Agenda
Village of Glen Ellyn
Regular Village Board Meeting
Monday, October 28, 2013
7:00 p.m. – Galligan Board Room

Village Board Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Village Recognition: *(Village Clerk Galvin)*

   A. An email was sent by Glen Crest Middle School to Erik Lanphier, Director of the Glenbard Wastewater Authority, thanking him and his staff for taking the time to give the students a tour of the facility which was a great learning experience.

   B. The Glen Ellyn Public Library sent a note of appreciation for the helpful efforts of Supervisor Harold Kolze, Custodian David Fries, and all of the Facilities Maintenance Division in enabling their Business Panel meetings to run smoothly.

   C. The Village Board and Management Team recognize Emma Sprau, Greg Garcia, Victor Zarate, Dylan Lavenau and Jeff Blecha of the Public Works Department for their terrific efforts in planting and beautifying the downtown this fall season.

   D. A grateful resident sent an email of thanks to Julius Hansen, Director of the Public Works Department, for procuring a dedicated Electric Vehicle Parking Space & Free Dual-Plug ChargePoint Station, which allows him to charge his vehicle during his weekly visits to the downtown.

   E. The Volunteer Fire Company received a compliment from The Meadows for going above and beyond duty by assisting their Maintenance Department in responding to a call involving sprinkler water damage.

   F. Community Service Officer Rose Volpe received a thank you note from Ben Franklin Elementary School Daisy Troop 552 for the tour of the Police Department and teaching them how to be safe, follow rules, and what to do when a stranger approaches.

G. DuPage County Sheriff John E. Zaruba sent a thank you letter to Chief Norton for the Police Department's participation in this year's Safety Saturday event and making it such a success.

H. The Oakbrook Terrace Police Department sent a letter of gratitude and appreciation for the quick response and professionalism displayed by Officer Kevin Riggle in an inter-departmental matter.

I. The Village accepts the resignation of Susan D. Bateman of the Environmental Commission, and thanks her for her service.

J. The Village Board and Management Team congratulate the following employee who recently celebrated an anniversary as a Village employee:

Jennifer Harrison	Police Department	5 Years

5. Audience Participation

A. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

6. Consent Agenda – The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below: *(Village Manager Franz)*

Motion to approve the following items including Payroll and Vouchers totaling $1,399,319.94: *(Trustee Elliott)*

A. Village Board Meeting Minutes:

1. October 14, 2013 Regular Board Meeting

B. Total Expenditures (Payroll and Vouchers) - $1,399,319.94.

The vouchers have been reviewed by Trustee Elliott and by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

C. Motion to approve the use of free-standing tents under applicable conditions for the 2013 Autumn Leaves of Glen Ellyn Ground Breaking Ceremony on October 30, 2013 located in the parking lot of 190 Geneva Road from 10:00 a.m. to 12:00 p.m. *(Assistant to the Village Manager Schrader)*

D. Ordinance No. 6180, An Ordinance Designating the Property at 684 Highland Avenue as a Glen Ellyn Local Landmark. *(Assistant to the Village Manager Schrader) (Brief Presentation Planned)*

E. Motion to approve award of a contract to K-Five Construction Corporation of Lemont, Illinois for large-area asphalt patches including Commercial Business District parking lots associated with the 2013 Skip Paving Program, in the amount of $150,000 to be expensed to the Capital Projects and Parking Funds. *(Public Works Director Hansen)*

F. Motion to approve award of a contract through the State of Illinois Joint Purchase Program to Morton Salt Inc. of Chicago, Illinois for the purchase of bulk rock salt at a unit price of $52.74 per ton in a not-to-exceed amount of $95,000, to be expensed to the Motor Fuel Tax Fund. *(Public Works Director Hansen)*

G. Motion to reject all bids received on September 10, 2013 for the Nicoll Way Land Bridge Rehabilitation Project. *(Public Works Director Hansen)*

H. Ordinance No. 6181, An Ordinance Approving a Variation from the Rear Yard Setback Requirements of the Zoning Code to Allow the Construction of a One-Story Family Room Addition for Property at 565 Lee Street. *(Planning and Development Director Hulseberg)*

I. Motion to adopt the revised investment policy. *(Finance Director Wachtel)*

7. Finance Director Kevin Wachtel will present information on the Property Tax Resolution of Intent.

   Resolution No. 13-19, A Resolution to Record the Determination of the Corporate Authorities of the Village of Glen Ellyn of the Amounts of Money Estimated to be Necessary to be Raised by Taxation on Taxable Property for the Fiscal Year Beginning May 1, 2013, and Ending April 30, 2014. *(Trustee Friedberg)*

8. Assistant to the Village Manager Kristen Schrader will present information on the launch of the redesigned Village website. *(Discussion Only)*

9. Reminders:
   - The next Special Village Board Meeting is scheduled for Tuesday, November 12, 2013 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

10. Other Business?

11. Adjournment

A-4A

From: Erik Lanphier [mailto:elanphier@gbww.org]
Sent: Monday, October 21, 2013 8:02 AM
To: Kristen Schrader
Cc: Mark Franz; Julius Hansen
Subject: FW: Many Thanks!

Good Morning Kristen,

Please add the email below to the FIP or the newsletter which ever you feel it is better received by.

Regards,

Erik Lanphier

Executive Director
Glenbard Wastewater Authority
21W 551 Bemis Rd.
Glen Ellyn IL, 60137
O 630.790.1901 x125
F 630.858.8119
C 630.327.5205

From: Jennifer Rodriguez [mailto:jrodriguez@ccsd89.org]
Sent: Saturday, October 19, 2013 9:37 AM
To: Erik Lanphier
Cc: Darin Small
Subject: Many Thanks!

Dear Mr. Lanphier,

Thanks so much to you and your staff for taking the time to give our students a tour of your facility. It was such a great learning experience and the kids keep saying, "It was so cool!" In their minds you have the "coolest job ever," quoting one of our students. I can truly say that I also learned a multitude of things.

Your staff was very knowledgable and helpful. It seems like you have a great team to work with!

Thanks again. We look forward to visiting you again in the future.

With Gratitude,

Mrs. Jennifer Rodriguez
Glen Crest Middle School
Mathematics

A-46

From: Mary Kay Akers [mailto:MAkers@gepl.org]
Sent: Wednesday, October 09, 2013 1:32 PM
To: Meredith Hannah
Subject: Thank You!!

Dear Meredith,

Thank you for allowing us to hold our Business Panels in the Village Hall. We had a FANTASTIC turnout of 40 folks -- beyond our expectations! The room was set up perfectly and there were no problems. A very kind man named Dave even helped me post some directional signs to lead the participants to the correct room.

Just wanted to let you know -- we couldn't be happier about the program! Thanks, and looking forward to next week.

sincerely,
Mary Kay
Mary Katherine Akers
Instruction & Business Outreach Librarian
Glen Ellyn Public Library
400 Duane St.
Glen Ellyn, IL 60137
gepl.org
makers@gepl.org

A-4C

I would like to recognize the employees below for their terrific efforts of planting and beautifying the downtown this fall season. Great job by all involved.

Please add to future VB agenda.

Thanks.

-Mark

Mark Franz
Village of Glen Ellyn
Village Manager

(630) 547-5200 Work
mfranz@glenellyn.org

535 Duane Street
Glen Ellyn, IL 60137

Named "One of America's Best Small Towns in 2011." Money Magazine

---

From: Dave Buckley
Sent: Friday, October 11, 2013 9:12 AM
To: Mark Franz
Subject: RE: Misc.

FYI – The bulk of the Fall Flower planting in the CBD was performed by Emma Sprau (lead) and seasonal employees Dylan Lavenau and Jeff Blecha. FT employees Greg Garcia and Victor Zarate assisted for a period of time.

From: Mark Franz
Sent: Thursday, October 10, 2013 10:50 AM
To: Dave Buckley
Subject: RE: Misc.

Thanks, thanks, thanks. Love to hear about the interdepartmental cooperation!

-Mark

Mark Franz
Village of Glen Ellyn
Village Manager

(630) 547-5200 Work
mfranz@glenellyn.org

535 Duane Street
Glen Ellyn, IL 60137

From: Dave Buckley
Sent: Thursday, October 10, 2013 8:18 AM
To: Mark Franz
Subject: RE: Misc.

Mark,

I will ask Jen to send you a list of the employees involved in flower planting this fall. Emma Sprau is lead on this as PW's new hire last spring for horticultural tasks. FYI – Emma, Jen and I met with Chris Pekarek a few days ago to see how Rec and PW can work together on horticultural items as well as share best practices and possibly combine purchasing of some items. I think the more we work together, the better we are and the better we look to the residents.

Minor issues:

- Geneva Rd is county and the trees on Geneva are DuPage County responsibility. We can survey the trees along Geneva/St Charles and let them know the location of trees that need to be removed per the Village code, but GE does not do any tree work on this roadway.
- Already saw the ballard light out and made a work order. (but appreciate another eye for detail from a fellow resident employee!)

Dave
David Buckley
Assistant Public Works Director
Village of Glen Ellyn
Direct: 630-547-5513 Cell: 630-742-7194 dbuckley@glenellyn.org

From: Mark Franz
Sent: Thursday, October 10, 2013 7:45 AM
To: Dave Buckley
Subject: Misc.

Dave:

Just wanted to pass along some kudos for those involved in downtown flower planting. It really looks great, good job to all those involved. In fact, please pass along who was all involved, I would like to recognize them in a brief letter…..

In addition, two minor issues:

- 269 Geneva-just west of Kenilworth-EAB tree (might be a few others on Geneva that do not seem to be marked….
- Third ballard light, south of Duane, in front of flower clock is out.

Thanks for dealing with all these minor issues along with everything else.

-Mark

A-4D

Please add to future agenda, this is for Julius only!!

Thanks.

-Mark

Mark Franz
Village of Glen Ellyn
Village Manager

(630) 547-5200 Work
mfranz@glenellyn.org

535 Duane Street
Glen Ellyn, IL 60137

Named "One of America's Best Small Towns in 2011." Money Magazine

---

From: Kevin Barker [mailto:djkj78@gmail.com]
Sent: Friday, October 18, 2013 3:45 PM
To: Julius Hansen; Mark Franz
Subject: Electric Vehicle Parking Spot

To whom it may concern,

Thanks to the wonderful town of Glen Ellyn, I am regularly able to charge my Nissan LEAF while riding my other zero emission set of wheels on the Prairie Path! When I am not charging and riding, I am charging while patronizing Honey Cafe or to a lesser extent Starbucks.

I want to take the time to thank the village for the single free dedicated EV spot & free dual-plug ChargePoint station. I would like to suggest the consideration of dedicating another spot to EV's as the other is frequently ICE'd, aka occupied by an Internal Combustion Engine vehicle.

I encountered this today as the "EV only" spot was taken by a Chevy Volt that had finished charging while the spot next to it was taken by a gasoline SUV. This left both the finished plug and the unused plug unavailable. The only other option would've been to park in the No Parking spot between the building and the EV spot which I am certain would have led to a citation.

Just a thought from a local, that loves weekly visits to your town and businesses!

Sincerely,
Kevin Barker

A-4E

THE MEADOWS
GLEN ELLYN
BROOKDALE SENIOR LIVING

Village of Glen Ellyn
Attn: Alex Demos
535 Duane Street
Glen Ellyn, IL 60137

October 21, 2013

Re: Fire Department

Dear Mr. Demos:

I am writing to compliment the Fire Department for their assistance to The Meadows yesterday when one of the family members hit a sprinkler and set it off creating a lot of water damage to the second and third floor. The Fire Department arrived soon after and went to work to get things back in order. They actually went above and beyond by assisting our Maintenance Department in suctioning water from the carpet affected. We are very lucky to have such a dedicated team to support us and I felt obligated to put this in writing to commend them for a job well done.

Please contact me with any questions.

Sincerely,

Marie Gurnik
Executive Director

Cc: Jim Bodony
Fire Chief

RECEIVED
OCT 22 2013
VILLAGE OF GLEN ELLYN

The Meadows of Glen Ellyn · 60 N Nicoll Way · Glen Ellyn, IL 60137
Telephone (630) 446-1600 · Fax (630) 942-1980
www.brookdaleliving.com

A-4F

Dear Officer Rose,

Thank you for giving us a tour of the police station and teaching us about being a police officer. We appreciate that you taught us how to be safe, follow the rules, to know what to do when a stranger approaches us and showing us the police car and jail.

From,
Ben Franklin Daisy
Troop 552

Audrey
Hailey Heidi
Bella
Elizabeth Caroline
Ally
Cami Vivian Ruby
Hannah Avery

A-46

JOHN E. ZARUBA
SHERIFF

501 N. County Farm Road
Wheaton, Illinois 60187
(630) 407-2000
FAX (630) 407-2013
www.dupagesheriff.org

OFFICE OF THE SHERIFF
COUNTY OF DUPAGE

Civil Division	(630) 407-2060
Corrections	(630) 407-2255
Crime Laboratory	(630) 407-2100
Detective Division	(630) 407-2323
Radio Room	(630) 407-2400
Records Division	(630) 407-2270
Warrants Division	(630) 407-2290

October 8, 2013

Chief P. Norton
Glen Ellyn Police Department
535 Duane St
Glen Ellyn, IL 60137

Dear Chief P. Norton:

I would like to thank you and your Agency for participating in this year's Safety Saturday event and making it such a success. Every year I receive many compliments on the professionalism and enthusiasm of all the participants, and this year was not any different. Residents of all ages truly enjoyed the experience and opportunity to interact with our Public Safety Community and again we reinforced their support of our collective organizations.

The men and women of the Sheriff's Office would like to thank you for making this year's Safety Saturday a success. We look forward to next year, and hope that you will join us again!

Sincerely,

John E. Zaruba
DuPage County Sheriff

Officer is CSO Volpe

A-44

WAYNE E. HOLAKOVSKY
CHIEF OF POLICE

17W275 BUTTERFIELD ROAD
OAKBROOK TERRACE, ILLINOIS 60181

ADMINISTRATIVE PHONE
(630) 941-8320
FAX (630) 941-8808

October 4, 2013

Chief Philip Norton
Glen Ellyn Police Department
535 Duane Street
Glen Ellyn, Il 60137

Dear Chief:

On September 17, 2013 at 10:03 a.m., the Oakbrook Terrace Police Department responded to Commonwealth Edison, 2 Lincoln Center, for reports of shots fired. As responding units arrived on the scene, numerous employees were evacuating the building. Incident Command was set up and immediate assistance was requested from your department as well as an ILEAS activation.

A thorough search had to be conducted of the entire 11-story building. Your officer's quick response and professionalism displayed throughout this entire incident was extraordinary. Please extend my gratitude and appreciation to your officers that responded and assisted us on that day.

Respectfully,

Wayne E. Holakovsky
Chief of Police

Officer Kevin Riggle

A-6A

Minutes
Regular Board Meeting
Glen Ellyn Village Board of Trustees
Monday, October 14, 2013

Call to Order

Village President Demos called the meeting to order at 7:02 p.m.

Roll Call

Upon roll call by Village Clerk Galvin, Village President Demos and Trustees Clark, McGinley and O'Shea answered "Present". Trustee Friedberg arrived at 7:03 p.m. Trustee Elliott arrived at 7:13 p.m.

Trustee Ladesic was excused.

Pledge of Allegiance

President Demos asked Trustee Clark to lead the Pledge of Allegiance.

Village Recognition:

A. A complimentary letter was received from a resident recognizing the extraordinary efforts of Jennifer Brown, Greg Garcia and Victor Zarate of the Public Works Department in removing large tree branches from in front of their home very quickly after a storm.

B. A grateful resident sent a letter to Bob Greenberg of the Public Works Department thanking him for the incredible response time in having the storm sewer catch basins on their street cleaned.

C. The Glen Ellyn Woman's Club sent a letter of appreciation for the cooperative and helpful efforts of Harold Kolze and all of the Facilities Maintenance Division in enabling their meetings to run smoothly on a regular basis.

D. The Police Department received approximately 20 hand-drawn pictures and notes from students at St. Petronille School thanking them for the amazing work they do in keeping Glen Ellyn safe.

E. Officer Carrie Nemchock was recognized by a commercial truck driver for the utmost courtesy and respect she extended to him as she responded to a traffic accident.

F. The residents of a block party left a voicemail thanking Officer Mike Jagodzinski for his friendliness while all the kids, from 18 months to 18 years old, explored a squad car which proved to be the hit of the party.

G. The Wheaton Police Department sent a letter of sincere thanks for the outstanding observation and professional assistance provided by Officer Emmanuel Berger in an inter-departmental matter.

H. The Wheaton Police Department sent a letter of appreciation for the professional assistance provided by Sergeant Joseph Baki and Officers Joe Nemchock, David Gill and Kevin Riggle in an inter-departmental matter.

I. The Wheaton Police Department sent a letter recognizing Detectives Kyle Duffie, Jeremy Schmidt and Jim Monson for their skills, expertise and willingness to help as invaluable assets during an inter-departmental investigation.

J. The Bartlett Police Department sent a thank you letter for the expert assistance provided by Detectives Jeremy Schmidt and Jim Monson in an inter-departmental investigation.

Consent Agenda:

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

Motion to approve the following items including Payroll and Vouchers totaling $2,921,951.76:

A. Village Board Meeting Minutes:

1. September 16, 2013 Regular Board Workshop
2. September 23, 2013 Regular Board Meeting

B. Total Expenditures (Payroll and Vouchers) - $2,921,951.76.

The vouchers have been reviewed by Trustee Clark and by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

C. Motion to approve the recommendation of Village President Demos that Adam Kreuzer be appointed as the chairman of the Environmental Commission for a term ending May, 2015.\

D. Motion to waive competitive bidding for a single source purchase which is an authorized exception in the purchasing policy to approve an annual maintenance agreement with Tyler Technologies for MUNIS software support and licensing in the amount of $65,875.68, to be expensed to the General Fund.

E. Ordinance No. 6172, An Ordinance Amending Ordinance 5410, which Granted Approval of a Special Use Permit for West Suburban Auto at 420 Roosevelt Road.

F. Ordinance No. 6173, An Ordinance Granting Approval of the Exterior Appearance Associated with Roof Repairs and Alterations for the First United Methodist Church Located at 424 Forest Avenue.

G. Ordinance No. 6174, An Ordinance Granting Approval of a Second Amendment to the Lease Agreement for the Village Green Park Located at 130 S. Lambert Road.

H. Motion to approve a two-year contract for snow hauling to Marcott Enterprises, Inc. of Villa Park, Illinois in the not-to-exceed amount of $40,000; $20,000 to be expensed to the General Fund for the first year of the contract.

I. Resolution No. 13-18, A Resolution Authorizing the Purchase of Certain Property Located within *the Village.*

A motion was made by Trustee Clark and seconded by Trustee O'Shea to approve the Consent Agenda.

Upon roll call, Trustees Clark, Friedberg, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 7 – Lenox/Linden Improvements Project

Professional Engineer Bob Minix presented information on the Lenox/Linden Improvements Project.

SUMMARY

At the Village Board Workshop conducted on September 16, 2013, the Board began the process of reviewing and considering various recommendations of the Capital Improvements Commission involving roadway and sidewalk design for the upcoming rehabilitation of Lenox Road between Hawthorne and Oak and Linden Street between Main and Lenox. At the Board Workshop, staff and Park District presentations were provide; questions were answered by Park District, three Capital Improvements Commissioners and Village Staff; and input was received from numerous residents. At the close of the residents input portion, Board deliberations were deferred to another meeting due to the lateness of the hour, the number and intricacies of the issues, and to obtain full Board participation in the discussion, as two trustees could not attend the September Workshop.

The Village Board is respectfully requested to consider the information provided and to render decision on the CIC recommendations. The direction is sought in order to permit the engineering consultant to finalize designs and develop plans and contract documents. Timely decisions are critical to keeping the project on schedule for bidding as early as possible mint eh 2014 construction season. In advance of the planned continuance of the Board considerations, a letter of invitation was mailed in early October to Lake Ellyn Park area residents interested in Lenox roadway and Lenox/Linden new sidewalk issues to attend the October 14, 2014 Village Board Meeting.

CIC RECOMMENDATIONS / MOTIONS (all passed unanimously)

1. Lenox Roadway from Hawthorne to Linden (February 2013): **From Hawthorne to Linden, the width of the roadway be 28 ft. wide from back-of-curb to back-of-curb with parallel parking and using an asphalt paving surface**

   The deliberations of the commissioners focused on the appropriate parking configuration and street width. The angle parking options were not favored by any of the commissioners, so a consensus to maintain the parallel parking on the east side of Lenox was readily achieved. A three-foot widening of the roadway was generally favored by the commissioners as a number of them mentioned that with the heavy parking load, the street felt very cramped and two-way travel significantly inhibited. The 28 ft. width would provide an 8 ft. parking lane and two 9 ft. travel lanes on the roadway.

2. Lenox and Linden Intersection (February 2013): **At the intersection with Linden, do not raise the pavement surface, but provide an alternate bid item for modular pavers in lieu of an asphalt paving surface**

   In addition to the major issues of parking and street width, the commissioners deliberated the merits of various paving materials, traffic calming elements and decorative treatments. The intersection of Lenox and Linden was a focal point of these discussions that included possible installation of a speed table at the intersection as a traffic calming device; use of pervious pavers in the parking lane, for new sidewalks in the park or in the intersection for improved stormwater management; and providing an intersection treatment in pavers or some other form of stamped concrete or asphalt as a focal point / entry enhancement to Lake Ellyn Park. The CIC recommendation reflects support for an upgraded intersection treatment if fiscally prudent. There was no support for a traffic table at the intersection or the widespread use of pervious pavement materials for the whole or a portion of the roadway; hence the reference to the asphalt paving surface in many of the recommendations. It was felt that sidewalk material upgrades in Lake Ellyn Park should require Park District financial participation.

3. Lenox Roadway from Linden to Essex (February 2013): **From Linden to Essex, the width of the roadway be 28 ft. wide from back-of-curb to back-of-curb, with width adjustments at existing tree locations conforming to professional arborist recommendations, and parallel parking using an asphalt paving surface**

   While it was noted that the parking load adjacent to Lake Ellyn Park was generally less on Lenox between Linden and Essex and that there was no compelling reason why the roadway width could not vary along the corridor, the commissioners nevertheless recommended widening in this section of the street. This section contains the most valuable of the parkway trees along the park, a grove of oaks and hardwoods about 200 ft. in length, which would be buffered by reducing the street width through that zone based on the recommendations of a certified arborist, with likely some loss of parking.

4. Lenox Roadway and Sidewalk from Essex to Oak (February 2013): **Between Essex and Oak, no change in roadway width and no new sidewalk installed on the east side of the roadway where none currently exists**

   The engineering concept plan proposed for the section of Lenox between Essex and Oak offered a configuration of a reduced street width of 4 ft., with the former street area utilized for the installation of public sidewalk adjacent to the east curb. This alternative was developed in response to the degree of homeowner landscaping in the existing parkway, with the subsequent lack of a suitable corridor to install a new sidewalk. The commissioners struggled with this compromise configuration and ultimately decided against roadway narrowing and new sidewalk installation.

5. Lenox Sidewalk from Hawthorne to Essex (April 2013): **The revised configuration of the sidewalk on the east side of Lenox between Hawthorne and Essex as discussed at the April 9, 2013 meeting proceed to the next step of engineering for a 2014 project**

6. Linden Sidewalk from Main to Lenox (April 2013): **The revised configuration of the sidewalk on the south side of Linden between Main and Lenox as discussed at the April 9, 2013 meeting proceed to the next step of engineering for a 2014 project**

Manager Franz added that in discussions with the Glen Ellyn Park District they would partner with the Village to include the use of pavers on the parkside of Lenox. Also considered was the delineation of the parking lane.

Trustee McGinley inquired about the cost of burying utility lines at the same time. Engineer Minix provide some rough estimates and will produce more detailed information. Trustee McGinley asked about bidding the cost of pavers and concrete for comparison. Trustee Clark asked in the paver would be on a concrete base. Engineer Minix responded no, since they would not be permeable. However, the pavers are on a substantial stone base.

PUBLIC COMMENTS

Mr. Reis Kayser, 721 Lenox Road, Glen Ellyn approached the Board to state his opposition to the project. As a resident he is interested and passionate about this project, he has seen compromises along the way, he would like to see underground wires but overall, this will create a hardship as he will lose parking space.

Carolyn Oesterle, 645 Lake, Glen Ellyn approached the Board with corrections to the minutes of the September 16 Workshop Meeting. Ms. Oesterle stated that the results of her parking study should have been included in the minutes, rather than the statement emailed to the Board prior to the meeting, for inclusion in the minutes. Also, the residents affected by this project have attended (9) meetings; including the Park District, CIC and Village Board. The minutes do not reflect that.

Mr. Howard Thiele, 639 N. Park, Glen Ellyn approached the Board to offer his observations. Mr. Thiele has been a resident since 1977 and he is enthusiastic about the character of the neighborhood. No one will use the sidewalk, it will irritate the residents and he urged the Board to use common sense.

Ms. Kathy Cornell, 678 Forest Ave., 35 year resident and Commissioner, Glen Ellyn Park District. Ms. Cornell stated that Lake Ellyn is her neighborhood. Widening the road would risk the health and lifespan of the trees. Her alternate proposal would be to make Lenox one way instead of widening 3 feet. She stated the general community feel is not to widen the street. By making Lenox one way this will assist in rain/stormwater runoff and leave the root systems of the trees intact. Ms. Cornel stated she would like to see the sidewalks made of permeable pavers.
Ms. Christa Mannion, 715 Lenox Road, Glen Ellyn, approached the Board and stated that she agreed with most of the CIC recommendations with the exception of widening Lenox. Ms. Mannion stated since no one parks on Lenox north of Hawthorne there is no benefit and she does not want to see green space taken out of the park. There is also no need for a sidewalk on the park side of the street. There is a sidewalk across the street. Ms. Mannion thanked Trustee McGinley for suggesting burying the utility lines.

Ms. Linda Sandor, 670 Lenox Road, Glen Ellyn approached the Board. Ms. Sandor stated that Lenox north of Hawthorne is vacant 98% of the time. To make it wider increases speed, this makes it dangerous and unnecessary. Regarding the sidewalks, the CIC is following guidelines in a Master Plan and the Master Plan needs to be revisited.

Ms. Julia Nephew, 628 Prairie Avenue, Glen Ellyn. Ms. Nephew is also a Glen Ellyn Park District Commissioner. MS. Nephew stated she see no reason for the sidewalks. The streets are steep and not used a lot. Ms. Nephew also stated that in the Park District, Village Board and CIC meetings, a message was lost: not widening Lenox Road would make everyone happy. Also, in our lifetime the trees that may be lost will never be regrown. The root systems will be damaged when the road is redone.

TRUSTEE DELIBERATIONS

Village Manager Franz reviewed the 6 recommendations that the Board will be deliberating.

With regards to the widening of Lenox, from Hawthorne to Linden, Trustees McGinley, Clark and Elliott favor widening Lenox, Trustee Friedberg proposed 27 feet for consistency and Trustee O'Shea is against widening but would compromise to a slight increase. President Demos expressed his concern for safety and what creates the safest and accessible environment for the entire community.

Dan Hopkins, Superintendent of Parks and Planning, Glen Ellyn Park District stated that he is comfortable with a 27 foot width as oak trees do not react well to construction.

With regards to widening Lenox, from Linden to Essex, all Trustees agreed with the status quo.

With regards to Essex and Oak, no change in roadway width and no new sidewalk installed on the east side of the roadway where none currently exists, All Trustees agreed.

With regards to Lenox Sidewalk from Hawthorne to Essex, Trustee Friedberg expressed concerns with the carriage walk; President Demos responded the carriage walk would have the least impact on the trees. Trustee O'Shea requested working with the Park District to avoid a carriage walk, which he considers unsafe. Engineer Minix responded that portions of the sidewalk would not be in the public right of way.

Mr. Dave Harris, Executive Director, Glen Ellyn Park District, stated their number 1 priority is to preserve trees and that the sidewalk was incorporating in the Lake Ellyn Master Plan with no clear date of completion. President Demos asked is the Park District would consider accelerating that portion of the Lake Ellyn Master Plan if the Village were to partner with the Park District with regards to the sidewalk.

Superintendent of Parks and Planning Hopkins responded that the Lake Ellyn Boathouse has over 100 events a year, the maximum parking spaces on Lenox is 55 and that the Park District supports connectivity with a sidewalk and their paths.

President Demos commented on a need for a safe and accessible inlet to Lake Ellyn Park, as well as connectivity to Glenbard West. Mr. Jay Kinzler, 929 Newton Avenue, and President of the Glen Ellyn Park District approached the Board to state that he will lobby his Board lobby his Board for consensus of partnering with the Village regarding the sidewalk/path. All Trustees were in consensus.

With regards to the Linden Sidewalk from Main to Lenox, all Trustees were in consensus not to construct this new sidewalk.

Trustee Elliott made a motion regarding the recommendations of the Capital Improvements Commission on the Lenox/Linden Improvements Project to include: widening of Lenox between Hawthorne/Linden to 28 feet with permeable pavers in the parking lane; at the intersection of Lenox/Linden, alternate bid modular pavers; width of Lenox between Linden/Essex to 27 feet without bump outs to protect trees; between Essex and Oak on Lenox, no change in the roadway width and no new sidewalk installed on the east side of the roadway where none currently exists; construct new winding path sidewalk on the east side of Lenox between Hawthorne and Essex, in cooperation with the Glen Ellyn Park District; no sidewalk on the south side of Linden between Main and Lenox. This amended motion was seconded by Trustee McGinley.

Upon roll call, Trustees Clark, Elliott and McGinley voted "Aye." Trustees Friedberg and O'Shea voted "Nay". Motion carried.

Agenda 8 – Variation from the Glen Ellyn Zoning Code, DeMayo Property 901 Winslow Avenue

Planning and Development Director Staci Hulseberg presented information on a request by Anthony and Teresa DeMayo for a variation from the Glen Ellyn Zoning Code to allow the construction of a swimming pool or other accessory structures in the front yard abutting St. Charles Road on a lot fronting on two non-intersecting streets with two front yards (through lot).

Trustee Friedberg made a motion to approve Ordinance No. 6175, An Ordinance Approving a Variation from the Front Yard Requirements of the Zoning Code to Allow Structures and Uses that are permitted in a Rear Yard to be constructed and Function in the Front Yard abutting St. Charles Road for the Property at 901 Winslow Avenue. The motion was seconded by Trustee Clark.

Upon roll call, Trustees Clark, Elliott, Friedberg, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 9 – Variation from the Glen Ellyn Zoning Code, Griffin/Dinneen Property 602 Prairie Avenue

Planning and Development Director Staci Hulseberg presented information on a request by Vincent J. Griffin and Cari A. Dinneen for a variation from the Glen Ellyn Zoning Code to allow the construction of a new detached garage at the same location of an existing detached garage that is 3'-6' from the rear yard lot line. The Zoning Code does not allow accessory structures to be within 4'-6' of the rear yard lot line.

Trustee McGinley made a motion to approve Ordinance No. 6176, An Ordinance Approving a Variation from the Rear Yard Requirements of the Zoning Code to Allow a Detached Garage for Property at 602 Prairie Avenue. The motion was seconded by Trustee Friedberg.

Upon roll call, Trustees Clark, Elliott, Friedberg, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 10 - Fiscal Year 2012/13 Comprehensive Annual Financial Report.

Finance Director Kevin Wachtel and Mr. Jim Savio, Sikich, LLP, the Village's auditing firm presented information on the Fiscal Year 2012/13 Comprehensive Annual Financial Report. The Village's Fiscal Year 2012/13 Comprehensive Annual Financial Report contains the audited financial statements of the Village for its Fiscal Year ended April 30, 2013.

From the auditor's opinion letter, the Village again received an 'unqualified" audit opinion. This is the best possible outcome resulting from the independent audit process. An "unqualified" opinion means that no exceptions were noted which would result in any material misstatement of financial information presented.

Immediately following the auditor's opinion letter is Management's Discussion and Analysis, a narrative summary of the results of the Village operations and financial position as of April 30, 2013.
Trustee O'Shea made a Motion to receive the Village's Comprehensive Annual Financial Report for the fiscal year ended April 30, 2013. The motion was seconded by Trustee McGinley.

Upon roll call, Trustees Clark, Elliott, Friedberg, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 11 – Police Pension Funding Policy:

Finance Director Kevin Wachtel presented information on documenting the Police Pension Funding Policy. The Governmental Accounting Standard Board (GASB), the organization that oversees and establishes the Village's accounting standards, released two new statements (Statement 67, *Financial Reporting for Pension Plans* and Statement 68, *Accounting and Financial Reporting for Pensions*) that will become effective for our fiscal years ending April 30, 2015 and 2016. Previous accounting standards for GASB defined the annual pension Actuarially Required Contribution (ARC) for financial reporting purposes. These new statements separate pension accounting from pension funding and no longer define ARC, so the Village must adopt a funding policy to document how we determine our annual ARC.

Trustee Clark made a motion to adopt the pension funding policy for the Village of Glen Ellyn Police Pension Trust Fund. The motion was seconded by Trustee Elliott.

Upon roll call, Trustees Clark, Elliott, Friedberg, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 12 - Proposed Roosevelt Road/Park Boulevard Tax Increment Financing (TIF) District:

Village Manager Mark Franz presented information related to the proposed Roosevelt Road/Park Boulevard Tax Increment Financing (TIF) District. Over the past several months, the Village has met all of the statutory and procedural requirements necessary to designate a portion of Roosevelt Road as a TIF District, including the formal public hearing which was held on September 9, 2013. The final step in the designation of the TIF District is the adoption of three ordinances: adoption of the TIF Redevelopment Plan, establishment of the Redevelopment Project Area and adoption of tax increment financing. These ordinances must be approved within a 14 to 90 day time period following the public hearing.

Trustee Elliott made a motion to approve the following Ordinances in a single vote. The Motion was seconded by Trustee Clark.

A. Ordinance No. 6177, An Ordinance Approving a Redevelopment Plan and Project for Roosevelt Road/Park Boulevard TIF Redevelopment Project Area.

B. Ordinance No. 6178, An Ordinance Designating the Roosevelt Road/Park Boulevard TIF Redevelopment Project Area Pursuant to the Tax Increment Allocation Redevelopment Act.

C. Ordinance No. 6179, An Ordinance Adopting Tax Increment Allocation Financing for Roosevelt Road/Park Boulevard TIF Redevelopment Project Area.

Upon roll call, Trustees Clark, Elliott, Friedberg, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 13 – Reminders:

- The next Village Board Workshop is scheduled for Monday, October 21, 2013 at 7:00 p.m. in Room 301 of the Glen Ellyn Civic Center.
- The next Village Board Meeting is scheduled for Monday, October 28, 2013 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Adjournment

At 9:55 p.m. Trustee Elliott moved and Trustee McGinley seconded the motion to adjourn the meeting.

Respectfully submitted,

Catherine Galvin,
Village Clerk

A-6B 3/

Approval of Vouchers
For the Village Board Meeting of October 28, 2013

EXPENDITURES:

Accounts Payable Warrant 1013-2	10/11/2013	$	733,823.59	
Accounts Payable Warrant 1013-3	10/18/2013	$	214,752.30	
Sub-Total		**$**	**948,575.89**	**Warrant Total $ 948,575.89**

PAYROLL EXPENDITURES — **October 18, 2013**

Net Employee Payroll Checks		**$273,513.95**	
Employee & Employer Payroll Deductions:			
Employee Deductions*		130,449.55	
IMRF - Employer contribution		24,506.15	
Social Security/Medicare Tax Withheld - Employer portion		22,274.40	
Total Payroll	**$**	**450,744.05**	**$ 450,744.05**

GRAND TOTAL $ 1,399,319.94

* Employee deductions include contributions for pensions, health insurance, union dues and other employee directed deductions such as tax withholdings, 457 & 125 plan contributions and supplemental life insurance.

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
2021	A-RELIABLE PRINTING									
	44165	09/25/13			209094	P	10/11/13	121200	530100 OFFICE SUPPLIES	299.20
	INVOICE: 14577									
	VENDOR TOTALS		3,800.81 YTD INVOICED					3,800.81 YTD PAID		299.20
7768	JOHN METALLO									
	44248	09/18/13			209095	P	10/11/13	40000	580155 SIDEWALK IMPROVEMENTS	6,720.00
	INVOICE: 2127									
	VENDOR TOTALS		6,720.00 YTD INVOICED					6,720.00 YTD PAID		6,720.00
8435	ALFRED C YANEZ JR									
	44167	09/30/13			209096	P	10/11/13	143200	521057 CBD APPEARANCE	1,200.00
	INVOICE: 13VGE0929									
	VENDOR TOTALS		2,400.00 YTD INVOICED					2,400.00 YTD PAID		1,200.00
28	ALEXANDER EQUIPMENT CO INC									
	44168	09/18/13			209097	P	10/11/13	143200	530225 SAFETY SUPPLIES	99.95
	INVOICE: 96209									
	VENDOR TOTALS		3,596.44 YTD INVOICED					3,596.44 YTD PAID		99.95
8503	ALLEN ENTERPRISES GROUP INC									
	44249	08/26/13			209098	P	10/11/13	143200	530105 OPERATING SUPPLIES	141.00
	INVOICE: 1326									
	VENDOR TOTALS		141.00 YTD INVOICED					141.00 YTD PAID		141.00
53	ANDEX									
	44166	10/02/13			209099	P	10/11/13	121600	520970 MAINTENANCE-BUILDING & GR	240.00
	INVOICE: 2707612									
	VENDOR TOTALS		3,633.00 YTD INVOICED					3,633.00 YTD PAID		240.00
5034	AZAVAR AUDIT SOLUTIONS, INC.									
	44247	10/01/13			209100	P	10/11/13	40000	521055 PROFESSIONAL SERVICES - O	54.10
	INVOICE: 9691									
	VENDOR TOTALS		301.90 YTD INVOICED					301.90 YTD PAID		54.10
8508	CHRIS/LAURA BAIR									
	44245	10/08/13			209101	P	10/11/13	4000	410600 REAL ESTATE TRANSFER TAX	1,538.00
	INVOICE: TXR100813									
	VENDOR TOTALS		1,538.00 YTD INVOICED					1,538.00 YTD PAID		1,538.00
8510	DAVID BEECHING									
	44252	10/08/13			209102	P	10/11/13	500	240200 UTILITY SERVICE DEPOSITS	150.00
	INVOICE: MR101013									

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	150.00 YTD INVOICED					150.00 YTD PAID			150.00
96 BONNELL INDUSTRIES, INC.									
44253	10/03/13			209103	P	10/11/13	65000	530310 PARTS PURCHASED	1,254.06
INVOICE:	147880-IN								
44254	09/24/13			209103	P	10/11/13	65000	521180 REPAIRS-CONTRACTUAL/LABOR	868.00
INVOICE:	147737-IN								
44254	09/24/13			209103	P	10/11/13	65000	530310 PARTS PURCHASED	439.45
INVOICE:	147737-IN								
44255	09/24/13			209103	P	10/11/13	65000	521180 REPAIRS-CONTRACTUAL/LABOR	100.00
INVOICE:	147733-IN								
44255	09/24/13			209103	P	10/11/13	65000	530310 PARTS PURCHASED	780.00
INVOICE:	147733-IN								
VENDOR TOTALS	3,585.12 YTD INVOICED					3,585.12 YTD PAID			3,441.51
128 CARQUEST AUTO PARTS OF WHEATON IL, INC									
44256	09/04/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	3.09
INVOICE:	1603-165825								
44257	09/04/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	51.46
INVOICE:	1603-165830								
44258	09/04/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	14.95
INVOICE:	1603-165833								
44259	09/04/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	16.78
INVOICE:	1603-165848								
44260	09/10/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	5.16
INVOICE:	1603-166066								
44261	09/17/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	-6.44
INVOICE:	1603-166383								
44262	09/17/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	6.44
INVOICE:	1603-166377								
44263	09/17/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	96.57
INVOICE:	1603-166392								
44264	09/17/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	3.67
INVOICE:	1603-166406								
44265	09/19/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	17.17
INVOICE:	1603-166504								
44266	09/19/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	17.17
INVOICE:	1603-166526								
44267	09/20/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	4.33
INVOICE:	1603-166547								
44268	09/20/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	17.17
INVOICE:	1603-166553								
44269	09/20/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	57.26
INVOICE:	1603-166555								
44270	09/24/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	29.59
INVOICE:	1603-166689								
44271	09/24/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	17.70
INVOICE:	1603-166726								
44272	09/25/13			209104	P	10/11/13	65000	530310 PARTS PURCHASED	1.50

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 1603-166770									
44273	09/25/13			209104	P	10/11/13	65000 530310	PARTS PURCHASED	102.59
INVOICE: 1603-166774									
44274	09/25/13			209104	P	10/11/13	65000 530310	PARTS PURCHASED	10.77
INVOICE: 1603-166775									
44275	09/25/13			209104	P	10/11/13	65000 530310	PARTS PURCHASED	3.30
INVOICE: 1603-166780									
44276	09/25/13			209104	P	10/11/13	65000 530310	PARTS PURCHASED	14.24
INVOICE: 1603-166801									
44277	09/26/13			209104	P	10/11/13	65000 530310	PARTS PURCHASED	32.05
INVOICE: 1603-166834									
44278	09/26/13			209104	P	10/11/13	65000 530310	PARTS PURCHASED	1.39
INVOICE: 1603-166843									
VENDOR TOTALS		6,301.76 YTD INVOICED					6,301.76 YTD PAID		517.91
8502 NEW CHICAGO WHOLESALE BAKERY, INC									
44171	09/28/13			209105	P	10/11/13	55730 530420	FOOD/RESALE	80.25
INVOICE: 294969									
44172	09/29/13			209105	P	10/11/13	55730 530420	FOOD/RESALE	151.15
INVOICE: 295049									
44173	09/26/13			209105	P	10/11/13	55730 530420	FOOD/RESALE	50.75
INVOICE: 294866									
44174	10/06/13			209105	P	10/11/13	55730 530420	FOOD/RESALE	95.15
INVOICE: 295396									
44175	10/03/13			209105	P	10/11/13	55730 530420	FOOD/RESALE	67.10
INVOICE: 295181									
VENDOR TOTALS		557.15 YTD INVOICED					557.15 YTD PAID		444.40
2952 CHICAGO INT'L TRUCKS									
44279	09/30/13			209106	P	10/11/13	65000 521180	REPAIRS-CONTRACTUAL/LABOR	124.12
INVOICE: 1117789									
VENDOR TOTALS		7,477.62 YTD INVOICED					7,477.62 YTD PAID		124.12
6043 CHICAGO PARTS & SOUND LLC									
44176	09/17/13			209107	P	10/11/13	134000 520936	SEIZED PROPERTY EXPENSES	875.00
INVOICE: 9635									
VENDOR TOTALS		5,584.03 YTD INVOICED					5,584.03 YTD PAID		875.00
7273 CMS COMMUNICATIONS, INC.									
44240	09/30/13			209108	P	10/11/13	121400 520975	MAINTENANCE-EQUIPMENT	666.00
INVOICE: 1603421									
VENDOR TOTALS		666.00 YTD INVOICED					666.00 YTD PAID		666.00
171 COCA-COLA REFRESHMENTS USA INC									
44170	10/03/13			209109	P	10/11/13	55730 530405	BEVERAGES/RESALE	227.22
INVOICE: 2298292507									

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	6,974.21 YTD INVOICED						6,974.21 YTD PAID			227.22
3525 COMMERCIAL TIRE SERVICE										
44178	10/01/13			209110	P	10/11/13	65000	530315	TIRES	258.00
INVOICE:	2220015965									
VENDOR TOTALS	7,724.00 YTD INVOICED						7,724.00 YTD PAID			258.00
8317 COPY KING OFFICE SOLUTIONS, INC										
44177	10/01/13			209111	P	10/11/13	121500	530105	OPERATING SUPPLIES	49.36
INVOICE:	16913									
VENDOR TOTALS	763.11 YTD INVOICED						763.11 YTD PAID			49.36
8511 JORGE CORDON										
44280	10/08/13			209112	P	10/11/13	500	240200	UTILITY SERVICE DEPOSITS	50.00
INVOICE:	MR101013									
VENDOR TOTALS	50.00 YTD INVOICED						50.00 YTD PAID			50.00
242 DU-KANE ASPHALT CO.										
44179	09/22/13			209113	P	10/11/13	143200	530210	OPERATING SUPPLIES, ASPHA	226.80
INVOICE:	22278									
44180	09/15/13			209113	P	10/11/13	143200	530210	OPERATING SUPPLIES, ASPHA	924.00
INVOICE:	22261									
VENDOR TOTALS	5,270.72 YTD INVOICED						5,270.72 YTD PAID			1,150.80
262 DUPAGE WATER COMMISSION										
44321	08/31/13			12107	W	10/07/13	50100	530500	LAKE MICHIGAN WATER	356,637.56
INVOICE:	DPWC-74									
VENDOR TOTALS	1,685,266.74 YTD INVOICED						1,685,266.74 YTD PAID			356,637.56
8327 ETS CORPORATION										
44322	10/10/13			12108	W	10/11/13	55720	520810	CREDIT CARD FEES	7,416.34
INVOICE:	ETSREC-5									
44322	10/10/13			12108	W	10/11/13	55730	520810	CREDIT CARD FEES	515.02
INVOICE:	ETSREC-5									
44322	10/10/13			12108	W	10/11/13	55750	520810	CREDIT CARD FEES	721.03
INVOICE:	ETSREC-5									
VENDOR TOTALS	35,465.48 YTD INVOICED						35,465.48 YTD PAID			8,652.39
291 EUCLID BEVERAGE, LTD										
44181	10/02/13			209114	P	10/11/13	55730	530400	BEER AND WINE	928.70
INVOICE:	2355306040									
VENDOR TOTALS	30,741.85 YTD INVOICED						30,741.85 YTD PAID			928.70

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
311 THE TERRAMAR GROUP, INC										
44183	09/25/13			209115	P	10/11/13	65000	530310	PARTS PURCHASED	179.29
INVOICE: 58682										
VENDOR TOTALS		3,555.85 YTD INVOICED						3,555.85 YTD PAID		179.29
7097 FLEETPRIDE, INC										
44282	10/01/13			209116	P	10/11/13	65000	530310	PARTS PURCHASED	23.08
INVOICE: 56750479										
VENDOR TOTALS		894.03 YTD INVOICED						894.03 YTD PAID		23.08
3324 FOREST AWARDS & ENGRAVING										
44182	09/27/13			209117	P	10/11/13	55730	530105	OPERATING SUPPLIES	139.64
INVOICE: 77572										
VENDOR TOTALS		327.84 YTD INVOICED						327.84 YTD PAID		139.64
7971 MARK FRANZ										
44283	10/10/13			209118	P	10/11/13	121200	520625	TRAVEL	190.25
INVOICE: ER101013										
VENDOR TOTALS		255.25 YTD INVOICED						255.25 YTD PAID		190.25
6961 GFS MARKETPLACE LLC										
44184	09/30/13			209119	P	10/11/13	55730	530420	FOOD/RESALE	23.98
INVOICE: 770137392										
VENDOR TOTALS		584.76 YTD INVOICED						584.76 YTD PAID		23.98
8509 GIORDANO'S										
44286	10/04/13			209120	P	10/11/13	100	200300	UNCLAIMED PROPERTY	2,500.00
INVOICE: 97.0103										
VENDOR TOTALS		2,500.00 YTD INVOICED						2,500.00 YTD PAID		2,500.00
8258 GIS CONSORTIUM										
44288	10/03/13			209121	P	10/11/13	143100	521055	PROFESSIONAL SERVICES - O	358.67
INVOICE: 352										
44288	10/03/13			209121	P	10/11/13	50100	521055	PROFESSIONAL SERVICES - O	358.67
INVOICE: 352										
44288	10/03/13			209121	P	10/11/13	50200	521055	PROFESSIONAL SERVICES - O	358.66
INVOICE: 352										
VENDOR TOTALS		11,076.00 YTD INVOICED						11,076.00 YTD PAID		1,076.00
348 GLEN ELLYN CHAMBER OF COMMERCE										
44285	10/09/13			209122	P	10/11/13	1000	420200	BUSINESS REGISTRATION LIC	150.00
INVOICE: 101013										

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		10,165.00 YTD INVOICED					10,165.00 YTD PAID		150.00
1012 VIL. OF G.E., POLICE-PETTY CASH									
44284	10/09/13			209123	P	10/11/13	134000	520600 DUES-SUBSCRIPTIONS-REG FE	25.91
INVOICE:	101013								
44284	10/09/13			209123	P	10/11/13	134000	530105 OPERATING SUPPLIES	154.08
INVOICE:	101013								
VENDOR TOTALS		350.98 YTD INVOICED					350.98 YTD PAID		179.99
4739 GORDON FOOD SERVICE, INC.									
44185	10/02/13			209124	P	10/11/13	55730	530410 DRY GOODS	51.85
INVOICE:	153484222								
44185	10/02/13			209124	P	10/11/13	55720	530105 OPERATING SUPPLIES	54.22
INVOICE:	153484222								
44185	10/02/13			209124	P	10/11/13	55730	530420 FOOD/RESALE	421.32
INVOICE:	153484222								
VENDOR TOTALS		13,004.47 YTD INVOICED					13,004.47 YTD PAID		527.39
929 W.W. GRAINGER INC									
44186	09/13/13			209125	P	10/11/13	143200	530105 OPERATING SUPPLIES	82.62
INVOICE:	924905579								
44187	09/17/13			209125	P	10/11/13	143200	521045 MAINTENANCE-STREET LIGHTS	318.89
INVOICE:	9245096806								
VENDOR TOTALS		6,595.10 YTD INVOICED					6,595.10 YTD PAID		401.51
6405 HIGHLAND BAKING CO									
44188	10/01/13			209126	P	10/11/13	55730	530420 FOOD/RESALE	93.26
INVOICE:	556420								
44189	10/03/13			209126	P	10/11/13	55730	530420 FOOD/RESALE	223.30
INVOICE:	557523								
44190	10/04/13			209126	P	10/11/13	55730	530420 FOOD/RESALE	127.83
INVOICE:	558020								
44191	10/05/13			209126	P	10/11/13	55730	530420 FOOD/RESALE	167.38
INVOICE:	558650								
44192	08/28/13			209126	P	10/11/13	55730	530420 FOOD/RESALE	106.88
INVOICE:	540046								
VENDOR TOTALS		9,932.99 YTD INVOICED					9,932.99 YTD PAID		718.65
5988 HR SIMPLIFIED									
44290	10/08/13			209127	P	10/11/13	60000	520895 INSURANCE-HOSPITAL,GROUP	215.00
INVOICE:	36661								
VENDOR TOTALS		965.00 YTD INVOICED					965.00 YTD PAID		215.00
8512 ROBERT/SABRINA HUND									
44289	10/08/13			209128	P	10/11/13	1000	420100 VEHICLE LICENSES	40.00

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
INVOICE: VR101013										
VENDOR TOTALS	40.00 YTD INVOICED						40.00 YTD PAID			40.00
403 IAMMA										
44324	10/10/13			209129	P	10/11/13	121200	520600	DUES-SUBSCRIPTIONS-REG FE	30.00
INVOICE: 256										
44325	10/10/13			209129	P	10/11/13	121200	520600	DUES-SUBSCRIPTIONS-REG FE	30.00
INVOICE: 251										
VENDOR TOTALS	60.00 YTD INVOICED						60.00 YTD PAID			60.00
420 ILLINOIS PAPER COMPANY										
44241	10/03/13			209130	P	10/11/13	121100	530100	OFFICE SUPPLIES	16.00
INVOICE: IN72290										
44241	10/03/13			209130	P	10/11/13	121200	530100	OFFICE SUPPLIES	89.60
INVOICE: IN72290										
44241	10/03/13			209130	P	10/11/13	121300	530100	OFFICE SUPPLIES	16.00
INVOICE: IN72290										
44241	10/03/13			209130	P	10/11/13	122000	530100	OFFICE SUPPLIES	16.00
INVOICE: IN72290										
44241	10/03/13			209130	P	10/11/13	134000	530100	OFFICE SUPPLIES	89.60
INVOICE: IN72290										
44241	10/03/13			209130	P	10/11/13	126000	530100	OFFICE SUPPLIES	89.60
INVOICE: IN72290										
44241	10/03/13			209130	P	10/11/13	126500	530100	OFFICE SUPPLIES	3.20
INVOICE: IN72290										
VENDOR TOTALS	3,569.00 YTD INVOICED						3,569.00 YTD PAID			320.00
422 ILLINOIS SECRETARY OF STATE										
44291	10/08/13			209131	P	10/11/13	121200	520600	DUES-SUBSCRIPTIONS-REG FE	10.00
INVOICE: 101013										
44292	10/08/13			209132	P	10/11/13	121200	520600	DUES-SUBSCRIPTIONS-REG FE	10.00
INVOICE: 101013-1										
VENDOR TOTALS	969.00 YTD INVOICED						969.00 YTD PAID			20.00
425 ILLINOIS SECTION AWWA										
44196	09/26/13			209133	P	10/11/13	50100	520620	EMPLOYEE EDUCATION	40.00
INVOICE: 200007794										
VENDOR TOTALS	385.00 YTD INVOICED						385.00 YTD PAID			40.00
426 ILLINOIS STATE POLICE										
44293	09/30/13			209134	P	10/11/13	121100	521055	PROFESSIONAL SERVICES - O	31.50
INVOICE: 101013										
VENDOR TOTALS	1,510.00 YTD INVOICED						1,510.00 YTD PAID			31.50
427 ILLINOIS STATE TREASURER										

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
44193	10/04/13			209135	P	10/11/13	100 200300	UNCLAIMED PROPERTY	18,953.05
INVOICE:	2013UNCPROP								
VENDOR TOTALS		78,506.54 YTD INVOICED					78,506.54 YTD PAID		18,953.05
5110 INSITUFORM TECHNOLOGIES USA, INC.									
44194	09/03/13		20140007	209136	P	10/11/13	50200 580100 14002	2013 SANITARY SEWER LININ	232,353.54
INVOICE:	190231								
44195	09/19/13		20140007	209136	P	10/11/13	50200 580100 14002	2013 SANITARY SEWER LININ	18,588.96
INVOICE:	192597								
VENDOR TOTALS		250,942.50 YTD INVOICED					250,942.50 YTD PAID		250,942.50
5573 J.G. UNIFORMS, INC.									
44294	09/16/13			209137	P	10/11/13	134000 530445	UNIFORMS	36.50
INVOICE:	31664								
VENDOR TOTALS		2,099.06 YTD INVOICED					2,099.06 YTD PAID		36.50
8504 MIROSLAV KADERABEK									
44242	10/08/13			209138	P	10/11/13	540 120210	ACOUNTS RECV - UTILITY BI	4.63
INVOICE:	44242								
VENDOR TOTALS		4.63 YTD INVOICED					4.63 YTD PAID		4.63
8505 KD REPAIR, INC									
44250	09/27/13			209139	P	10/11/13	65000 530310	PARTS PURCHASED	398.82
INVOICE:	24448								
VENDOR TOTALS		398.82 YTD INVOICED					398.82 YTD PAID		398.82
518 KIPP'S LAWNMOWER SALES/SERVICE									
44197	09/30/13			209140	P	10/11/13	65000 530310	PARTS PURCHASED	74.42
INVOICE:	423417								
44197	09/30/13			209140	P	10/11/13	65000 521180	REPAIRS-CONTRACTUAL/LABOR	99.00
INVOICE:	423417								
44198	09/30/13			209140	P	10/11/13	65000 530310	PARTS PURCHASED	74.42
INVOICE:	423418								
44198	09/30/13			209140	P	10/11/13	65000 521180	REPAIRS-CONTRACTUAL/LABOR	99.00
INVOICE:	423418								
44295	10/03/13			209140	P	10/11/13	65000 530310	PARTS PURCHASED	29.72
INVOICE:	423523								
VENDOR TOTALS		915.13 YTD INVOICED					915.13 YTD PAID		376.56
644 NETTOYER, INC.									
44300	09/30/13			209141	P	10/11/13	65000 521180	REPAIRS-CONTRACTUAL/LABOR	274.05
INVOICE:	6953								
VENDOR TOTALS		2,000.00 YTD INVOICED					2,000.00 YTD PAID		274.05

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
595	MENARDS, INC.										
	44227	09/25/13			209142	P	10/11/13	143200	521035	MAINTENANCE-STREET PAINTI	63.48
	INVOICE: 36473										
	VENDOR TOTALS		785.35 YTD INVOICED						785.35 YTD PAID		63.48
599	MICHAEL'S UNIFORM CO.										
	44199	09/27/13			209143	P	10/11/13	143200	530445	UNIFORMS	279.02
	INVOICE: 70056										
	44199	09/27/13			209143	P	10/11/13	65000	530445	UNIFORMS	98.97
	INVOICE: 70056										
	VENDOR TOTALS		6,429.15 YTD INVOICED						6,429.15 YTD PAID		377.99
5840	MORRISON ASSOCIATES, LTD										
	44296	10/07/13			209144	P	10/11/13	121200	520620	EMPLOYEE EDUCATION	600.00
	INVOICE: 2013-0053										
	VENDOR TOTALS		1,200.00 YTD INVOICED						1,200.00 YTD PAID		600.00
5841	GENUINE PARTS CO-NAPA										
	44298	10/03/13			209145	P	10/11/13	65000	530310	PARTS PURCHASED	3.29
	INVOICE: 237726										
	44299	10/03/13			209145	P	10/11/13	65000	530310	PARTS PURCHASED	5.49
	INVOICE: 237795										
	VENDOR TOTALS		333.95 YTD INVOICED						333.95 YTD PAID		8.78
7183	NEWEGG INC										
	44202	09/28/13			209146	P	10/11/13	121400	570110	COMPUTER EQUIPMENT/PROJEC	47.98
	INVOICE: 1200157218										
	VENDOR TOTALS		3,405.43 YTD INVOICED						3,405.43 YTD PAID		47.98
651	NORTHERN ILLINOIS GAS COMPANY										
	44200	10/03/13			209147	P	10/11/13	135000	521200	UTILITIES	112.52
	INVOICE: 44200										
	44201	09/30/13			209147	P	10/11/13	135000	521200	UTILITIES	105.13
	INVOICE: 44201										
	VENDOR TOTALS		17,667.87 YTD INVOICED						17,667.87 YTD PAID		217.65
654	NORTHEAST MULTI-REG. TRAINING										
	44297	09/17/13			209148	P	10/11/13	134000	520620	EMPLOYEE EDUCATION	50.00
	INVOICE: 172805										
	VENDOR TOTALS		4,050.00 YTD INVOICED						4,050.00 YTD PAID		50.00
7847	NORTHERN ILLINOIS FENCE, INC										
	44251	05/22/13		20130029	209149	P	10/11/13	40000	580100	CONSTRUCTION PROJECTS	11,709.00
	INVOICE: N16047F JW										

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	11,709.00 YTD INVOICED						11,709.00 YTD PAID			11,709.00
738 RAY O'HERRON CO. INC.										
44304	09/10/13			209150	P	10/11/13	134000	530445	UNIFORMS	112.99
INVOICE:	1327852-IN									
44305	09/04/13			209150	P	10/11/13	134000	530445	UNIFORMS	119.00
INVOICE:	1326973-IN									
44306	07/22/13			209150	P	10/11/13	134000	530445	UNIFORMS	274.94
INVOICE:	1322153-IN									
44307	07/19/13			209150	P	10/11/13	134000	530445	UNIFORMS	857.67
INVOICE:	1321949-IN									
44308	06/24/13			209150	P	10/11/13	134000	530445	UNIFORMS	164.99
INVOICE:	1319325-IN									
44309	06/10/13			209150	P	10/11/13	134000	530445	UNIFORMS	91.99
INVOICE:	1317887-IN									
44310	05/21/13			209150	P	10/11/13	134000	530445	UNIFORMS	78.95
INVOICE:	1315846-IN									
44311	09/03/13			209150	P	10/11/13	134000	530445	UNIFORMS	145.00
INVOICE:	1326776-IN									
44312	09/03/13			209150	P	10/11/13	134000	530445	UNIFORMS	534.50
INVOICE:	1326775-IN									
44313	09/03/13			209150	P	10/11/13	134000	530445	UNIFORMS	99.95
INVOICE:	1326778-IN									
44314	09/04/13			209150	P	10/11/13	134000	530445	UNIFORMS	100.95
INVOICE:	1326971-IN									
VENDOR TOTALS	12,585.87 YTD INVOICED						12,585.87 YTD PAID			2,580.93
1458 OFFICE DEPOT, INC										
44203	09/18/13			209151	P	10/11/13	134000	530100	OFFICE SUPPLIES	87.29
INVOICE:	677050754001									
VENDOR TOTALS	5,177.85 YTD INVOICED						5,177.85 YTD PAID			87.29
7843 ON THE MARK WATER SERVICES, INC										
44204	07/31/13			209152	P	10/11/13	50100	521055	PROFESSIONAL SERVICES - O	18,090.00
INVOICE:	1075A									
VENDOR TOTALS	24,090.00 YTD INVOICED						24,090.00 YTD PAID			18,090.00
676 PACKEY WEBB FORD, INC.										
44209	10/02/13			209153	P	10/11/13	65000	530310	PARTS PURCHASED	10.26
INVOICE:	7759									
VENDOR TOTALS	4,162.99 YTD INVOICED						4,162.99 YTD PAID			10.26
693 PERKINS, PRYDE & KENNEDY ARCHITECTS PC										
44301	08/26/13		20140028	209154	P	10/11/13	21000	580100 00610	SALT DOME STORAGE FACILIT	4,320.00
INVOICE:	2013-2150									

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	VENDOR TOTALS	26,843.41 YTD INVOICED						26,843.41 YTD PAID		4,320.00
6994	PITNEY BOWES, INC									
	44206	09/27/13			209155	P	10/11/13	122000	530100 OFFICE SUPPLIES	114.78
	INVOICE:	5502308111								
	VENDOR TOTALS	1,244.82 YTD INVOICED						1,244.82 YTD PAID		114.78
3094	POLICE MAGAZINE									
	44208	10/03/13			209156	P	10/11/13	134000	520600 DUES-SUBSCRIPTIONS-REG FE	20.00
	INVOICE:	100813								
	VENDOR TOTALS	20.00 YTD INVOICED						20.00 YTD PAID		20.00
1020	PRAXAIR DISTRIBUTION, INC.									
	44205	09/27/13			209157	P	10/11/13	135000	530105 OPERATING SUPPLIES	170.37
	INVOICE:	47392758								
	VENDOR TOTALS	1,330.46 YTD INVOICED						1,330.46 YTD PAID		170.37
715	PRESCIENT DEVELOPMENT, INC.									
	44207	10/01/13			209158	P	10/11/13	121400	521055 PROFESSIONAL SERVICES - O	1,187.50
	INVOICE:	1013001W								
	44207	10/01/13			209158	P	10/11/13	121400	520975 MAINTENANCE-EQUIPMENT	375.00
	INVOICE:	1013001W								
	VENDOR TOTALS	4,312.50 YTD INVOICED						4,312.50 YTD PAID		1,562.50
735	RADCO COMMUNICATIONS, INC.									
	44210	09/20/13			209159	P	10/11/13	134000	520910 RADIO AND RADAR	305.00
	INVOICE:	79262								
	44211	09/27/13			209159	P	10/11/13	65000	530310 PARTS PURCHASED	87.30
	INVOICE:	79284								
	VENDOR TOTALS	1,860.71 YTD INVOICED						1,860.71 YTD PAID		392.30
7316	TIMOTHY/HOPE RODINE									
	44243	10/08/13			209160	P	10/11/13	100	240100 ESCROWS - DEVELOPER DEPOS	100.00
	INVOICE:	100813								
	VENDOR TOTALS	100.00 YTD INVOICED						100.00 YTD PAID		100.00
763	ROSENTHAL BROS., INC.									
	44302	09/30/13			209161	P	10/11/13	121200	520600 DUES-SUBSCRIPTIONS-REG FE	50.00
	INVOICE:	86644								
	44303	09/30/13			209161	P	10/11/13	121200	520600 DUES-SUBSCRIPTIONS-REG FE	50.00
	INVOICE:	86645								
	VENDOR TOTALS	250.00 YTD INVOICED						250.00 YTD PAID		100.00

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
6093	SCHAMBERGER BROTHERS, INC										
	44218	10/04/13			209162	P	10/11/13	55730	530400	BEER AND WINE	476.40
	INVOICE: 2927										
	VENDOR TOTALS		8,811.75 YTD INVOICED						8,811.75 YTD PAID		476.40
774	SCHEFFLER'S FLOWERS										
	44228	09/17/13			209163	P	10/11/13	143200	521057	CBD APPEARANCE	1,000.00
	INVOICE: 5610										
	VENDOR TOTALS		4,881.00 YTD INVOICED						4,881.00 YTD PAID		1,000.00
8507	SARAH SCHLEINZER										
	44246	10/08/13			209164	P	10/11/13	4000	410600	REAL ESTATE TRANSFER TAX	1,440.00
	INVOICE: TXR100813										
	VENDOR TOTALS		1,440.00 YTD INVOICED						1,440.00 YTD PAID		1,440.00
7360	SEGAL MCCAMBRIDGE SINGER & MAHONEY, LTD										
	44221	08/31/13			209165	P	10/11/13	121200	520700	LEGAL - GENERAL COUNSEL	382.50
	INVOICE: 1033489										
	44222	09/03/13			209165	P	10/11/13	121200	520700	LEGAL - GENERAL COUNSEL	405.00
	INVOICE: 1034321										
	VENDOR TOTALS		2,407.50 YTD INVOICED						2,407.50 YTD PAID		787.50
1379	SOUTHERN WINE & SPIRITS OF ILLINOIS										
	44217	10/01/13			209166	P	10/11/13	55730	530401	WINE	1,266.05
	INVOICE: 9522834										
	VENDOR TOTALS		25,218.48 YTD INVOICED						25,218.48 YTD PAID		1,266.05
803	SPARTAN MOTORS CHASSIS, INC										
	44229	09/30/13			209167	P	10/11/13	65000	530310	PARTS PURCHASED	161.73
	INVOICE: IN00559686										
	VENDOR TOTALS		1,429.08 YTD INVOICED						1,429.08 YTD PAID		161.73
806	STANDARD EQUIPMENT COMPANY										
	44230	09/24/13			209168	P	10/11/13	65000	530310	PARTS PURCHASED	218.14
	INVOICE: C87352										
	44231	09/24/13			209168	P	10/11/13	65000	530310	PARTS PURCHASED	58.27
	INVOICE: C87351										
	VENDOR TOTALS		186,212.41 YTD INVOICED						186,212.41 YTD PAID		276.41
7600	STUEVER & SONS, INC										
	44219	10/03/13			209169	P	10/11/13	55730	530105	OPERATING SUPPLIES	213.00
	INVOICE: 41294										

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	933.00 YTD INVOICED						933.00 YTD PAID		213.00
2937 SUPERIOR ASPHALT MATERIALS, LLC									
44223 INVOICE: 20130832	09/19/13			209170	P	10/11/13	143200 530210	OPERATING SUPPLIES, ASPHA	186.78
44224 INVOICE: 20130823	09/18/13			209170	P	10/11/13	143200 530210	OPERATING SUPPLIES, ASPHA	154.77
44225 INVOICE: 20130815	09/17/13			209170	P	10/11/13	143200 530210	OPERATING SUPPLIES, ASPHA	149.16
44226 INVOICE: 20130840	09/23/13			209170	P	10/11/13	143200 530210	OPERATING SUPPLIES, ASPHA	219.29
VENDOR TOTALS	3,071.85 YTD INVOICED						3,071.85 YTD PAID		710.00
835 SUPERIOR BEVERAGE CO.									
44220 INVOICE: 231380	10/04/13			209171	P	10/11/13	55730 530400	BEER AND WINE	242.10
VENDOR TOTALS	11,339.05 YTD INVOICED						11,339.05 YTD PAID		242.10
844 SYSCO FOOD SERV - CHICAGO, INC									
44212 INVOICE: 309262011	09/26/13			209172	P	10/11/13	55730 530420	FOOD/RESALE	102.18
44213 INVOICE: 310021606	10/02/13			209172	P	10/11/13	55730 530410	DRY GOODS	35.68
44213 INVOICE: 310021606	10/02/13			209172	P	10/11/13	55730 530105	OPERATING SUPPLIES	104.30
44213 INVOICE: 310021606	10/02/13			209172	P	10/11/13	55730 530405	BEVERAGES/RESALE	14.10
44213 INVOICE: 310021606	10/02/13			209172	P	10/11/13	55730 530420	FOOD/RESALE	1,271.50
44213 INVOICE: 310021606	10/02/13			209172	P	10/11/13	55720 530105	OPERATING SUPPLIES	67.60
44214 INVOICE: 309282534	09/28/13			209172	P	10/11/13	55730 530420	FOOD/RESALE	985.29
44215 INVOICE: 309301438	09/30/13			209172	P	10/11/13	55730 530405	BEVERAGES/RESALE	16.18
44215 INVOICE: 309301438	09/30/13			209172	P	10/11/13	55730 530410	DRY GOODS	103.87
44215 INVOICE: 309301438	09/30/13			209172	P	10/11/13	55730 530105	OPERATING SUPPLIES	32.94
44215 INVOICE: 309301438	09/30/13			209172	P	10/11/13	55730 530420	FOOD/RESALE	2,503.11
44216 INVOICE: 310041190	10/04/13			209172	P	10/11/13	55730 530105	OPERATING SUPPLIES	32.33
44216 INVOICE: 310041190	10/04/13			209172	P	10/11/13	55730 530410	DRY GOODS	52.51
44216 INVOICE: 310041190	10/04/13			209172	P	10/11/13	55730 530420	FOOD/RESALE	2,850.06

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	VENDOR TOTALS	112,692.50 YTD INVOICED						112,692.50 YTD PAID		8,171.65
3705	TECHNOLOGY SERVICES COMPANY									
	44234	10/01/13			209173	P	10/11/13	65000	521195 TELECOMMUNICATIONS	502.00
	INVOICE: 6158									
	VENDOR TOTALS	3,012.00 YTD INVOICED						3,012.00 YTD PAID		502.00
871	TOWN & COUNTRY GARAGE DOOR INC									
	44315	08/28/13			209174	P	10/11/13	121300	521075 CONTRACT MAINT SERVICE	2,774.50
	INVOICE: 22293-GE									
	44316	08/14/13			209174	P	10/11/13	121300	520970 MAINTENANCE-BUILDING & GR	3,240.00
	INVOICE: 63013									
	VENDOR TOTALS	8,416.20 YTD INVOICED						8,416.20 YTD PAID		6,014.50
872	TRAFFIC CONTROL & PROTECTION INC									
	44233	10/01/13			209175	P	10/11/13	143200	520995 MAINTENANCE-SIGNS	115.50
	INVOICE: 78359									
	VENDOR TOTALS	6,432.60 YTD INVOICED						6,432.60 YTD PAID		115.50
658	PATSON, INC									
	44281	10/03/13			209176	P	10/11/13	65000	530310 PARTS PURCHASED	482.63
	INVOICE: 1379841									
	VENDOR TOTALS	515.19 YTD INVOICED						515.19 YTD PAID		482.63
8506	ANDREW TRIEGER									
	44244	10/08/13			209177	P	10/11/13	4000	410600 REAL ESTATE TRANSFER TAX	2,181.00
	INVOICE: TXR100813									
	VENDOR TOTALS	2,181.00 YTD INVOICED						2,181.00 YTD PAID		2,181.00
1007	TYLER TECHNOLOGIES, INC.									
	44232	09/30/13			209178	P	10/11/13	121400	520975 MAINTENANCE-EQUIPMENT	400.00
	INVOICE: 45-96556									
	VENDOR TOTALS	74,109.52 YTD INVOICED						74,109.52 YTD PAID		400.00
886	U.S. VENTURE, INC									
	44317	10/02/13			209179	P	10/11/13	65000	530315 TIRES	116.40
	INVOICE: 4146439									
	VENDOR TOTALS	897.72 YTD INVOICED						897.72 YTD PAID		116.40
884	U.S. FOODSERVICE, INC.									
	44235	10/01/13			209180	P	10/11/13	55730	530420 FOOD/RESALE	166.29
	INVOICE: 1438455									
	44235	10/01/13			209180	P	10/11/13	55730	530405 BEVERAGES/RESALE	402.19

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO		CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 1438455										
VENDOR TOTALS			48,085.80	YTD INVOICED				48,085.80	YTD PAID	568.48
911 AURORA LAUNDRY COMPANY, INC										
44318	10/02/13				209181	P	10/11/13	55730	530445 UNIFORMS	37.68
INVOICE: 93583										
44318	10/02/13				209181	P	10/11/13	55730	530446 LINENS AND RENTALS	301.71
INVOICE: 93583										
44318	10/02/13				209181	P	10/11/13	55730	530105 OPERATING SUPPLIES	8.40
INVOICE: 93583										
44318	10/02/13				209181	P	10/11/13	55720	530105 OPERATING SUPPLIES	60.56
INVOICE: 93583										
VENDOR TOTALS			5,730.11	YTD INVOICED				5,730.11	YTD PAID	408.35
915 VERIZON WIRELESS SERVICES LLC										
44236	09/18/13				209182	P	10/11/13	134000	520933 STATE DRUG FORFEITURE EXP	111.64
INVOICE: 9711722895										
VENDOR TOTALS			15,513.26	YTD INVOICED				15,513.26	YTD PAID	111.64
3995 WAREHOUSE DIRECT OFFICE PRODUCTS										
44320	10/04/13				209183	P	10/11/13	65000	530100 OFFICE SUPPLIES	86.90
INVOICE: 2088513-0										
44320	10/04/13				209183	P	10/11/13	143200	530100 OFFICE SUPPLIES	40.78
INVOICE: 2088513-0										
44320	10/04/13				209183	P	10/11/13	143100	530100 OFFICE SUPPLIES	21.64
INVOICE: 2088513-0										
VENDOR TOTALS			858.74	YTD INVOICED				858.74	YTD PAID	149.32
3252 GARY R. WEBER ASSOCIATES INC.										
44287	10/04/13				209184	P	10/11/13	126000	520965 PROFESSIONAL SERVICES-PLA	600.00
INVOICE: 4930										
VENDOR TOTALS			950.00	YTD INVOICED				950.00	YTD PAID	600.00
957 WHOLESALE DIRECT INC										
44319	09/27/13				209185	P	10/11/13	65000	530105 OPERATING SUPPLIES	70.99
INVOICE: 202505										
VENDOR TOTALS			1,198.74	YTD INVOICED				1,198.74	YTD PAID	70.99
7711 WINDY CITY DISTRIBUTION COMPANY										
44237	10/02/13				209186	P	10/11/13	55730	530400 BEER AND WINE	115.99
INVOICE: 400080										
VENDOR TOTALS			10,293.71	YTD INVOICED				10,293.71	YTD PAID	115.99
2028 WINTER EQUIPMENT CO., INC.										

WARRANT: 1013-2 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
44238	09/25/13			209187	P	10/11/13	65000	530310	PARTS PURCHASED	1,828.64
INVOICE: IV18757										
VENDOR TOTALS		1,828.64 YTD INVOICED						1,828.64 YTD PAID		1,828.64
970 XEROX CORPORATION										
44239	10/01/13			209188	P	10/11/13	121200	520975	MAINTENANCE-EQUIPMENT	2,502.39
INVOICE: 70304735										
VENDOR TOTALS		12,704.50 YTD INVOICED						12,704.50 YTD PAID		2,502.39
									REPORT TOTALS	733,823.59

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	95	368,533.64
TOTAL WIRE TRANSFERS	2	365,289.95

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
2021	A-RELIABLE PRINTING										
	44327	10/02/13			209189	P	10/18/13	53000	530105	OPERATING SUPPLIES	405.00
	INVOICE: 14610										
	VENDOR TOTALS		3,800.81 YTD INVOICED						3,800.81 YTD PAID		405.00
5380	L & R MORAN, INC										
	44328	09/30/13			209190	P	10/18/13	121200	520615	RECRUITING AND TESTING	8.10
	INVOICE: 50338										
	VENDOR TOTALS		1,219.26 YTD INVOICED						1,219.26 YTD PAID		8.10
8181	MWSTAR WASTE HOLDINGS CORPORATION										
	44413	09/30/13			209191	P	10/18/13	143200	521115	LANDFILL FEES	268.48
	INVOICE: TB0000011792										
	VENDOR TOTALS		6,745.19 YTD INVOICED						6,745.19 YTD PAID		268.48
1265	ALEXANDER CHEMICAL CORPORATION										
	44418	09/26/13			209192	P	10/18/13	50100	530440	TREATMENT COSTS & PESTICI	682.00
	INVOICE: SLS 10010113										
	44419	09/27/13			209192	P	10/18/13	50100	530440	TREATMENT COSTS & PESTICI	-180.00
	INVOICE: SCL 10002389										
	VENDOR TOTALS		1,134.00 YTD INVOICED						1,134.00 YTD PAID		502.00
7603	ALOE UP SUNCARE PRODUCTS										
	44414	07/02/13			209193	P	10/18/13	55750	520945	PRODUCTS/RESALE	528.00
	INVOICE: 169487										
	VENDOR TOTALS		528.00 YTD INVOICED						528.00 YTD PAID		528.00
71	AUTO TRUCK , INC.										
	44372	09/30/13			209194	P	10/18/13	65000	530310	PARTS PURCHASED	156.38
	INVOICE: 1181088										
	VENDOR TOTALS		156.38 YTD INVOICED						156.38 YTD PAID		156.38
8437	B & F CONSTRUCTION CODE SERVICES, INC										
	44330	09/20/13			209195	P	10/18/13	126000	521048	BUILDING REVIEWS	380.00
	INVOICE: 38009										
	44331	10/03/13			209195	P	10/18/13	126000	521048	BUILDING REVIEWS	1,015.91
	INVOICE: 38063										
	44332	09/12/13			209195	P	10/18/13	126000	521042	PLUMBING INSPECTIONS	1,747.50
	INVOICE: 37911										
	44332	09/12/13			209195	P	10/18/13	126000	521048	BUILDING REVIEWS	7,200.00
	INVOICE: 37911										
	44333	09/06/13			209195	P	10/18/13	126000	521048	BUILDING REVIEWS	6,304.95
	INVOICE: 37854										
	44363	09/27/13			209195	P	10/18/13	126000	521048	BUILDING REVIEWS	392.34
	INVOICE: 38031										

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	27,447.33 YTD INVOICED					27,447.33 YTD PAID			17,040.70
79 BARONE'S OF GLEN ELLYN INC									
44329	09/27/13			209196	P	10/18/13	121200	520305 EMPLOYEE RECOGNITION	92.00
INVOICE:	100813								
VENDOR TOTALS	92.00 YTD INVOICED					92.00 YTD PAID			92.00
8516 BASIC LANDSCAPE TUTORING									
44473	10/09/13			209197	P	10/18/13	100	240100 ESCROWS - DEVELOPER DEPOS	2,000.00
INVOICE:	20121032								
VENDOR TOTALS	2,000.00 YTD INVOICED					2,000.00 YTD PAID			2,000.00
6832 POWER UP BATTERIES LLC									
44417	10/08/13			209198	P	10/18/13	121400	570110 COMPUTER EQUIPMENT/PROJEC	132.00
INVOICE:	487-234603								
VENDOR TOTALS	1,589.65 YTD INVOICED					1,589.65 YTD PAID			132.00
82 BELL FUELS, INC.									
44415	09/16/13			209199	P	10/18/13	55710	530300 GAS AND OIL	899.65
INVOICE:	195616								
44416	09/16/13			209199	P	10/18/13	55710	530300 GAS AND OIL	500.00
INVOICE:	195615								
44416	09/16/13			209199	P	10/18/13	55780	530300 GAS AND OIL	486.47
INVOICE:	195615								
VENDOR TOTALS	32,482.53 YTD INVOICED					32,482.53 YTD PAID			1,886.12
8513 JOSEPH BUERGER									
44326	10/10/13			209093	P	10/10/13	134000	530105 OPERATING SUPPLIES	200.00
INVOICE:	101013								
VENDOR TOTALS	200.00 YTD INVOICED					200.00 YTD PAID			200.00
8518 MATTHEW CAIN									
44477	10/09/13			209200	P	10/18/13	100	240100 ESCROWS - DEVELOPER DEPOS	1,000.00
INVOICE:	20131530								
VENDOR TOTALS	1,000.00 YTD INVOICED					1,000.00 YTD PAID			1,000.00
673 PAHCS II									
44335	10/01/13			209201	P	10/18/13	60000	520870 RISK MANAGEMENT	112.00
INVOICE:	146602								
44336	10/01/13			209201	P	10/18/13	121200	520615 RECRUITING AND TESTING	122.60
INVOICE:	147270								
VENDOR TOTALS	3,772.12 YTD INVOICED					3,772.12 YTD PAID			234.60

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8502 NEW CHICAGO WHOLESALE BAKERY, INC									
44421 INVOICE: 295720	10/13/13			209202	P	10/18/13	55730 530420	FOOD/RESALE	112.75
VENDOR TOTALS		557.15 YTD INVOICED					557.15 YTD PAID		112.75
6043 CHICAGO PARTS & SOUND LLC									
44370 INVOICE: 548737	10/09/13			209203	P	10/18/13	65000 530310	PARTS PURCHASED	40.46
44371 INVOICE: 548738	10/09/13			209203	P	10/18/13	65000 530310	PARTS PURCHASED	203.35
VENDOR TOTALS		5,584.03 YTD INVOICED					5,584.03 YTD PAID		243.81
6610 COMCAST CABLE COMMUNICATIONS, LLC									
44420 INVOICE: 44420	10/04/13			209204	P	10/18/13	40000 580160	STREET IMPROVEMENTS	79.90
VENDOR TOTALS		479.40 YTD INVOICED					479.40 YTD PAID		79.90
4876 CONSTELLATION NEWENERGY, INC.									
44405 INVOICE: 11139690	08/14/13			12109	W	10/13/13	21000 521190	STREET LIGHTING/ENERGY CO	338.60
44406 INVOICE: 11245857	08/22/13			12110	W	10/21/13	21000 521190	STREET LIGHTING/ENERGY CO	362.64
44407 INVOICE: 11157045	08/15/13			12111	W	10/14/13	21000 521190	STREET LIGHTING/ENERGY CO	368.18
44408 INVOICE: 11157341	08/15/13			12112	W	10/14/13	21000 521190	STREET LIGHTING/ENERGY CO	659.88
44409 INVOICE: 11157336	08/15/13			12113	W	10/14/13	21000 521190	STREET LIGHTING/ENERGY CO	158.63
44410 INVOICE: 11157181	08/15/13			12114	W	10/14/13	21000 521190	STREET LIGHTING/ENERGY CO	280.18
44411 INVOICE: 11157217	08/15/13			12115	W	10/14/13	21000 521190	STREET LIGHTING/ENERGY CO	6,655.90
VENDOR TOTALS		42,972.95 YTD INVOICED					42,972.95 YTD PAID		8,824.01
204 DAILY HERALD									
44422 INVOICE: T4354125	10/01/13			209205	P	10/18/13	40000 520990	CONTRACT STREET MAINTENAN	69.00
VENDOR TOTALS		4,915.80 YTD INVOICED					4,915.80 YTD PAID		69.00
7816 EARTHWERKS LAND IMPROVEMENT & DEVEOPMENT CORP									
44423 INVOICE: 101713	10/03/13		20140017	209206	P	10/18/13	40000 580100	00505 RIFORD RD RECONSTRUCTION	1,480.00
VENDOR TOTALS		51,578.00 YTD INVOICED					51,578.00 YTD PAID		1,480.00
280 EMERGENCY MEDICAL PRODUCTS INC									

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
44337	10/08/13			209207	P	10/18/13	135000 530105	OPERATING SUPPLIES	412.95
INVOICE: 1593901									
VENDOR TOTALS		2,108.34 YTD INVOICED					2,108.34 YTD PAID		412.95
291 EUCLID BEVERAGE, LTD									
44424	10/09/13			209208	P	10/18/13	55730 530400	BEER AND WINE	936.50
INVOICE: 8177912345									
VENDOR TOTALS		30,741.85 YTD INVOICED					30,741.85 YTD PAID		936.50
301 FEDERAL EXPRESS CORPORATION									
44338	09/25/13			209209	P	10/18/13	121200 520900	POSTAGE & SHIPPING	69.16
INVOICE: 2-412-00019									
VENDOR TOTALS		200.55 YTD INVOICED					200.55 YTD PAID		69.16
3075 FIRST ADVANTAGE OCCUPATIONAL HEALTH SVCS									
44339	09/30/13			209210	P	10/18/13	60000 520870	RISK MANAGEMENT	29.00
INVOICE: P2698178									
VENDOR TOTALS		197.00 YTD INVOICED					197.00 YTD PAID		29.00
315 ACUSHNET COMPANY									
44425	09/30/13			209211	P	10/18/13	55750 520945	PRODUCTS/RESALE	80.92
INVOICE: 5241765									
VENDOR TOTALS		6,791.91 YTD INVOICED					6,791.91 YTD PAID		80.92
348 GLEN ELLYN CHAMBER OF COMMERCE									
44340	10/10/13			209212	P	10/18/13	121200 521230	PUBLIC RELATIONS	30.00
INVOICE: 10981									
44341	10/08/13			209212	P	10/18/13	121200 521230	PUBLIC RELATIONS	25.00
INVOICE: 10977									
VENDOR TOTALS		10,165.00 YTD INVOICED					10,165.00 YTD PAID		55.00
922 VILLAGE OF GLEN ELLYN									
120495-101	10/01/13			12116	W	10/21/13	135000 521200	UTILITIES	171.72
INVOICE: 120495-102									
121350-103	10/01/13			12117	W	10/21/13	121600 521200	UTILITIES	178.19
INVOICE: 121350-104									
122670-103	10/01/13			12118	W	10/21/13	121600 521200	UTILITIES	44.19
INVOICE: 122670-104									
127680-105	10/01/13			12121	W	10/21/13	50100 521200	UTILITIES	14.82
INVOICE: 127680-106									
140210-101	10/01/13			12122	W	10/21/13	53000 521200	UTILITIES	24.45
INVOICE: 140210-102									
140220-103	10/01/13			12123	W	10/21/13	53000 521200	UTILITIES	14.82
INVOICE: 140220-104									
140250-103	10/01/13			12124	W	10/21/13	55710 521200	UTILITIES	17.82

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
INVOICE: 140250-104										
315090-101	10/01/13			12125	W	10/21/13	121300	521200	UTILITIES	294.81
INVOICE: 315090-102										
315215-97	10/01/13			12126	W	10/21/13	53000	521200	UTILITIES	355.68
INVOICE: 315215-98										
410010-102	10/01/13			12127	W	10/21/13	121300	521200	UTILITIES	206.88
INVOICE: 410010-103										
411170-95	10/01/13			12128	W	10/21/13	55710	521200	UTILITIES	1,542.58
INVOICE: 411170-96										
413030-99	10/01/13			12129	W	10/21/13	55720	521200	UTILITIES	407.84
INVOICE: 413030-100										
413030-99	10/01/13			12129	W	10/21/13	55730	521200	UTILITIES	407.83
INVOICE: 413030-100										
423925-103	10/01/13			12130	W	10/21/13	135000	521200	UTILITIES	108.46
INVOICE: 423925-104										
44478	10/01/13			12119	W	10/21/13	121600	521200	UTILITIES	137.46
INVOICE: 122675-28										
44479	10/01/13			12120	W	10/21/13	50100	521200	UTILITIES	19.32
INVOICE: 127675-7										
VENDOR TOTALS		14,360.98 YTD INVOICED						14,360.98 YTD PAID		3,946.87
8514 MEREDITH A HANNAH										
44342	10/08/13			209213	P	10/18/13	126500	520625	TRAVEL	44.00
INVOICE: ER101513										
VENDOR TOTALS		44.00 YTD INVOICED						44.00 YTD PAID		44.00
6405 HIGHLAND BAKING CO										
44427	10/12/13			209214	P	10/18/13	55730	530420	FOOD/RESALE	132.48
INVOICE: 562427										
44428	10/10/13			209214	P	10/18/13	55730	530420	FOOD/RESALE	76.01
INVOICE: 561181										
44429	10/08/13			209214	P	10/18/13	55730	530420	FOOD/RESALE	182.50
INVOICE: 560076										
44430	10/11/13			209214	P	10/18/13	55730	530420	FOOD/RESALE	94.16
INVOICE: 461741										
VENDOR TOTALS		9,932.99 YTD INVOICED						9,932.99 YTD PAID		485.15
389 HOLSTEIN'S GARAGE										
44366	09/30/13			209215	P	10/18/13	65000	521180	REPAIRS-CONTRACTUAL/LABOR	359.00
INVOICE: 5405										
VENDOR TOTALS		1,138.00 YTD INVOICED						1,138.00 YTD PAID		359.00
391 HORNUNGS GOLF PRODUCTS, INC.										
44426	10/07/13			209216	P	10/18/13	55750	520945	PRODUCTS/RESALE	130.61
INVOICE: 998285										

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	456.38 YTD INVOICED						456.38 YTD PAID		130.61
2407 STACI HULSEBERG									
44431	10/11/13			209217	P	10/18/13	126000	520625 TRAVEL	329.23
INVOICE: ER101713									
VENDOR TOTALS	329.23 YTD INVOICED						329.23 YTD PAID		329.23
431 NICHOLAS KEEFE									
44432	10/02/13			209218	P	10/18/13	55720	530105 OPERATING SUPPLIES	703.00
INVOICE: 1106									
VENDOR TOTALS	3,725.95 YTD INVOICED						3,725.95 YTD PAID		703.00
1127 JAMES J BENES AND ASSOCIATES, INC.									
44433	09/30/13			209219	P	10/18/13	40000	580155 SIDEWALK IMPROVEMENTS	124.48
INVOICE: 1433.000-3									
VENDOR TOTALS	12,588.42 YTD INVOICED						12,588.42 YTD PAID		124.48
500 JULIE, INC.									
44365	09/30/13			209220	P	10/18/13	50100	521065 JULIE	1,633.90
INVOICE: 2013-0613-3									
VENDOR TOTALS	3,267.79 YTD INVOICED						3,267.79 YTD PAID		1,633.90
6828 KPRG AND ASSOCIATES, INC									
44434	09/26/13			209221	P	10/18/13	50100	520985 MAINTENANCE-R.O.W.	417.58
INVOICE: 8925									
44434	09/26/13			209221	P	10/18/13	50200	520985 MAINTENANCE-R.O.W.	417.57
INVOICE: 8925									
VENDOR TOTALS	4,950.38 YTD INVOICED						4,950.38 YTD PAID		835.15
8517 DAN/CATHERINE LEMAN									
44474	10/10/13			209222	P	10/18/13	100	240100 ESCROWS - DEVELOPER DEPOS	2,000.00
INVOICE: 20131437									
VENDOR TOTALS	2,000.00 YTD INVOICED						2,000.00 YTD PAID		2,000.00
546 LEN'S ACE HARDWARE, INC.									
44375	09/03/13			209223	P	10/18/13	143200	530105 OPERATING SUPPLIES	34.18
INVOICE: 54973									
44376	09/03/13			209223	P	10/18/13	65000	530310 PARTS PURCHASED	28.79
INVOICE: 54991									
44377	09/05/13			209223	P	10/18/13	50100	530105 OPERATING SUPPLIES	9.40
INVOICE: 55023									
44378	09/05/13			209223	P	10/18/13	143200	530105 OPERATING SUPPLIES	1.61
INVOICE: 55038									
44379	09/05/13			209223	P	10/18/13	143200	530105 OPERATING SUPPLIES	6.29

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 55044									
44380	09/05/13			209223	P	10/18/13	50100 530105	OPERATING SUPPLIES	20.95
INVOICE: 55045									
44381	09/06/13			209223	P	10/18/13	50200 530105	OPERATING SUPPLIES	70.17
INVOICE: 55068									
44381	09/06/13			209223	P	10/18/13	50200 530225	SAFETY SUPPLIES	12.56
INVOICE: 55068									
44382	09/11/13			209223	P	10/18/13	65000 530105	OPERATING SUPPLIES	2.14
INVOICE: 55135									
44383	09/11/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	17.77
INVOICE: 55138									
44384	09/11/13			209223	P	10/18/13	65000 530105	OPERATING SUPPLIES	10.79
INVOICE: 55147									
44385	09/13/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	7.18
INVOICE: 55177									
44386	09/16/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	19.02
INVOICE: 55221									
44387	09/16/13			209223	P	10/18/13	65000 530310	PARTS PURCHASED	16.63
INVOICE: 55233									
44388	09/17/13			209223	P	10/18/13	50200 530225	SAFETY SUPPLIES	23.29
INVOICE: 55249									
44389	09/17/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	39.28
INVOICE: 55254									
44390	09/18/13			209223	P	10/18/13	65000 530310	PARTS PURCHASED	3.20
INVOICE: 55286									
44391	09/18/13			209223	P	10/18/13	50100 530105	OPERATING SUPPLIES	11.68
INVOICE: 55288									
44392	09/18/13			209223	P	10/18/13	65000 530310	PARTS PURCHASED	5.76
INVOICE: 55289									
44393	09/19/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	10.76
INVOICE: 55303									
44394	09/23/13			209223	P	10/18/13	50100 530105	OPERATING SUPPLIES	3.59
INVOICE: 55349									
44395	09/23/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	15.92
INVOICE: 55352									
44396	09/23/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	25.61
INVOICE: 55355									
44397	09/23/13			209223	P	10/18/13	50100 530105	OPERATING SUPPLIES	6.29
INVOICE: 55373									
44398	09/24/13			209223	P	10/18/13	121300 530105	OPERATING SUPPLIES	19.78
INVOICE: 55385									
44399	09/24/13			209223	P	10/18/13	50100 530105	OPERATING SUPPLIES	9.25
INVOICE: 55394									
44400	09/26/13			209223	P	10/18/13	143200 530105	OPERATING SUPPLIES	16.18
INVOICE: 55430									
44401	09/26/13			209223	P	10/18/13	50100 530105	OPERATING SUPPLIES	36.86
INVOICE: 55449									
44402	09/16/13			209223	P	10/18/13	65000 530310	PARTS PURCHASED	-41.15
INVOICE: 55232									
44403	09/16/13			209223	P	10/18/13	65000 530310	PARTS PURCHASED	41.15
INVOICE: 55231									

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
44404	09/03/13			209223	P	10/18/13	121300	530105	OPERATING SUPPLIES	8.99
INVOICE: 54974										
VENDOR TOTALS	6,985.26 YTD INVOICED						6,985.26 YTD PAID			493.92
635 NATIONAL ELEVATOR INSPECTION SVCS INC										
44343	09/16/13			209224	P	10/18/13	126000	521044	ELEVATOR INSPECTIONS	337.50
INVOICE: 126410										
VENDOR TOTALS	4,342.50 YTD INVOICED						4,342.50 YTD PAID			337.50
738 RAY O'HERRON CO. INC.										
44350	07/22/13			209225	P	10/18/13	134000	530445	UNIFORMS	1,232.87
INVOICE: 1322029-IN										
44351	09/24/13			209225	P	10/18/13	134000	530445	UNIFORMS	39.98
INVOICE: 1329238-IN										
VENDOR TOTALS	12,585.87 YTD INVOICED						12,585.87 YTD PAID			1,272.85
1458 OFFICE DEPOT, INC										
44344	09/27/13			209226	P	10/18/13	121100	530100	OFFICE SUPPLIES	1.78
INVOICE: 678414574001										
44344	09/27/13			209226	P	10/18/13	121200	530100	OFFICE SUPPLIES	8.56
INVOICE: 678414574001										
44344	09/27/13			209226	P	10/18/13	121300	530100	OFFICE SUPPLIES	1.78
INVOICE: 678414574001										
44344	09/27/13			209226	P	10/18/13	122000	530100	OFFICE SUPPLIES	3.90
INVOICE: 678414574001										
44344	09/27/13			209226	P	10/18/13	126000	530100	OFFICE SUPPLIES	68.67
INVOICE: 678414574001										
44344	09/27/13			209226	P	10/18/13	126500	530100	OFFICE SUPPLIES	.97
INVOICE: 678414574001										
44345	09/23/13			209226	P	10/18/13	121100	530100	OFFICE SUPPLIES	6.25
INVOICE: 677650635001										
44345	09/23/13			209226	P	10/18/13	121200	530100	OFFICE SUPPLIES	13.62
INVOICE: 677650635001										
44345	09/23/13			209226	P	10/18/13	121300	530100	OFFICE SUPPLIES	6.25
INVOICE: 677650635001										
44345	09/23/13			209226	P	10/18/13	122000	530100	OFFICE SUPPLIES	13.62
INVOICE: 677650635001										
44345	09/23/13			209226	P	10/18/13	126000	530100	OFFICE SUPPLIES	13.62
INVOICE: 677650635001										
44345	09/23/13			209226	P	10/18/13	126500	530100	OFFICE SUPPLIES	7.34
INVOICE: 677650635001										
VENDOR TOTALS	5,177.85 YTD INVOICED						5,177.85 YTD PAID			146.36
670 DAVID B COULTER										
44471	09/27/13			209227	P	10/18/13	50100	580100 13004	CAPITAL IMPROVEMENTS	120.00
INVOICE: 101713										
44471	09/27/13			209227	P	10/18/13	40000	580160 13004	STREET IMPROVEMENTS	364.38

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 101713									
44471	09/27/13			209227	P	10/18/13	50100 580100 13005	2013 STREET IMPROVEMENTS	100.00
INVOICE: 101713									
44471	09/27/13			209227	P	10/18/13	50200 580100 13005	2013 STREET IMPROVEMENTS	100.00
INVOICE: 101713									
44471	09/27/13			209227	P	10/18/13	40000 580160 13005	2013 STREET IMPROV	323.13
INVOICE: 101713									
VENDOR TOTALS		4,572.53 YTD INVOICED					4,572.53 YTD PAID		1,007.51
676 PACKEY WEBB FORD, INC.									
44369	10/08/13			209228	P	10/18/13	65000 530310	PARTS PURCHASED	152.20
INVOICE: 7763									
VENDOR TOTALS		4,162.99 YTD INVOICED					4,162.99 YTD PAID		152.20
702 PJ'S CAMERA & PHOTO SUPPLY									
44436	10/15/13			209229	P	10/18/13	143100 520975	MAINTENANCE-EQUIPMENT	25.79
INVOICE: 11224									
VENDOR TOTALS		31.57 YTD INVOICED					31.57 YTD PAID		25.79
8440 THOMAS W POPE									
44437	10/14/13			209230	P	10/18/13	55730 520904	ENTERTAINMENT	400.00
INVOICE: 101713									
VENDOR TOTALS		1,550.00 YTD INVOICED					1,550.00 YTD PAID		400.00
6552 PROVANTAGE CORPORATION									
44323	09/09/13			209231	P	10/18/13	121400 570110	COMPUTER EQUIPMENT/PROJEC	-41.00
INVOICE: 6815928-1									
44346	10/07/13			209231	P	10/18/13	121400 570110	COMPUTER EQUIPMENT/PROJEC	110.26
INVOICE: 6848292									
44347	10/07/13			209231	P	10/18/13	121400 570110	COMPUTER EQUIPMENT/PROJEC	32.98
INVOICE: 6848194									
44348	10/07/13			209231	P	10/18/13	122000 530100	OFFICE SUPPLIES	104.76
INVOICE: 6848099									
44438	10/09/13			209231	P	10/18/13	121400 570110	COMPUTER EQUIPMENT/PROJEC	199.00
INVOICE: 6851311									
44439	10/10/13			209231	P	10/18/13	121400 570110	COMPUTER EQUIPMENT/PROJEC	639.00
INVOICE: 6852180									
VENDOR TOTALS		12,988.05 YTD INVOICED					12,988.05 YTD PAID		1,045.00
4785 R.A. DORAN & ASSOCIATES									
44349	10/09/13			209232	P	10/18/13	134000 520620	EMPLOYEE EDUCATION	610.00
INVOICE: 194259									
VENDOR TOTALS		610.00 YTD INVOICED					610.00 YTD PAID		610.00
8187 RANGE SERVANT AMERICA, INC									

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR	NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	44443 INVOICE: 63233	10/09/13			209233	P	10/18/13	55720 530105	OPERATING SUPPLIES	246.91
	VENDOR TOTALS		246.91 YTD INVOICED					246.91 YTD PAID		246.91
5201	JAMES REAL									
	44444 INVOICE: 100299	10/14/13			209234	P	10/18/13	55715 520975	MAINTENANCE-EQUIPMENT	1,812.00
	VENDOR TOTALS		1,812.00 YTD INVOICED					1,812.00 YTD PAID		1,812.00
5954	REINHART FOODSERVICE LLC									
	44441 INVOICE: 562489	10/10/13			209235	P	10/18/13	55730 530420	FOOD/RESALE	233.83
	44441 INVOICE: 562489	10/10/13			209235	P	10/18/13	55730 530105	OPERATING SUPPLIES	40.50
	44442 INVOICE: 562945	10/11/13			209235	P	10/18/13	55730 530420	FOOD/RESALE	15.99
	VENDOR TOTALS		290.32 YTD INVOICED					290.32 YTD PAID		290.32
761	RONNOCO HOLDINGS, INC									
	44440 INVOICE: 764284326	10/11/13			209236	P	10/18/13	55710 530105	OPERATING SUPPLIES	99.02
	44440 INVOICE: 764284326	10/11/13			209236	P	10/18/13	55730 530405	BEVERAGES/RESALE	455.78
	VENDOR TOTALS		3,649.14 YTD INVOICED					3,649.14 YTD PAID		554.80
762	ROSCOE COMPANY									
	44367 INVOICE: 1276610	10/08/13			209237	P	10/18/13	65000 521125	LEASED EQUIPMENT	96.46
	44367 INVOICE: 1276610	10/08/13			209237	P	10/18/13	143100 520970	MAINTENANCE-BUILDING & GR	29.14
	VENDOR TOTALS		1,515.90 YTD INVOICED					1,515.90 YTD PAID		125.60
6093	SCHAMBERGER BROTHERS, INC									
	44453 INVOICE: 2974	10/08/13			209238	P	10/18/13	55730 530400	BEER AND WINE	216.00
	VENDOR TOTALS		8,811.75 YTD INVOICED					8,811.75 YTD PAID		216.00
5307	BD OF TRUSTEES OF SOUTHERN IL UNIVERSITY									
	44334 INVOICE: 101513	10/09/13			209239	P	10/18/13	134000 520620	EMPLOYEE EDUCATION	15.00
	VENDOR TOTALS		15.00 YTD INVOICED					15.00 YTD PAID		15.00
2982	SM CONSTRUCTION									
	44373	10/14/13			209240	P	10/18/13	121300 520970	MAINTENANCE-BUILDING & GR	1,100.00

WARRANT: 1013-3 TO FISCAL 2014/06 05/01/2013 TO 04/30/2014

VENDOR NAME / DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 101513									
VENDOR TOTALS	1,100.00 YTD INVOICED						1,100.00 YTD PAID		1,100.00
8232 JOSEPH/STEPHANIE SOSTARICS									
44472	10/15/13			209241	P	10/18/13	100 240100	ESCROWS - DEVELOPER DEPOS	10,125.00
INVOICE: 20121586									
VENDOR TOTALS	10,247.62 YTD INVOICED						10,247.62 YTD PAID		10,125.00
1379 SOUTHERN WINE & SPIRITS OF ILLINOIS									
44454	10/08/13			209242	P	10/18/13	55730 530401	WINE	222.00
INVOICE: 9535389									
44454	10/08/13			209242	P	10/18/13	55730 530402	SPIRITS	567.44
INVOICE: 9535389									
44455	10/10/13			209242	P	10/18/13	55730 530402	SPIRITS	189.55
INVOICE: 9542191									
44455	10/10/13			209242	P	10/18/13	55730 530401	WINE	1,348.55
INVOICE: 9542191									
VENDOR TOTALS	25,218.48 YTD INVOICED						25,218.48 YTD PAID		2,327.54
2687 STAPLES CONTRACT & COMMERCIAL, INC.									
44374	10/04/13			209243	P	10/18/13	121300 530105	OPERATING SUPPLIES	194.28
INVOICE: 3211085298									
44446	10/04/13			209243	P	10/18/13	143100 530100	OFFICE SUPPLIES	8.64
INVOICE: 3211085297									
44446	10/04/13			209243	P	10/18/13	143200 530100	OFFICE SUPPLIES	29.73
INVOICE: 3211085297									
44446	10/04/13			209243	P	10/18/13	50100 530100	OFFICE SUPPLIES	8.64
INVOICE: 3211085297									
44446	10/04/13			209243	P	10/18/13	50200 530100	OFFICE SUPPLIES	8.64
INVOICE: 3211085297									
VENDOR TOTALS	1,189.91 YTD INVOICED						1,189.91 YTD PAID		249.93
5018 SUBURBAN LABORATORIES, INC.									
44447	09/30/13			209244	P	10/18/13	50100 521055	PROFESSIONAL SERVICES - O	630.50
INVOICE: 31469									
VENDOR TOTALS	5,720.00 YTD INVOICED						5,720.00 YTD PAID		630.50
835 SUPERIOR BEVERAGE CO.									
44445	10/11/13			209245	P	10/18/13	55730 530400	BEER AND WINE	649.50
INVOICE: 231403									
VENDOR TOTALS	11,339.05 YTD INVOICED						11,339.05 YTD PAID		649.50
844 SYSCO FOOD SERV - CHICAGO, INC									
44448	10/07/13			209246	P	10/18/13	55730 530405	BEVERAGES/RESALE	14.26
INVOICE: 310071566									

A-6C 3

Civic Center
535 Duane Street
Glen Ellyn, IL 60137

Administration
630-469-5000
Fax 630-469-8849

Finance
630-547-5235
Fax 630-469-1757

Planning and Development
630-547-5250
Fax 630-547-5370

Police
630-469-1187
Fax 630-469-1861

Public Works
30 South Lambert Road
Glen Ellyn, IL 60137
630-469-6756
Fax 630-469-3128

The Village Links and Recreation
485 Winchell Way
Glen Ellyn, IL 60137
630-469-8180
Fax 630-469-8580

www.glenellyn.org
www.villagelinksgolf.com

October 29, 2013

Sarah Chidalek
Autumn Leaves of Glen Ellyn
545 East John Carpenter Fwy
Irving, TX 75062

RE: 2013 Autumn Leaves of Glen Ellyn

Dear Mrs. Chidalek:

This letter is to confirm approval for the Autumn Leaves of Glen Ellyn Ground Breaking Ceremony scheduled for Wednesday, October 30, 2013, as described in your attached application received September 23, 2013. Approval of the event is outlined below. Please contact the appropriate Village Department should you have any questions on the Village's approval.

1. Approval for the event to be held between 10:00 a.m. and 12:00 p.m. on Wednesday, October 30, 2013 in the parking lot of 190 Geneva Road.

2. The use of free-standing tents will be allowed under the following conditions: they are a minimum of 10 feet from any building, have protective covers on tent anchors, have no cooking equipment within them, comply with all applicable building, and if larger than 400 square feet, are inspected by a Planning and Development Department Building Inspector. Please contact the Planning and Development Department at 630-547-5250 to arrange for an inspection prior to the event should you need to. The cost for the inspection is $50.00.

3. Autumn Leaves of Glen Ellyn is reminded that if balloons, signage or other attention getting devices are utilized to direct guests to the event, it must be in accordance with Section 4-5-8 of the Sign Code.

4. Evidence of insurance from Autumn Leaves of Glen Ellyn in the amount of $2 million listing the Village as additionally insured must be presented to Administrative Intern – Justin Keenan by Monday, October 29, 2013.

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

Thank you for your interest in hosting an event in the Village of Glen Ellyn, we wish you the best and hope for success in this endeavor.

Sincerely,

Mark Franz
Village Manager

cc: Staci Hulseberg, Planning and Development Director
Phil Norton, Police Chief
Julius Hansen, Public Works Director
Bill Holmer, Deputy Police Chief
Kristen Schrader, Assistant to the Village Manager
Dave Buckley, Assistant Public Works Director
Joe Kvapil, Building Official
Patti Underhill, Administrative Services Coordinator

Village of Glen Ellyn
Special Event Permit Application

The Special Event Permit Application must be submitted at least **sixty (60) days** prior to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Special Event Permit Application Guidelines at www.glenellyn.org for more information.

EVENT INFORMATION				
Event Title				
Type of Event	☐ Carnival or Rides ☐ Business Special Event ☐ Festival ☐ Outdoor Concert ☐ Parade ☐ Tent Sale ☐ Walk/Run/Bike ☐ Zoo/Circus ☒ Other (please specify): groundbreaking ceremony			
Event Date(s)	10/30/13		**Time**	10:00 AM-12:00PM
Alternate Date(s)	N/A		**Time**	
First Time Applicant?	☒ Yes ☐ No	**Is it an Annual Event?**	☐ Yes ☒ No	
Event Website (if any)	www.AutumnLeaves.com		**Anticipated Attendance**	30
Location of Event Please list all requested street or sidewalk closures noting time(s) each street will be closed.	**190 Geneva Road** **Glen Ellyn, IL 60137**			
Describe the Event Please describe your event in detail including any additional information that may be important to understanding its scope and purpose. Please attach any promotional materials regarding the event.	**20x20 tent** **Groundbreaking ceremony** **Coffee, juice and breakfast snacks**			

Please see Section 3 of the Special Event Application Guidelines for more information regarding Event Activities

Event Activities Please check all items that will be included in your event. *Extraordinary activities may require additional licenses, fees or submittals (See Guidelines for additional information).	☐ Alcohol*	☐ Animals*	☐ Automobiles
	☐ Balloons/Signs/Decorations	☐ Bands/Live Music	☐ Carnival Rides*
	☐ Floats	☐ Food Booth(s)	☐ Parade/Race*
	☐ Parking Lots*	☐ Portable Toilets	☐ Promotional Signage*
	☐ Sound Equipment	☐ Stage/Bandshell	☐ Streets/Sidewalks*
	☒ Tents*	☐ Vendors	
	☐ Other (please specify): tent will be placed next to the construction trailer it is a 20x20		
	For **tents and promotional signage** checked above, please indicate type, size and location(s): _____		

EVENT ORGANIZER INFORMATION						
Name (First/Last)	**Sarah Chidalek**					
Address	**545 East John Carpenter Fwy**			**Apt./Unit**	**500**	
City	**Irving**		**State**	**TX**	**Zip Code**	**75062**
Home Phone	**214-845-4429**	**Cell Phone**				
E-mail Address	**schidalek@constantcare.com**					
Name of Sponsoring Organization(s) (If applicable/different)	**Autumn Leaves of Glen Ellyn**					
Organization's Legal Status	☐ Governmental Entity ☐ Non-profit Entity ☒ Commercial Business					
Sponsoring Organization Main Contact (If applicable/different)						
Address				**Apt./Unit**		
City			**State**		**Zip Code**	
Daytime Phone		**E-Mail**				

All applications should be completed and submitted <u>not less</u> than sixty (60) days prior to the event date. Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Special Event Permit Application to:

By Mail/Drop Off: Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137
By Email: <u>events@glenellyninfo.org</u>

For Office Use Only
Conditions of Approval:
Police Chief/Designee *(if applicable)* Date
Village Manager/Designee Date

A-6D

MEMORANDUM

TO: Mark Franz, Village Manager
Al Stonitsch, Assistant to the Village Manager

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

DATE: October 21, 2013

RE: 684 Highland Avenue – Glen Ellyn Local Landmark Designation

Background. Alan Thelen, owner of the property located at 684 Highland Avenue, requested that the Glen Ellyn Historic Preservation Commission consider the nomination of his home as a Glen Ellyn local landmark. The property owner indicated that the home is an example of the architectural, cultural, economic, historic or social aspect of the heritage of the Village of Glen Ellyn (see attached nomination form).

A Public Hearing was held during the September 26, 2013 Regular Historic Preservation Commission meeting. At the conclusion of the Public Hearing, the Commission unanimously approved a motion to recommend that the Village Board approve Landmark Designation for the property.

Issues.
This property is an example of a Tudor Revival (Old English) style of architecture with half-timbering/stucco exterior and was built in 1926. Tudor Revival homes are typically brick, sometimes with stucco; half-timbering, with flat stucco panels outlined by wood boards. Tudor Revival homes are also characterized by steeply pitched gable roofs and tall narrow easement windows with multiple panes or diamond leading. The home at 684 Highland Avenue was designed by Louis R. Christie, a prominent architect in Glen Ellyn and a member of the Village's Planning Commission.

Recommendation.
The Historic Preservation Commission recommends that the Village Board consider designating 684 Highland Avenue as a Glen Ellyn Local Landmark.

Action Requested. The Village Board should consider the recommendation of the Glen Ellyn Historic Preservation Commission to designate 684 Highland Avenue as a Glen Ellyn Local Landmark.

Attachments:
1. Nomination Form
2. Minutes from the September 26, 2013 Historic Preservation Commission meeting
3. Report and Recommendation dated October 18, 2013
4. Public Hearing Notice
5. Planning Report dated September 3, 2013
6. Ordinance
7. Photographs

CC: Staci Hulseberg, Planning and Development Director
Alan Thelen, Property Owner/Petitioner
Historic Preservation Commission

GLEN ELLYN HISTORIC PRESERVATION COMMISSION

HISTORICAL LANDMARK NOMINATION FORM
FOR INDIVIDUAL BUILDINGS OR ART OBJECTS

Date Received _____ FOSTER

1. Name of Property/Site: Theten House

2. Address of Property: 684 Highland

3. Attach photographs of the property site itself as well as important features (if available).

4. Is this property, or any part of it, listed on or nominated to the Illinois or the National Register of Historic Places? Has the Glen Ellyn Historical Society placed an historical plaque on the building? NO

____ Illinois Register ____ National Register

____ Glen Ellyn Historical Society Plaque

5. Please indicate which of the following criteria apply to the property. (Check all that apply). Explain in #6.

✓ Its value as an example of the architectural, cultural, economic, historic, social or other aspect of the heritage of the Village of Glen Ellyn, the State of Illinois, or the United States;

____ Its location as a site of a significant historic event which may have taken place within or involved the use of any existing improvements;

✓ Its identification with a person or persons who significantly contributed to architectural, cultural, economic, historic, social or other aspect of the development of the Village of Glen Ellyn, the State of Illinois, or the United States;

✓ Its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship;

____ Its representation of an architectural, cultural, economic, historic, social or other theme expressed through distinctive areas, districts, places, buildings, structures, works of art or other objects that may or may not be contiguous;

____ Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community or the Village of Glen Ellyn.

____Other reasons. Please specify. _____

6. Additional details and history. Summarize why this property/site should be designated a "Landmark." Please indicate the year this building was constructed. _____
See attached

7. Name, address and telephone number of the property owner(s).

Name: Alan Thelen
Address: 684 Highland
Area Code: 630 Phone Number: 858 3055

8. Name, address, telephone number and signature of person(s) submitting this nomination. (Please attach additional sheets if necessary)

Name: Alan Thelen
Address: Same as above
Area Code: 630 Phone Number: 863 3591 (cell)

Signature 7/7/13 Date

If you have questions, please phone the Village of Glen Ellyn staff liaison for the Historic Preservation Commission at 630/469-5000.

Please return this form to:

Historic Preservation Commission
C/O: Staff Liaison
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

Historic Landmark Nomination for Individual Buildings July 7, 2013

684 Highland Avenue, Glen Ellyn, IL

Dear Historical Preservation Commission Members:

I am nominating my home on 684 Highland Ave as an historic landmark for its exemplification of an architectural style unique to Glen Ellyn that is prevalent in the village's central business district. In addition, the 684 Highland home was designed by a man who significantly contributed to the Glen Ellyn architecture in the 1920's.

The attached photos show the half-timber/stucco exterior of the 684 Highland home that is characteristic of the Tudor-Revival (Old English) style that is prominent in downtown Glen Ellyn. The Tomlins building at 411 North Main (see attached photo of The Tap House) is an example of this downtown architecture that most closely matches the exterior of the 684 Highland home. These styles were favored by the Glen Ellyn Planning Commission in the 1920's and 1930's. In fact, according to the narrative section of the registration form for nominating the Glen Ellyn North District in the National Register of Historic Places, a local architect, Louis R. Christie, served on the first Plan Commission in 1925 that recommended the "Old English" architecture for downtown Glen Ellyn (see attached excerpt from the registration form narrative pages 21 - 24).

Louis R. Christie is the same architect that designed the 684 Highland home in 1926. I have the original blueprints with his embossed seal on every drawing which are available for commission members to examine. I do not know when Louis R. Christie "designed the extensive remodeling of the Miller Brothers building at 536 Crescent in the Tudor Revival Style" (the current Starbucks building), but around the same time he used these same concepts for the design of the 684 Highland home that has become the distinctive Tudor Revival style prevalent in much of the Glen Ellyn central business district.

The interior of the 684 Highland home has changed some since the house was originally built but there are many of the original interior features that have been preserved that give this home its character. Louis R. Christie authored two attached papers titled "Making Houses Warm" and "Where to Place Radiators" so it seems that providing a substantial heating system was an important feature in his designs. The 684 Highland home is still operated on a hot water boiler design with radiators in the living space. The door for the coal delivery and the interior coal bin are still in place but the fuel was converted to natural gas many years ago.

I would be happy to show Committee members around the exterior and interior of the 684 Highland home and relate the current arrangement to the original blueprints so that you can experience the uniqueness of this Louis R. Christie "Old English" style home.

Thank you for considering my nomination request.

Sincerely,

Alan Thelen

Phone: 630 858-3055, Cell: 630 863-3591

DRAFT
MINUTES

BOARD/COMMISSION: Historic Preservation

DATE: 9/26/13

MEETING: Regular

CALLED TO ORDER: 7:32 p.m.

QUORUM: Yes

ADJOURNED: 8:51 p.m.

LOCATION: Glen Ellyn Civic Center

MEMBER ATTENDANCE:

PRESENT: Chairman Marks, Commissioners Christiansen, Loftus, Manak, Rasnic, Schreiber, Wilson,

EXCUSED: Commissioners Fisher, Saliamonas, Student Commissioner Davis

ALSO PRESENT: Assistant to the Village Manager Schrader, Trustee Liaison McGinley, Recording Secretary Solomon; Residents Alan Thelen and James Elliott

1. **Call to Order**

   Chairman Marks called the Glen Ellyn Historic Preservation Commission regular meeting to order at 7:32 p.m., in the Civic Center at 535 Duane Street, Glen Ellyn, Illinois.

2. **Public Hearing – 684 Highland Avenue – Landmark Designation**

   Commissioner Manak made a motion to open the Public Hearing at 7:32 p.m. regarding the house at 684 Highland Avenue seeking designation of historic landmark status under the Village of Glen Ellyn Historical and Architectural Landmark Preservation ordinance. Commissioner Christiansen seconded the motion, and the motion carried unanimously by a vote of 6-0. Commissioner Wilson entered the meeting right after the hearing was opened.

   Commissioner Manak stated home owner Alan Thelen gave an excellent presentation at the August 22, 2013 meeting, and the home is a great example of homes the Village should landmark. The other HPC commissioners agreed with Commissioner Manak.

   Commissioner Manak stated the application was filed on the basis of the following criteria:

1. Its value as an example of the architectural, cultural, economic, historic, social or other aspect of the heritage of the Village of Glen Ellyn, the State of Illinois, or the United States;
2. Its identification with a person or persons who significantly contributed to architectural, cultural, economic, historic, social or other aspect of the development of the Village of Glen Ellyn, the State of Illinois, or the United States (Louis Christie);

3. Its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship (Tudor Revival);

Chairman Marks asked for a motion to close the Public Hearing at 7:36 p.m. Commissioner Manak made a motion to close the Public Hearing, and Commissioner Rasnic seconded. The motion passed unanimously by a vote of 7-0.

Chairman Marks asked for a motion to recommend landmarking status for the property at 684 Highland Avenue. Commissioner Manak made a motion to recommend Village of Glen Ellyn landmarking status to the Village Board, under criteria numbers 1, 3 and 4 on the application. Commissioner Schreiber seconded, and the motion carried unanimously by a vote of 7-0.

Chairman Marks called the Glen Ellyn Historic Preservation Commission regular meeting to order at 7:40 p.m., in the Civic Center at 535 Duane Street, Glen Ellyn, Illinois.

3. Approval of August 22, 2013 Minutes

Chairman Marks pointed out an error on page 5, letter F which was corrected. Commissioner Manak made a motion to approve the amended minutes of August 22, 2013, and Commissioner Christiansen seconded. The motion carried unanimously by a vote of 7-0.

4. Public Comment

None

5. Old Business

None

6. New Business

A. Landmark Nomination – Preliminary Determination – 253 Anthony Street

REPORT AND RECOMMENDATION OF THE GLEN ELLYN HISTORIC PRESERVATION COMMISSION ON THE REQUEST OF ALAN THELEN FOR THE DESIGNATION OF THE PROPERTY LOCATED AT 684 HIGHLAND AVENUE AS A HISTORIC LANDMARK

TO: The President and Board of Trustees,
Village of Glen Ellyn, Illinois

DATE: October 18, 2013

Background. Alan Thelen ("Petitioner"), property owner of 684 Highland Avenue ("Property"), filed a petition to have their home designated as a Glen Ellyn Historic Landmark on January 26, 2013. On August 22, 2013, pursuant to the testimony and facts presented by the Petitioner, the Glen Ellyn Historic Preservation Commission granted preliminary determination of landmark designation to the Property. In accordance to the Glen Ellyn Historical and Architectural Landmark Preservation Ordinance (#3825), a public hearing was held before the Historic Preservation Commission on Thursday, September 26, 2013. The Historic Preservation Commission heard testimony, and issues the following Report and Recommendation to the Village Board.

I. Report:

A. Request.

The Petitioner is requesting landmark designation for their property located at 684 Highland Avenue, Glen Ellyn, Illinois.

B. Exhibits.

The following materials were submitted for review prior to the Historic Preservation Commission meeting:

Exhibit 1: Historic Landmark Nomination Form received on July 10, 2013 from the Petitioner for the Property along with submittals.

Exhibit 2: Notice of Public Hearing published in the September 5, 2013, edition of the Daily Herald.

Exhibit 3: Minutes from the August 22, 2013, regular Historic Preservation Commission meeting.

Exhibit 4: Minutes from the September 26, 2013, regular Historic Preservation Commission meeting.

C. September 26, 2013, Public Hearing.

The Commission reviewed the landmark designation of the home at 684 Highland Avenue by reviewing the nomination form, pictures of the property, and additional property information.

D. Public Comment.
No members of the public spoke in favor or opposition of the request.

E. Discussion.
Commissioner Manak stated the application was filed on the basis of the following criteria:

1. Its value as an example of the architectural, cultural, economic, historic, social or other aspect of the heritage of the Village of Glen Ellyn, the State of Illinois, or the United States;

2. Its identification with a person or persons who significantly contributed to architectural, cultural, economic, historic, social or other aspect of the development of the Village of Glen Ellyn, the State of Illinois, or the United States (Louis Christie)

3. Its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship;

II. Recommendation -- On a motion made by Commissioner Manak and seconded by Commissioner Schreiber, the Historic Preservation Commission recommends the Village Board approve the landmark designation for the property located at 684 Highland Avenue. The motion carried with a vote of seven (7) "Yes," zero (0) "No".

Respectfully submitted,

Leland Marks, Chairman
Historical Preservation Commission

Date of Meeting: September 26, 2013
Present: Commissioners Christiansen, Loftus, Manak, Rasnic, Schreiber, Wilson and Chairman Marks

Excused: Commissioners Fisher, Saliamonas, Student Commissioner Davis

Also Present: Staff Liaison Schrader, Trustee Liaison McGinley, Recording Secretary Solomon

NOTICE OF PUBLIC HEARING BEFORE THE GLEN ELLYN HISTORIC PRESERVATION COMMISSION

An application has been received by the Historic Preservation Commission to consider the property at 684 Highland Avenue for designation of historic landmark status under the Village of Glen Ellyn Historical and Architectural Landmark Preservation Ordinance (Ordinance #3825-VC).

This property is being considered for designation of landmark status for the following reasons:

1. Its value as an example of the architectural, cultural, economic, historic, social or other aspect of the heritage of the Village of Glen Ellyn, the State of Illinois, or the United States.

2. Its identification with a person or persons who significantly contributed to architectural, cultural, economic, historic, social or other aspect of the development of the Village of Glen Ellyn, the State of Illinois, or the United States.

3. Its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness, or overall quality of design, detail materials or craftsmanship.

Before the Glen Ellyn Village Board can consider the application, the Historic Preservation Commission must conduct a public hearing. The Historic Preservation Commission will consider the application at a public hearing on **Thursday, September 26, 2013 at 7:30 p.m.** in a meeting room on the third floor of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois.

The subject property is legally described as follows:

THE SOUTH 60.00 FEET OF LOT 5, TOGETHER WITH THE EAST HALF OF THE VACATED ALLEY LYING WEST AND ADJOINING THE SOUTH 60.00 FEET OF SAID LOT, IN BLOCK 13 IN GLEN ELLYN ADDITION TO PROSPECT PARK, BEING A SUBDIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1890 AS DOCUMENT NUMBER 42867, IN DUPAGE COUNTY, ILLINOIS.

PIN 05-11-116-014

All persons in the Village of Glen Ellyn who are interested are invited to attend the public hearing to listen and be heard. Information related to the requests is available for public review in the Administration Department of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois. Questions related to the requests should be directed to Kristen Schrader, Assistant to the Village Manager, 630-547-5205.

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village 24 hours in advance of the meeting.

Kristen Schrader,
Assistant to the Village Manager

Published in Daily Herald

HISTORIC PRESERVATION COMMISSION MEETING STAFF REPORT

TO: Historic Preservation Commission

FROM: Staci Hulseberg, Director of Planning & Development
Kristen Schrader, Staff Liaison

DATE: September 3, 2013

SUBJECT: 684 Highland Avenue – Landmark Planning Report

Historic Designation Planning Report. This Report is provided in accordance with Section 2-13-5 of the Village Code which requires a report on planning considerations prior to the designation of any structure or object as a Glen Ellyn Landmark.

Location/Request. The property at 684 Highland Avenue is located on the west side of Highland Avenue between Maple Street to the north and Linden Street to the south. The current property owner is Alan Thelen, who has requested the landmark designation of the property in order to preserve the existing home.

Existing Structure. The following historical and architectural details about the home at 684 Highland Avenue were included in the application submitted by Mr. Thelen.

This property is an example of a Tudor Revival (Old English) style of architecture with half-timbering/ stucco exterior and was built in 1926. Tudor Revival homes are typically brick, sometimes with stucco; half-timbering, with flat stucco panels outlined by wood boards. Tudor Revival homes are also characterized by steeply pitched gable roofs and tall narrow easement windows with multiple panes or diamond leading. The home at 684 Highland Avenue was designed by Louis R. Christie, a prominent architect in Glen Ellyn and a member of the Village's Planning Commission.

Relationship to Comprehensive Plan. The Glen Ellyn Comprehensive Plan designates this parcel for Single-Family Detached Residential use, up to 5 dwelling units per acre. The Comprehensive Plan also states that "...homes...that have historic and/or architectural interest ...add to the charm and character to the community. The Village should consider more formal procedures for recognizing and designating structures and districts with historic value...Property owners should be encouraged to retain and restore historic structures." The designation of the home at 684 Highland Avenue as a historic landmark would be consistent with the recommendations of the Comprehensive Plan.

Zoning. The subject site is located in an R2 Residential District. The property is currently developed with a single-family home. The properties in the surrounding area are also zoned R2 Residential District. The surrounding lots are developed with single-family homes.

Effect on the Neighborhood. Due to its unique architectural style and rich historical affiliation with a noted architect and Glen Ellyn resident Louis R. Christie, it is a property that should be appropriately recognized. According to the documents reviewed and the above report, we do not

believe that there will be any negative effects on the neighborhood resulting from such a designation.

Planning Consideration. A review of the information available in the Village files, the Comprehensive Plan, and the Zoning Code indicate that the home is appropriate for designation as a Glen Ellyn Landmark for the following reasons:

1. The Comprehensive Plan indicates that historic properties such as 684 Highland Avenue contribute to the character of Glen Ellyn because of its age, design, and construction.

2. The property is consistent with the zoning classification for the area.

3. The structure is harmonious with the surrounding neighborhood.

4. This structure is largely the same as when originally constructed and it represents a unique interpretation of a style prominent during that era. It is an exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship.

Requested Action. It is requested that the Historic Preservation Commission conduct a public hearing during its regular meeting on September 26, 2013, for the request for landmark designation of the home at 684 Highland Avenue and to make a recommendation to the Village Board.

Village of Glen Ellyn

Ordinance No. _____

An Ordinance Designating the Property at 684 Highland Avenue, Glen Ellyn, IL as a Glen Ellyn Local Landmark

---

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

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

Ordinance No. _____

An Ordinance Designating the Property at 684 Highland Avenue, Glen Ellyn, IL as a Glen Ellyn Local Landmark

Whereas, Alan Thelen, owner of the property commonly known as 684 Highland Avenue ("Property"), Glen Ellyn, DuPage County, Illinois, and legally described as follows:

THE SOUTH 60.00 FEET OF LOT 5, TOGETHER WITH THE EAST HALF OF THE VACATED ALLEY LYING WEST AND ADJOINING THE SOUTH 60.00 FEET OF SAID LOT, IN BLOCK 13 IN GLEN ELLYN ADDITION TO PROSPECT PARK, BEING A SUBDIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1890 AS DOCUMENT NUMBER 42867, IN DUPAGE COUNTY, ILLINOIS.

PIN 05-11-116-014

has submitted a written request for Village of Glen Ellyn Historic Landmark Designation for the property at said address in accordance with Chapter 13 of Title 2 of the Glen Ellyn Village Code, known as the Historic Preservation Ordinance; and

Whereas, following due notice by publication in the Daily Herald not less than fifteen (15) days nor more than thirty (30) days prior thereto, and following placement of a placard on the subject property not less than fifteen (15) days prior thereto, Glen Ellyn Historic Preservation Commission conducted a public hearing on September 26, 2013, during which evidence, testimony, and exhibits were presented in support of the request for Landmark Designation; and

Whereas, based upon the evidence, testimony, and exhibits presented at the public hearing, the Glen Ellyn Historic Preservation Commission recommended that the property be officially designated as a historic and architectural landmark, as set forth in its Report and Recommendation dated October 18, 2013, a copy of which is appended hereto as "Exhibit A"; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn have reviewed the evidence and exhibits presented at the aforementioned public hearing and have considered the Report

and Recommendation of the Glen Ellyn Historic Preservation Commission and find that the property satisfies one or more of the criteria for designation as a Glen Ellyn landmark as provided for in Section 2-13-3(A) of the Glen Ellyn Village Code;

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

Section One: The Report and Recommendation of the Glen Ellyn Historic Preservation Commission, attached hereto as Exhibit "A", is hereby accepted, and the findings and conclusions set forth therein and in the preamble below are hereby adopted as findings of the corporate authorities of the Village of Glen Ellyn.

Section Two: The President and Board of Trustees hereby designate the property located at 684 Highland Avenue in Glen Ellyn, DuPage County, Illinois, as a Glen Ellyn Local Landmark.

Section Three: The property is hereby determined to be a Glen Ellyn Local Landmark because it satisfies the following criteria set forth in Section 2-13-3(A) of the Glen Ellyn Village Code:

A. The property was built in 1926.
B. The property is an outstanding and unique example of the style of architecture in which it was built.
C. The home is located on the west side of Highland Avenue between Maple Street to the north and Linden Street to the south. This neighborhood has been recognized for its historical significance due to the abundance of historic homes ranging in different architectural styles significant in the late 1800s to early to mid 1900s.

Section Four: The determination of landmark designation is based upon the owner's written request and the evidence, exhibits, and testimony presented at the September 26, 2013 Historic Preservation Commission public hearing including the documents listed below, which are referenced herein as though they were attached hereto, and said documents shall be filed with and made a permanent part of the records of the Glen Ellyn Historic Preservation Commission:

A. Historic Landmark Nomination Form
B. Picture of the home on the property
C. Copy of the notice of the Public Hearing

Section Five: By virtue of its satisfying the criteria specified herein, the property is hereby declared and designated as a Glen Ellyn Local Landmark, and the owners of said property are requested to affix a plaque to the house denoting said designation.

Section Six: The Historic Preservation Commission is authorized and directed to send a certified copy of this Ordinance and a summary report of the effects of designation to the owners within ten (10) days of the passage of this Ordinance, and the Village Clerk is authorized and directed to file or cause to be filed a certified copy of this Ordinance with the DuPage County Recorder of Deeds, Milton Township Assessor, and appropriate Village departments.

Section Seven: The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

Section Eight: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20___, on first reading, second reading not being requested.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20__.

_____
Village President of the Village
of Glen Ellyn, Illinois

Attest:

_____
Village Clerk of the Village
of Glen Ellyn, Illinois

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

684
Highland
Front
View

A-6E

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Jeffrey D. Perrigo, Civil Engineer
Bob Minix, Professional Engineer
Julius Hansen, Director of Public Works

DATE: October 18, 2013

RE: 2013 Skip Paving Program - Bid

2013 Skip Paving Program

Annually, the Village endeavors to make substantial improvements to roadways that are otherwise not on the Standalone Street Resurfacing and Reconstruction Program (20-year Reconstruction Program). Typically, the streets that are targeted for this program are 3 to 5 years away from being resurfaced or reconstructed under the 20-year Reconstruction Program. Under the Skip Paving Program, Public Works identifies streets or street segments that could benefit from large scale patching (milling and overlaying to a typical depth of 1½-inch to 2-inch; surface patch areas too large for Public Works to effectively perform). Considerations for determining appropriate candidates include the roadway's relative condition, age, and its place in the 20-year Reconstruction Program.

This year's budgeted amount of skip paving is $70,000 which includes the construction and construction management for the program. More than fifteen locations have been identified as needing to be paved within the scope of the program. By skip paving these areas, we hope to reduce the number and severity of potholes developing during the year as well as the amount of time and expense of manually pothole patching. To achieve greater economies of scale, we added the repaving of the train station lots (west and east) as well as the west Main Street parking lot to the program. The budgeted amount for the parking lot work is $82,300; totaling $153,200 for the combined work.

Bid Results

Seven competent asphalt paving contractors provided bids for the Skip Paving Program. Bids were received on October 15th and the results are summarized in the table below:

2013 SKIP PAVING PROGRAM

BIDDER	SKIP PAVING TOTAL
K-Five Construction	**$134,960**
MAT Construction	$159,370
Johnson Paving	$163,925
Orange Crush, LLC	$167,898
Chicagoland Paving	$193,115
Geneva Construction	$210,215
Schroeder Asphalt Services	$255,240
Engineer's Estimate	**$153,000**

K-Five Construction is the low bidder for the program. Their bid of $134,960 is 13% less than the in-house, engineer's estimate of $153,000, and approximately 18% less than the second place bid. The Village has experience with K-Five on various projects and they have provided consistently acceptable work. We are working toward having the roadway portion of the project completed before winter and the repaving of the parking lots performed in the spring. The work will be administered in-house.

Action Requested

At this time, a construction contract award to K-Five Construction with project funding in the amount of **$150,000** is recommended. The 2013 Skip Paving Budgeted amount is $70,000 from the Capital Fund and $82,300 from the Parking Fund. Based on this funding request, the Capital Funds portion of this work is underfunded by $10,000, whereas the Parking Fund is overfunded by $12,300. Please note the following:

2013 Skip Paving Program **Recommended Funding for Construction** K-Five Construction			
Project Item	Funding Source (FY 13-14)	Account No.	Amount
2013 Skip Paving Program	Capital Projects Fund	40000-580160	**$80,000**
2013 Skip Paving Program	Parking Fund	53000-580100	**$70,000**
			Total: $150,000

Attachments

Excerpt of the FY 2013/2014 Budget:

Parking Fund

4. **Capital Improvements:** Construction and engineering of the Duane/Glenwood Metra lot ($575,000), maintenance to the Main/Pennsylvania lot ($24,500), and resurfacing of the West Main Lot ($27,000) and the East and West Train Station shelf lots ($55,600).

Capital Fund

The proposed FY13/14 contract street maintenance work will include:

A. Asphalt Street Major Patching Project	$ 70,000
B. Asphalt Roadway Crack Sealing	40,000
C. Asphalt Roadway Surface Treatments	50,000
D. Microsurfacing	30,000
E. Concrete Curb & Street Pavement Repair	60,000
F. Concrete Street Grinding / Leveling	0
G. Concrete Street Joint and Crack Sealing	0
TOTAL	**$250,000**

cc: Kristen Schrader, Assistant to the Village Manager – Administration

A-6F

MEMORANDUM

TO: Julius Hansen, Public Works Director

FROM: Dave Buckley, Assistant Public Works Director

DATE: October 16, 2012

RE: Agenda Memo – Salt Purchase Recommendation

Background

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

The State of Illinois Department of Central Management Services (CMS) continued the modified process for securing pricing and product for the 2013-14 bid. This modified process includes a renewal option that is available to communities that did not use this option in the previous year. This essentially creates an every other year bid scenario depending on salt price projections. Glen Ellyn opted to use the renewal option for this year's salt supply as the price of salt was not expected to widely fluctuate plus Glen Ellyn was extremely pleased with efficiency of the salt vendor and the quality of salt. Glen Ellyn was notified on October 11, 2013 that the contract price for rock salt for 2013-14 will remain at $52.74. This price includes delivery to the Public Works Reno Center.

Issues

We have requisitioned 1,500 tons of salt through the State of Illinois Joint Purchasing Program. Per our contract, we are obligated to purchase 80% (1,200 tons) and have the option to procure up to 120% (1,800 tons) if winter weather dictates the need for more salt. Based on these quantities, we would expect our expenses through the state bid this year to be between $63,500 and $95,000. The budgeted amount in the Motor Fuel Tax Fund is $100,000, enough for the full allotment of salt from the state bid. Public Works currently has 400 tons of salt in storage which provides a maximum combined total of 2,200 tons of salt for snow and ice removal. Glen Ellyn also has a 2 year contract with Detroit Salt for 600 tons of back up salt previously approved by the Village Board. If winter weather conditions warrant the use of 600 tons of backup salt, the cost would be $32,000. The combined salt total amount of 2,800 tons (State Bid, current storage and back up) exceeds the maximum amount of salt Glen Ellyn has used any year over the last 6 years. The total cost for the 2,800 tons of salt is $127,000.

Recommendation

Approve the purchase of salt through the State of Illinois joint purchase program

Action Requested

The Village Board is requested to approve award of a contract through the State of Illinois Joint Purchase Program to Morton Salt Inc of Chicago, IL for the purchase of bulk rock salt at a unit price of $52.74 per ton in a not to exceed amount of $95,000. The cost of the rock salt will be charged to the Motor Fuel Tax (MFT) Fund 21000-530215. Public Works will notify the Village Board if the total cost of salt starts to exceed the budgeted amount of $100,000.

Attachments

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

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

October 01, 2013

Dear Joint Purchasing Participant:

Subject: 2013-2014 Rock Salt, Bulk Contract Information

In completing the 2013 – 2014 Rock Salt season contract re-procurement, the State of Illinois did not encounter the types of supply-related issues experienced in previous seasons. We made every effort to secure Road Salt at the best available price for participants in our contract re-procurement, and gladly report that all locations across the State were able to have their supply needs met through the State's procurement efforts.

In accordance with your response on "Table B: Complete to have the State RENEW for your governmental entity" from the seasonal participation survey, we have secured your revised REQUISITION QUANTITY with the previous season's contract vendor.

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

Contract: PSD 4017275-01
Morton Salt Inc.
123 N. Wacker Drive
Chicago, IL 60606
Order Phone (888) 800-8905

Term: October 2013 – September 2014
FEIN Number: 27-3146174

Contact: Government Services

Contract Line No: _107_ / **Renewal Price per ton** F.O.B. destination, is $. 52.74
Emergency pickup of salt from vendor's warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors is **$ 5.00** per ton. Contact vendor for availability in your area and scheduling deliveries.

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

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

Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment (as noted on your Requisition) is met before the end of the winter season, June 30, 2014. The vendor is required to furnish not less than 120 percent (if needed) of the contract quantity by March 1, 2014. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2013 through April 1, 2014 shall not exceed seven working days, unless as modified in the Order Guidelines herein..

For orders placed between December 1, 2013 and April 1, 2014, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain $.20 per ton per working-day as liquidated damages on the undelivered portion of the order. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven day delivery period.

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

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

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

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

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

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

In December 2013, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2014 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced Rock Salt 2013 - 2014 season availability:

The Department of Central Management Services surveyed vendors for availability of an enhanced rock salt option in the invitation for bid, and availability was not provided for by this vendor in this season's procurement process.

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

Sincerely,

Wayne Ilsley, CPPB, Buyer
Bureau of Strategic Sourcing

GovSalt.doc

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

A-6G

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Jeffrey D. Perrigo, Civil Engineer
Bob Minix, Professional Engineer
Julius Hansen, Director of Public Works

DATE: October 21, 2013

RE: Nicoll Way Land Bridge Rehabilitation Project – Recommendation to Reject Bids

Nicoll Way Land Bridge Rehabilitation Project

Bids were received for the Nicoll Way Land Bridge Rehabilitation Project Facility on September 10, 2013. Though interest appeared to be high, with seven sets of plans sold, we received only two bids for the work. The bids ranged from a low of $238,955 to a high of $259,010. The engineer's estimate for the project was $125,000 which is the same amount that was included in our FY14 budget. Essentially, the bid prices are twice what we expected and had budgeted.

Being mindful of the budget and the expected cost of service, we have discussed with the bidders some of their concerns and possible reasons for the higher-than-expected bids. Feedback revealed that the main reasons for their high bids included: the timing of the work being late in the season; some of the required materials are sole sourced; and, certain aspects of the work were quite labor-intensive. We will assess and re-evaluate the original work and determine what modifications can be made to the plans.

Revised plans will be released for bid early in 2014, with a construction start date in the spring.

cc: Kristen Schrader, Assistant to the Village Manager – Administration

A-6H

MEMORANDUM

TO: Mark Franz, Village Manager

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

DATE: October 21, 2013

RE: October 28, 2013 Village Board Meeting
Zoning Variation Request – 565 Lee Street

Background

The property owners, John and Jen Atkinson, are requesting approval of a variation from Glen Ellyn Zoning Code Section 10-4-8(D)2 to allow the construction of a one-story family room addition with a proposed rear yard setback of 14 feet. The Zoning Code requires a minimum rear yard setback of 40 feet. The subject property is a corner lot located on the northeast corner of the intersection of Lee Street and Willis Street in the R2 Residential District. Notice of the public hearing was published in the Daily Herald on September 9, 2013. The Zoning Board of Appeals conducted a public hearing on the requested variation on Tuesday, September 24, 2013. At the meeting, no persons spoke in favor of or in opposition to the variation request.

Issues

All but one of the Zoning Board of Appeals members was in favor of the variation because they felt that there are practical difficulties or particular hardships in the application of the Zoning Code regulations on this property and that the conditions on this property are unique and not generally applicable to other properties in this zoning district. The proposed addition will be relatively close to the rear lot line, however, it meets all other zoning setback and height regulations and the home with the addition will only cover 24.3% of the lot. The Zoning Code allows one-story homes to cover 35% of the lot.

Recommendation

At the public hearing on September 24, 2013, the Zoning Board of Appeals voted on a motion to recommend approval of the requested variation which carried with five (5) "yes" votes and one (1) "no" vote. ZBA Members in favor of the variation felt that the size and shape of the lot and position of the home create a hardship since the required setbacks and shallow depth of this corner lot impose particular restrictions to the permitted building area. They also felt that the one-story home and proposed addition has less impact than two-story structures on light, air, privacy, etc. on adjacent properties, and the neighbor adjacent to the rear of the property most affected by the variation submitted a letter in support of the variation request. The member in opposition to the variation felt that the applicant did not demonstrate a clear hardship condition on the property. In accordance with this recommendation, staff has prepared an ordinance to **approve** the requested variation.

Action Requested

It is requested that the Village Board consider the petitioners' request, the recommendation offered by the Zoning Board of Appeals, and any further evidence or testimony presented at the Village Board meeting and grant, deny or amend the requested variation.

Attachments

- Minutes of ZBA meeting dated September 24, 2013
- Photo of the Subject Property
- Location Map
- Ordinance
- Petitioners' Application packet

CC: John and Jen Atkinson

X:\Plandev\BUILDING\ZBA\MEMOS\LEE565-REAR.doc

4-1/2 feet, the edge of the driveway will no longer align with the edge of the garage which is unusual and unnecessary. Mr. Griffin also added that the driveway apron is new.

Persons in Favor of or in Opposition to the Petition

No persons spoke in favor or against the requested variation.

Comments from the ZBA

All but one of the ZBA members were supportive of the petitioner's variation request. Those in favor of the variation request stated there were no objections from neighbors, the garage would be consistent with the architecture and nature of the home, the garage footprint had been at its current location for decades, the garage will enhance the neighborhood, it is logical to keep the same garage footprint and the driveway would be one foot off of the garage if moved. ZBA Member Kolar was not in favor of the proposed variation request because there is room on the property to move the garage from its current location. He also stated that Ordinance 5300 states that the variation to allow the 3.6 foot setback is not in perpetuity. He felt that because the foundation and garage would be new, they could be moved one foot from the current location.

A motion was made to close the public hearing and carried unanimously by voice vote.

Motion

ZBA Member Miller moved, seconded by ZBA Member Bourke, to recommend approval of a variation from the Glen Ellyn Zoning Code, Section 10-5-4(A)4c, to allow the construction of a detached garage with a side yard setback of 3 feet 6 inches in lieu of the minimum required side yard setback of 4 feet 6 inches for the property at 602 Prairie Avenue. The recommendation for approval was based on the fact that if the garage was moved one foot to conform to the code, it would not align with the existing driveway.

The motion carried with five (5) "yes" votes and one (1) "no" vote as follows: ZBA Members Miller, Bourke, LaVanway, Micheli and Chairperson Garrity voted yes; ZBA Member Kolar voted no.

PUBLIC HEARING – 565 LEE STREET

A REQUEST FOR APPROVAL OF A VARIATION FROM THE GLEN ELLYN ZONING CODE, SECTION 10-4-8(D)2, TO ALLOW THE CONSTRUCTION OF A ONE-STORY ATTACHED ADDITION WITH A REAR YARD SETBACK OF 14 FEET IN LIEU OF THE MINIMUM REQUIRED REAR YARD SETBACK OF 40 FEET.

(John and Jen Atkinson, owners)

Staff Report

Building and Zoning Official Joe Kvapil stated that John and Jen Atkinson, the owners of the property at 565 Lee Street, are requesting approval of a variation from the Glen Ellyn Zoning Code, Section 10-4-8(D)2, to allow the construction of a one-story addition with a 14-foot rear yard setback in lieu of the minimum required 40-foot rear yard setback. Mr. Kvapil displayed a photo of the subject property and a map of the area and stated that the property is located in the R2 Zoning District and is defined as a corner lot on the northeast corner of the intersection of Willis Street and Lee Street. He added that the zoning and land use surrounding the subject property is single-family residential in the R2 Residential Zoning District. Mr. Kvapil stated that there was a letter in the applicants' packet in support of this variation from the owners of 780 Willis Street. Mr. Kvapil stated that Village records indicate that an ordinance was passed in 1967 permitting an addition on the rear of this home and granting variations from the minimum required side yard and rear yard setbacks. He also stated that many permits have been issued for this property since it was built in 1955. Mr. Kvapil displayed a site plan and stated that variations from the minimum required side yard and rear yard setbacks which did not meet the minimum setback requirements were approved for an addition in 1967. Mr. Kvapil stated that the owners would like to modify their existing home by constructing a one-story addition that is proposed to be 14 feet from the rear yard lot line, however, the Zoning Code does not allow principal structures to be within 40 feet of the rear yard lot line. He added that the proposed addition is 410 square feet in area and meets all other zoning regulations. He stated that although the lot is 113 feet deep and meets the minimum required 110-foot lot depth, corner lots are often not as deep as interior lots and require a greater side yard setback than interior lots which tend to restrict the permitted building area.

Mr. Kvapil stated that the subject property is not located within or adjacent to a designated flood area, however, the intersection of Lee Street and Willis Street appears to be within a depressional area. He added that properties that are adjacent to stormwater areas are reviewed by the Village Stormwater Engineeer to determine if any compensatory storage may be necessary to control stormwater runoff. He added that since the development exceeds 300 square feet, a tree preservation plan will be required to be submitted. He added that the subject property is not designated as a landmark or significant home by the Historic Preservation Commission or plaqued by the Historical Society.

Petitioner's Presentation

Jen Atkinson of 565 Lee Street stated that her family has been long-time residents of Glen Ellyn. She stated that one of her family members has been diagnosed with a medical condition which required them to move to a one-story ranch style home. Ms. Atkinson stated that after they moved into their current home, they discovered they do not have enough recreational living space for their family. Ms. Atkinson stated that their hardship is that their lot is awkward in size and because of how the house was built on the lot, they do not have a 40-foot rear yard setback to work with. Ms. Atkinson added that

the neighbors to the rear of their home as well as others in their neighborhood are in favor of the proposed variation request. She added that they have done many improvements to their home over the years and love their neighborhood. Ms. Atkinson stated she was unaware that there was a previous variation granted for their home in 1967.

Responses to Questions from the ZBA

Mr. Kvapil responded to ZBA Member Kolar that he did not know what percentage of the required rear yard is taken up by the addition but it does not appear to exceed the maximum permitted impervious surface area. ZBA Member Bourke asked if photos could be taken of the variation areas and distributed to the ZBA Members rather than providing stock photos from Village records. Mr. Kvapil stated that the petitioners could be required to provide photos of the subject area for the variation packets. ZBA Member Micheli asked how often property owners return to the ZBA for more changes regarding lot coverage and/or variations for the same property. Mr. Kvapil responded that that does not happen very often and that over the past six years, there have been 6-8 variations granted for homes that had prior variations granted. Mr. Kvapil also responded that there are no limitations, conditions or restrictions on the number of requests for variations that can be granted for a single property. ZBA Member LaVanway asked if there has been more latitude regarding the subject site because there is more latitude for a corner lot due to its setbacks. Mr. Kvapil responded that a typical interior lot tends to be long and narrow with an adequate rear yard. He added that for some reason when the subject properties were subdivided and corner lots were created, they became square and the disadvantage of that is there 30-50 foot front and corner side yard setbacks required on two sides of the property which creates a more restricted building area on many corner lots. ZBA Member Micheli asked if the 30-foot side lot was stripped off, would the minimum lot still be greater than the minimum required 66 foot interior lot width and would it still be a buildable lot. Mr. Kvapil responded yes.

Ms. Atkinson responded to ZBA Member Micheli that two of their oldest children are 18 and 17 and one will leave home to attend college soon. ZBA Member Kolar asked the petitioner what other possibilities have they considered regarding creating additional space, and Ms. Atkinson responded they have considered building up. She also responded to ZBA Member Kolar that they have considered building a small addition to the front of their home. She stated that their kitchen and dining room are in the rear of their home and they would prefer to have the addition possibly open up to the kitchen in order to create a family area. Mr. Kvapil displayed a street map and added that the front of the subject home is on Lee Street and the petitioners cannot build any closer to Lee Street than the home at 569 Lee Street without another variation request. Ms. Atkinson verified for ZBA Member LaVanway that the neighbor at 780 Willis provided a letter in support of the proposed variation request and added that their back yards are adjacent.

Persons in Favor of or in Opposition to the Petition

No persons spoke in favor or against the requested variation.

Comments from the ZBA

All but one of the ZBA Members were supportive of the subject variation request. ZBA Member Micheli stated he did not see a clear hardship and that his concern is the variation eating up the back yard. He suggested perhaps moving the addition to one side of the lot or the other in order to keep the back yard as is. He added that he feels a medical condition in the family requires a one-story home. ZBA Member Miller was in favor of approving the variation. He stated that finding a ranch home that meets one's needs is difficult and that the only direction the homeowners can build is to the back of the home. He also was supportive because the neighbors behind the subject home were in favor of the variation request. ZBA Member Miller felt that the petitioners showed a clear need for the variation being requested. ZBA Member Bourke was in favor of the variation request and stated that the lot was substantially in compliance with the zoning code. ZBA Member Kolar was not in favor of the variation request because the rear yard setback would be 14 feet in lieu of 40 feet required and added that family size is not a valid Zoning Board hardship issue. ZBA Member LaVanway was supportive of the variation request because of the shape of the lot and the medical condition of a family member. Chairman Garrity added that the Village Attorney had sent information stating that medical conditions are not valid reasons for variations and that reasons for a variation must be related to property.

A motion was made to close the public hearing and carried unanimously by voice vote.

Motion

ZBA Member Miller moved, seconded by ZBA Member Bourke, to grant a zoning variation from the Glen Ellyn Zoning Code, Section 10-4-8(D)2, for the property at 565 Lee Street to allow the construction of a one-story addition with a 14-foot rear yard setback in lieu of the minimum required 40-foot rear yard setback. The recommendation for approval was based on the hardships that the petitioners cannot build forward on their lot due to the placement of their home and the corner lot is odd in shape.

The motion carried with five (5) "yes" votes and one (1) "no" vote as follows: ZBA Members Miller, Bourke, LaVanway, Micheli and Chairperson Garrity voted yes; ZBA Member Kolar voted no.

Trustee Report

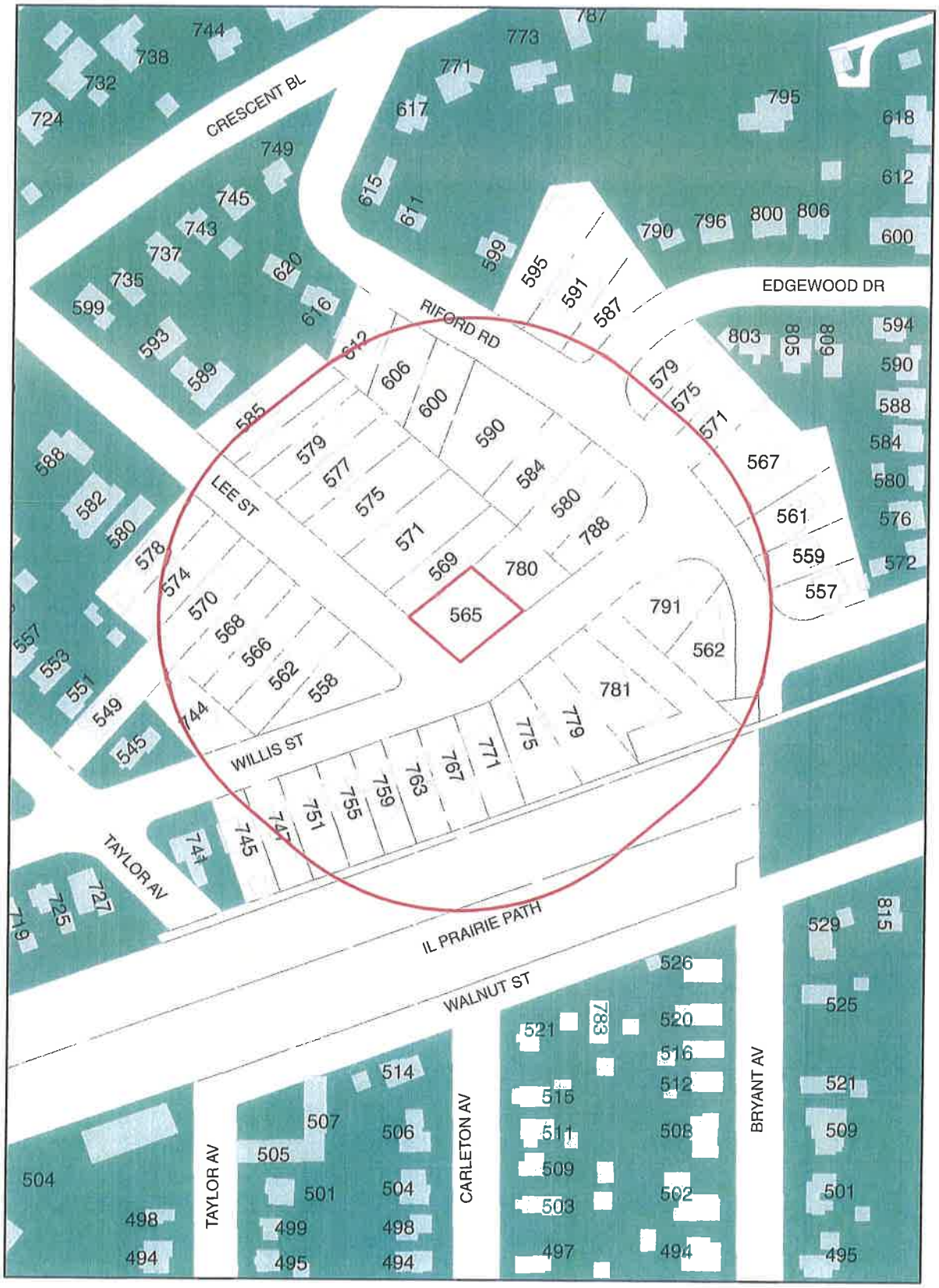
Trustee Liaison Elliott stated that the variation request for a screened-in porch on Lincoln Avenue passed at the Village Board meeting.

Staff Report

Mr. Kvapil stated that two variations will be heard at the next ZBA meeting. He also stated that a 7:00 p.m. start time for the ZBA meetings will begin on October 8, 2013.

565 LEE STREET

565 Lee St.



Prepared By: Planning and Development
Date: Sept. 6, 2013

0 175 350 700 Feet

N

Village of Glen Ellyn

Ordinance No. _____

An Ordinance Approving a Variation from the Rear Yard Setback Requirements of the Zoning Code to Allow the Construction of a One-Story Family Room Addition for Property at 565 Lee Street Glen Ellyn, IL 60137

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

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

Ordinance No. _____

An Ordinance Approving a Variation from the Rear Yard Setback Requirements of the Zoning Code to Allow the Construction of a One-Story Family Room Addition for Property at 565 Lee Street Glen Ellyn, IL 60137

Whereas, John and Jen Atkinson, owners of the property at 565 Lee Street, Glen Ellyn, Illinois, which is legally described as follows:

> Lot 1 in Chamber's Resubdivision of Lot 85 in Collins and Gauntlett's First Addition to Lake Glen Ellyn, being a Subdivision of part of the Southeast ¼ of Section 11, Township 39 North, Range 10, East of the Third Principal Meridian, according to the Plat of Chamber's Resubdivision recorded July 26, 1960 as document 973395, in DuPage County, Illinois.
>
> P.I.N.: 05-11-408-016

have petitioned the President and Board of Trustees of the Village of Glen Ellyn for a variation from the Glen Ellyn Zoning Code, Section 10-4-8(D)2, to allow the construction of a one-story addition with a 14'-0" rear yard setback in lieu of the minimum required 40'-0" rear yard setback; and

Whereas, following due notice by publication in the Daily Herald not less than fifteen (15) nor more than thirty (30) days prior thereto, and by mailing notice to all property owners within 250 feet of the subject property at least ten (10) days prior thereto, and following the placement of a placard on the subject property not less than fifteen (15) days prior thereto, the Glen Ellyn Zoning Board of Appeals conducted a public hearing on September 24, 2013, at which the petitioners presented evidence, testimony, and exhibits in support of the variation request and no persons appeared in favor of or in opposition thereto; and

Whereas, based upon the evidence, testimony, and exhibits presented at the public hearing on September 24, 2013, the Zoning Board of Appeals adopted findings of fact and voted on a motion to approve the Variation, which carried by a vote of five (5) "yes" and one (1) "no," resulting in a recommendation for approval as set forth in its Minutes dated September 24, 2013, appended hereto as Exhibit "A"; and

Whereas, the President and Board of Trustees have reviewed the exhibits and evidence presented at the aforementioned public hearing and have considered the findings of fact and recommendations of the Zoning Board of Appeals; and

Whereas, the President and Board of Trustees make the following findings of fact:

A. That the plight of the owner is due to unique circumstances since the required front and corner side yard setbacks and position of the existing home on the lot impose particular restrictions to the permitted buildable area on the lot;

B. That the variation, if granted, will not alter the essential character of the locality since the addition is a building improvement consistent with typical residential structures and uses;

C. That the particular physical surroundings, shape or topographical condition of the specific property involved would bring practical difficulty or particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations was to be carried out since the shallow depth of this square lot prohibits any building area in the rear yard;

D. That the conditions upon which the variation is based would not be applicable generally to other property within the same zoning district since the size and shape of the lot and the position of the house on the lot is unique to this property;

E. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property since the applicants intend to make these improvements for their own personal use and have no desire to sell the property or move from the home;

F. That the practical difficulty or particular hardship has not been created by any persons presently having an interest in the property since the lot was platted and the existing home was constructed prior to the applicant's purchase of the home in 2011;

G. That the variation will not be detrimental to the public comfort, morals, and welfare or injurious to other property or improvements in the neighborhood in which the property is located since the use is permitted in the zoning district and it will be constructed in accordance with all applicable zoning code regulations other than the variation granted;

H. That the variation will not substantially increase the hazard from fire or other dangers to said property and not otherwise impair the public health, safety, or general welfare of the inhabitants of the Village since it is a structure that will be constructed in accordance with all applicable building code regulations;

I. That the variation will not diminish or impair property values within the neighborhood since it is a property improvement that will increase property values;

J. That the variation will not unduly increase traffic congestion in the public streets and highways since no change to the existing code compliant residential vehicle access and parking use is proposed on the property;

K. That the variation will not result in an increase in public expenditures or create a nuisance since these are improvements to the existing zoning code compliant single-family residential use in a residential zoning district;

L. That the variation is the minimum variation that will make possible the reasonable use of the land, building or structure: and

Whereas, the President and Board of Trustees, based on the aforementioned findings of fact, find it appropriate to grant the variation presented to the Zoning Board of Appeals.

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

Section One: The Minutes of the September 24, 2013 Glen Ellyn Zoning Board of Appeals meeting, Exhibit "A" appended hereto, are hereby accepted, and the findings of fact and conclusions set forth in the preambles above are hereby adopted as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn.

Section Two: Based upon the above findings of fact, the President and Board of Trustees hereby approve a variation from the Glen Ellyn Zoning Code, Section 10-4-8(D)2, to allow the construction of a one-story addition with a 14'-0" rear yard setback in lieu of the minimum required 40'-0" rear yard setback at 565 Lee Street, Glen Ellyn, Illinois, which is legally described as follows:

> Lot 1 in Chamber's Resubdivision of Lot 85 in Collins and Gauntlett's First Addition to Lake Glen Ellyn, being a Subdivision of part of the Southeast ¼ of Section 11, Township 39 North, Range 10, East of the Third Principal Meridian, according to the Plat of Chamber's Resubdivision recorded July 26, 1960 as document 973395, in DuPage County, Illinois.
>
> P.I.N.: 05-11-408-016

Section Three: This grant of variation to construct a one-story family addition is conditioned upon the construction being completed in substantial conformance with the plans and the Application for Variation received by the Planning & Development Department and signed on August 29, 2013 and the testimony and exhibits provided at the September 24, 2013 Zoning Board of Appeals public hearing.

Section Four: The Building and Zoning Official is hereby authorized and directed to issue building permits for the subject property, consistent with the variation granted herein, provided that all conditions set forth hereinabove have been met and that the proposed construction is in compliance with all other applicable laws and ordinances. This grant of variation shall expire and become null and void twenty-four (24) months from the date of passage of this Ordinance unless a building permit to begin construction in reliance on this variation is applied for within said twenty-four (24) month time period and construction is continuously and vigorously pursued provided, however, the Village Board, by motion, may extend the period during which permit application, construction, and completion shall take place.

Section Five: The Village Clerk is hereby authorized and directed to cause a copy of this Ordinance approving the variation to be recorded with the DuPage County Recorder of Deeds.

Section Six: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

Section Seven: Failure of the owner or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of said Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 10-10-18 "A" and "B" of the Village of Glen Ellyn Zoning Code.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this ____ day of _____, 2013.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

_____
Village President of the
Village of Glen Ellyn, Illinois

Attest:

_____
Village Clerk of the
Village of Glen Ellyn, Illinois

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

X:\Plandev\BUILDING\ZBA\ORDINANCE\LEE565-REAR.doc

7/30/13

VILLAGE OF GLEN ELLYN
535 Duane Street
Glen Ellyn, Illinois 60137
(630) 547-5250

RECEIVED
AUG 30 2013
PLANNING DEPARTMENT
VILLAGE OF GLEN ELLYN

APPLICATION FOR VARIATION

For the property at 565 LEE STREET Glen Ellyn, IL 60137

Note to the Applicant: This application should be filed with, and any questions regarding it, should be directed to the Director of the Village Planning and Development Department.

The undersigned hereby petitions the Village of Glen Ellyn, Illinois, for one or more variations from the Glen Ellyn Zoning Code (Ordinance No. 3617-Z, as amended), as described in this application.

I. APPLICANT INFORMATION:

(Note: The applicant must comply with Section 10-10-10(B) of the Zoning Code).

Name: John & Jen Atkinson

Address: 565 Lee Street

Phone No.: 630 / 877-3577

Fax No.:

E-mail: jjatkinson1@sbcglobal.net

Ownership Interest in the Property in Question: Owners

II. INFORMATION REQUIRED BY SECTION 10-10-10(B) OF THE ZONING CODE, IF APPLICABLE:

NOTE: All parties, whether petitioner, agent, attorney, representative and or organization et al. must be fully disclosed by true name and address in compliance with Section 10-10-10(B) of the Zoning Code. Disclosure forms are attached for your convenience.

Name and address of the legal owner of the property (if other than the applicant):

APPLICANT

Name and address of the person or entity for whom the applicant is acting (if the applicant is acting in a representative capacity):

JOHN & JEN ATKINSON

Is the property in question subject to a contract or other arrangement for sale with the fee owner? (Circle "Yes" or "No")

YES (NO)

If YES, the contract purchaser must provide a copy of the contract to the Village and must either be a co-petitioner to this application or submit the attached Affidavit of Authorization with the application packet.

Is the property in question the subject of a land trust agreement? (Circle "Yes" or "No")

YES (NO)

If YES, (1) either the trustee must be a co-petitioner or submit the attached Affidavit of Authorization from the trustee to represent the holders of the beneficial interests in the trust and (2) the applicant must provide a trust disclosure in compliance with "An Act to Require Disclosure of All Beneficial Interests", Chapter 148, Section 71 et seq., Illinois Revised Statutes, signed by the trustee.

III. PROPERTY INFORMATION:

Common address: 565 LEE STREET

Permanent tax index number: 05-11-408-016

Legal description: SEE ATTACHED PLAT OF SURVEY

Zoning classification: R-2

Lot size: 112.5 ft. x 100.0 ft. Area: 11,114.6 sq. ft.

Present use: RESIDENCE

IV. INFORMATION REGARDING THE VARIATION(S) REQUESTED:

Description of the variation(s) requested (including identification of the Zoning Code provisions from which variation is sought) and proposed use(s):

- SINGLE-STORY ADDITION TO REAR OF EXISTING HOUSE.
- EXISTING HOUSE IS CURRENTLY IN REAR YARD SET-BACK.

Estimated date to begin construction:

Names and addresses of any experts (e.g., planner, architect, engineer, attorney, etc.):

*Bill Rock — MODERN DESIGN & GRAPHICS — DESIGNER
FRANK LUCCHESE — LUCCHESE & ASSOCIATES, LTD — ARCHITECT
JOHN FJELLANDER — BUILDER

V. EVIDENCE RELATING TO ZONING CODE STANDARDS FOR A VARIATION:

The following items are intended to elicit information to support conclusions by the ZBA or PC and the Village Board that the required findings/standards for a variation under the Zoning Code have been established and met. Therefore, please complete these items carefully.

Contact.

* Bill Rock 630/464-7584 cell wjr emodesgraph.com

A. Standards Applicable to All Variations Requested:

1. Provide evidence that due to the characteristics of the property in question, there are practical difficulties or particular hardship for the applicant/owner in carrying out the strict letter of the Zoning Code:
THE EXISTING HOUSE IS WITHIN THE REAR YARD SET-BACK — SEE PLAT OF SURVEY AND PROPOSED SITE PLAN.

2. a. Provide evidence that the property in question cannot yield a reasonable return if permitted to be used under the conditions allowed by the Zoning Code (i.e., without one or more variations):
SEE ZONING CODE Section 10-4-8 (D)2 ATTACHED — END OF THIS PACKAGE

OR

b. Provide evidence that the plight of the applicant/owner is due to unique circumstances relating to the property in question:
THE PROPOSED ADDITION, FOR IT'S PRACTICAL USE CANNOT BE ADDED WITHOUT ENCROACHING INTO THE REAR YARD SET-BACK.

3. Provide evidence that the requested variation(s), if granted, will not alter the essential character of the locality of the property in question:
THE ADDITION WILL NOT ALTER THE CHARACTER OF THE EXISTING HOUSE / PROPERTY - DESIGNED TO MATCH CHARACTER AND INTEGRITY SEE BUILDING ELEVATIONS

B. For the purpose of supplementing the above standards, the ZBA or PC, in making its recommendation that there are practical difficulties or particular hardships, shall also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:

1. Provide evidence that the particular physical surroundings, shape or topographical condition of the property in question would bring particular hardship upon the applicant/owner as distinguished from a mere inconvenience if the strict letter of the Zoning Code were to be carried out:
SEE PLAT OF SURVEY AND PROPOSED SITE PLAN

2. Provide evidence that the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district:

NEIGHBORING HOMES ARE WITHIN THE SET-BACKS

3. Provide evidence that the purpose of the variation is not based exclusively upon a desire to make more money out of the property in question:

THE PURPOSE OF THIS VARIANCE IS TO PROVIDE ADDITIONAL LIVING SPACE FOR THE FAMILY/OWNERS. CURRENTLY LIVING IN THIS HOUSE. FAMILY OF 7 PEOPLE.

4. Provide evidence that the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property in question or by the applicant.

NO OTHER PERSON HAS AN INTEREST IN THIS HOUSE. ONLY THE OWNERS.

5. Provide evidence that the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property in question is located

THE USE OF THIS ADDITION IS FOR THE FAMILY ONLY. NO USE FOR THE GENERAL PUBLIC. NO DETRIMENT TO PUBLIC WELFARE OR INJURY TO THE NEIGHBORHOOD. - RESIDENTIAL ADDITION

6. Provide evidence that the proposed variation will not:

   a. Impair an adequate supply of light and air to adjacent property;

   NEW ADDITION IS LOWER THE TWO-STORY HOUSES NEIGHBORING THIS PROPERTY - NO LIGHT OR AIR IMPAIRMENT

   b. Substantially increase the hazard from fire or other dangers to the property in question or adjacent property;

   WILL NOT INCREASE OF FIRE.

   c. Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village;

   WILL NOT IMPAIR PUBLIC HEALTH OR MORALS, ET..

d. Diminish or impair property values within the neighborhood;
SHALL INCREASE PROPERTY VALUES TO NEIGHBORS

e. Unduly increase traffic congestion in the public streets and highway;
WILL NOT INCREASE TRAFFIC TO PUBLIC STREETS

f. Create a nuisance; or
WILL NOT CREATE A NUISANCE

g. Results in an increase in public expenditures.
WILL NOT INCREASE PUBLIC EXPENDITURES

7. Provide evidence that the variation is the minimum variation that will make possible the reasonable use of the land, building or structure.
OWNER REQUESTS ONLY 420 SQ. FT. ADDITIONAL LOT COVERAGE. WHICH IS SUBSTANTIALLY BELOW THE MAX. LOT COVERAGE — SEE SITE SUMMARY

8. Please add any comments which may assist the Zoning Board of Appeals of Appeals in reviewing this application.
SEE PLANS, ELEVATIONS AND SITE PLAN

VI. EVIDENCE RELATING TO FLOOD HAZARD VARIATION REQUESTS

The following items must be completed only if the requested variation is from Chapter 6 of the Zoning Code (relating to Flood Hazard Land Use Regulations.) If no such variation is being requested, the applicant should skip this section and complete Section VII below.

A. Items applicable only to variation requested from the requirements of Chapter 6 of the Zoning Code (relating to Flood Hazard Land Use Regulations) that, if granted, would result in a structure not being protected to the elevation of the base flood.

1. Provide evidence that the structure is to be located on a lot contiguous to and surrounded by lots with existing structures constructed below the base flood level.

N/A

2. Provide evidence that the applicant has acknowledged that (a) such construction below the base flood level will increase the risk to life and property and that the applicant proceeds with knowledge of these risks; and (b) any variation is contingent upon the applicant obtaining approval from other agencies having jurisdiction when the variance violates the requirements of such agencies.

N/A

B. Items applicable only to variations requested from the requirements in Chapter 6 of the Zoning Code (relating to Flood Hazard Land Use Regulations) that, if granted, would significantly impede or increase the flow and passage of floodwaters.

1. Provide evidence that the use will not result in an increased flood height greater than 0.1 feet within the designated regulatory floodway.

N/A

2. Provide evidence that the resulting increase in the base flood elevations will not affect any existing structures or utilities.

N/A

3. Provide evidence that the owners of the properties affected by the increased base flood elevation are compensated for the resulting effect on property values, and they give their written agreement to granting the variation.

N/A

4. Provide evidence that the resulting increased flood elevations will not affect any flood protection structures.

N/A

VII. CERTIFICATIONS, CONSENT AND SIGNATURE(S)

I (We) certify that all of the statements and documents submitted as part of this application are true and complete to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in the application by any authorized official of the Village of Glen Ellyn.

I (We) certify that I (we) have carefully reviewed the Glen Ellyn Zoning Variation Request Package and applicable provisions of the Glen Ellyn Zoning Code.

I (We) consent to accept and pay the cost to publish a notice of Public Hearing as submitted on an invoice from the publishing newspaper. I (we) understand that our request will not be scheduled for a Village Board agenda until and unless this invoice is paid.

JOHN ATKINSON

John Atkinson J. Atkinson

Signature of Applicant(s)

8-29-13

Date filed

ornamental tower, and spire, chimney, elevator bulkhead, conveyor and flag pole which exceed the maximum height.[18]

*All (A) Permitted and (B) Special Uses must also comply with all applicable requirements contained in the "Supplementary District Regulations," as well as all other pertinent regulations in this Code.

(C) ACCESSORY BUILDING AND USES[18]

See Section 10-5-4: ACCESSORY STRUCTURES AND USES[20] and Section 10-5-5: YARDS.[20]

(D) MINIMUM YARD AND LOT REQUIREMENTS

1. Front yard: The front yard setback distance shall be measured from the front lot line to the closest enclosed point of the principal structure. The initial principal structure erected on a lot in a subdivision recorded with the DuPage County Recorder of Deeds Office after March 1, 1999, may be constructed to the minimum required front yard setback line of 30 feet.[20, 25]

   a. 30' in depth, and

   b. The proposed principal structure (or addition thereto) shall be no closer to the street than the closest principal structure on either adjacent lot on the same block and same side of the street, but

   c. The proposed principal structure (or addition thereto) need not be farther than 50' from the front lot line.[20]

2. Rear yard: 40' in depth.

3. Interior side yard: Minimum Interior Side Yard Setback: Each side yard shall be 6.5 feet or 10% of the lot width, whichever is greater.[20, 25]

4. Corner side yard setback:

   a. 30' except

   b. On a parcel with a non-conforming lot width, the minimum corner side yard setback shall be 30% of the lot width.[20]

5. On lots fronting on two non-intersecting streets, with the exception of alleys, where access on both public ways is allowed, a front yard must be provided on both streets. Where a lot fronts on two non-intersecting streets, one of which is an improved or unimproved alley, the yard closest to the alley shall be considered a rear yard.[20, 23]

6. The minimum width of each side yard for schools and Special Uses shall be 25'.[1]

July 26, 2013

Dear Village Zoning Board,

The Atkinson family, at 565 Lee Street, has discussed their plans to add an addition to the rear of their home with us. We are the neighbors that live behind their house and our backyards are adjacent to each other. We have no objections to the proposed addition.

Sincerely,

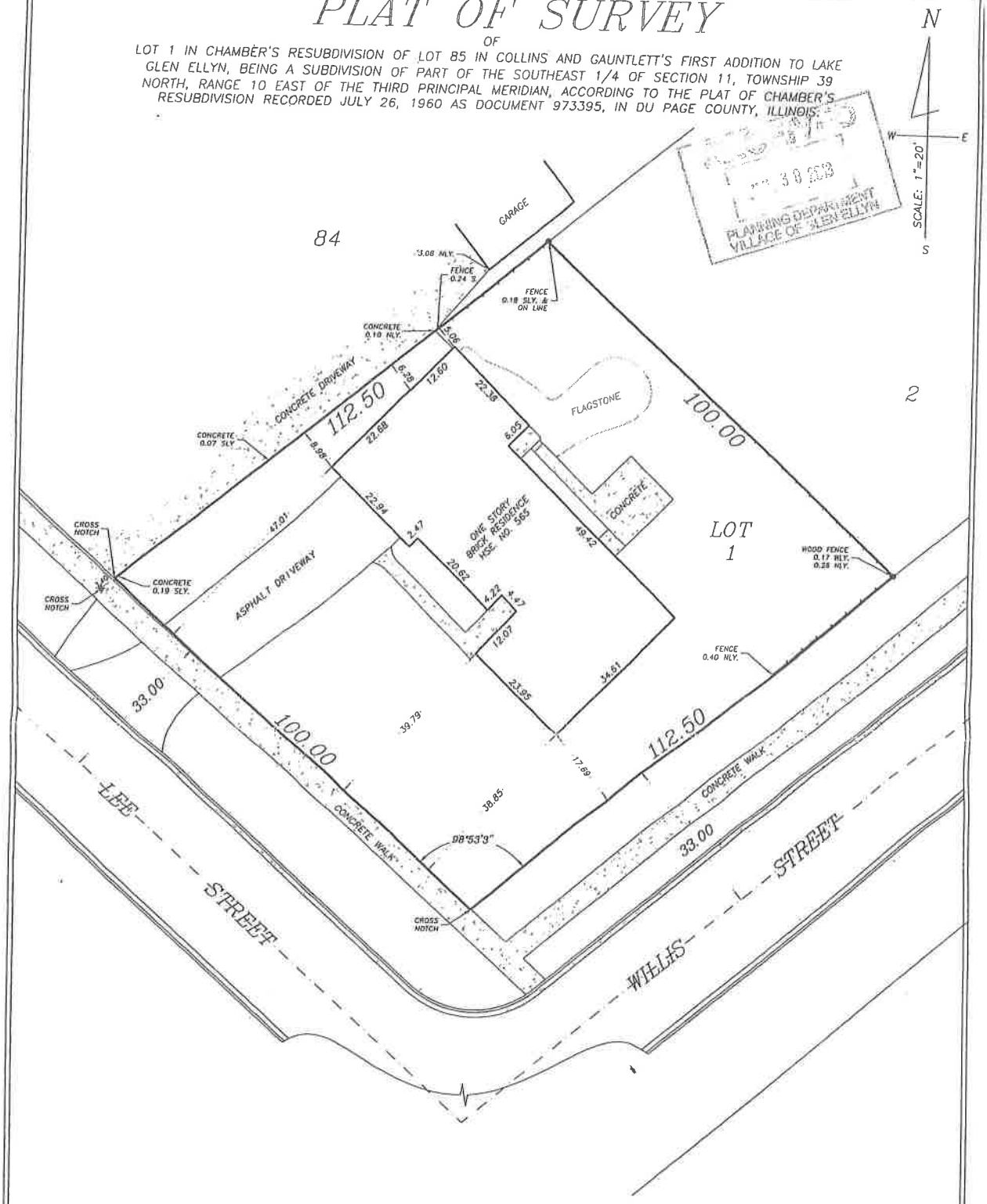
Nancy Denenberg

Steve Denenberg

PLAT OF SURVEY

OF

LOT 1 IN CHAMBER'S RESUBDIVISION OF LOT 85 IN COLLINS AND GAUNTLETT'S FIRST ADDITION TO LAKE GLEN ELLYN, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF CHAMBER'S RESUBDIVISION RECORDED JULY 26, 1960 AS DOCUMENT 973395, IN DU PAGE COUNTY, ILLINOIS.



ORDERED BY: MARIO PERCOCO

ORDER NO. 11 0 13

FILE NO. 11060

STATE OF ILLINOIS } S.S.
COUNTY OF KENDALL }

THIS IS TO CERTIFY THAT I, AN ILLINOIS LAND SURVEYOR, HAVE SURVEYED THE PROPERTY DESCRIBED ABOVE AND THAT THE ANNEXED PLAT IS A CORRECT REPRESENTATION OF SAID SURVEY. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF A BOUNDARY SURVEY.
GIVEN UNDER MY HAND AND SEAL AT OSWEGO, ILLINOIS,
THIS 14TH DAY OF APRIL, A.D., 2011.

WILLIAM M. WINGSTEDT
REGISTERED
LAND SURVEYOR NO. 2675
PROFESSIONAL
STATE OF ILLINOIS

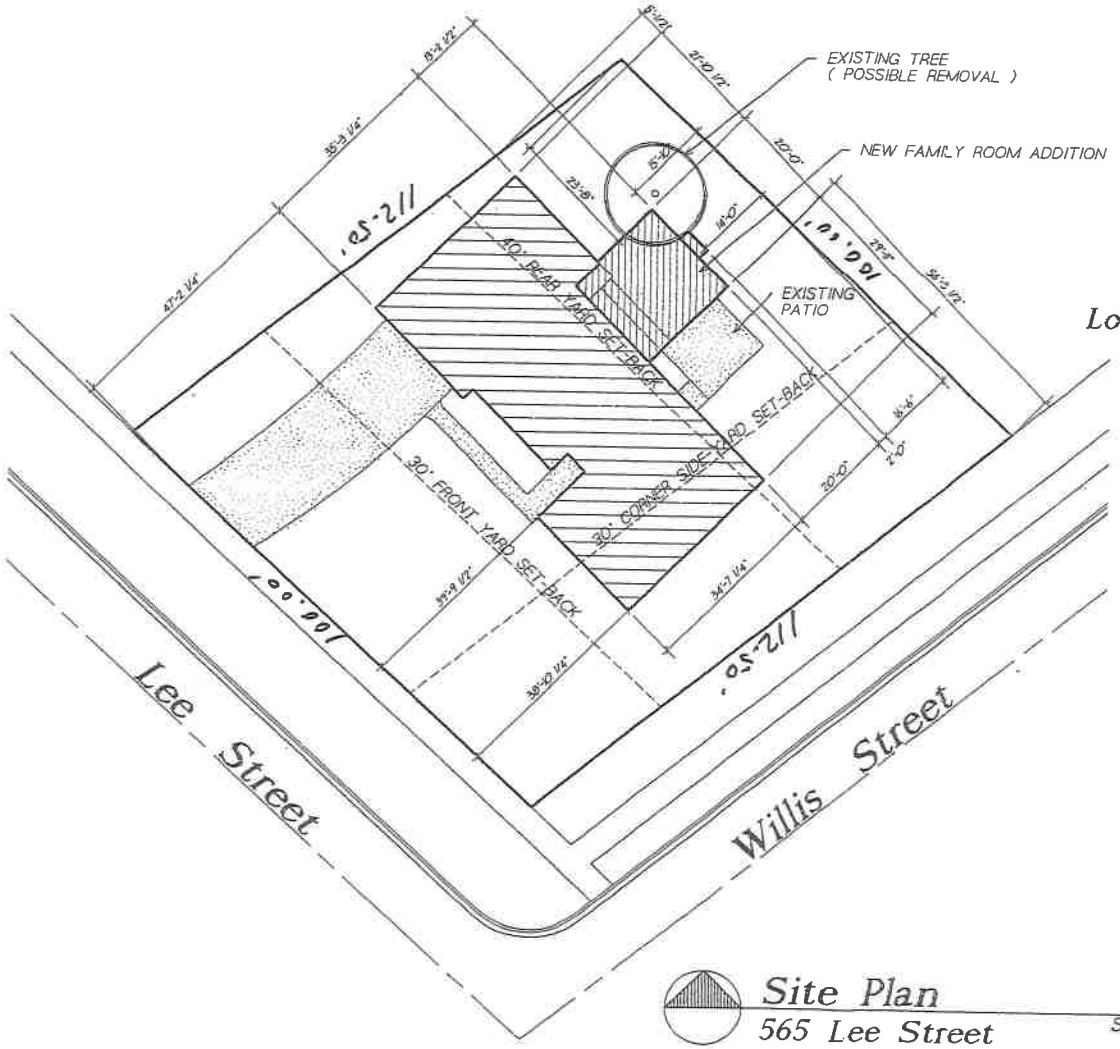
ILLINOIS LAND SURVEYOR NO. 2675
(LICENSE SUBJECT TO RENEWAL AND EXPIRES 11/30/2012)

565 LEE ST.DWG
● = found iron stake
○ = set iron stake

FIELD WORK COMPLETED, BUILDINGS AND OTHER IMPROVEMENTS LOCATED AS SHOWN ON THE 14TH OF APRIL, A.D., 2011.

REFER TO DEED OR GUARANTEE POLICY FOR RESTRICTIONS NOT SHOWN ON SURVEY.
ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
LINE DIRECTIONS AND BEARINGS, WHERE SHOWN, ARE BASED ON AN *ASSUMED* DATUM LINE.
PLEASE COMPARE ALL POINTS BEFORE BUILDING AND REPORT ANY APPARENT DISCREPANCIES

WILLIAM M. WINGSTEDT
ILLINOIS PROFESSIONAL LAND SURVEYOR
329 WHITE PINES CT., OSWEGO, ILLINOIS 60543
PHONE: (630) 554-8209 FAX (630) 551-1207



Site Plan
565 Lee Street

Scale: 1" = 20'-0"

565 Lee Street

Zoning Summary:

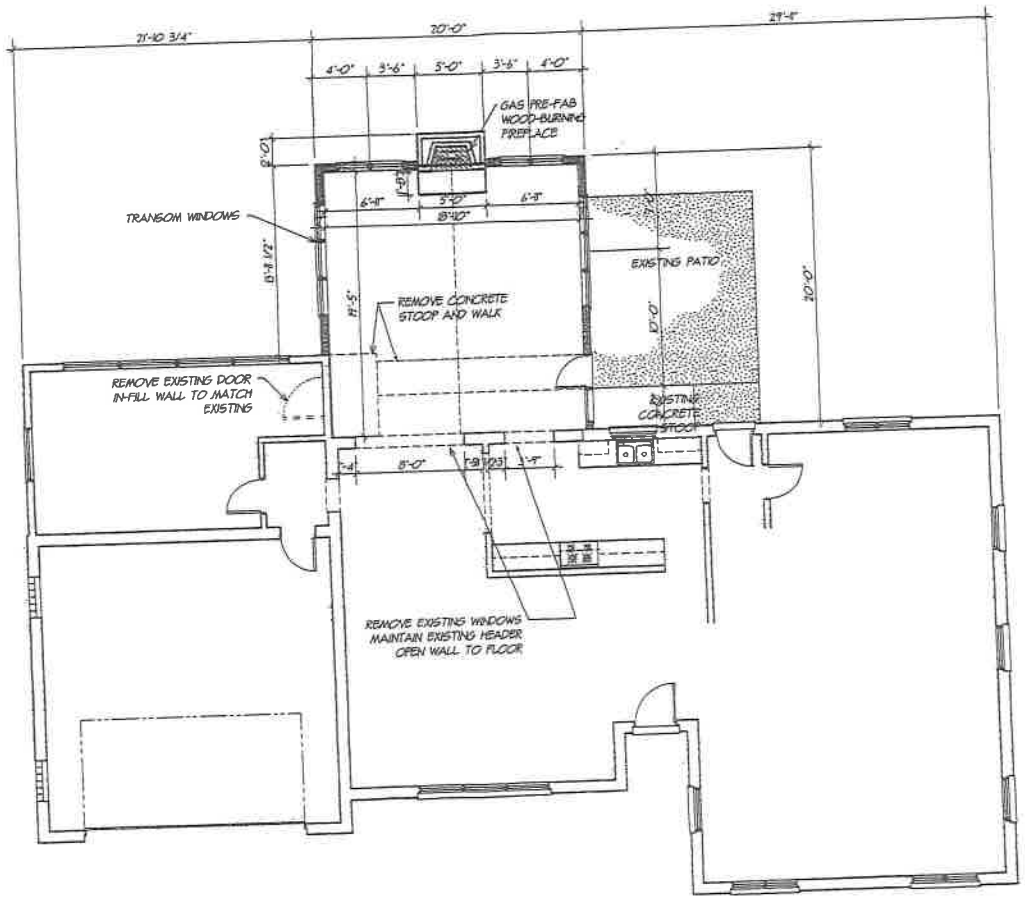
R-2 Zoning District

Lot: 11,114.6 Sq. Ft.

Lot Coverage: 35% = 3890 Sq. Ft. Max

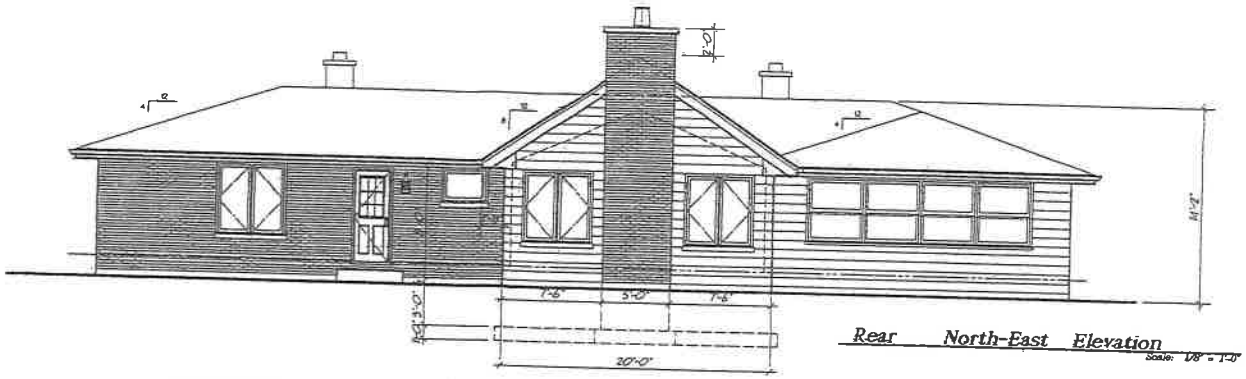
Existing House w/ Garage	=	2285.36 Sq. Ft.
Proposed Addition	=	420.0 Sq. Ft.
Total Coverage	=	2705.6 Sq. Ft.

Existing Driveway	=	800 Sq. Ft.
Front Walk	=	130 Sq. Ft.
Rear Patio	=	200 Sq. Ft
		1130 Sq. Ft.
House Coverage	=	2705.6 Sq. Ft.
Total Impervious	=	3835.6 Sq. Ft.

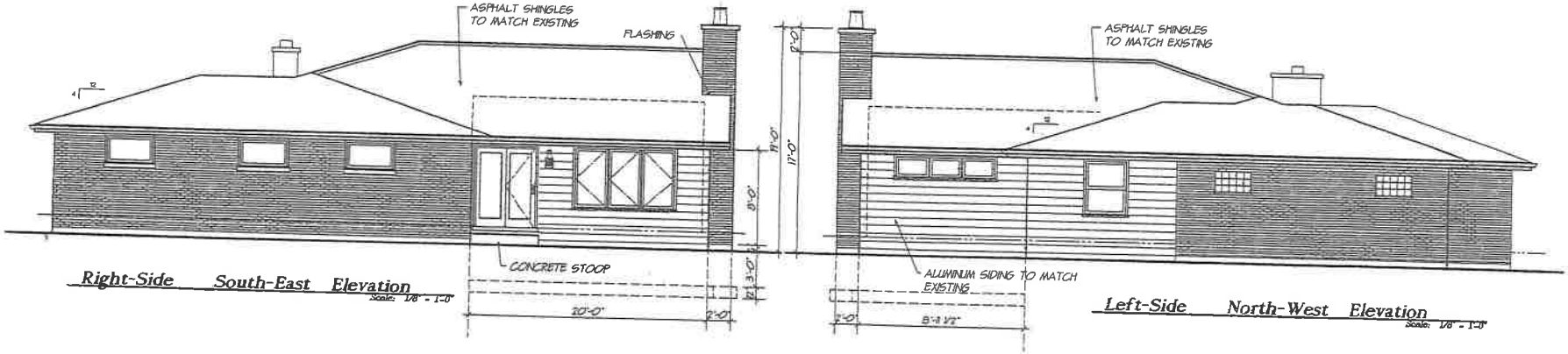


First Floor Plan

Scale: 1/8" = 1'-0"



Rear North-East Elevation
Scale: 1/8" = 1'-0"



Right-Side South-East Elevation
Scale: 1/8" = 1'-0"

Left-Side North-West Elevation
Scale: 1/8" = 1'-0"

Front South-West Elevation
Scale: 1/8" = 1'-0"

A-6I

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Kevin Wachtel, Finance Director

DATE: October 22, 2013

RE: Investment policy update

Background

In 2004, the Village updated its investment policy. Since that time, many changes have occurred in the investment environment as well as changes in state and federal laws that impact how the Village of Glen Ellyn can invest public dollars.

When the Finance Commission was established, one of the tasks they identified was a review of the Village's investment policy. Earlier this year, Finance Commissioners Bert Nuehring and Chris Faber closely examined the investment policy, and we have updated the policy to reflect the current environment. The Finance Commission reviewed and revised the investment policy in May, 2013, and the policy was forwarded to the Village Board for consideration. Trustee Friedberg asked to review the internal controls prior to approval. We have since updated the internal control document (now in the form of an Administrative Order) to reflect the attached policy, and met with Trustee Friedberg for his review earlier this month.

Issues

Our primary investment focus is on keeping existing assets secure and readily accessible, with the achievement of investment earnings being the lowest priority. The attached policy updates the 2004 policy with current regulatory issues, creates a subcommittee of the Finance Commission to monitor the program, and spells out monthly, quarterly, and annual tasks relative to the investment policy. More detailed recommendations that have been incorporated into the policy can be found on the attached May 10, 2013, memo from Commissioners Nuehring and Faber to the Finance Commission. A subcommittee of the Finance Commission will consist of Commissioners Erik Ford and Matt Halkyard.

Further, the investment procedures and internal control manual has been updated as an administrative order with tighter procedures, annual reporting requirements and verifications, all to ensure better control of Village assets.

Recommendation

Management recommends adopting the attached investment policy, as recommended by the Finance Commission.

Action Requested

Adopt the revised investment policy.

Attachments

- May 10, 2013, Memo from Commissioners Nuehring and Faber
- Investment policy
- Investment Procedures and Internal Controls Manual Administrative Order

Glen Ellyn Village Investment Policy

May 10, 2013

To: The Finance Commission and Management
Village of Glen Ellyn, Illinois

From: Finance Commissioners Faber and Nuehring

RE: Comments and Recommendations – Village Investment Policy

A written investment policy is the most important element in the Village's investment program. An investment policy should describe the most prudent primary objectives for a sound policy: safety, liquidity and yield. It should also indicate the type of instruments eligible for purchase by the Village, the investment process, and the management of the portfolio. A formal investment policy also improves the quality of investment decisions and demonstrates the commitment to the fiduciary care of public funds.

As requested by Finance Commission Chair Skirvin and the Finance Commission at the Village Finance Commission meeting on April 12, 2013, Commissioners Faber and Nuehring have reviewed the Village's Investment Policy. The current Investment Policy was last formally revised on June 28, 2004. Regular review and consideration of modifications should occur annually in order to determine that provisions within the Policy are relevant. The Policy should also be presented to the Village Board for review and approval of changes, as necessary. It should be noted that the Village's Investment Policy applies only to the Village's Investment practices and does not apply to the investment practices of the Police Pension Fund.

Commissioners Faber and Nuehring offer the following Comments and Recommendations:

1. Section 2.1 – Update the listing of funds for the current Village Funds.

2. Section 4.0 – Objective, this section should be made to reflect plural objectives because there are multiple objectives listed.

3. Section 5.0 – There should be written investment procedures that Village staff uses in compliance with the Investment Policy. The Investment policy should set the boundaries of the investment program but written procedures should guide day to day activities of the Village Finance Department. The Village created formal investment procedures in 2004. At that time, Village staff envisioned a more active investment management role, and actually purchasing given CDs or other permissible investments by Village staff. However, the current investment environment does not offer such investment management opportunities. Once the Investment Policy is revised and an investment strategy is understood the Investment Procedures should be revised.

4. Section 5.0 – Clarification of the role of Finance Director as Treasurer of the Police Pension Fund should be made in the Policy.

5. Section 6.0 – This section should be updated since the Village passed its current Ethics Ordinance.

6. Section 7.0 – A list of financial institutions authorized to provide investment services and a list of approved broker/dealers and their credit worthiness should be maintained, in accordance with the Policy. In order to provide a complete list, the Village may have to go through a RFQ process to identify authorized financial institutions and all available investment programs/advisors to comply with the policy.

7. Section 7.0 –The language around FDIC coverage should be changed, since the FDIC coverage limit has changed and could change in the future.

8. Section 8.0 – Consideration of other statutorily allowed local government investment pools should be added to the policy for flexibility in future investment options.

9. Section 11.0 – Guidelines for diversification and rebalancing of the investments should be included within the Policy. In addition, an annual review should be undertaken to evaluate the investment portfolio's compliance with the Village's investment policy.

10. Section 13.0 – Policy should language should reference to internal control practices to reduce the risk of fraud occurrences.

11. Section 15.0 – Clarification of monthly and quarterly reporting protocols should be made to comply with current reporting practices.

12. There should be criteria included in the Policy for beginning or ending an investment relationship.

13. Future consideration should include determination if an investment committee or other oversight committee will be of assistance to the Village. Such consideration will depend on how much the Village envisions the amount of investment management will be necessary in the future. More detailed reporting to the Village Board and/or Finance Commission would be helpful and beneficial as a start, which will help keep the investment activity in the forefront and through that reporting, the Village can achieve the objectives of oversight over time.

VILLAGE OF GLEN ELLYN

INVESTMENT POLICY

Revised 6-28-04
Updated 10-28-2013

1.0 **Policy:**

It is the policy of the Village of Glen Ellyn to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state statutes governing the investment of public funds.

2.0 **Scope:**

This investment policy applies to all financial assets of the Village of Glen Ellyn except for the Glen Ellyn Police Pension Fund which is subject to the direction of the Police Pension Board of Trustees. These funds are accounted for in the Village of Glen Ellyn's Comprehensive Annual Financial Report and include:

2.1 **Funds:**

The following funds are covered by this investment policy, plus any new funds that are created by the Village Board, unless specifically exempted by the Village Board or other authority.

- General Fund
- Corporate Reserve Fund
- Motor Fuel Tax Fund
- Central Business District TIF Fund
- Debt Service Fund
- Capital Projects Fund
- Facilities Maintenance Reserve Fund
- Water and Sanitary Sewer Fund
- Parking Fund
- Residential Solid Waste Fund
- Recreation Fund (Village Links Golf Course)
- Insurance Fund
- Equipment Services Fund

3.0 **Prudence:**

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "**prudent person**" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 **Objective:**

The primary objectives, in priority order, of the Village of Glen Ellyn investment activities shall be:

4.1 **Safety:**

Safety of principal is the foremost objective of the investment program. Investments of the Village of Glen Ellyn shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

A. **Credit Risk:**

Credit risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business, and
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

B. **Interest Rate Risk:**

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- By investing operating funds primarily in shorter-term securities.

4.2 **Liquidity:**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

4.3 **Return on Investments:**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities should not be sold prior to maturity with the following exceptions:

1) a declining credit security could be sold early to minimize loss of principal; or

2) liquidity needs of the portfolio require that the security be sold.

4.5 **Investment Strategy/Philosophy:**

The Village's investment philosophy is passive. That is, notwithstanding the provisions of paragraph 4.3, once an investment instrument is purchased, it will generally be held until its maturity ("buy and hold"). Given this philosophy, the Village will endeavor to earn a rate of return which is commensurate with similar investments in the marketplace at the time the investment is purchased. It is not a function or objective of the Village's investment policy to speculate as to the possible direction of future interest rates or to actively buy and sell securities in response to market conditions or events.

5.0 **Delegation of Authority:**

Authority to manage the Village of Glen Ellyn's investment program is derived from the following:

The establishment of investment policies is the responsibility of the Village Board. Management and administrative responsibility for the investment program is hereby delegated to the Finance Director who, under the direction of the Village Manager, shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: internal controls, compensating controls, safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts where applicable. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of

controls to regulate the activities of subordinate staff. The Finance Director may from time to time amend the written procedures in a manner not inconsistent with this policy or with state statutes.

The responsibility for investment activities of the Police Pension Fund rests with the Board of Trustees of the Police Pension Fund.

The Village Treasurer, appointed by the Village President with concurrence of Village Trustees, advises the Village Board on investment policy and is, by Illinois statute, an ex-officio member of the Police Pension Fund. By Village ordinance, the Finance Director is the Village Treasurer.

6.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall abide by the terms established in the Village Ethics Ordinance (Title 1, Chapter 12 of the Village of Glen Ellyn Code of Ordinances), particularly, but not limited to, section 1-12-5, Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officers shall provide appropriate notification (as described in 1-12-5 (c) Notification) of "Financial Interests" or "Non Financial Interests" as defined in the Ethics Ordinance. They shall further provide appropriate notification of any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual/firm with whom business is conducted on behalf of the Village of Glen Ellyn.

7.0 Authorized Financial Dealers and Institutions:

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except on qualified public depository as established by state statutes.

The Village Board authorizes the Finance Director to invest up to FDIC limits in any federally insured financial institution, subject to appropriate diversification (see section 11 of this policy). Fund splitting programs wherein investments in CDs, money market accounts, or other allowable investments are held by various participating banks as part of a larger umbrella corporation are allowed so long as FDIC insurance protection secures the full value of the Village's investment.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director with the following:

- audited financial statements
- proof of National Association of Security Dealers (NASD) certification
- proof of state registration
- completed broker/dealer questionnaire
- certification of having received and read the Village's investment policy

- depository contracts

8.0 Authorized and Suitable Investments:

The Village may invest in any type of security authorized by the State of Illinois Public Funds Investment Act (30 ILCS 235/) regarding the investment of public funds. Approved investments include:

- Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act and which are insured by the Federal Deposit Insurance Corporation.
- Illinois Public Treasurer's Investment Pool (Illinois Funds)
- Illinois Municipal Investment Fund (IMET)
- Other local government investment pool, organized in accordance with state statute
- Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding $500 million and rated at the time of purchase at one of the three highest classifications established by at least two standard rating services. Investments must mature within 180 days from the date of purchase. Such purchase may not exceed 10% of the corporation's outstanding obligations and no more than 10% of the Village's funds may be invested in commercial paper.
- Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally by savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations of which the shares, or investment certificates are insured by the Federal Deposit Insurance Corporation.

See section 11.1 Rebalancing for information on a regular review of the Village's investments.

9.0 Collateralization:

It is the policy of the Village of Glen Ellyn and in accordance with the GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Village requires that funds on deposit in excess of FDIC limits be secured by some form of collateral. The Village will accept any of the following assets as collateral:

- Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois

The Village reserves the right to accept/reject any form of the above named securities.

The Village also requires that all depositories that hold Village deposits in excess of the FDIC limit must utilize and execute a collateral agreement which is of a form approved by the Village.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third party depository, or the Federal Reserve Bank of Chicago, designated by the Village of Glen Ellyn and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Glen Ellyn. The Village of Glen Ellyn realizes that there is a cost factor involved with collateralization and the Village will pay any reasonable and customary fees related to collateralization.

10.0 **Safekeeping and Custody:**

All security transactions, including collateral for repurchase agreements, entered into by the Village of Glen Ellyn shall be conducted on a delivery-verses-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts.

11.0 **Diversification and Rebalancing:**

In order to reduce the risk of default, the investment portfolio of the Village of Glen Ellyn shall not exceed the following diversification limits unless specifically authorized by the Village Board:

- No financial institution shall hold more than 25% of the Village's investment portfolio, exclusive of U.S. Treasury securities in safekeeping and public investment pools. Public investment pools, such as the Illinois Metropolitan Investment Fund, and the Illinois Treasurer's Investment Pool (the Illinois Funds), may each comprise up to 75% of the Village's investment portfolio.
- Monies deposited at a financial institution shall not exceed 15% of the capital stock and surplus of that institution.
- Commercial paper shall not exceed 10% of the Village's investment portfolio.
- Brokered certificates of deposit shall not exceed 25% of the Village's investment portfolio.

11.1 **Rebalancing:**

On a quarterly basis, the investment portfolio shall be evaluated to determine if the investment mix should be rebalanced to achieve appropriate diversification. If the Village becomes aware of issues or concerns with a particular investment, the Village will take steps to address them in a timely manner, including ending the relationship or rebalancing the portfolio, or other action as appropriate.

At least annually, the Village will verify that each investment remains consistent with the Village's investment objectives. If one or more investments do not, or have changed its risk perspective,

duration, or other factor that is not favorable to the Village or its portfolio, the Village will consider replacement of said investment, or rebalancing so the Village's overall portfolio remains consistent with this policy.

When the portfolio is rebalanced, efforts should be made to minimize negative effects that may occur from selling assets prior to maturity.

11.2 **Target diversification:**

The Finance Commission Subcommittee will develop a target diversification. Changes to the target diversification may occur with the quarterly review of the investment portfolio, or more often if necessary.

11.3 **Criteria for ending an investment relationship:**

The Village will objectively evaluate the performance of all investments within the portfolio. Each investment will be evaluated relative to its benchmark and peer investments in the order of the Village's investment objectives (section 4 of this policy) to determine if an investment should be retained or sold. Other considerations may include, but are not limited to, costs (or benefits) to liquidate versus hold, suitable replacement investment alternatives, portfolio diversification or rebalancing, change in credit rating or other credit risk factor, change in one or more risk factor, change in the investment's strategy or methodology, change in legal status or environment, customer service issues, among others.

12.0 **Maximum Maturities:**

To the extent possible, the Village of Glen Ellyn will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than five years from the date of purchase.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any investment purchased with a maturity longer than five years must be supported with written documentation explaining the reason for the purchase and must be specifically approved by the Village Board.

13.0 **Internal Controls:**

The finance director is responsible for establishing and maintaining an internal control structure designed to protect the assets of the Village of Glen Ellyn from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The best controls prevent frauds from taking

place. When that is not possible, compensating controls will be implemented to detect fraud. Internal controls and compensating controls will be documented as part of the written procedures (Section 5.0).

Internal controls, including, but not limited to, the following subject matters will be in place:

- Segregation of duties and clear delegation of authority,
- Multiple signers required for wire transfers,
- Bank reconciliations performed and reviewed on a monthly basis,
- Monitoring bank and investment activity by multiple individuals,
- Monthly balance sheet reports provided to and reviewed by department managers,
- Monitoring of collateral agreements and custodial safekeeping.

14.0 **Performance Standards:**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

14.1 **Market Yield (Benchmark):**

The Village's investment strategy is passive. Given this strategy, the basis used by the Finance Director to determine relative performance with comparable market yields shall be the three-month U.S. Treasury Bill. An additional benchmark of the average Illinois Funds rate will be utilized to track investment performance against the Village's liquid/short-term investment earnings.

15.0 **Reporting:**

The Finance Director shall prepare quarterly investment reports that provide a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner which will allow the entity to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

- A listing of individual securities held at the end of the reporting period,
- Average weighted yield to maturity of portfolio on Village investments as compared to applicable benchmarks,
- Listing of investments by maturity date,
- The percentage of the total portfolio which each type of investment represents,
- The percentage of the total portfolio which each institution is holding,
- The percentage of the total portfolio broken down by defined maturity periods, and
- Principal and type of investment by fund.

Each month, the Finance Director will provide more basic investment reporting including asset value, investment rate of return, and investment income.

15.1 **Marking to Market:**

A statement of the market value of the portfolio shall be issued at least quarterly. Review should be consistent with the GFOA Recommended Practice on Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools (attachment 2).

16.0 **Investment Policy Adoption:**

The Village of Glen Ellyn's investment policy shall be adopted by resolution of the Village Board of Trustees. This policy shall be reviewed on an annual basis by the Finance Commission Subcommittee and any modifications made thereto must be approved by the Village Board of Trustees.17.0 **Finance Commission Subcommittee:**

A subcommittee of the Village's Finance Commission made up of 2 commissioners will be involved with reviewing and providing recommendations regarding the Village's investment portfolio, policies, practices, and reporting.

Appendix

Calendar of activity

Monthly

- Abbreviated investment reporting (section 15.0)
- Review collateral (9.0)

Quarterly

- Investment report (15.0)
- Marking to market (15.1)
- Review portfolio for rebalancing (11.1)
- Review target diversification (11.2)

Annually

- Detailed review of investments for continued compliance (11.1)
- Finance Commission Subcommittee review investment policy (16.0)

Attachment 1

GFOA Best Practice
Collateralizing Public Deposits (1984, 1987, 1993, 2000, 2007, 2010) (TIM)

Background. The safety of public funds should be the foremost objective in public fund management. Collateralization of public deposits through the pledging of appropriate securities or other instruments (i.e. surety bonds or letters of credit) by depositories is an important safeguard for such deposits. The amount of pledged collateral is determined by a governmental entity's deposit level and the policy or legal required collateral margin. Some states have established programs for the pooling of collateral for deposit of public funds.

Federal law imposes certain limitations on collateral agreements between financial institutions and public entities in order to secure governmental entity deposits. Under certain circumstances, as are discussed in recommendations below, the Federal Deposit Insurance Corporation (FDIC) may void an otherwise perfected security interest and leave the governmental depositor. with only the right to share with other creditors in the pro rata distribution of the assets of a failed institution for the amount of deposits that exceed the FDIC coverage. Separate governmental "corporations" such as economic development corporations or water supply corporations, etc., do not fulfill the FDIC's definition of "public unit"[1] and therefore even accurately completed collateral definition may not be honored by the FDIC on a bankruptcy.

Recommendation. The Government Finance Officers Association (GFOA) recommends the use of a written agreement with pledging requirements as protection for state or local government's deposits. GFOA encourages governmental entities to establish adequate and efficient administrative systems to monitor such pledged collateral, including state or locally administered collateral pledging or collateral pools. To accomplish these goals, GFOA recommends the following:

1. Governmental entities should implement programs of prudent risk control. Such programs could include a formal depository risk policy, credit analysis, and use of fully secured investments. In the absence of a state program for pooling collateral, public entities should establish and implement collateralization procedures, including procedures to monitor their collateral positions. Monitoring informs a public entity of undercollateralization, which may threaten the safety of an entity's deposits, and overcollateralization, which may increase the cost of banking services. Governmental entities however can not and should not accept the liability for maintaining collateral levels which liability must fall to the financial institution.

2. Governmental entities/depositors should take all possible actions to comply with state and federal requirements in order to ensure that their security interests in collateral pledged to secure deposits are enforceable against the receiver of a failed financial institution. Federal law provides that a depositor's security agreement, which tends to diminish or defeat the interest of the FDIC in an asset acquired by it as receiver of an insured depository, shall not be valid against the FDIC unless the agreement:

- is in writing;
- was approved by the board of directors of the depository or its loan committee and[2]
- has been, continuously, from the time of its execution, an official record of the depository institution.[3]

3. Governmental entities should have all pledged collateral held at an independent third-party institution outside the holding company of their bank, and evidenced by a written agreement in an effort to satisfy the Uniform Commercial Code (UCC) requirement for control. The UCC states that the depositor does not have a perfected interest in a security unless the depositor controls it. Control means that swaps, sales, and transfers cannot occur without the depositor's written approval.

- The value of the pledged collateral should be marked to market monthly, or more frequently depending on the volatility of the collateral pledged. Some state statutes do dictate a minimum margin level for collateral based on deposit levels (e.g., Georgia and Minnesota statutes require 110 percent). If not, the margin levels should be at least 102 percent, depending on the liquidity and volatility of the collateral pledged. State statutes also govern whether minimum margin levels apply to principal only or to accrued interest as well. On a sale, accrued interest would be received. Governmental entities should review applicable state statutes and confirm compliance.
- Substitutions of collateral should meet the requirements of the collateral agreement, be approved, by the entity in writing prior to release, and the collateral should not be released until the replacement collateral has been received.
- The public entity should require reporting directly from the custodian. The custodian should warrant and be signatory to the agreement
- Reporting by the third party institution should at a minimum be monthly.

4. The pledge of collateral should comply with the investment policy or state statute, whichever is more restrictive. Governmental entities should know and understand securities pledged as collateral.

5. Governmental entities that use surety bonds in lieu of collateral should limit the insurers to those of the highest credit quality as determined by a nationally recognized insurance rating agency. A thorough review of the terms of the bond is required.

6. The governmental entity should thoroughly review the terms and conditions of any letters of credit, including those issued by a federal agency or government sponsored enterprise.

7. The governmental entity should establish and follow procedures for on-going review of collateral.

Note: As a result of the court case North Arkansas Medical Center v. Barrett, 963 F.2d 780 (8th Cir. 1992), the FDIC issued a policy statement in March 1993 indicating that it would not seek to void a security interest of a federal, state, or local public unit solely because the security agreement did not comply with the contemporaneous execution requirement set forth in Section 13(e) of the Federal Deposit Insurance Act 12 U.S.C.1823(e). The policy statement was officially enacted by Section 317 of the Riegle Community Development and Regulatory Improvement Act of 1994 (Public Law 103-325).

References:

- GFOA Sample Security Agreement (long and short versions), www.gfoa.org, 2009.
- GFOA Sample Custodial Trust Agreement, www.gfoa.org, 2006.
- An Introduction to Collateralizing Public Deposits for State and Local Governments, Second Edition, M. Corinne Larson, GFOA, 2006.

- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- FDIC Act (12 U.S.C. 1811 et seq. and 12 C.F.R. Part 330.330.15 Public Unit Accounts (www.FDIC.gov)

Approved by the GFOA's Executive Board, October 23, 2007.

---

[1]For deposit insurance purposes, the term "public unit" includes a state, county, municipality, or "political subdivision" thereof. Governments should review Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) to identify if they fall within the FDIC's definition of 'public unit' and to determine whether they are public entity qualifying for collateral protection under the definition. This information can be found at http://www.fdic.gov/deposit/deposits/FactSheet.html

[2]The FDIC does not require every transaction to be reviewed by the board of directors. The board may fulfill this function by setting parameters and authorizing a particular officer to carry out its wishes. The officer would be performing ministerial acts on behalf of the board. (FDIC Interpretive Letters)

[3]Corporate resolutions that list specific officers who are authorized by the board of directors to execute agreements securing public deposits will meet this requirement.

Attachment 2

BEST PRACTICE
Mark-to-Market Reporting Practices for State and Local Government Investment Portfolios (1995, 2000, 2003, 2005, and 2008) (TIM)

Background. Market risk is significant in public investment portfolios. Due to price volatility, valuing investments at their current price is necessary to provide a realistic measure of a portfolio's true liquidation value. Over time, reporting standards for state and local government investment portfolios have been enhanced so that investors, governing bodies, and the public remain informed of the current market value of the portfolio. Regular disclosure of the value of a governmental entity's investments is an important step to furthering taxpayer and market confidence in state and local government investment practices. The Governmental Accounting Standards Board (GASB) has also recognized the need to report investments at fair value at fiscal year end. Government officials should be aware of state, local, accounting, and rating agency requirements regarding markto-market practices.

Recommendation. The Government Finance Officers Association (GFOA) recommends that state and local government officials responsible for investment portfolio reporting determine the market value of all securities in the portfolio on at least a quarterly basis. These values should be obtained from a reputable and independent source and disclosed to the governing body or other oversight body at least quarterly in a written report. The independent source of pricing should not be one of the parties to the transaction being valued and could include:

1. a broker or other financial institution who was not a counterparty to the transaction,
2. the custodial bank if the bank was not a counterparty to the transaction,
3. publicly available publications such as the Wall Street Journal, or
4. other pricing services for which a separate fee would be paid.

It is recommended that the written report include the market value, book value, and unrealized gain or loss of the securities in the portfolio.

If there is a significant event in the local or national economy that might affect the value of the portfolio, then a mid-term valuation of the portfolio should be conducted. Governments that employ a more active portfolio management style should consider more frequent marking to market and reporting.

References

- *GASB Statement 31 and Implementation Guide, Accounting and Financial Reporting for Certain Investment and for External Investment Pools*, March, 1997.
- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- *Investment Procedures and Internal Controls Guideline*, GFOA, May 2003.
- *Elected Official's Guide Investing, Second Edition*, Sofia Anastopoulos, GFOA, 2007.

Approved by the GFOA's Executive Board, February 22, 2008.

VILLAGE OF GLEN ELLYN

INVESTMENT POLICY

Revised 6-28-04
Updated 10-28-2013

1.0 **Policy:**

It is the policy of the Village of Glen Ellyn to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state statutes governing the investment of public funds.

2.0 **Scope:**

This investment policy applies to all financial assets of the Village of Glen Ellyn except for the Glen Ellyn Police Pension Fund which is subject to the direction of the Police Pension Board of Trustees. These funds are accounted for in the Village of Glen Ellyn's Comprehensive Annual Financial Report and include:

2.1 **Funds:**

The following funds are covered by this investment policy, plus any new funds that are created by the Village Board, unless specifically exempted by the Village Board or other authority.

- ~~2.1.1~~ General Fund
- ~~Special Revenue Funds~~Corporate Reserve Fund
- Motor Fuel Tax Fund
- Central Business District TIF Fund
- Debt Service Fund
- Capital Projects Fund
- Facilities Maintenance Reserve Fund
- Water and Sanitary Sewer Fund
- Parking Fund
- Residential Solid Waste Fund
- Recreation Fund (Village Links Golf Course)
- Insurance Fund
- Equipment Services Fund

~~2.1.2~~

~~Corporate Reserve Fund~~
~~Motor Fuel Tax Fund~~
~~Community Enhancement Fund~~

- Special Programs Fund

2.1.3 - Debt Service Fund

2.1.4 - Capital Project Funds

- Capital Projects Fund
- Facilities Maintenance Reserve Fund

2.1.5 - Enterprise / Internal Service Funds

- Water and Sanitary Sewer Fund
- Parking Fund
- Residential Solid Waste Fund
- Golf Course and Recreation Fund
- Insurance Fund
- Equipment Services Fund

2.1.6 (Any new fund created by the Village Board, unless specifically exempt.)

3.0 **Prudence:**

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "**prudent person**" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 **Objective:**

The primary objectives, in priority order, of the Village of Glen Ellyn investment activities shall be:

4.1 **Safety:**

Safety of principal is the foremost objective of the investment program. Investments of the Village of Glen Ellyn shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

A. **Credit Risk:**

Credit risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business, and
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

B. **Interest Rate Risk:**

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- By investing operating funds primarily in shorter-term securities.

4.2 **Liquidity:**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

4.3 **Return on Investments:**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments ~~are~~ is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities ~~shall~~ should not be sold prior to maturity with the following exceptions:

1) a declining credit security could be sold early to minimize loss of principal; or

2) liquidity needs of the portfolio require that the security be sold.

4.5 **Investment Strategy/Philosophy:**

The Village's investment philosophy is passive. That is, notwithstanding the provisions of paragraph 4.3, once an investment instrument is purchased, it will generally be held until its maturity ("buy and hold"). Given this philosophy, the Village will endeavor to earn a rate of return which is commensurate with similar investments in the marketplace at the time the investment is purchased. It is not a function or objective of the Village's investment policy to speculate as to the possible direction of future interest rates or to actively buy and sell securities in response to market conditions or events.

5.0 **Delegation of Authority:**

Authority to manage the Village of Glen Ellyn's investment program is derived from the following:

The establishment of investment policies is the responsibility of the Village Board. Management and administrative responsibility for the investment program is hereby delegated to the Finance Director who, under the direction of the Village Manager, shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: internal controls, compensating controls, safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts where applicable. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of

controls to regulate the activities of subordinate staff. The Finance Director may from time to time amend the written procedures in a manner not inconsistent with this policy or with state statutes.

The responsibility for investment activities of the Police Pension Fund rests with the Board of Trustees of the Police Pension Fund.

The Village Treasurer, appointed by the Village President with concurrence of Village Trustees, advises the Village Board on investment policy and is, by Illinois statute, an ex-officio member of the Police Pension Fund. By Village ordinance, the Finance Director is the Village Treasurer.

6.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall abide by the terms established in the Village Ethics Ordinance (Title 1, Chapter 12 of the Village of Glen Ellyn Code of Ordinances), particularly, but not limited to, section 1-12-5, Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officers shall ~~disclose~~ provide appropriate notification (as described in 1-12-5 (c) Notification) ~~any of material interests~~ "Financial Interests" or "Non Financial Interests" as defined in the Ethics Ordinance ~~in financial institutions with which they conduct business~~. They shall further ~~disclose~~ provide appropriate notification of any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual/firm with whom business is conducted on behalf of the Village of Glen Ellyn.

7.0 Authorized Financial Dealers and Institutions:

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except on qualified public depository as established by state statutes.

The Village Board authorizes the Finance Director to invest up to FDIC limits ~~$100,000.00~~ in any federally insured financial institution, subject to appropriate diversification (see section 11 of this policy). Fund splitting programs wherein investments in CDs, money market accounts, or other allowable investments are held by various participating banks as part of a larger umbrella corporation are allowed so long as FDIC insurance protection secures the full value of the Village's investment.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director with the following:

- audited financial statements
- proof of National Association of Security Dealers (NASD) certification
- proof of state registration
- completed broker/dealer questionnaire

- certification of having received and read the Village's investment policy
- depository contracts

8.0 **Authorized and Suitable Investments:**

The Village may invest in any type of security authorized by the State of Illinois Public Funds Investment Act (30 ILCS 235/) regarding the investment of public funds. Approved investments include:

- Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act and which are insured by the Federal Deposit Insurance Corporation.
- Illinois Public Treasurer's Investment Pool (Illinois Funds)
- Illinois Municipal Investment Fund (IMET)
- Other local government investment pool, organized in accordance with state statute
- Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding $500 million and rated at the time of purchase at one of the three highest classifications established by at least two standard rating services. Investments must mature within 180 days from the date of purchase. Such purchase may not exceed 10% of the corporation's outstanding obligations and no more than ~~25~~10% of the Village's funds may be invested in commercial paper.
- Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally by savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations of which the shares, or investment certificates are insured by the Federal Deposit Insurance Corporation.

- See section 11.1 Rebalancing for information on a regular review of the Village's investments.

9.0 **Collateralization:**

It is the policy of the Village of Glen Ellyn and in accordance with the GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Village requires that funds on deposit in excess of FDIC limits be secured by some form of collateral. The Village will accept any of the following assets as collateral:

- Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois

~~(~~The Village reserves the right to accept/reject any form of the above named securities.~~)~~

The Village also requires that all depositories that hold Village deposits in excess of the FDIC limit must utilize and execute a collateral agreement which is of a form approved by the Village.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required and collateral will be released if the fair market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third party depository, or the Federal Reserve Bank of Chicago, designated by the Village of Glen Ellyn and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Glen Ellyn. The Village of Glen Ellyn realizes that there is a cost factor involved with collateralization and the Village will pay any reasonable and customary fees related to collateralization.

10.0 **Safekeeping and Custody:**

All security transactions, including collateral for repurchase agreements, entered into by the Village of Glen Ellyn shall be conducted on a delivery-verses-payment (DVP) basis. Securities will be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts.

11.0 **Diversification and Rebalancing:**

In order to reduce the risk of default, the investment portfolio of the Village of Glen Ellyn shall not exceed the following diversification limits unless specifically authorized by the Village Board:

- No financial institution shall hold more than ~~40~~~~40~~25% of the Village's investment portfolio, exclusive of U.S. Treasury securities in safekeeping and public investment pools. Public investment pools, such as the Illinois Metropolitan Investment Fund, and the Illinois Treasurer's Investment Pool (the Illinois Funds), may each comprise up to 75% of the Village's investment portfolio.
- Monies deposited at a financial institution shall not exceed ~~75~~15% of the capital stock and surplus of that institution. ~~(We want to be sure that we are not their only real investor with a given bank/institution, but this is nearly impossible to monitor on an ongoing basis for many institutions. We would like ideas on a meaningful way to verify this concept.)~~
- Commercial paper shall not exceed 10% of the Village's investment portfolio.
- Brokered certificates of deposit shall not exceed 25% of the Village's investment portfolio.

11.1 **Rebalancing:**

On a quarterly basis, the investment portfolio shall be evaluated to determine if the investment mix should be rebalanced to achieve appropriate diversification. If the Village becomes aware of issues or concerns with a particular investment, the Village will take steps to address them in a timely manner, including ending the relationship or rebalancing the portfolio, or other action as appropriate.

At least annually, the Village will verify that each investment remains consistent with the Village's investment objectives. If one or more investments do not, or have changed its risk perspective, duration, or other factor that is not favorable to the Village or its portfolio, the Village will consider replacement of said investment, or rebalancing so the Village's overall portfolio remains consistent with this policy.

When the portfolio is rebalanced, efforts should be made to minimize negative effects that may occur from selling assets prior to maturity.

11.2 **Target diversification:**

~~The long term investment target portfolio will consist of a larger portion of the portfolio to be invested in local government investment pools, such as Illinois Funds or IMET. The remaining portion of the portfolio may be invested in certificates of deposits, commercial paper, or other permitted government bonds or securities.~~

The Finance Commission Subcommittee will develop a target diversification. Changes to the target diversification may occur with the quarterly review of the investment portfolio, or more often if necessary.

11.3 **Criteria for ending an investment relationship:**

The Village will objectively evaluate the performance of all investments within the portfolio. Each investment will be evaluated relative to its benchmark and peer investments in the order of the Village's investment objectives (section 4 of this policy) to determine if an investment should be retained or sold. Other considerations may include, but are not limited to, costs (or benefits) to liquidate versus hold, suitable replacement investment alternatives, portfolio diversification or rebalancing, change in credit rating or other credit risk factor, change in one or more risk factor, change in the investment's strategy or methodology, change in legal status or environment, customer service issues, among others.

12.0 **Maximum Maturities:**

To the extent possible, the Village of Glen Ellyn will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than five years from the date of purchase.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments ~~are~~ is made to coincide as nearly as practicable with the expected use of the funds. Any investment

purchased with a maturity longer than ~~four~~ five years must be supported with written documentation explaining the reason for the purchase and must be specifically approved by the Village Board.

13.0 **Internal Controls:**

The finance director is responsible for establishing and maintaining an internal control structure designed to protect the assets of the Village of Glen Ellyn ~~form~~ from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The best controls prevent frauds from taking place. When that is not possible, compensating controls will be implemented to detect fraud. Internal controls and compensating controls will be documented as part of the written procedures (Section 5.0).

Internal controls, including, but not limited to, the following subject matters will be in place:

- Segregation of duties and clear delegation of authority.
- Multiple signers required for wire transfers.
- Bank reconciliations performed and reviewed on a monthly basis.
- Monitoring bank and investment activity by multiple individuals.
- Monthly balance sheet reports provided to and reviewed by department managers.
- Monitoring of collateral agreements and custodial safekeeping.

~~The internal controls shall address the following points:~~

- ~~Control of collusion~~
- ~~Separation of transaction authority from accounting and record keeping~~
- ~~Custodial safekeeping~~
- ~~Avoidance of physical delivery securities~~
- ~~Clear delegation of authority to subordinate staff members.~~
- ~~Written confirmation of telephone transactions for investments and wire transfers~~
- ~~Development of a procedure for making wire transfers~~

14.0 **Performance Standards:**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

14.1 **Market Yield (Benchmark):**

The Village's investment strategy is passive. Given this strategy, the basis used by the Finance Director to determine relative performance with comparable market yields shall be the three-month U.S. Treasury Bill. An additional benchmark of the average Illinois Funds rate will be utilized to track investment performance against the Village's liquid/short-term investment earnings.

15.0 **Reporting:**

The Finance Director shall prepare ~~an~~ quarterly investment reports ~~at least monthly, including a succinct management summary~~ that provide~~s~~ a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner which will allow the entity to ascertain whether investment activities during the reporting period have conformed to the investment policy. ~~The report should be provided to the Village Manager.~~ The report will include the following:

- A listing of individual securities held at the end of the reporting period~~.~~,
- Average weighted yield to maturity of portfolio on Village investments as compared to applicable benchmarks~~.~~,
- Listing of investments by maturity date,
- The percentage of the total portfolio which each type of investment represents,
- The percentage of the total portfolio which each institution is holding,
- The percentage of the total portfolio broken down by defined maturity periods, and
- Principal and type of investment by fund.

Each month, the Finance Director will provide more basic investment reporting including asset value, investment rate of return, and investment income.

15.1 **Marking to Market:**

A statement of the market value of the portfolio shall be issued at least quarterly. Review should be consistent with the GFOA Recommended Practice on Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools (attachment 2).

16.0 **Investment Policy Adoption:**

The Village of Glen Ellyn's investment policy shall be adopted by resolution of the Village Board of Trustees. This policy shall be reviewed on an annual basis by the ~~Finance Director~~Finance Commission Subcommittee and any modifications made thereto must be approved by the Village Board of Trustees.

17.0 **Finance Commission Subcommittee:**

A subcommittee of the Village's Finance Commission made up of 2 commissioners will be involved with reviewing and providing recommendations regarding the Village's investment portfolio, policies, practices, and reporting.

~~*Revised by Village Board Motion – 6/28/04*~~

Appendix

Calendar of activity

Monthly

- Abbreviated investment reporting (section 15.0)
- Review collateral (9.0)

Quarterly

- Investment report (15.0)
- Marking to market (15.1)
- Review portfolio for rebalancing (11.1)
- Review target diversification (11.2)

Annually

- Detailed review of investments for continued compliance (11.1)
- Finance Commission Subcommittee review investment policy (16.0)

Attachment 1

GFOA Best Practice
Collateralizing Public Deposits (1984, 1987, 1993, 2000, 2007, 2010) (TIM)

Background. The safety of public funds should be the foremost objective in public fund management. Collateralization of public deposits through the pledging of appropriate securities or other instruments (i.e. surety bonds or letters of credit) by depositories is an important safeguard for such deposits. The amount of pledged collateral is determined by a governmental entity's deposit level and the policy or legal required collateral margin. Some states have established programs for the pooling of collateral for deposit of public funds.

Federal law imposes certain limitations on collateral agreements between financial institutions and public entities in order to secure governmental entity deposits. Under certain circumstances, as are discussed in recommendations below, the Federal Deposit Insurance Corporation (FDIC) may void an otherwise perfected security interest and leave the governmental depositor. with only the right to share with other creditors in the pro rata distribution of the assets of a failed institution for the amount of deposits that exceed the FDIC coverage. Separate governmental "corporations" such as economic development corporations or water supply corporations, etc., do not fulfill the FDIC's definition of "public unit"[1] and therefore even accurately completed collateral definition may not be honored by the FDIC on a bankruptcy.

Recommendation. The Government Finance Officers Association (GFOA) recommends the use of a written agreement with pledging requirements as protection for state or local government's deposits. GFOA encourages governmental entities to establish adequate and efficient administrative systems to monitor such pledged collateral, including state or locally administered collateral pledging or collateral pools. To accomplish these goals, GFOA recommends the following:

1. Governmental entities should implement programs of prudent risk control. Such programs could include a formal depository risk policy, credit analysis, and use of fully secured investments. In the absence of a state program for pooling collateral, public entities should establish and implement collateralization procedures, including procedures to monitor their collateral positions. Monitoring informs a public entity of undercollateralization, which may threaten the safety of an entity's deposits, and overcollateralization, which may increase the cost of banking services. Governmental entities however can not and should not accept the liability for maintaining collateral levels which liability must fall to the financial institution.

2. Governmental entities/depositors should take all possible actions to comply with state and federal requirements in order to ensure that their security interests in collateral pledged to secure deposits are enforceable against the receiver of a failed financial institution. Federal law provides that a depositor's security agreement, which tends to diminish or defeat the interest of the FDIC in an asset acquired by it as receiver of an insured depository, shall not be valid against the FDIC unless the agreement:

- is in writing;
- was approved by the board of directors of the depository or its loan committee and[2]
- has been, continuously, from the time of its execution, an official record of the depository institution.[3]

3. Governmental entities should have all pledged collateral held at an independent third-party institution outside the holding company of their bank, and evidenced by a written agreement in an effort to satisfy the Uniform Commercial Code (UCC) requirement for control. The UCC states that the depositor does not have a perfected interest in a security unless the depositor controls it. Control means that swaps, sales, and transfers cannot occur without the depositor's written approval.

- The value of the pledged collateral should be marked to market monthly, or more frequently depending on the volatility of the collateral pledged. Some state statutes do dictate a minimum margin level for collateral based on deposit levels (e.g., Georgia and Minnesota statutes require 110 percent). If not, the margin levels should be at least 102 percent, depending on the liquidity and volatility of the collateral pledged. State statutes also govern whether minimum margin levels apply to principal only or to accrued interest as well. On a sale, accrued interest would be received. Governmental entities should review applicable state statutes and confirm compliance.
- Substitutions of collateral should meet the requirements of the collateral agreement, be approved, by the entity in writing prior to release, and the collateral should not be released until the replacement collateral has been received.
- The public entity should require reporting directly from the custodian. The custodian should warrant and be signatory to the agreement
- Reporting by the third party institution should at a minimum be monthly.

4. The pledge of collateral should comply with the investment policy or state statute, whichever is more restrictive. Governmental entities should know and understand securities pledged as collateral.

5. Governmental entities that use surety bonds in lieu of collateral should limit the insurers to those of the highest credit quality as determined by a nationally recognized insurance rating agency. A thorough review of the terms of the bond is required.

6. The governmental entity should thoroughly review the terms and conditions of any letters of credit, including those issued by a federal agency or government sponsored enterprise.

7. The governmental entity should establish and follow procedures for on-going review of collateral.

Note: As a result of the court case North Arkansas Medical Center v. Barrett, 963 F.2d 780 (8th Cir. 1992), the FDIC issued a policy statement in March 1993 indicating that it would not seek to void a security interest of a federal, state, or local public unit solely because the security agreement did not comply with the contemporaneous execution requirement set forth in Section 13(e) of the Federal Deposit Insurance Act 12 U.S.C.1823(e). The policy statement was officially enacted by Section 317 of the Riegle Community Development and Regulatory Improvement Act of 1994 (Public Law 103-325).

References:

- GFOA Sample Security Agreement (long and short versions), www.gfoa.org, 2009.
- GFOA Sample Custodial Trust Agreement, www.gfoa.org, 2006.
- An Introduction to Collateralizing Public Deposits for State and Local Governments, Second Edition, M. Corinne Larson, GFOA, 2006.

- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- FDIC Act (12 U.S.C. 1811 et seq. and 12 C.F.R. Part 330.330.15 Public Unit Accounts (www.FDIC.gov)

Approved by the GFOA's Executive Board, October 23, 2007.

---

[1]For deposit insurance purposes, the term "public unit" includes a state, county, municipality, or "political subdivision" thereof. Governments should review Section 330.15 of the FDIC's regulations (12 C.F.R. 330.15) to identify if they fall within the FDIC's definition of 'public unit' and to determine whether they are public entity qualifying for collateral protection under the definition. This information can be found at http://www.fdic.gov/deposit/deposits/FactSheet.html

[2]The FDIC does not require every transaction to be reviewed by the board of directors. The board may fulfill this function by setting parameters and authorizing a particular officer to carry out its wishes. The officer would be performing ministerial acts on behalf of the board. (FDIC Interpretive Letters)

[3]Corporate resolutions that list specific officers who are authorized by the board of directors to execute agreements securing public deposits will meet this requirement.

Attachment 2

BEST PRACTICE
Mark-to-Market Reporting Practices for State and Local Government Investment Portfolios (1995, 2000, 2003, 2005, and 2008) (TIM)

Background. Market risk is significant in public investment portfolios. Due to price volatility, valuing investments at their current price is necessary to provide a realistic measure of a portfolio's true liquidation value. Over time, reporting standards for state and local government investment portfolios have been enhanced so that investors, governing bodies, and the public remain informed of the current market value of the portfolio. Regular disclosure of the value of a governmental entity's investments is an important step to furthering taxpayer and market confidence in state and local government investment practices. The Governmental Accounting Standards Board (GASB) has also recognized the need to report investments at fair value at fiscal year end. Government officials should be aware of state, local, accounting, and rating agency requirements regarding markto-market practices.

Recommendation. The Government Finance Officers Association (GFOA) recommends that state and local government officials responsible for investment portfolio reporting determine the market value of all securities in the portfolio on at least a quarterly basis. These values should be obtained from a reputable and independent source and disclosed to the governing body or other oversight body at least quarterly in a written report. The independent source of pricing should not be one of the parties to the transaction being valued and could include:

1. a broker or other financial institution who was not a counterparty to the transaction,
2. the custodial bank if the bank was not a counterparty to the transaction,
3. publicly available publications such as the Wall Street Journal, or
4. other pricing services for which a separate fee would be paid.

It is recommended that the written report include the market value, book value, and unrealized gain or loss of the securities in the portfolio.

If there is a significant event in the local or national economy that might affect the value of the portfolio, then a mid-term valuation of the portfolio should be conducted. Governments that employ a more active portfolio management style should consider more frequent marking to market and reporting.

References

- *GASB Statement 31 and Implementation Guide, Accounting and Financial Reporting for Certain Investment and for External Investment Pools*, March, 1997.
- *Investing Public Funds, Second Edition*, Girard Miller with M. Corinne Larson and W. Paul Zorn, GFOA, 1998.
- *Investment Procedures and Internal Controls Guideline*, GFOA, May 2003.
- *Elected Official's Guide Investing, Second Edition*, Sofia Anastopoulos, GFOA, 2007.

Approved by the GFOA's Executive Board, February 22, 2008.

ADMINISTRATIVE ORDER NO. 12

Investment Procedures and Internal Controls Manual

Subject: Invest procedures and internal controls

Applicability: This policy manual applies to Village investment activities and the movement of Village assets from banking institutions

Purpose: This manual details internal control procedures that will govern the movement and reporting of Village financial assets at banking institutions.

Policy:

A. Introduction

The Finance Department is responsible for conducting cash and investment transactions for all funds (except the Police Pension Fund) held by or for the benefit of the Village of Glen Ellyn. The responsibility for the administration of the investment program has been delegated to the Finance Director, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy, including consultation with the Finance Commission Subcommittee when appropriate.

B. Objective

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Finance Director in order to remain current with investment industry standards and practices.

C. Prudence and Standard of Prudence

The standard of prudence to be used by the investment staff shall be that of a "prudent person" and shall be applied in the context of managing the overall portfolio. The Finance Director, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The "prudent person" standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

D. Investment Decisions

The investment staff, which includes the Finance Director and Assistant Finance Director, shall adhere to the guidelines of the Village of Glen Ellyn's Investment Policy regarding all investment procedures or any other cash and investment transactions. Investment vehicles shall be approved by the Finance Commission Subcommittee. The investment portfolio shall be evaluated no less than quarterly, and rebalanced when necessary.

E. Chain of Command

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy, the following chain of command is appropriate:

1. Village Manager
2. Finance Director

F. Duties and Responsibilities

The Finance Director and the Assistant Finance Director have specific duties and responsibilities as stated in their respective position descriptions. The Finance Director shall be responsible for the management of the investment program and the daily operational duties (i.e., purchases, sells, bank transfers, wires, and reports) and the Assistant Finance Director shall be responsible for investment accounting along with monitoring compliance with the internal control procedures. The Assistant Finance Director shall have the authority to perform operational duties as authorized by the Finance Director in his/her absence.

G. Ethics and Conflict of Interest

For the protection of the investment staff, it is imperative that full disclosure be made by investment personnel to the Village Manager of any material interests which they may personally hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Village.

H. Separation of Duties

Investment staff shall observe proper segregation of duties while engaged in investment activities. Persons responsible for consummating investment transactions (such as the Finance Director) should not be engaged in activities relating to the recording of

transactions in the financial records or the reconciliation of cash and safekeeping account statements (Assistant Finance Director). If a transaction needs to be completed in the absence of the Finance Director, the transaction can be completed by the Assistant Finance Director with either the Village Manager approval of the transaction prior to execution, or if the Finance Director has provided explicit and limited instructions to execute a specific transaction.

I. Reporting Requirements

A monthly report shall be prepared and forwarded to the Village Manager who in turn shall forward to the Village Board.

For individually held securities, CDs, etc., the report shall contain, but not be limited to, the following information:

a) Security ID (CUSIP)
b) Purchase date
c) Maturity date
d) Purchase institution
e) Safekeeping institution
f) Par value
g) Market value
h) Coupon rate (if applicable)

For investment pools (such as IMET and the Illinois Funds), cash/checking accounts, or other highly liquid investments, the monthly report shall contain information on the current balance, investment earnings, and interest rates.

A market value ("mark-to-market") report shall be prepared on a quarterly basis. This report shall include the market value, book value, and unrealized gain or loss of the securities in the portfolio.

J. Investing Program

1. Determining investable balances

   The Finance Department staff will periodically, and no less than quarterly, provide cash flow estimates to determine cash flow needs over the next 12 months. This analysis will be to determine what amounts may be investable, and what duration the funds may be invested.

2. Target Diversification

   The Finance Commission Subcommittee will develop a target diversification. Changes to the portfolio diversification may be considered with the quarterly review of the investment portfolio, or more often if necessary.

3. Selecting available investment alternatives

The Finance Commission Subcommittee will review and approve available investment vehicles. If multiple firms provide a similar desired product, proposals will be solicited and reviewed to determine the firm(s) or investment pool(s) that best meets the needs of the Village. The Finance Director may recommend investment vehicles (including pools and firms), and the Finance Commission Subcommittee will confirm investment vehicles (including pools and firms). Once investment vehicles are approved, they will be placed on a list of suitable investment alternatives that may become part of the Village's investment portfolio. The Finance Director may invest in approved investment vehicles (including pools and firms) within the established target diversification.

4. Quarterly Portfolio Rebalancing

   No less than quarterly, the Finance Commission Subcommittee will review the investment portfolio. The Finance Commission Subcommittee will determine if the portfolio should be rebalanced, changed, or remain.

5. Collateral Review

   Each month, the Assistant Finance Director will review the balances at Village banking institutions that are subject to FDIC insurance to verify that there is adequate collateral in place. If there is not adequate collateral in place, the banking institution will be required to advise what steps will be taken to ensure that Village assets are adequately protected, or the Village may decide to withdraw all or a portion of assets.

6. Annual detailed review of investments for continued compliance

   Finance Department staff will report to the Finance Commission Subcommittee, no less than annually, the underlying investments of the portfolio to determine if the investment vehicle remains in the same category or type, and the verify that the level of investment risk remains tolerable. If the investment vehicle has changed, the Village may decide to withdraw all or a portion of assets, and/or it may be subject to rebalancing.

   Further, this review will confirm that each bank or financial institution with which the Village has an ongoing relationship has a current version of the Village's Investment Policy and this Investment Procedures and Internal Controls Manual.

7. Annual review of investment policy

   No less than annually, the Finance Commission Subcommittee will review the Village's investment policy and recommend changes for compliance with governing rules and laws, or other desired changes. The Village Board is responsible for approving changes to the investment policy.

8. Brokered CDs

If the Village has invested within a brokered CD investment vehicle, the Finance Director (or Assistant Finance Director in his/her absence) will be authorized to reinvest funds under the following circumstances:

- An existing CD has matured,
- The cash is not needed within the next 12 months,
- The replacement CD(s) have been competitively bid,
- The duration of the replacement CD(s) fits within the Village investment program parameters, and
- The replacement CD(s) will remain under the FDIC insurance limits, or will be appropriately collateralized for the full term of the CD(s)

K. Cash Management

1. Weekly Cash Management Procedures

When processing each payroll or accounts payable voucher check run, the Accounting Specialist (for payroll) or Accounts Payable Fiscal Clerk (for AP) will advise the Assistant Finance Director of the cash requirements for the check run. The Assistant Finance Director will review the available bank balances, including recent deposits and other cash demands, to determine if additional cash is needed. The Assistant Finance Director will advise via email to the Finance Director, carbon copied to the Accounting Specialist and/or AP Fiscal Clerk, of the amount of cash that needs to be transferred, if any. The Finance Director will then execute an ACH funds collection (generally from Illinois Funds to the Glen Ellyn Bank and Trust main account). The Finance Director will alert, via email, the Assistant Finance Director and either the Accounting Specialist or AP Fiscal Clerk (or both) that the ACH Funds transfer has been scheduled. Documentation of the transaction will be maintained in the month end close folder for and recorded in the general ledger by the Assistant Finance Director.

The Finance Director may explicitly delegate this responsibility on a limited basis to the Assistant Finance Director when the Finance Director is unable to complete the transaction(s.) The explicit delegation will be made by the Finance Director to the Assistant Finance Director, and either the Accounting Specialist or AP Fiscal Clerk (or both). The Assistant Finance Director will alert the Finance Director and either the Accounting Specialist or AP Fiscal Clerk (or both) that the transaction has been scheduled.

2. Authorized Wire Transfers

Only the authorized representatives of the Wire Transfer Agreement shall be authorized to wire Village funds for investment to established Village bank accounts and payment of debt service purposes. Wire transfers shall require two individuals to execute a wire transfer (either two signers on a wire transfer order, or one individual

request a wire transfer and authorized by another individual). Wire instructions, tokens, and personal identification numbers (PINs) shall be safeguarded by the authorized representatives.

All bank transfer requests shall be in writing, or via internet banking with proper security protocols, and approved by an authorized representative as listed in the Wire Transfer Agreement, and all requests shall be filed with the investment work-up documents. The purpose of the wire must be noted as part of the transfer information.

3. Other Internal Controls
   a. Month end close

      As part of the month end close procedures, transfers will be made between various IL Funds accounts for predetermined services or prior month activity.. The Assistant Finance Director will prepare calculations of these transfers and provide the amounts of the transfers and supporting documentation to the Finance Director. The Finance Director will verify these transfers and execute the transfers prior to the end of the month.. If the Finance Director is unable to complete the transactions before the end of the month, the Finance Director may delegate the month end transfers to the Assistant Finance Director. The Finance Director will examine all transfers as a regular month end and bank reconciliation reviews.

   b. Bank reconciliations performed and reviewed on a monthly basis

      All bank accounts are reconciled each month by the Assistant Finance Director. The Finance Director shall review the related bank statements, general ledger activity, and wire transfer documentation each month.

   c. Establishing and monitoring bank and investment activity by multiple individuals

      New accounts will only be established when necessary, and with the following individuals as signers on the accounts: Village Manager, Finance Director and Assistant Finance Director. Accounts with new banks or institutions will only be established with written authority of management (Village Manager, Finance Director, or Assistant Finance Director), and at least one of the following elected or appointed individuals: Village President, Trustee liaison to the Finance Commission, Finance Commission chair, or a member of the Finance Commission Subcommittee.

      Multiple individuals shall have online account access to all Village accounts, with statement or transaction view access. Other employees may have access to various accounts that are necessary to conduct their work responsibilities.

d. Monthly financial reports provided to and reviewed by department managers

After each month has been closed and appropriate journal entries entered, the following reports will be provided to all department managers:

- current month and year to date revenue and expenditure/expense,
- current balance sheet with updated bank balances (other asset, liability and net position accounts are not updated monthly), and
- employee IMRF and health insurance hours report.

e. Establishing new wire transfer or ACH paths

No one individual will be permitted to establish new wire transfer or ACH paths for online banking. Safeguards will be established through financial institutions.

Funds are to be transferred to domestic banks only. If a new one time or recurring wire transfer or ACH path is required to be established to a bank or institution that is not within the United States, express written authorization from two employees (Village Manager, Finance Director, and Assistant Finance Director) plus one elected or appointed official of the following shall be required: Village President, Trustee liaison to the Finance Commission, Finance Commission chair, or a member of the Finance Commission Subcommittee

L. Accounting for Investment Transactions

When information is available, investments should be recorded at the end of each month at market value.

M. Investment policy and Investment Procedures and Internal Controls Manual

The current version of the Village's Investment Policy and this Investment Procedures and Internal Controls Manual shall be shared with the Village's banking and financial institutions. This includes banks and financial institutions with which the Village has a direct relationship with, and does not include banks whose CDs we have purchased as part of our investment portfolio, for example.

_____ _____

Mark Franz, Village Manager Date

A-7

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Kevin Wachtel, Finance Director

DATE: October 22, 2013

RE: Property Tax Resolution of Intent

Background

As part of the annual property tax process, State statute requires the Village to adopt a resolution estimating the tax levy at least 20 days prior to passage of the final tax levy ordinance. This estimate does not preclude modifications prior to the passage of the final tax levy, currently scheduled for November 25, 2013.

This resolution of intent does not include additional funding for Fire service. That additional levy amount can be added before the levy ordinance is adopted.

Action Requested

Village Board adoption of the attached proposed resolution at the October 28, 2013 regular meeting.

Attachments

- Village of Glen Ellyn Estimated 2013 Property Tax Levy
- Glen Ellyn Public Library Tax Levy Ordinance
- Proposed resolution. Amounts may be changed prior to final approval of the property tax levy.
- Truth in Taxation notice scheduled for publication in the October 31, 2013 Glen Ellyn News.

VILLAGE OF GLEN ELLYN

ESTIMATED 2013 PROPERTY TAX LEVY

(to be collected in 2014 as FY14/15 revenue)

	2012 Taxes Extended	2013 Proposed Levy	$ Inc/(Dec)	% Inc/(Dec)	
VILLAGE LEVY:					
Operating - General Fund	$ 3,126,719	$ 3,217,843	$ 91,124	2.9%	
Operating - Capital Fund	2,749,832	$ 2,829,971	80,139	2.9%	
Retired '10 bonds-now Capital	-	600,496	-	0.0%	1
Total Operating	**5,876,551**	**6,648,310**	**771,759**	**13.1%**	
2010 bonds	600,496	-	(600,496)	-100.0%	
Bond Payments	**600,496**	-	**(600,496)**	**-100.0%**	
Total	**6,477,046**	**6,648,310**	**171,263**	**2.6%**	
LIBRARY LEVY:					
Operating	$ 3,598,751	$ 3,703,115	$ 104,364	2.9%	
Bond Payments	472,212	477,763	5,551	1.2%	
Total	**4,070,962**	**4,180,878**	**109,916**	**2.7%**	
TOTAL, VILLAGE AND LIBRARY					
Operating	$ 6,725,470	$ 6,920,958	$ 195,488	2.9%	
Operating - Capital	2,749,832	2,829,971	80,139	2.9%	
Reallocated debt-Capital	-	600,496	600,496	-	
Total Operating[2]	**9,475,301**	**10,351,425**	**876,123**	**9.2%**	
Bond Payments	1,072,707	477,763	(594,944)	-55.5%	
Total	**$ 10,548,009**	**$ 10,829,188**	**$ 281,179**	**2.7%**	

Abatements[3]		
2010 Refunding Bonds	**337,418**	**Village Links**
2012 Clubhouse Renovation Bonds	**310,528**	**Village Links**
2010 Build America Bonds	**41,215**	**Library - Amount may change**
	689,161	

Total Tax Levy Ordinance Amount $ 11,518,348

1 Calculation is the difference from the 2012 levy for 2010 bonds ($600,496) and the amount reallocated to capital ($600,496)

2 Total operating increase is subject to required public hearing under the Truth in Taxation Act if percentage increase, excluding debt, is greater than 5.0% of taxes extended in prior year.

3 Abatement ordinances will be considered at a future meeting.

Note: There may be slight differences due to rounding

County of DuPage)
)
State of Illinois)

Glen Ellyn Public Library Board of Trustees

Resolution 2013-6

RESOLVED that pursuant to Paragraph 6, Section 5/4-10, Chapter 75 Illinois Compiled Statutes, the Board of Library Trustees of the Village of Glen Ellyn at its meeting held September 16, 2013, determined that the amount of money which in its judgment it will be necessary to levy for all library purposes for its fiscal year May 1, 2014 to April 30, 2015 is:

$3,703,115

of which the sum of the total for corporate purposes is **$3,396,115** and the total for special levies is **$307,000**. It is requested that such amount be included in the tax levy ordinance to be adopted by the Trustees of the Village of Glen Ellyn for tax year 2013, said levy to be made pursuant to Section 5/3-5 of said Chapter 75 and pursuant to the provisions of the Illinois Municipal Code, such amount to be received by the Library during fiscal year May 1, 2014 to April 30, 2015.

RESOLVED that pursuant to Paragraph 6, Section 5/4-10, Chapter 75, Illinois Compiled Statutes, the Board of Library Trustees of the Village of Glen Ellyn, at its meeting held September 16, 2013, determined that the fiscal requirements of the Library for its fiscal year May 1, 2014 to April 30, 2015 for corporate purposes are:

	FY 2015 Operating Fund Appropriation	Corporate Tax Levy Tax Year 2013	Other Revenue Sources
Salaries-Regular	$1,745,000	$1,735,000	$10,000
Employee Insurance	$320,000	$295,000	$25,000
Recruiting & Testing	$500	$300	$200
Employee Education	$40,000	$30,000	$10,000
Travel	$500	$300	$200
Professional Services - Village	$8,000	$5,000	$3,000
Professional Services - Legal	$8,000	$5,000	$3,000
Professional Services - Other	$28,000	$24,000	$4,000
Property & Casualty Insurance	$35,000	$30,000	$5,000
Maintenance Services - Contracts	$160,000	$130,000	$30,000
Maintenance Services -Capital R & R	$445,000	$440,000	$5,000
Telecommunications	$20,500	$16,500	$4,000
Utilities	$16,000	$12,000	$4,000
Postage	$18,000	$14,000	$4,000
Printing	$19,000	$15,000	$4,000
Programs	$70,000	$40,000	$30,000
Adult Materials	$385,000	$325,915	$59,085
Youth Materials	$120,000	$109,000	$11,000
Cancellation Refunds	$500.00	$100	$400
Lost Materials	$1,200	$0	$1,200
Office Supplies	$45,000	$42,000	$3,000
Maintenance Supplies	$15,000	$12,000	$3,000
Equipment	$75,000	$35,000	$40,000
Automation Services	$120,000	$80,000	$40,000
Total Corporate Fund Levy:	$3,695,200	$3,396,115	$299,085

And request that such amounts be included in the 2013 Levy Ordinance to be adopted by the Trustees of the Village of Glen Ellyn, such money to be received during its fiscal year May 1, 2014 through April 30, 2015.

RESOLVED that pursuant to Section 5-5/8, Chapter 75, Illinois Compiled Statutes, the Library Board specifies that the unexpended balance of the proceeds from taxes levied for the purpose herein above received shall be accumulated and set aside, as a specific reserve fund, for any of the purposes set forth in Section 5/5-8, and it is further resolved that the Board will adopt a plan or plans for this fund, which may be amended as circumstances require.

RESOLVED that in addition to the request for levy for corporate library purposes, as approved September 16, 2013 the Library Board requests the following special levies be included in the 2013 Levy Ordinance of the Village of Glen Ellyn, pursuant to Paragraph 6, section 5-4-10, Chapter 75, Illinois Compiled Statutes, and Paragraph 6, Section 5-4-14, Chapter 75, and Paragraph 10/9-107, Chapter 745 and Paragraphs 5/7-169 and 5/21-110 of Chapter 401, of the same statutes, such money to be received during its fiscal year May 1, 2014 through April 30, 2015.

	FY 2015 Corporate Operating Fund Appropriation	Tax Levy Tax Year 2013	Other Revenue Sources
Social Security (FICA)	$140,000	$117,000	$23,000
IMRF	$190,000	$180,000	$10,000
Audit Services	$6,000	$4,000	$2,000
Liability Insurance, Workers Compensation, Unemployment Compensation	$13,000	$6,000	$7,000
Total Special Levies:	$349,000	$307,000	$42,000
Total ALL Revenue Sources	$4,044,200	$3,703,115	$341,085

The Library Board specifies that the unexpended balance of the proceeds received from each special levy indicated above shall be retained for use only as permitted for each levy.

Ayes: 7 Nays: Ø Absent: Ø

ADOPTED by the Board of Library Trustees, September 16, 2013.

Bob McClow

Bob McClow, Treasurer

John Mulherin, President

Sharon Weber

ATTEST:

Sharon Weber, Secretary

Resolution No. _____

A Resolution to Record the Determination of the Corporate Authorities of the Village of Glen Ellyn of the Amounts of Money Estimated to be Necessary to be Raised by Taxation on Taxable Property for the Fiscal Year Beginning May 1, 2013, and Ending April 30, 2014

Whereas, Chapter 35, Section 200/18-60 of the Illinois Compiled Statutes requires that not less than twenty (20) days prior to the adoption of its aggregate levy, the Board of Trustees of the Village of Glen Ellyn shall determine the amount of money estimated to be necessary to be raised by taxation for that year upon the taxable property in the Village; and

Whereas, the Board of Trustees of the Village of Glen Ellyn has determined that the amount required to be raised by property tax for the benefit of the Village for the fiscal year beginning May 1, 2013, and ending April 30, 2014, is Six Million Six Hundred Forty Eight Thousand Three Hundred Ten Dollars ($6,648,310) for public safety, and capital improvements purposes; and

Whereas, the Board of Trustees of the Glen Ellyn Public Library has determined that the amount required to be raised by property tax for the benefit of the Library for the Fiscal Year beginning May 1, 2013, and ending April 30, 2014, is Four Million One Hundred Eighty Thousand Eight Hundred Seventy Eight ($4,180,878) for operational, liability insurance, retirement benefit, audit, and debt service purposes;

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

Section One: The estimate of the amount of money necessary to be raised by taxation for the year 2013 on the taxable property in the Village of Glen Ellyn to meet the

operating budgets of the Village of Glen Ellyn ($6,648,310) and the Glen Ellyn Public Library ($3,703,115) exclusive of election and debt service costs, is determined by the President and Board of Trustees to be Nine Million Four Hundred Twenty Eight Thousand Eight Hundred Fourteen Dollars ($10,351,425).

Section Two: The amount of property tax extended upon the 2012 property tax levy ordinance including abatements, exclusive of election and debt service costs, was Nine Million Four Hundred Seventy Five Thousand Three Hundred One Dollars ($9,475,301); and the amount estimated to be levied upon the 2013 property tax levy ordinance to be hereafter adopted ($10,351,425) is 109.2% of the amount of property taxes extended upon the 2012 tax levy ordinance.

Section Three: The Finance Director of the Village of Glen Ellyn is hereby authorized and directed to prepare tax levy ordinances based upon this estimate and to present such tax levy ordinances for passage and approval not less than twenty (20) days after this determination of the amount required to be raised by taxation on taxable property within the Village.

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

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____day of_____, 2013.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____day of _____, 2013.

_____
Village President of the Village
of Glen Ellyn, Illinois

Attest:

_____
Village Clerk of the Village
of Glen Ellyn, Illinois

NOTICE OF PROPOSED TAX INCREASE FOR THE VILLAGE OF GLEN ELLYN FOR 2013

I. A public hearing to approve a proposed property tax levy increase for the Village of Glen Ellyn for 2013 will be held on Tuesday, November 12, 2013 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center at 535 Duane Street, Glen Ellyn.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mark Franz, Village Manager, 535 Duane Street, Glen Ellyn, IL, 630-469-5000.

II. The corporate and special purpose property taxes extended or abated for 2012 were $9,475,301.

The proposed corporate and special purpose property taxes to be levied for 2013 are $10,351,425. This represents a 9.2% increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2012 were $1,072,707.

The estimated property taxes to be levied for debt service and public building commission leases for 2013 are $477,763. This represents a 55.5% decrease over the previous year.

IV. The total property taxes extended or abated for 2012 were $10,548,009.

The estimated total property taxes to be levied for 2013 are $10,829,188. This represents a 2.7% increase over the previous year.

For publication in the October 31, 2013 edition of the Glen Ellyn News