposed building addition is marginally affordable. Adding lockers would almost insure that the Village Links would not be able to pay for the building. We don't expect that tax payers would support a tax increase for this purpose.

3. Isn't a 275 yard par 4 first hole on the 9-hole course an invitation to people waiting to hit their tee shots until the group in front clears the green? I think even I could drive it unless the wind is blowing hard from the southwest.

Response - The concept plan developed to date is very general, with many details yet to be worked out if this project advances to the design stage. You are correct - a 275 yard 1st hole is not an option. If we cannot develop a design with a suitable 1st hole, we will leave the first hole where it is and not expand the driving range tee as much to the east. The main concept of expanding the driving range tee north and west would remain the centerpiece of that part of the plan.

4. Why the huge emphasis on the driving range? I see that some of the improvements will generate more revenue, nearly year-round, but I think we are chopping up the clubhouse and making it fit the needs of the driving range, when the range really should be an ancillary facility.

Response - 1. The driving range tee is a source of significant customer complaints in mid to late summer when use wears out the turf faster than it can recover. This plan would address some of those complaints and improve customer service. 2. The lack of space at the south/rear of the driving range threatens to force us to consider limiting the use of woods at certain times. This is not an absolute problem in 2011, but is a realistic concern in the foreseeable future. This plan would ensure that the Village Links has a functional driving range for years to come. 3. The driving range is very important to the Village Links business. The driving range is profitable and will generate money to pay for clubhouse improvements. The Village Links could not afford these improvements without generating additional driving range profits.

5. Probably this was thought of and rejected, but could there be a winter teaching facility with video capabilities and electronic measurements of launch angle, direction, etc. with a video projected hole to swing at? I can think of numerous players who could use some winter instruction. And would pay for it.

Response - I have not looked very thoroughly into a winter teaching facility for this project. The facilities that I have looked at are not profitable enough to pay for building space. Winter teaching programs typically struggle to cover the cost of administration, equipment and instructors. I will check with other such facilities to see if they make enough financial sense to invest in building space.

6. The teaching tee concept at the south end of the range strikes me as a bad idea. I have seen this set up and it always seems like the trip to the teaching tee is a disincentive to use it.

Response - The lesson tee at the south end is a very minor idea from the architect that has not been vetted. Staff supports a tee at the south end if we can use that tee to reduce wear on the main tee so we can improve conditions for customers. We have significant safety concerns that could eliminate plans for a south tee. If we can find a safe space, the cost of building and maintaining such a tee is manageable. We may be looking for a use for excess fill at that elevation after expanding the storm water detention capacity to meet county requirements. That would reduce the cost even further. As with all project components, we will aggressively evaluate that item for feasibility and cost effectiveness during the design process.

7. Does the new plan allow room for special events [and tents] like the Posh Scholarship event and Have One on Us?

Response - We will continue to hold great events like "Have One On Us" and the Scholarship Shootout, with tents when needed.

8. Without any knowledge of this plan, I envisioned a new, 2-story clubhouse built essentially on the site of the east putting green and surrounding area. With this plan, that's parking, which I agree is desirable, but not if the new clubhouse must stay in its original spot, generally, and be a minor redo of the current one.

Response - We remain open to almost any idea as we work to address a variety of issues. The concept plan that we have developed for the Village Links is unique in that the golf course would pay for the building. This contrasts with every other publicly owned golf course clubhouse built in DuPage County in recent decades, all of which have been paid for with tax dollars. In recent months we considered various alternate concept

plans, including one that would be as you just described. The plan we selected is more modest, but affordable. It was selected with the understanding that Glen Ellyn taxpayers would not subsidize this project with tax dollars in the six or seven figure range annually. While it is more modest than some, I am excited because it can give the Village Links a facility that all residents would be proud to call their own.

Thank you again for your thoughtful input. Such questions and comments help us every day, whether they pertain to a daily operating detail or a major project like this. Thanks for your many years of support of the Village Links! If I can be of any further help, do not hesitate to call me.

Matt Pekarek
General Manager
Village Links of Glen Ellyn
485 Winchell Way
Glen Ellyn, IL 60137
630-469-8194