

VILLAGE OF LA GRANGE
BOARD OF TRUSTEES REGULAR MEETING

Village Hall Auditorium
53 South La Grange Road
La Grange, IL 60525

AGENDA

Monday, October 11, 2010 – 7:30 p.m.

1. CALL TO ORDER AND ROLL CALL

*President Elizabeth Asperger
Trustee Bill Holder
Trustee Mike Horvath
Trustee Mark Kuchler
Trustee Mark Langan
Trustee Tom Livingston
Trustee James Palermo*

2. PRESIDENT'S REPORT

This is an opportunity for the Village President to report on matters of interest or concern to the Village.

- A. [Appointment – William J. Bryzgalski, Fire Chief](#)
- B. [Promotion to Fire Lieutenant and Oath of Office – Jeffrey Behland](#)
- C. [Appointment – Firemen's Pension Board](#)

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

This is the opportunity for members of the audience to speak about matters that are included on this Agenda.

4. OMNIBUS AGENDA AND VOTE

Matters on the Omnibus Agenda will be considered by a single motion and vote because they already have been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board of Trustees may request that an item be moved from the Omnibus Agenda to Current Business for separate consideration.

- A. [Ordinance – Variation – Required Front Yard and Maximum Gross Floor Area of a Detached Garage / Chris Ryan, 21-23 S. Seventh Avenue](#)
- B. [Award of Contract – 2010 & 2011 Tree Trimming Program](#)

- C. [Facility Improvements – Village Hall HVAC Improvements, Fire Department HVAC Improvements and Public Works HVAC and Other Facility Improvements](#)

[Agreements for Federal Stimulus Fund Grant Approval With Cook County and Metropolitan Mayors Caucus](#)

[Agreement – Architectural / Engineering Professional Services Agreement](#)

- D. [Minutes of the Village of La Grange Board of Trustees Regular Town Meeting Monday, September 27, 2010](#)

- E. [Consolidated Voucher 101011](#)

5. CURRENT BUSINESS

This agenda item includes consideration of matters being presented to the Board of Trustees for action.

- A. [Presentation – FY 2009-10 Comprehensive Annual Financial Reports:](#)
Referred to Trustee Holder

6. MANAGER’S REPORT

This is an opportunity for the Village Manager to report on behalf of the Village Staff about matters of interest to the Village.

7. PUBLIC COMMENTS REGARDING MATTERS NOT ON AGENDA

This is an opportunity for members of the audience to speak about Village related matters that are not listed on this Agenda.

8. EXECUTIVE SESSION

The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.

9. TRUSTEE COMMENTS

The Board of Trustees may wish to comment on any matters.

10. ADJOURNMENT

The Village of La Grange is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions, regarding the accessibility of the meeting or the Village’s facilities, should contact the Village’s ADA Coordinator at (708) 579-2315 promptly to allow the Village to make reasonable accommodations for those persons.

VILLAGE OF LA GRANGE
Administrative Offices

BOARD REPORT

TO: Board of Trustees, Village Clerk and Village Attorney

FROM: Elizabeth M. Asperger, Village President and
Robert J. Pilipiszyn, Village Manager

DATE: October 11, 2010

RE: **APPOINTMENT — WILLIAM J. BRYZGALSKI, FIRE CHIEF**

In July, Fire Chief David Fleege announced his retirement, effective at the close of business on September 15, 2010. Following that announcement, the Village Manager initiated a recruitment process within the fire department to appoint Chief Fleege's successor.

The Village Manager limited the internal recruitment to the department's four most senior officers because, in the Village Manager's opinion, each has the necessary skills and experience to lead the La Grange Fire Department.

After much consideration, including extensive interviews with each of the four candidates, the Village Manager concluded that Bill Bryzgalski would be the most effective person to meet the needs of the department and the Village at this time. A conditional offer of appointment was made and accepted.

Bill has 31 years of experience in the fire service, 26 of which have been with the La Grange Fire Department.

Bill has a demonstrated record of leadership and involvement within the La Grange Fire department. He has served as the Fire Department Emergency Medical Service Coordinator, thereby overseeing the paramedic program; he facilitated the Village's operational change from a contractual paramedic service to an in-house service delivery model; he led this structural change by being one of our first paramedics when the transition began in 1994; he served as President and a member of the La Grange Firefighter Pension Board; and he was the former President and a member of the Firefighter Union executive board.

Pursuant to the Village Code, the Fire Chief is appointed by the Village President with the advice and consent of the Village Board, upon the recommendation of the Village Manager.

I am proud to present Bill Bryzgalski to the Village Board, to the community, and to the men and women of our dedicated Fire Department, as our next Fire Chief.

I hereby appoint William J. Bryzgalski as Fire Chief for the Village of La Grange, and respectfully request your concurrence. Should you concur, I will invite him to step forward so that the Deputy Village Clerk can administer the oath of office.

VILLAGE OF LA GRANGE
Fire Department

BOARD REPORT

TO: Village President, Village Clerk,
Board of Trustees and Village Attorney

FROM: Robert J. Pilipiszyn, Village Manager and
William J Bryzgalski, Fire Chief

DATE: October 11, 2010

RE: **PROMOTION TO FIRE LIEUTENANT AND OATH OF OFFICE-
JEFFREY BEHLAND**

With the promotion of William J. Bryzgalski to Fire Chief, the La Grange Board of Fire and Police Commissioners have promoted Firefighter/Paramedic Jeffrey Behland to the rank of Fire Lieutenant effective October 11, 2010.

Jeff joined the La Grange Fire Department in 1997. While a Firefighter/Paramedic, Jeff has coordinated the budgetary and purchasing responsibility in multiple areas within the Department. They include the SCBA program, metering monitors and the Foreign Fire Insurance Board. Jeff also has been serving the Department as an Acting Lieutenant since September 26, 2009. Fire Lieutenant Behland has compiled a list of credentials, including Provisional Fire Officer I Certification, Hazardous Materials Technician A and B Certifications. Jeff is also a member of the MABAS Division 10 Hazardous Material Team.

Fire Lieutenant Behland will continue to develop his knowledge and skills as a Company Fire Officer within the Department.

Congratulations to Jeff on his promotion and we invite him to step forward so that the Deputy Village Clerk can administer the oath of office.

VILLAGE OF LA GRANGE
Administrative Offices

BOARD REPORT

TO: Village Clerk, Board of Trustees and Village Attorney
FROM: Elizabeth M. Asperger, Village President
DATE: October 11, 2010
RE: **APPOINTMENT — FIREMEN'S PENSION BOARD**

A vacancy was created on the Firemen's Pension Board when Fire Chief Dave Fleege retired in September 2010.

To fill past Fire Chief Fleege's unexpired term on the Firemen's Pension Board, I hereby submit the appointment of Mr. Alex Kramer for your approval. Mr. Kramer, who resides at 220 S. Madison Avenue, has been a resident of the Village for 4 years.

Fire Chief Bill Bryzgalski will complete his term as participant member to assist with the overall transition and orientation process.

I have spoken with Mr. Kramer, and he has indicated his willingness to serve on the Firemen's Pension Board.

His resume will be submitted to you under separate cover.

I recommend that this appointment be approved.

VILLAGE OF LA GRANGE
Community Development Department

BOARD REPORT

TO: Village President, Village Clerk
Board of Trustees and Village Attorney

FROM: Robert J. Pilipiszyn, Village Manager
Patrick D. Benjamin, Community Development Director
Angela M. Mesaros, Assistant Director, Community Development

DATE: October 11, 2010

RE: **ORDINANCE - VARIATION – REQUIRED FRONT YARD AND
MAXIMUM GROSS FLOOR AREA OF A DETACHED GARAGE /CHRIS
RYAN, 21-23 S. SEVENTH AVENUE.**

The petitioner, Chris Ryan, wishes to construct a 660 square-foot three-car detached garage on the subject property, 21-23 S. Seventh Avenue, in the R-5 single family zoning district. The previous detached garage (686 square feet) was recently demolished by Mr. Ryan due to its deteriorated condition. The petitioner wishes to construct a new detached garage in the same location.

The subject property is atypical of most single-family residential lots in the village. The property is a legal nonconforming two flat dwelling on a through lot. The lot has two front yards (Seventh and Bluff) and no rear yard. As proposed, the garage would meet the required building coverage and reduce the lot coverage significantly by providing access off Bluff Avenue, whereas the original garage had access from Seventh Avenue. However, the proposed garage would be located within the required front yard setback of 25 feet.

In addition, the subject property's lot area is 7,021 square feet. The maximum allowable floor area of garages on lots of this size (between 6,501 to 10,000 square feet in total lot area) in any single-family residential district is 600 square feet. The proposed garage would exceed the maximum floor area by 10%. Therefore, a building permit could not be issued for the replacement of the previous non-conforming garage.

Construction of the proposed new detached garage requires two variations: (1) Required front yard, and (2) Maximum gross floor area. Subparagraph 14-303E1 (a) (Authorized Variations) allows the reduction of any required yard setback and Subparagraph 14-303E1 (o) (Authorized Variations) allows the increase of the allowable gross floor area of a detached garage accessory to a single family dwelling by not more than 10%. The requested variations fall within the authorized limits of the Zoning Code.

Most properties in the petitioner's immediate area have similar lots with garages that encroach into the required front yard along Bluff Avenue. The proposed garage would be consistent with the surrounding area. Parking areas are only permitted in rear yards in residential districts, and the subject property does not have a rear yard. Therefore, no other location on the subject property would meet the Zoning Code requirements for location of a detached garage.

On September 16, 2010, the Zoning Board of Appeals held a public hearing on this matter and voted unanimously (6/0/1) to recommend that the variation be granted with the condition that the asphalt in the front yard be replaced with a permeable surface.

Commissioners voted in favor of this project because they felt that it meets the intent of the Zoning Code to increase green/open space on the property; the property is unique due to the angled shape of the lot, the fact that the lot has no rear yard and the legal nonconforming two flat, which is required additional parking by Code; and the design and location are compatible with the neighborhood.

Staff has prepared the attached ordinance authorizing the variations for your consideration.

VILLAGE OF LA GRANGE

ORDINANCE NO. O-10-_____

AN ORDINANCE GRANTING ZONING VARIATIONS
FOR CONSTRUCTION OF A DETACHED GARAGE
AT 21-23 S. SEVENTH AVENUE

WHEREAS, Chris T. Ryan is the owner (the “Owner”) of the property commonly known as 21-23 S. Seventh Avenue, La Grange, Illinois, and legally described as follows:

Lot 6 in Subdivision of Lot 8 in Reece’s Resubdivision of Lots 1 to 19 in Block 1 in Leiter’s Addition to La Grange in the Northeast quarter of Section 4, Township 38 North, Range 12, East of the Third Principal Meridian, in Cook County, Illinois.

(the “Subject Property”); and

WHEREAS, the Owner has applied for a variation from the front yard required by Paragraph 3-110C1 of the La Grange Zoning Code and Maximum Allowable Gross Floor Area of a Detached Garage by Subparagraph 9-101-C4(c) (iii) in order to construct a 33 feet by 20 feet (660 square foot) detached garage that encroaches into the required front yard on the Subject Property; and

WHEREAS, the La Grange Zoning Board of Appeals conducted a public hearing to consider the application on September 16, 2010, pursuant to proper public notice, and recommended in its Findings and Recommendation dated September 16, 2010, that the variation be approved; and

WHEREAS, the President and Board of Trustees have reviewed the record of the public hearing and the Findings and Recommendation of the Zoning Board of Appeals and have determined that the application satisfies the standards set forth in the La Grange Zoning Code for the grant of a variation;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of La Grange, Cook County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the President and Board of Trustees.

Section 2. Grant of Variation from Required Front Yard. The Board of Trustees, pursuant to the authority granted to it by the laws of the State of Illinois and the La Grange Zoning Code, hereby grants to the Owner a variation from Paragraph 3-110C1 (Required Front Yard) of the La Grange Zoning Code to

decrease the required yard by 25 feet to 0 feet for a detached garage on the Subject Property.

Section 3. Grant of Variation from Maximum Allowable Floor Area.

The Board of Trustees, pursuant to the authority granted to it by the laws of the State of Illinois and the La Grange Zoning Code, hereby grants to the Owner a variation from the maximum allowable gross floor area of a detached garage of Subparagraph 9-101-C4(c) (iii) of the La Grange Zoning Code to increase the area of a detached garage on the Subject Property by sixty (60) square feet for a detached garage, subject to all of the following conditions:

- A. The variation is granted only to authorize construction of 33 feet by 20 feet detached garage in substantial conformity with the design drawings and site plan attached to this Ordinance as Exhibit A (the "Approved Design"). The permit drawings to be prepared by the Owner must conform to the Approved Design.
- B. If the garage is constructed in violation of any term or condition of this Ordinance, then the Village may order the garage to be demolished and may rescind the approval granted by this Ordinance.
- C. Any impervious surface located in the front of the property shall be replaced with a surface covering that is not considered "impervious" surface as defined in the La Grange Zoning Code, Subsection 16-102 I.

Section 4. Effective Date.

This Ordinance will be in full force and effect from and after (a) its passage, approval, and publication in pamphlet form as provided by law, (b) execution by the Owners and recording of the covenant required by Subsection 2B of this Ordinance, and (c) approval by the Village's Director of Community Development of conforming plans for the front porch as required by Subsection 2A of this Ordinance.

PASSED this ____ day of _____ 2010, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this ____ day of _____ 2010.

Elizabeth M. Asperger, Village President

ATTEST:

Robert N. Milne, Village Clerk

VILLAGE OF LA GRANGE
Department of Public Works

BOARD REPORT

TO: Village President, Village Clerk, Board of Trustees, and Village Attorney

FROM: Robert J. Pilipiszyn, Village Manger
Ryan Gillingham, Director of Public Works

DATE: October 11, 2010

RE: **AWARD OF CONTRACT – 2010 & 2011 TREE TRIMMING PROGRAM**

Each year the Village trims public parkway trees to remove dead limbs, low hanging branches over streets and sidewalks, and conflicting branches to promote the healthy growth of trees. The tree trimming program has been divided into five geographic areas with each area being trimmed once every five years. This equates to trimming roughly 2,000 trees each year. The Village contracts with a tree trimming company to assist with this work due to the number of trees that require trimming. Typically trees that are smaller than 7 inches in diameter are pruned by the Public Works Department. The FY 2010-11 Village budget provides \$45,000 for contractual tree trimming services.

On September 1, 2010, the Village advertised that bids would be received for the 2010 and 2011 Tree Trimming Programs. The proposed 2010 Tree Trimming Program, which occurs between November 1, 2010 and April 15, 2011, includes the area between Cossitt Avenue and the Village's northern limits, and from Gilbert Avenue to Tilden Avenue. The proposed 2011 Tree Trimming program, which occurs between November 1, 2011 and April 15, 2012, encompasses the area between Cossitt Avenue and 47th Street, and from Gilbert Avenue to Catherine Avenue. Bids were solicited on a unit price basis across four tree diameter categories. The bid opening was held on September 24, 2010 with the following results:

No.	Name of Company	FY2010-11	FY2011-12	Total
1	D. Ryan Tree & Landscaping	37,300	28,800	66,100
2	Winkler's Tree Service, Inc.	63,560	46,860	110,420
3	Autumn Tree Care Experts, Inc.	71,000	55,000	126,000
4	The Davey Tree Expert Company	115,600	91,500	207,100
FY2010-11 Budget		45,000		

The bid tabulation, which is attached for your reference, was computed by multiplying the number of trees in each category by the unit cost and adding each of the totals. The low bid was submitted D. Ryan Tree & Landscaping in the amount of \$66,100, which includes both 2010 and 2011. Based on the low bid received, there are adequate funds in the Public Works FY2010-11 budget, Tree Trimming line item for this expenditure.

We considered recommending this item as a budget deferral to contain costs; however, the Village gains a significant value for this work over the next two years due the bid prices being well below the budgeted amounts. More specifically, we are able to continue to remain current with our 5-year Village-wide tree trimming cycle at a cost savings of about 30% below budget and still return approximately \$24,000 back to General Fund reserves. We also note that requests for tree trimming service are one of our most frequent calls for service.

It is our recommendation that the Village Board authorize staff to enter into a two year contract with D. Ryan Tree & Landscaping for tree trimming in the estimated amount of \$66,100. D. Ryan Tree & Landscaping has performed satisfactorily in the past for the Village in both tree trimming and tree removal activities. The final amount of the contract will be based on the actual work performed by the tree trimming contractor at the unit prices listed in the contract.

VILLAGE OF LA GRANGE
Department of Public Works

BOARD REPORT

TO: Village President, Village Clerk, Board of Trustees, and Village Attorney

FROM: Robert J. Pilipiszyn, Village Manager
Ryan Gillingham, Director of Public Works

DATE: October 11, 2010

RE: **FACILITY IMPROVEMENTS – VILLAGE HALL HVAC
IMPROVEMENTS, FIRE DEPARTMENT HVAC
IMPROVEMENTS AND PUBLIC WORKS HVAC AND OTHER
FACILITY IMPROVEMENTS**

**AGREEMENTS FOR FEDERAL STIMULUS FUND GRANT
APPROVAL WITH COOK COUNTY AND METROPOLITAN
MAYORS CAUCUS**

**AGREEMENT – ARCHITECTURAL / ENGINEERING
PROFESSIONAL SERVICES AGREEMENT**

The Village owns and maintains three primary buildings used in the operation of municipal government operations. These buildings include the Village Hall facility (53 S. La Grange Road), Police and Fire Facility (300 W. Burlington), and Public Works Facility (320 East Avenue.) As these facilities age, various maintenance and capital improvement projects are necessary. Projects can vary from routine painting to complete replacement of HVAC systems to the reconfiguration of office space as needs change. Outside of emergencies, these projects are anticipated and planned for as part of the normal budgeting process each year. For equipment replacement, the Village sets aside specific amounts each year for the anticipated replacement of equipment that has reached the end of its useful life.

Recently several grants for energy efficiency improvements have been made available through the federal stimulus programs administered through the State of Illinois, Cook County, and Metropolitan Mayors Caucus. Based on the facility improvement projects identified in the budget, Village staff applied for several grants in order to offset the cost of the required repairs to all three of the Village's main facilities. The Village has been awarded several grants for the following facility improvement and energy efficiency projects.

Village Hall Improvements

The largest of the projects identified included the complete replacement of the HVAC systems within the Village Hall facility. Village Hall was originally built c 1900 with heating, cooling and lighting systems as old as the 1950s. The existing HVAC is inefficient by current standards and does not provide proper temperature balancing within the building for staff and visitors. The building is typically in use from 8:00 am through 9:00 pm with unsophisticated controls that cannot zone, or provide set back for areas not in use.

The replacement of the Village Hall HVAC system has been planned for within the Equipment Replacement Fund, but has not moved forward since the specific project scope had not been determined and lack of funding within the ERF based on the anticipated HVAC improvement costs. In order to determine the exact scope of work and costs for the HVAC improvements within Village Hall, the completion of a mechanical engineering report recommending improvements for the facility was included in the FY2010-11 budget in the amount of \$20,000. The mechanical engineering company, Building Engineering Systems, LLC, was hired to evaluate and make recommendations for improvements to Village Hall's HVAC systems in the amount of \$7,000. This engineering analysis was started in the spring of 2010. The initiation of the mechanical engineering study for the Village Hall facility dovetailed with the announcement of the federal grant program and allowed staff to make an application for the stimulus grants. The completed mechanical engineering report for the Village Hall HVAC system is attached for your reference as Attachment 1.

The preliminary engineering analysis of the Village's HVAC system has resulted in the following recommendations:

Boiler: Replace the existing 80% efficient boiler with 90+% efficient modulating direct vent boiler and update controls.

Estimated costs: \$50,000
Increase in efficiency: 15-25% less gas consumption

Baseboard Controls: Upgrade the existing baseboard controls and valves to increase comfort and reduce boiler operation.

Estimated costs: \$25,000
Increase in efficiency: 5-10% less gas consumption

Chiller, Condenser and Air Handling Units: Replace the existing Chiller, Condenser and Air Handling units with individual heat pumps in each department on the basement and 1st floor.

Estimated costs: \$150,000 (Condenser \$50,000,
(8) Heat Pumps \$100,000)
Increase in efficiency: 10-15% less electrical consumption

Condenser and Air Handling unit for auditorium: a) Insulate ductwork located in un-insulated attic space above auditorium b) Replace air handler and condenser.

Estimated costs: a) \$15,000 b) \$75,000
Increase in efficiency: a) 4-8% less electrical consumption
b) 8-12% less electrical consumption

As part of the grant application, staff indicated that this work would serve as an example to the community that older, historic buildings could be retrofitted to reduce energy consumption and the Village's carbon footprint without compromising the unique character of the building.

Police and Fire Station Facility

The Police and Fire Station Facility was rehabilitated in the early 1990's. As part of this renovation new HVAC systems were installed throughout the facility. Unfortunately the HVAC within the second floor of the Fire Department does not provide the proper temperature balance. Similar to the report prepared for the Village Hall facility, we requested that a mechanical engineering report to assess the problem and provide recommendations for improvements. This report is attached for your reference as Attachment 2.

The mechanical engineer recommended as a first step that a HVAC balancing contractor be hired to assess the operation of the equipment to ensure its proper operation. From the information obtained from the balancing contractor, the mechanical engineer will make recommendations for improvements to the operation of the existing equipment and physical changes to the facility as required. The mechanical engineer has estimated the cost for these improvements to be \$25,000.

Public Works Facility

The Public Works administrative facilities were built in 1987. The administrative offices are in need of reorganization based on the current needs of the department. Additionally the existing HVAC systems within the facility are inefficient and have reached the end of their useful life. By replacing the existing HVAC systems, we anticipated a net energy reduction of approximately 15%.

Included in the FY2009-10 budget were funds to complete the improvements to the administrative office space. Architectural plans and specifications were completed and quotes for the project were received from contractors. The low quote for the project was \$72,000, which unfortunately exceeded available Village funding in the amount of \$50,000. This project was put on hold so that grant funds could be sought to make up the difference between available Village funding and the project costs. Village staff

subsequently applied for an energy efficiency grant with Cook County to fund the HVAC and lighting components of this project.

Based on the receipt of grants as detailed below for this project, we recommend obtaining new quotes for this project since staff feels that the Village will receive better pricing for this project due to the current economic conditions.

Funding

Based on the above projects the Village applied for and received a total of \$442,017 in grant funding as follows:

American Recovery and Reinvestment Act – Energy Efficiency and Conservation Block Grant Program (ARRA EECBG) – Metropolitan Mayors Caucus - \$363,555 – The United States Department of Energy provided the funding for this grant to the Illinois Department of Commerce and Economic Opportunity, who in turn awarded it to various regional councils of government. In our area, the Metropolitan Mayors Caucus received \$2.7 million dollars and awarded grants for 23 different projects to various municipalities within our region. A total of 84 separate applications totaling \$16 million dollars were requested under this program. Funds under this grant must be expended by March 31, 2012. This scope of work for this grant is limited to HVAC improvements to the Village Hall facility.

In order to receive the \$363,555 in grant funds under this program, a sub-recipient grant agreement between the Village and the Metropolitan Mayor Caucus must be executed. This grant agreement is attached for your reference as Attachment 3. Village staff recommends approval of the grant agreement.

Public Sector Electric Efficiency Grant Program - \$5,695 – A requirement for applying for the above ARRA EECBG was that a separate application also had to be made to the Public Sector Electric Efficiency Grant Program administered by Illinois Department of Commerce and Economic Opportunity. Village staff applied for this grant for HVAC improvements at Village Hall that resulted in electrical efficiencies and received a grant in the amount of \$5,695. This grant is also a reimbursable grant, which means the Village must first expend the funds and then seek reimbursement. The Notice To Proceed for this grant is attached as Attachment 4 for your reference.

American Recovery and Reinvestment Act – Energy Efficiency and Conservation Block Grant Program (ARRA EECBG) – Cook County - \$72,767 – Similar to the grant provided through the Metropolitan Mayors Caucus, the Village applied for and received a grant through Cook County for HVAC improvements to Village Hall, energy efficiency improvements to the Public Works facility that includes improvements to both lighting and HVAC, and finally improvements to the HVAC equipment at the Fire Department facility. Funds under this grant must be

expended within 12 months from the notice to proceed. The notice to proceed will be issued after the grant agreement has been executed with the Village.

In order to receive the \$72,767 in grant funds under this program, a sub-recipient grant agreement between the Village and Cook County must be executed. This grant agreement is attached for your reference as Attachment 5. Village staff recommends approval of the grant agreement.

All of the above grants are reimbursable grants, which means the Village must first expend the funds and then seek reimbursement. Many of the above grants have specific “Buy American” clauses and other reporting requirements that will need to be followed in order to ensure the receipt of the grant funds.

In addition to the above grants, the Village has set aside funding for improvements to the Village’s facilities in the Equipment Replacement Fund. Specifically, the FY2010-11 budget includes \$20,000 for the mechanical engineering report and \$50,000 for improvements to the Public Works facility. While not budgeted in FY2010-11, the ERF also has \$150,000 set aside for HVAC improvements to the Village Hall facility. We recommend that these funds be used as intended for this project to take advantage of the grant funding that has been available for this project this year. Finally, approximately \$30,000 funds are available within the ERF due to the Village Hall Office Reconfiguration project final costs coming in below the budgeted amounts. Based on the estimated costs for the project, we anticipate the Village’s share of the costs will be \$199,233. The total available funds in the ERF for these projects are approximately \$250,000. A budget amendment would be required at year end to recognize expenditures from the available ERF funds that were not budgeted in the FY2010-11 budget.

The following table summarizes the project costs and available funding for the project:

LOCATION AND WORK REQUIRED	GRANT FUNDING			VILLAGE ERF FUNDING	TOTAL PER WORK ITEM
	DCEO-PSEE	ARRA-EECBG COOK COUNTY	ARRA-EECBG MAYORS CAUCUS		
VILLAGE HALL					
<i>Construction</i>					
Boiler replacement			55,000		55,000
Baseboard controls			25,000		25,000
Chiller replacement	4,195	6,600	145,805		156,600
Condenser replacement					
Air handling units			96,250		96,250
Auditorium conditioning		27,167		23,833	51,000
Lighting upgrades				18,000	18,000
Ceiling replacement				22,000	22,000
Carpet replacement				18,400	18,400
Repainting					

Asbestos abatement			10,000	15,000	25,000
SUBTOTAL	4,195	33,767	332,055	97,233	467,250

Architectural / Engineering Fees

Preliminary Engineering				5,000	5,000
Grant Administration	500	1,500	7,500		9,500
Detailed Design	500	5,500	17,500		23,500
CA and Inspection	500	1,500	6,500		8,500
SUBTOTAL	1,500	8,500	31,500	5,000	46,500

TOTAL	5,695	42,267	363,555	102,233	513,750
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PUBLIC WORKS

Construction

HVAC replacement		18,000			18,000
Relocate condenser					
Controls					
Lighting upgrades		2,000		13,000	15,000
Renovation project				62,000	62,000
SUBTOTAL		20,000		75,000	95,000

Architectural / Engineering Fees

Preliminary Engineering				1,000	1,000
Grant Administration		500			500
Detailed Design		2,000			2,000
CA and Inspection		500			500
SUBTOTAL		3,000		1,000	4,000

TOTAL		23,000		76,000	99,000
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FIRE DEPARTMENT

Construction

Controls and Balancing		5,000		20,000	25,000
SUBTOTAL		5,000		20,000	25,000

Architectural / Engineering Fees

Preliminary Engineering		0		1,000	1,000
Grant Administration		500			500
Detailed Design		1,500			1,500
CA and Inspection		500			500
SUBTOTAL		2,500		1,000	3,500

TOTAL		7,500		21,000	28,500
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TOTAL PROJECT COSTS	5,695	72,767	363,555	199,233	641,250
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Schedule

In order to complete the Village Hall HVAC improvements architectural and engineering plans will need to be developed. The development of plans and specifications would start immediately after approval of the grant agreements. We anticipate that work at Village Hall will start this spring, with the majority of the heating work occurring in the summer of 2011 and the cooling work in the fall of 2011.

The improvements to the HVAC systems at the Fire Department are anticipated to start in the summer of 2011 since a balancing contractor is required to assess the facility before modifications to the systems are made. The work at the Public Works facility is anticipated to start this winter since the current offices can be relocated to a different area with separate heating and cooling equipment while improvements are made.

Professional Services

The scope of work anticipated for the improvements to the above facilities requires that architectural and engineering plans and specifications be completed. To date the Village has worked with Building Engineering Systems, LLC as the mechanical engineer assessing the mechanical systems at both the Village Hall and Fire Department facilities. BES has performed well in this capacity and staff recommends hiring this company to complete the detailed plans specifications based on their familiarity with the Village's facilities and their experience in this type of work. In addition to a mechanical engineer, some architectural improvements will need to be made at Village Hall to accommodate the new equipment. In addition to the architectural services, a company is needed to assist with the project management and grant reporting requirements. We recommend that the Village hire Chicago Design Network for these services. Chicago Design Network has performed satisfactory for the Village in designing and overseeing the improvements to the space for the Building and Community Development Department. They are familiar with the Village's facilities and the expectations for project management.

Based on the above needs, we requested a proposal from Chicago Design Network to complete plans and specifications for the project and perform project management services. We requested that BES be a subconsultant to Chicago Design Network so that the Village has a central point of contact for the project. Chicago Design Network provided a proposal for these services in the amount of \$47,000. We recommend approval of a professional services agreement with Chicago Design Network for the work as described in their attached proposal (Attachment 6.) If approved, Chicago Design Network would be required to sign a contract with the Village's standard terms and conditions.

In summary, it is our recommendation that the Village Board approve the subrecipient agreement between the Village and the Metropolitan Mayor Caucus for the use of ARRA funds in the amount of \$363,555. Staff also recommends that the Village Board approve the subrecipient agreement between the Village and Cook County for the use of ARRA funds in the amount of \$72,767. The approval of these documents is required in order to receive the ARRA funds for the project. Finally, staff recommends approval of a contract with Chicago Design Network to develop plans and specifications for the project and to perform project management services in the amount of \$47,000.

MINUTES

VILLAGE OF LA GRANGE
BOARD OF TRUSTEES REGULAR MEETING
Town Meeting – Seventh Avenue School Gymnasium
701 Seventh Avenue
La Grange, IL 60525

Monday, September 27, 2010 - 7:30 p.m.

1. CALL TO ORDER AND ROLL CALL

The Board of Trustees of the Village of La Grange Regular Town Meeting was called to order at 7:30 p.m. by President Asperger. President Asperger welcomed all to the first in a series of Town Meetings being held in various areas of the Village. President Asperger introduced the Village Board by calling the roll for which the following were present:

PRESENT: Trustees Holder, Horvath, Kuchler, Langan, Livingston, and Palermo

ABSENT: Village Clerk Milne

OTHERS: Village Manager Robert Pilipiszyn
Assistant Village Manager Andrianna Peterson
Village Attorney Mark Burkland
Finance Director Lou Cipparrone
Community Development Director Patrick Benjamin
Public Works Director Ryan Gillingham
Acting Fire Chief William Bryzgalski
Police Chief Mike Holub

2. PRESIDENT'S REPORT

Noting that Town Meetings are held every other year to promote communications between Village officials and residents, President Asperger explained that there would be a brief business meeting prior to opening the floor to the audience.

President Asperger offered congratulations to the La Grange Business Association on the success of the recently held West End Art Festival.

As part of Fire Prevention Week, the La Grange Fire Department is hosting an Open House on Saturday, October 2 and President Asperger encouraged participation for the family oriented event.

President Asperger announced that voter registration is being accepted at the Village Hall until Tuesday, October 5 for the upcoming November 2, 2010 General Election.

Lastly, President Asperger invited residents to attend a public meeting on Monday, October 18 at 7:00 p.m. in the Village Hall Auditorium, regarding the past weather related storm events and widespread flooding. The public meeting will include an overview of how the Village's sewer system is configured and operates; its relationship to the Deep Tunnel; long range infrastructure planning; and flood control measures available to homeowners.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. OMNIBUS AGENDA AND VOTE

- F. Ordinance (#O-10-28) – Creating an Additional Class A-3 Liquor License, El Picante Mexican Grill, Inc. 50A south la Grange Road
- G. Engineering Services Agreement – East Avenue Pumping Station Evaluation Study (Baxter & Woodman - \$19,900)
- H. Ordinance (#O-10-29) – Disposal of Surplus Property
- I. Minutes of the Village of La Grange Board of Trustees Regular Meeting Monday, September 13, 2010
- J. Minutes of the Village of La Grange Board of Trustees Special Meeting, Monday, September 13, 2010 – Pension Fund Workshop
- K. Consolidated Voucher 100927 – (\$676,572.76)

Trustee Palermo requested an amendment to the minutes of the Board of Trustees Special Meeting from Monday, September 13, 2010 regarding his comments and opinions. Trustee Palermo noted his comments should read as follows: “Support significant plan contribution increases indicated by stronger mortality tables such as the 2000 Commissioners’ Mortality Table, the 1983 GAM, 1994 GAM or RP-2000, all of which reflect mortality improvement over the last 40 years, rather than the 1971 GAM currently used or the 1984 UP proposed as an alternative to the 1971 GAM table. (Trustees Horvath and Palermo)”

Trustee Holder inquired about funding for future items that may surface from the evaluation study of the pumping station and Finance Director Lou Cipparrone clarified that budgeted funding is only for the study.

It was moved by Trustee Langan to approve items A, B, C, D, E as amended, and F of the Omnibus, seconded by Trustee Livingston. Approved by roll call vote.

Approved by roll call vote.

Ayes: Trustees Holder, Horvath, Kuchler, Langan, Livingston and
Palermo

Nays: None

Absent: None

5. CURRENT BUSINESS

6. MANAGER'S REPORT

None

7. PUBLIC COMMENTS REGARDING MATTERS NOT ON AGENDA

Prior to opening the floor to the audience, President Asperger introduced members of Village staff and noted staff's professionalism is reflected in the strong financial position of the Village. President Asperger reiterated the Board's strategic priorities of financial management; greater efficiencies through technology; public safety; and economic development, all of which lead to preserving and enhancing the quality of life enjoyed by residents.

President Asperger opened the floor to audience questions, comments or concerns.

Ann Kleboe, 137 N. Edgewood expressed concerns regarding the recent flooding. President Asperger encouraged her to attend the upcoming public meeting regarding this matter.

Larry Prystalski, 517 S. 10th Avenue feels positively about the vibrant business growth for the Village. Mr. Prystalski stated his grave concerns regarding (1) quarry blasting; (2) the need for a reduced speed limit on La Grange Road; and (3) improvements to the sewer system. President Asperger explained that the Village Manager had immediately taken action to communicate with management of the quarry and will continue to monitor the investigation in reference to blasting. President Asperger added that the Village's Environmental Quality Control Commission is also reviewing reports related to the incident and encouraged residents to call the Quarry Council hotline. President Asperger explained that the Village has petitioned the Illinois Department of Transportation for a speed reduction on La Grange Road, south of 47th Street. Regarding the

sewer system, President Asperger encouraged Mr. Prystalski to attend the upcoming public meeting on this item.

Female resident inquired why the Village has not instituted a flashing red light on 47th Street and President Asperger responded that it is not compliant with the Illinois Department of Transportation motor code.

Joe Pardo, 502 S. 10th Avenue indicated that vehicles are not adhering to the existing traffic control measures on 47th Street and feels more police enforcement is needed. Mr. Pardo also feels signage is confusing. President Asperger indicated that crossing at the traffic signal at 47th and La Grange Road is the safest route. Adding that the Village is doing the best that it can within current resources and that police enforcement is not limited to a specific area in the Village, President Asperger thanked him for his comments.

Susan Johnson, 715 S. La Grange Road requested the Village's assistance in funding the improvements for the alley. Ms. Johnson also agrees with reduced speed limits on La Grange Road. Village Manager Robert Pilipiszyn provided some historical information as to how alley improvements have been funded in the past. President Asperger suggested she meet with staff.

Gwyn Jones, 116 N. Edgewood inquired about Gordon Park. President Asperger explained that the YMCA has been demolished, however the Park District has its own governing board and suggested that Ms. Jones contact the Park District for updates on the litigation.

Rosanne Welenc, 613 9th Avenue expressed several concerns: the lack of traffic enforcement on 47th Street; improvements with crosswalks; accountability for the quarry blast; and notification to residents about meetings. President Asperger indicated that the Village continues to pursue pedestrian safety; has and will continue to communicate with the Hanson Material Service quarry; and encouraged everyone to sign up for announcements via the Village's website. Ms. Welenc also noted rear yard flooding as issues in her neighborhood, and President Asperger encouraged her to attend the public meeting regarding the Village's sewer system on October 18. President Asperger added that a DVD copy of that public meeting would be available or residents could view the segment on the Village's cable channel.

Vera Catura, 800 S. 10th Avenue expressed grave concerns regarding the quarry blast that recently occurred. President Asperger reiterated that the Village is awaiting an investigation report from Hanson Material Service.

Christa Hogan, 637 9th Avenue agrees about the severity of the quarry blast and asked what recourse residents have for future issues. Village Attorney Mark Burkland advised she address her concerns to the McCook Village Board.

Joe Pardo, 502 S. 10th Avenue inquired if the Village has any means to control the blasting.

Laura Auwerda, 1021 S. 6th Avenue asked if Hanson Material Services confirmed it was their blasting.

Village Manager Robert Pilipiszyn explained the background of the quarry expansion circa 2000, indicating that they fall under federal and state regulatory agencies. Mr. Pilipiszyn noted that the Quarry Council was formed several years ago to receive complaints and the Village's Environmental Quality Control Commission is also reviewing the matter.

A concern was expressed in reference to coyotes and President Asperger advised residents to contact the La Grange Police Department.

8. EXECUTIVE SESSION

9. TRUSTEE COMMENTS

10. ADJOURNMENT

At 8:50 p.m. it was moved by Trustee Langan to adjourn, seconded by Trustee Horvath. Motion approved by voice vote.

Elizabeth M. Asperger, Village President

ATTEST:

Robert N. Milne, Village Clerk

Approved Date:

VILLAGE OF LA GRANGE

Disbursement Approval by Fund

October 11, 2010

Consolidated Voucher 101110

Fund No.	Fund Name	10/11/10 Voucher	10/01/10 Payroll	Total
01	General	67,468.43	258,860.27	326,328.70
21	Motor Fuel Tax			0.00
22	Foreign Fire Insurance Tax			0.00
23	TIF			0.00
24	ETSB	4,428.44		4,428.44
40	Capital Projects	450,265.07		450,265.07
50	Water	152,902.31	34,068.92	186,971.23
51	Parking	2,333.96	22,891.92	25,225.88
60	Equipment Replacement	8,327.67		8,327.67
70	Police Pension	110.40		110.40
75	Firefighters' Pension			0.00
80	Sewer	1,696.02	8,875.04	10,571.06
90	Debt Service			0.00
91	SSA 4A Debt Service			0.00
93	SAA 269			0.00
94	SAA 270			0.00
		<u>687,532.30</u>	<u>324,696.15</u>	<u>1,012,228.45</u>

We the undersigned Manager and Clerk of the Village of La Grange hereby certify that, to the best of our knowledge and belief, the foregoing items are true and proper charges against the Village and hereby approve their payment.

Village Manager

Village Clerk

President

Trustee

Trustee

Trustee

Trustee

Trustee

Village of La Grange
Finance Department

BOARD REPORT

TO: Village President and Board of Trustees, Village Clerk and
Village Attorney

FROM: Robert J. Pilipiszyn, Village Manager
Lou Cipparrone, Finance Director

DATE: October 7, 2010

RE: **PRESENTATION - FY 2009-10 COMPREHENSIVE ANNUAL
FINANCIAL REPORTS**

Under separate cover, you have received a copy of the Village of La Grange's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year May 1, 2009 to April 30, 2010. The report is prepared by the Finance Department and reviewed by our auditors, Sikich L.L.P. Sikich has rendered an unqualified or "clean" opinion for the Village of La Grange, stating that the financial statements present fairly, in all material respects, the financial position of the Village and results of its operations as of April 30, 2010. The unqualified opinion from Sikich L.L.P. also reflects that the Village's financial statements are prepared and presented in conformity with generally accepted accounting principles.

In addition, you have received the following audit documents:

1) the FY 2009-10 Management Letter identifying certain matters that are opportunities for strengthening internal controls and operational efficiencies. There were no findings of material weaknesses involving the Village's internal controls. A single operational efficiency is noted regarding the Village's ratio of water billed as compared to water pumped, which increased from 72.6 percent last year to 75.8 percent this fiscal year. The recommended threshold is 80 percent. This has previously been identified as an area of concern for the Village with potential sources of exfiltration and corresponding remedies discussed during budget workshops.

The Village continues to address this issue by scheduling annual leak studies to improve water accountability (pumped vs. billed ratio) and prevent leaks from continuing for long periods of time. This pro-active approach has resulted in some increase in water accountability this past year. Unfortunately, these surveys are snapshots of the system at the time they are conducted and cannot effectively anticipate the periodic main breaks of consequence which tend to occur during freeze thaw cycles.

In order to further improve the Village's water accountability; several residential and commercial meter testing activities were undertaken last year. Results of the initial tests on residential meters were mixed, while tests on the larger meters for commercial customers were determined to be accurate. Also, the meters at the Village's pumping station were tested for accuracy, and were determined to be functioning properly.

In addition, Public Works has recommended the replacement of all residential meters as the majority of water meters in the Village are 20 to 25 years old and have exceeded their life expectancy. When these residential meters are replaced they will also include the capacity of radio reads which is the next wave of meter technology.

Village staff will continue to analyze, identify, and recommend to the Village Board options for water meter and water main replacement programs in order to improve the accuracy and reliability of the water system.

The Management Letter also identifies several upcoming accounting pronouncements which will need to be implemented in subsequent CAFR's.

2) a letter from the auditors dated July 30, 2010, which is the last day of their fieldwork reflecting the end of the audit engagement, regarding certain professional standards (Statement on Audit Standards No. 114) requiring specific matters be communicated to the Village Board including: the limited audit scope related to the Required Supplementary Information (RSI) section within the CAFR, no new accounting policies were adopted and the application of existing polices was not changed, all material accounting estimates were reasonable, non-material misstatements (year-end adjusting journal entries) were corrected and there were no difficulties or disagreements with management during the course of the audit.

Non material misstatements reflect year-end adjusting journal entries which were prepared by the Village but not posted until after the auditors had started the audit process. The majority of the journal entries were required to record year end transactions associated with the La Grange Library. Village journal entries were primarily the result of year end accounts payable or accounts receivable for which the expenditure or revenue was incurred prior to April 30th but was paid or received after May 1st. Adjusting journal entries were also prepared to recognize year end investment earnings and the sale of capital assets

3) an audit representation letter from the Village stating financial statements were prepared in conformity with General Accepted Accounting Principles (GAAP), we have made all financial data and records available to the auditors, and we have no knowledge of fraud or suspected fraud and are unaware of any material transactions or disclosures which have not been conveyed to the auditors, and finally;

4) a TIF District compliance letter stating the Village has complied with the provisions of the Illinois Tax Increment Redevelopment Act (Illinois Public Act 85-1142).

Mr. Dan Berg, a partner with Sikich L.L.P. will be in attendance at the Board meeting on October 11, 2010 to present a brief overview of the audit report and to answer any questions you may have regarding the FY 2009-10 financial statements.

At the conclusion of the discussion, it would be appropriate for President Asperger to accept the report on behalf of the Village Board. No further action is required.

Village staff will submit the CAFR to the Government Finance Officers' Association for consideration of the Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by the Village. Receipt of the Certificate of Achievement recognizes the Village has met the high national standards of the program including demonstrating a constructive spirit of full disclosure to clearly communicate its financial story and motivate potential users to read the financial statements. The Village has received this prestigious award for fourteen consecutive years.

Hard copies of the audit report are on file at the La Grange Public Library, in the Village Clerk's office and in the Finance Department for public inspection. In addition, an electronic copy of the audited financial statements has been posted to the Village's website.