

PRESIDENT
Dr. James L. Discipio

VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
Amanda G. Seidel



TRUSTEES

Scott F. Mesick
Patricia B. Rocco
Michael L. Sheehan
James P. Kucera
Mario J. Fotino
Robert T. Lautner

VILLAGE BOARD MEETING

Tuesday, FEBRUARY 25, 2014 – 7:30 p.m.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Appointment of Probationary Police Officer Christopher Dempsey**
5. **Presentation – Representative Emanuel “Chris” Welch IEPA Downspout Disconnect Grant**
6. **Public Participation (Agenda Related Items Only)**
7. **Consent Agenda (Roll Call Vote)**

No discussion. Trustees wishing to discuss any of the items below MUST request that item be removed from the Consent Agenda prior to motion to approve.

A. Approval of Minutes

- (i) Village Board Meeting – January 28, 2014
- (ii) Work Session Meeting – February 11, 2014

- B. Action – 2014 Emerald Ash Borer Treatment Program *Motion: To Approve the Proposal from Robert Kinnucan Tree Experts and Landscaping Company dated January 22, 2014 in the amount of \$7,160.40*
- C. Action – Change Order – Lawn Mowing and Flower Bed Maintenance Contracts *Motion: To Approve the Proposals from Landscape Concepts Management in the amount of \$4,360 for Lawn Mowing Various Areas Throughout the Village, \$1,840 for Lawn Mowing at the Water Plant, and \$2,520 for Flower Bed Maintenance*
- D. Action – Audit Services Agreement *Motion: To Adopt a Resolution Approving the Audit Services Agreement Dated January 8, 2014*
- E. Action – *Motion to Authorize the President and Chairperson of the Finance Committee to sign the register for bills, and authorize the Treasurer and Village Clerk to sign checks in payment of operating bills and salaries as itemized in the Check Registers*
- F. Action – *Motion to Authorize the Village Treasurer and Village Clerk to sign checks in the payment of payroll and other bills that become due between this date and March 25, 2014 with subsequent approval of the Payroll Register and Voucher Register by the Board of Trustees at its regular meeting to be held on March 25, 2014*

VILLAGE BOARD MEETING
Tuesday, FEBRUARY 25 – 7:30 p.m.

AGENDA (continued – Page 2)

8. **Village Manager's Report**
Discussion & Action – Illinois Green Infrastructure Grant *Motion: Approve Resolution Authorizing Execution of an Illinois Green Infrastructure Grant Financial Agreement in the Amount of \$416,000 with the Illinois Environmental Protection Agency for the Downspout Disconnection Assistance Program*

9. **Administration Committee** – Robert Lautner, Chairman
 - A. Monthly Report
 - B. Discussion – Proposal for Residential Waste Hauler Contract *Motion: To Approve a Contract between the Village of La Grange Park and Allied Waste Services of Melrose Park for Residential Collection and Transportation of Municipal Solid Waste*

10. **Building & Zoning Committee** – Michael Sheehan, Chairman
 - A. Monthly Report

11. **Engineering & Capital Projects Committee** – James Kucera, Chairman
 - A. Monthly Report

12. **Public Safety Committee** – Mario Fotino, Chairman
 - A. Monthly Report – Police Department
 - B. Monthly Report – Fire Department

13. **Public Works Committee** – Scott Mesick, Chairman
 - A. Monthly Report – Public Works Department

14. **Finance Committee** – Patricia Rocco, Chairman
 - A. Monthly Report

15. **Other Reports**
 - A. Village Clerk
 - B. Village Treasurer
 - C. Village Engineer
 - D. Village Attorney
 - E. Committee and Collectors Report

Action – Motion to Approve Committee and Collectors Report as Presented

16. **Village President**

17. **Public Participation (Non-Agenda Related Items Only)**

18. **New Business**

VILLAGE BOARD MEETING
Tuesday, FEBRUARY 25 – 7:30 p.m.

AGENDA (continued – Page 3)

18. **Executive Session –**

19. **Adjourn**

Next Village Work Session Meeting: March 11, 2014

Next Village Board Meeting: March 25, 2014



RULES FOR PUBLIC COMMENT

Village Board Work Session Meetings Village Board Meetings

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.

(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Andy Bagley at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

Village Board Agenda Memo

Date: February 20, 2014
To: Village President and Board of Trustees
From: Daniel L. McCollum, Chief of Police 
Re: Oath of Office – Probationary Officer Christopher Dempsey

Christopher Dempsey will be attending the February 25, 2014 Village Board Meeting to take the ceremonial oath of office as a probationary police officer.

Chris is single, 31 years old and lives in Wood Dale, Illinois. He has been certified as a police officer with the Illinois Law Enforcement Training Standards Board, having served previously as a part-time police officer for the Village of Forest Park, Illinois, where he led their police explorer program.

Officer Dempsey previously worked at the Cicero Public Schools as a physical education instructor. He holds a Master's Degree in School Leadership from Concordia University.

Within the next two months, he will be attending the 2-week mandatory training program required by the Illinois Law Enforcement Training Standards Board to comply with the full-time certification requirements.

We are indeed pleased to welcome Officer Dempsey to the Village of La Grange Park.

Consent Agenda Items

VILLAGE BOARD AGENDA MEMO

Date: February 3, 2014
To: Village President and Board of Trustees
From: Brendan McLaughlin, Director of Public Works *BSM*
Julia Cedillo, Village Manager *JC*
Re: **2014 Emerald Ash Borer Treatment Program**

GENERAL BACKGROUND

Back in 2011 through a contractor, the Village had 55 parkway Ash trees injected with an insecticide to help prevent the boring by Emerald Ash Borers. *These trees were picked because of their size and location.* At that time, 20 residents also paid for the injection of their parkway tree. Only a small number of trees were picked because of the cost, and the uncertainty with the effectiveness of the injections.

All of the trees which were injected do not show signs of infestation by the Emerald Ash Borer, and it is now time for re-injection. On January 15, 2014, a Request for Bid was published in the Suburban Life, and a bid opening was held on February 3, 2014, and the bid results are attached.

Robert Kinnucan Tree Experts and Landscaping Company was the lowest bidder. This company has performed work for numerous municipalities in the area, and has been in business for over 40 years.

MOTION / ACTION REQUESTED

Motion approving the proposal from Robert Kinnucan Tree Experts and Landscaping Company dated January 22, 2014, and rejecting all other bids.

STAFF RECOMMENDATION

Acceptance of the bid from Robert Kinnucan Tree Experts and Landscaping Company.

DOCUMENTATION

- Bid results tabulation; and
- Bid Proposal Packet, Specifications and Bidding Document (*Due to the size of this document, please contact Brendan McLaughlin if you would like to review these documents*)

2014 EAB INJECTION PROGRAM

<u>CONTRACTOR</u>	<u>Estimated Quantity of DBH</u>	<u>Unit Cost/DBH Inch</u>	<u>Total Base Bid</u>
Clean Cut Tree Service, Inc.	772 DBH inches (51 trees)	\$17.73	\$13,687.56
	452 DBH inches (22 trees/resident paid)	\$17.73	\$8,013.96
The Davey Tree Expert Company	772 DBH inches (51 trees)	\$5.85	\$4,156.20 (*Figure does not calculate properly with Unit Cost)
	452 DBH inches (22 trees/resident paid)	\$6.20	\$2847.60 (*Figure does not calculate properly with Unit Cost)
Robert Kinnucan Tree Experts and Landscaping Company	772 DBH inches (51 trees)	\$5.85	\$4,516.20
	452 DBH inches (22 trees/resident paid)	\$5.85	\$2,644.20
Tree & Turf Professionals, Inc.	772 DBH inches (51 trees)	\$8.25	\$6,369.00
	452 DBH inches (22 trees/resident paid)	\$8.25	\$3,729.00
Winkler's Tree & Landscaping, Inc.	772 DBH inches (51 trees)	\$7.48	\$5,774.56
	452 DBH inches (22 trees/resident paid)	\$10.91	\$4,931.32
Aspen Tree and Turf Care	772 DBH inches (51 trees)	\$8.00	\$6,176.00
	452 DBH inches (22 trees/resident paid)	\$8.50	\$3,842.00



SCHEDULE OF BID PRICES

2014 EMERALD ASH BORER TREATMENT

THE UNDERSIGNED SUBMITS HERewith THIS SCHEDULE OF PRICES COVERING THE WORK TO BE PERFORMED UNDER THIS CONTRACT

Estimated Quantity of DBH (inches)	Unit Cost/DBH Inch	Total Base Bid
772 DBH inches (51 trees)	\$ 5.85	\$ 4,516.20
452 DBH inches (22 trees treated through resident opted-in program) <i>Village will bill residents who choose to participate</i>	\$ 5.85	\$ 2,644.20

Contractor will be guaranteed the injection of the 51 parkway trees the Village has selected for the program. The additional 22 parkway trees are those which residents have voluntarily paid for injection in the past, and a letter will be sent offering the opportunity to participate in this year's program once unit prices have been set. The Village will bill and collect money from those residents. The Contractor will be paid directly from the Village for all trees injected.

CONTRACTOR Robert Kinnucan Tree Experts and Landscaping Company, Inc.

ADDRESS 28877 Nagel Court

Lake Bluff, IL 60044

PHONE NUMBER 847-234-5327

FAX NUMBER 847-234-3260

DATE January 22, 2014

VILLAGE BOARD AGENDA MEMO

Date: February 3, 2014
To: Village President and Board of Trustees
From: Brendan McLaughlin, Director of Public Works *BJM*
Julia Cedillo, Village Manager *JC*
Re: **Lawn Mowing and Flower Bed Landscape Maintenance Contracts**

GENERAL BACKGROUND

Contractor assistance is needed to perform Lawn Mowing and Flower Bed Landscape Maintenance in various areas throughout the Village, to allow public works employees to perform other tasks. Each of these tasks has distinct specifications allowing them to be bid separately, and the process of bidding separately to select a contractor typically results in a cost savings for the Village.

\$12,500 has been budgeted in the "Services - Miscellaneous Services" line item in the Public Works area. \$2,000 has been placed in the Water Fund "Services – Miscellaneous Services" line item of the FY2014/2015 budget for the mowing of the Water Plant area.

A Request for Proposal was published in the January 15, 2014, Suburban Life, and bid proposal packets were sent to 24 landscape contractors in the area, requesting bids for (1) various mowing throughout the Village, (2) mowing of the Water Plant area, and (3) flower bed maintenance. A bid opening was conducted on February 3, 2014, and the results are attached.

Landscape Concepts Management was the lowest bidder for all three bid requests. Landscape Concepts Management has performed the flower bed maintenance contract for the Village of La Grange Park for the past four years, without any problems.

MOTION / ACTION REQUESTED

Motion approving the proposals from Landscape Concepts Management in the amount of \$4,360 for Lawn Mowing various areas throughout the Village, \$1,840 for Lawn Mowing at the Water Plant, and \$2,520 for Flower Bed Maintenance, and rejecting all other bids.

STAFF RECOMMENDATION

Acceptance of the bids from Landscape Concepts Management for the Lawn Mowing and Flower Bed Maintenance contracts.

DOCUMENTATION

- Resolution accepting the bids in each category as described above;
- Bid results tabulation; and
- Bid Proposal Packet, Specifications and Bidding Documents (*Due to the size of this document, please contact Brendan McLaughlin if you would like to review these documents*).

RESOLUTION NO. 14-04

**RESOLUTION ACCEPTING PROPOSALS/CONTRACTS FOR
LAWN MOWING AND FLOWER BED LANDSCAPE MAINTENANCE**

WHEREAS, it is necessary for the Village to have contractor assistance for Lawn Mowing and Flower Bed Landscape Maintenance; and

WHEREAS, the Village prepared a "Request for Bid" which outlined the work to be performed for these tasks, and a bid opening was held on February 3, 2014; and

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

1. That the Village of La Grange Park hereby accepts the proposals from the following contractor:

- Landscape Concepts Management for Lawn Mowing Various Areas throughout the Village, in the amount of \$4,360.00;
- Landscape Concepts Management for Lawn Mowing at the Water Plant, in the amount of \$1,840.00; and
- Landscape Concepts Management for Flower Bed Maintenance, in the amount of \$2,520.00; and

2. The Village President is authorized to execute contracts with the above contractor.

3. The Village Manager is authorized and directed to take such further actions as deemed necessary and appropriate to implement and administer this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this ____ day of February 2014.

YES:

NOS:

ABSENT:

Approved this ____ day of February 2014.

Dr. James L. Discipio, Village President

ATTEST: _____
Amanda G. Seidel
Village Clerk

*APPROVED AS TO FORM-
VILLAGE ATTORNEY – format previously approved
By C. Keating*

BID TABULATION SHEET - FLOWER BED MAINTENANCE*Bid Opening: February 3, 2014*

<u>Contractor Name</u>	<u>Flower Bed Maintenance 2014</u>	<u>Flower Bed Maintenance 2015</u>	<u>Extra Work</u>
Landscape Concepts	\$2,520.00	\$2,520.00	\$35.00
Beary Landscaping	\$5,600.00	\$5,768.00	\$30.00

BID TABULATION SHEET - VILLAGE MOWING*Bid Opening: February 3, 2014*

<u>Contractor Name</u>	<u>Lawn Maintenance 2014</u>	<u>Lawn Maintenance 2015</u>	<u>Extra Work</u>
Landscape Concepts	\$4,360.00	\$4,360.00	\$35.00
Beary Landscaping	\$5,264.00	\$5,264.00	\$30.00
Acres Group	\$12,971.00	\$13,356.00	\$44.00
HL Landscapes	\$24,160.00	\$25,600.00	\$45.00

BID TABULATION SHEET - WATER PLANT MOWING*Bid Opening: February 3, 2014*

<u>Contractor Name</u>	<u>Water Plant - Lawn Maintenance 2014</u>	<u>Water Plant - Lawn Maintenance 2015</u>	<u>Extra Work</u>
Landscape Concepts	\$1,840.00	\$1,840.00	\$35.00
Beary Landscaping	\$2,604.00	\$2,604.00	\$30.00
Acres Group	\$5,117.00	\$5,117.00	\$44.00

4. **Mowing and Edging**

A. Weekly Clean-Up - All turf areas shall be policed for debris, tree limbs and litter prior to each mowing. All debris will be removed from site and disposed of properly. *(Number of occurrences: 33)*

B. Mowing of Turf - Finished turf shall be cut at a height of 2 $\frac{3}{4}$ "-3" as conditions dictate. Mowing shall be done frequently enough so that no more than one-third (1/3) of the grass blade is removed per cutting but not less than weekly. The date of the first mowing and the frequency of all mowings will be mutually agreed upon by the VILLAGE and the CONTRACTOR. Areas next to fences, around trees, flower beds, posts, buildings, and other obstructions, shall be trimmed every time the adjacent area is mowed.

C. Trimming shall be to the same height as the mowing. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible and present a neat appearance. Excess clippings shall be removed from sidewalks and streets. Blades on all equipment shall be kept sharp to prevent tearing of grass blades. *(Number of occurrences: 33)*

D. Mechanical Edging adjacent to Hardscape - Unobstructed perimeters of all turf areas fronting on sidewalks or curbs shall be edged twice during the summer to remove any grass encroaching onto the paved surface. *(Number of occurrences: 2)*

5. **Fertilization / Weed Control / Disease Control**

The VILLAGE will be notified 24 hours in advance of application of all or any fertilization/weed control/disease control. All applications should be completed between the hours of 6:00am and 8:00am.

A. Turf Pre-Emergent - The CONTRACTOR shall apply a pre-emergence crabgrass control to all turf areas at the rate specified by manufacturer. Application will be made in the prior to crabgrass or noxious annual weed germination. This application should also contain a fertilizer in it. *(Number of occurrences: 1)*

B. Turf Post-Emergent - The CONTRACTOR shall apply a post-emergence broadleaf weed control (Trimec or equivalent) to all turf areas once in Late Spring at the rate specified by manufacturer. *(Number of occurrences: 1)*

C. Insect/Disease Control - (i.e. grub control) CONTRACTOR shall apply a grub control in Late July or early August, at the rate specified by the manufacturer. *(Number of occurrences: 1)*

D. Turf Areas - Turf areas shall be fertilized in Late September, poundage of material should be applied at the rate as specified by the manufacturer. *(Number of occurrences: 1)*

6. **Fall Clean-Up**

Leaves shall be removed from all turf in autumn, as needed, from approximately the third week of October through the end of November. All leaves and debris present in turf areas by the last site visit are to be removed prior to conclusion of the Agreement.

(Number of occurrences: As needed, but not less than twice during the term of this Agreement)

7. Extra Work

Any extra work not provided for in this Agreement shall be on a "time and material" basis. CONTRACTOR's hourly rate is \$ 35.00 per man per hour. No such additional services shall be rendered unless first agreed to in writing by both parties.

8. Safety

CONTRACTOR shall ensure that its employees are following all Federal and State regulations pertaining to worker's safety along State or Local roadways.

9. Responsibility for Damage

CONTRACTOR shall be responsible for, and shall repair any damage caused by its mowing services. CONTRACTOR shall repair (by re-sodding or reseeding with appropriate materials as approved in advance by VILLAGE) any areas damaged by its mowing and shall maintain the affected area(s) until the sod is knit or the grass is fully established.

10. General Standards of Performance; Right to Terminate.

- A. All work will be performed in a good and workmanlike manner by trained, properly supervised personnel in accordance with accepted horticulture practices.
- B. Adequate personnel, materials and equipment shall be provided to permit the timely completion of all operations.
- C. Landscape and all other debris shall be removed from the site at the end of each day and legally disposed of at the expense of the CONTRACTOR.
- D. The Public Works Director shall have the right to terminate this Agreement upon written notice to CONTRACTOR if the Director finds that CONTRACTOR has not fully performed its services in accordance with this Agreement or that CONTRACTOR's work is not satisfactory.

11. Federal, State and Local regulations; taxes; permits; licenses.

- A. The CONTRACTOR shall adhere to all Federal, State and VILLAGE Laws.
- B. The CONTRACTOR shall adhere to all Federal and State guidelines governing equal employment opportunities.
- C. The VILLAGE has adopted an ordinance governing the prevailing rate of wages paid for work performed by contractors in the VILLAGE. If applicable, all labor performed under the provisions of this Agreement shall comply with the Illinois Prevailing Wage Act. The general prevailing rate of hourly wages in Cook County will apply for the work being performed in the Village of La Grange Park in Cook County, Illinois. The CONTRACTOR will guarantee the faithful performance of such Prevailing Wage Act to include but not limited to: that not less than the prevailing rate of wages as found by the VILLAGE or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under this contract. If the prevailing rates are revised during the Agreement the revised rate shall apply to this contract

12. Insurance/Certificate of Insurance

- A. During the duration of this Agreement, CONTRACTOR shall maintain the following insurance coverage limits:
 - 1. Workers' Compensation Insurance as prescribed by Illinois Statute
 - 2. General Liability Insurance:
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate

- 3. Property Damage Liability Insurance:
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
- 4. Vehicle Liability:
 - \$500,000 per occurrence

- B. The CONTRACTOR shall furnish a Certificate of Insurance verifying the existence of the aforementioned coverages. Further, the VILLAGE shall be named as additional insured on each policy for any liability arising out of the CONTRACTOR'S work. For purposes of this Agreement, "arising out of the CONTRACTOR'S work" shall mean:
 - 1. Liability the VILLAGE may incur for which the VILLAGE is indemnified below; and/or
 - 2. Liability the VILLAGE may incur due to joint negligence of the CONTRACTOR and the VILLAGE.
- C. The CONTRACTOR shall indemnify and forever hold harmless, including the payment of reasonable attorneys fees and court costs, the VILLAGE, its agents, officials and employees against any and all claims for injuries, death, loss damages, claims of every type, nature and description (including without limitation environmental and patent claims), suits, liabilities judgments, costs and expenses arising from or related in any way to the alleged negligence or act or omission of the CONTRACTOR or its employees, agents, servants, subcontractors or suppliers in connection with performance of this Agreement.
- D. The CONTRACTOR shall, at the CONTRACTOR'S own expense, appear, defend any and pay all charges of attorneys and all costs and other expenses arising from the foregoing, or incurred in connection therewith in the defense of the VILLAGE, its agents, officials and employees.

13. Payment for Services

VILLAGE shall pay for the services rendered pursuant to this Agreement in seven (7) equal payments each year, upon receipt of a monthly statement from CONTRACTOR describing the work performed during the previous month, commencing with a bill for April services and ending with a bill for November services.

14. Total Amount of Contract – 2014: \$ 4,360.00
 Total Amount of Contract – 2015: \$ 4,360.00

VILLAGE OF LA GRANGE PARK

CONTRACTOR:

By: _____

Dr. James L. Discipio

Its: Village President

Attest: _____

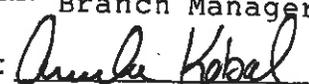
Amanda G. Seidel

Village Clerk

Date: _____

By:  _____

Its: Branch Manager

Attest:  _____

Date: 2-3-14

Village Board Agenda Memo

Date: February 5, 2014

To: Finance Committee Chair Patricia B. Rocco
President & Board of Trustees

From: Pierre A. Garesché, Finance Director *P.A.G.*
Julia A. Cedillo, Village Manager *JAC*

Re: **Audit Services Agreement**

GENERAL BACKGROUND:

The public accounting firm of Selden Fox, Ltd. has audited the Village's financial statements for the past 15 years. The firm has done an excellent job over the years and we are now recommending it be retained to perform the audit for 2013-14. The fee for the audit completed in 2013 was \$16,400. The fee being proposed for the coming audit by Selden Fox, Ltd. is \$16,900. That represents a 3.0% increase.

MOTION/ACTION REQUESTED:

"I move that we hereby adopt the accompanying resolution approving the audit services agreement dated January 8, 2014."

STAFF RECOMMENDATION:

We recommend the resolution be approved at the February 25, 2014 board meeting.

DOCUMENTATION:

Engagement letter for auditing services
Resolution approving audit services agreement

Selden Fox, LTD.

A PROFESSIONAL CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS
619 Enterprise Drive
Oak Brook, Illinois 60523-8835

630-954-1400
630-954-1327 FAX

email@seldenfox.com
www.seldenfox.com

January 8, 2014

Board of Trustees
Village of La Grange Park
447 North Catherine Avenue
La Grange Park, Illinois 60526-2099

Attention: Mr. Pierre A. Garesche, Finance Director

Ladies and Gentlemen:

This letter will confirm our understanding of the terms, objectives and limitations of our engagement to provide professional services to **Village of La Grange Park**, for the year ending April 30, 2014. Please read it carefully to ensure that it is acceptable.

We will audit the financial statements of the governmental activities, the business-type activities, fiduciary activities, each major fund, the statements of revenues, expenditures and changes in fund balance – budget and actual – for the General and major Special Revenue Funds, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village of La Grange Park as of and for the year ending April 30, 2014.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) to supplement the Village of La Grange Park's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of La Grange Park's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide

any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Funding Progress – Pension Funds

Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Individual Nonmajor Governmental Funds
2. Computation of Legal Debt Margin

Our responsibility and the objective of an audit is to express an opinion on the basic financial statements based on our audit, and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole, and is limited to the period covered by our audit. We will conduct our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Accordingly, a material misstatement may remain undetected. Also, an audit is not designed to detect error or fraud that is immaterial to the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. If circumstances preclude us from issuing an unmodified opinion, we will discuss the reasons with you in advance. If for any reason we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or decline to issue a report as a result of the engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Accordingly, the areas and number of transactions selected for testing will involve judgment. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

An audit of financial statements includes obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit of financial statements is not designed to provide assurance on internal control or to identify significant deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We are also responsible to determine that certain other matters related to the conduct of the audit are communicated to those charged with governance, including: (a) the planned scope and timing of the audit, (b) significant audit findings, (c) disagreements with management and other serious difficulties encountered in performing the audit, (d) various matters related to the entity's accounting policies and financial statements, (e) management representations and, (f) corrected and uncorrected misstatements.

Management is responsible for the entity's financial statements and the selection and application of the accounting policies. Management is responsible for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with the accrual basis of accounting generally accepted in the United States of America. Management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management is responsible for establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies in the design or operation of such controls of which it has knowledge. Management is responsible for identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and for informing us of any known material violations of such laws and regulations.

Management is responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Management also

agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon, or if our report on supplementary information will not accompany the audited financial statements, management agrees to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving: (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others. The audit committee, or its equivalent, is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Management is responsible for providing: (a) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters; (b) additional information that is requested for the purpose of the audit; and (c) unrestricted access to persons within the entity from whom it is necessary to obtain audit evidence. At the conclusion of the engagement, management will provide us with a letter that confirms certain representations made during the audit. Management is responsible for adjusting the financial statements to correct material misstatements and for affirming to the auditor in the representation letter that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

As part of our engagement for the year ending April 30, 2014 we will:

1. Prepare the basic financial statements and accompanying notes from a trial balance provided by the Village. We will provide 25 copies of the report.
2. Prepare the Annual Financial Report to the Comptroller of the State of Illinois.
3. Prepare a management letter outlining weaknesses in internal control or other matters which we feel appropriate.

4. Prepare a required communication with the Village's Finance Committee or Board of Trustees indicating, among other things, estimates used in the preparation of the financial statements, errors noted, disagreements in accounting matters, and cooperation of staff.
5. Allocate the Village's investments in accordance with Governmental Accounting Standards Board (GASB) standards for the audit report.
6. If required, audit the Village's major federal financial assistance programs to meet the requirements under the Single Audit Act of 1984. Our fees for this service will be determined at a later date depending on the number of grants and the dollar amount received.

In the process of performing the audit, we may perform nonattest services, such as performing certain computations, preparation of the State of Illinois Comptroller Annual Report and preparing proposed adjusting journal entries. We will provide you with a list of proposed adjusting journal entries when our procedures have been completed. Our professional standards require us to document that you understand and accept your responsibilities for such nonattest services:

- You are responsible to make all management decisions and make informed judgments on the results of the services.
- You have designated an individual with suitable skills, knowledge or experience to be accountable for overseeing such services. We understand that the Finance Director will have this responsibility.
- You will evaluate the adequacy of and accept responsibility for the results of such services and determine that they met management's objectives.
- You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Although not included in our fee, we will be available during the year to consult with you on tax and accounting effects of any proposed transactions or contemplated changes in business policies subject to the terms of this engagement letter including the limitation on our liability as set forth below.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm (either in hard copy or electronically), you also agree to provide us with printers' proofs or masters for our review and approval before printing or publishing.

You also agree to provide us with a copy of the final reproduced material for our approval before it is published. If you publish your financial statements electronically on the World Wide Web, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We will have full cooperation and assistance of your personnel during the audit, including the preparation of schedules, analyses of accounts, retrieval of documentation and typing of confirmations and other correspondence. The receipt of such items on a piecemeal basis throughout the audit decreases audit efficiency and increases our time requirements and thus the audit costs.

Our professional fees for the foregoing services will be billed at rates determined by the nature of the services and the degree of skill required by our personnel. Our professional fees for the foregoing services will be \$16,900.

Invoices are payable upon presentation. Our initial fee estimate assumes we will receive the aforementioned assistance from your personnel and unexpected circumstances will not be encountered. We will notify you of any circumstances we encounter that could significantly affect our initial estimate of total fees. Any fees incurred from collection efforts of amounts payable to us shall be paid by the Village of La Grange Park. We reserve the right to terminate our services if payment is not made when due. It is mutually understood and agreed that our liability, if any, arising from the services performed under the terms of this engagement letter will not exceed the fees we have received for this engagement.

The Village of La Grange Park, its Board of Trustees and management will indemnify Selden Fox, Ltd. and its shareholders, officers and employees or representatives and hold them harmless from any claims, liabilities, losses and costs arising in circumstances where there has been any knowing misrepresentation by a member of the Village of La Grange Park's management, employees or agents, regardless of whether such person was acting in the Village's interest.

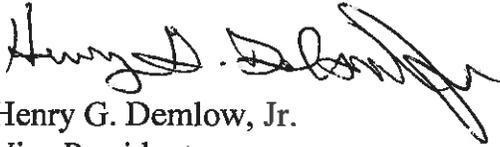
Henry G. Demlow, Jr. is the engagement officer for the audit services specified in this letter and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The work papers (including electronic files) for this engagement are the property of Selden Fox, Ltd. and constitute confidential information. If requested, access to such work papers will be provided under the supervision of Selden Fox, Ltd. personnel.

If the foregoing arrangements agree with your requirements, please indicate below by signing the approval statement and return this letter to us. A copy is enclosed for your records. We appreciate the opportunity to serve you and trust that our association will be a long and pleasant one.

Very truly yours,

SELDEN FOX, LTD.



Henry G. Demlow, Jr.
Vice President

HGD/dkf

APPROVAL

The foregoing is approved by the Board of Trustees of the VILLAGE OF LA GRANGE PARK. You are hereby authorized to proceed with the services as described.

VILLAGE OF LA GRANGE PARK

By: _____

Title: _____

RESOLUTION NO. 14-05

RESOLUTION APPROVING AUDIT SERVICES AGREEMENT

WHEREAS the firm of Selden Fox, Ltd. has provided excellent auditing services to the Village of La Grange Park in the past; and

WHEREAS the Village of La Grange Park seeks to retain Selden Fox, Ltd. to audit our financial statements for the 2013-14 fiscal year;

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

SECTION ONE: The Village of La Grange Park hereby approves the audit services agreement dated January 8, 2014, and attached hereto; and

SECTION TWO: The Village Manager is authorized and directed to take such further actions as she deems necessary to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 25th day of February, 2014.

YES:

NO:

ABSENT:

Approved this 25th day of February, 2014.

Dr. James L. Discipio, Village President

ATTEST: _____
Amanda G. Seidel
Village Clerk

Memorandum

TO: Trustee Patricia Rocco, Chairman
Finance Committee

FROM: Julia Cedillo, Village Manager

DATE: February 20, 2014

RE: *First Half & Second Half of February 2014*

Payments for operating expenses from the various funds for *first & second half of February 2014* includes:

	<u><i>First Half of February</i></u>	<u><i>Second Half of February</i></u>
General Fund	\$ 172,642.93	\$ 61,922.80
2004 Debt Service Fund	- 0 -	- 0 -
Water Fund	200,775.68	11,482.92
Motor Fuel Fund	- 0 -	- 0 -
Sewer Fund	11,894.61	1,014.88
Emergency Telephone	2,968.27	- 0 -
Trust & Agency Fund	- 0 -	935.92
Working Cash Fund	- 0 -	- 0 -
Capital Projects Fund	- 0 -	5,205.00
Total	\$ 388,281.49	\$ 80,561.52

Payment for salaries, deductions, and employer payroll costs for the *first & second half of February 2014* includes a payroll disbursement from:

	<u><i>First Half of February</i></u>	<u><i>Second Half of February</i></u>
General Fund	\$ 156,154.43	\$ 199,396.62
Water Fund	10,077.27	10,678.75
Sewer Fund	3,336.83	3,841.10
Trust & Agency	- 0 -	- 0 -
Total	\$ 170,068.53	\$ 213,916.47

Village Manager's Report

Village Board Agenda Memo

Date: February 20, 2014

To: Village President & Board of Trustees

From: Julia Cedillo, Village Manager 

RE: Illinois Green Infrastructure Grant

GENERAL BACKGROUND:

Late last year, the Village received notification of an Illinois Green Infrastructure Grant (IGIG) award in the amount of \$416,000 from the Illinois Environmental Protection Agency (IEPA). The Village's grant submittal seeks to eliminate rooftop pollutants from entering Salt Creek through a community-wide Downspout Assistance Program. With this program, there are also direct benefits to homeowners as the disconnection of these downspouts will provide for greater capacity in the combined sewer system during rain events, which will work to reduce the incidence of basement flooding.

The grant application to the state was the result of the work done by the Village's Engineering & Capital Projects Committee whose work and research culminated in the drafting of a Flood Mitigation Report, released and presented in 2012. That report identified a downspout disconnection program as one potential and effective effort to reduce the adverse impacts to homeowners during a heavy rain event.

At the December 10th Village Board Work Session, staff provided an overview of the Grant Program, the Village's application, and progress on the grant to date. More recently, Director McLaughlin, Chief Maggos and the Village Manager worked with the IEPA on the grant agreement, clarifying requirements, terms and the timeline for the implementation of the program. The IGIG grant award has progressed to a position where the state is requesting that we approve a grant financial assistance agreement, to include the signature of the Village President.

Below are the summary highlights of the IGIG Grant Agreement

- The Village is required to draft a new Downspout Disconnection Ordinance (the Village currently has a mandatory downspout disconnect ordinance, § 50.28). The draft language must be submitted to the state by May 1, 2014.
- The overall goal is the disconnection of 1,814 homes.
- For disconnections exceeding \$100 per resident applicant, the Village will verify the work is completed to standards / codes.
- The program and its activities must begin by August 1, 2014.
- The Village should complete the first 400 disconnections by December 1, 2014.
- The program and its activities must be complete by June 30, 2016.
- An operations and maintenance report is required for best management practices.
- The Village must track and complete a summary of activities by location and type.
- The Village must draft an agreement for homeowners that measures will remain in place for 10 years.
- The final report summarizing all activities and results is due July 31, 2016.
- The state has added a mutually agreed upon termination clause (*recently added – see page five*).

MOTION/ACTION REQUESTED:

Motion to Approve Resolution Authorizing Execution of an Illinois Green Infrastructure Grant Financial Assistance Agreement in the Amount of \$416,000 with the Illinois Environmental Protection Agency for the Downspout Disconnection Assistance Program.

Following that authorization, Village staff will work with the Village Attorney to draft an amendment to our downspout disconnection ordinance for the Village Board's consideration at a later date. Concurrent to that process, staff will draft a program plan, outlining the elements of the reimbursement program for residents.

DOCUMENTS

- Resolution Authorizing Execution of an Illinois Green Infrastructure Grant Financial Assistance Agreement
- IGIG Grant Agreement *(the original will be mailed)*
- IGIG Presentation – Overview, dated December 10, 2013
- Hancock Memo, Residential Roof Disconnection Review, September 7, 2011

RESOLUTION NO. 14-06

RESOLUTION AUTHORIZING EXECUTION OF AN ILLINOIS GREEN INFRASTRUCTURE GRANT FINANCIAL ASSISTANCE AGREEMENT IN THE AMOUNT OF \$416,000 WITH THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY FOR THE DOWNSPOUT DISCONNECTION ASSISTANCE PROGRAM

WHEREAS, the Illinois Environmental Protection Agency makes available \$5,000,000 in grant dollars annually to local units of government and other organizations to implement green infrastructure best management practices to control stormwater runoff for water quality protection in Illinois; and

WHEREAS, the Illinois Environmental Protection Agency has informed the Village of La Grange Park that the Village has been awarded a grant in the amount of \$416,000 for the implementation of the Downspout Disconnection Assistance Program; and

WHEREAS, the Village of La Grange Park is responsible for a 15% local funding match, totaling \$73,500.00 over the life of the grant; and

WHEREAS, the Illinois Environmental Protection Agency has prepared a grant financial assistance agreement and the grant conditions require the Village President's signature on said agreement; and

WHEREAS, the grant application and financial assistance agreement includes funding for the consulting work and construction of best management practices for single family homeowners throughout the community, to control storm water runoff for water quality protection by providing assistance for downspout disconnections, resulting in a reduction in pollutant run-off to Salt Creek and the Des Plaines River.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Illinois, as follows:

1. That the Village is authorized to participate in the Illinois Green Infrastructure Grant Program with the Illinois Environmental Protection Agency.
2. That the Village President is authorized to sign the grant agreement, and this Resolution, and the Village Clerk is authorized to attest to their approval.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 25th day of February, 2014.

AYES:
NOS:
ABSENT:

Approved this 25th day of February, 2014.

Dr. James L. Discipio, Village President

ATTEST:

Amanda Seidel, Village Clerk

Financial Assistance Agreement

State of Illinois
Illinois Environmental Protection Agency
Bureau of Water

AGREEMENT PERIOD:

The period of performance covered by this Agreement shall be from **The Date of Execution** through September 30, 2016. No services will be paid which are performed prior to or subsequent to this performance period.

Assistance Amount \$416,500.00

Agreement Type IGIG Agreement Number IGIG1302

Recipient Village of La Grange Park

Address 447 N. Catherine Avenue Telephone (708) 354-0225
LaGrange Park, Illinois 60526-2099 FAX (708) 354-0241

Project Description/Scope of Work

DOWNSPOUT DISCONNECTION ASSISTANCE PROGRAM

Under this Agreement, the Recipient shall complete the following tasks.

DRAFT DOWNSPOUT DISCONNECTION ORDINANCE

1. The Recipient shall investigate the development of a downspout disconnection ordinance for single-family residential properties within the Village boundaries. This shall include an assessment of the resources needed to implement such an ordinance and should consider the use of both incentive and penalty alternatives to make sure that all single-family residential downspouts are disconnected from the combined sewer by a specific date. The Recipient shall complete and submit draft ordinance language to the Illinois EPA by May 1, 2014.

DOWNSPOUT DISCONNECTION

2. The Recipient, or its Assign, shall cause the disconnection of existing roof drain downspouts from the combined sewer/sanitary sewer system in LaGrange Park for at least 1,841 residential properties. For disconnections costing more than \$100 per residence, the Recipient, or its Assign, will verify that the proposed reroute of the flow path will not create new drainage issues at the site or on the adjacent properties at the primary structure. For disconnections costing less than \$100, the Recipient, or its Assign will respond to reported complaints that a re-route of the flow path has created new drainage issues at the site or on the adjacent site that impacts the primary structure. At each downspout disconnection site costing over \$100 per residence, the Recipient will confirm the entry path into the combined

sewer is closed in accordance with current codes. Authorized downspout disconnection activities include use of 1) elbows, splash pad, and discharge extension, 2) small section of new roof gutter, elbows, splash pad, and discharge extension, 3) reroute portion of roof gutters, and if needed elbows, splash pad, and discharge extension, 4) reroute of significant portion of roof gutters, and if needed elbows, splash pad, and discharge extension, and 5) any of the above with the addition of best management practices (such as rain barrel, rain garden or infiltration swale) to address discharge in challenged areas.

A summary of the activities conducted under this task shall be included in the progress report submitted by the Recipient in accordance with Item 6 of this Agreement. This summary shall include a spreadsheet identifying the address, description of performed disconnection activity, latitude and longitude of the center of the impacted general storm water drainage district, actual completion date, and actual total cost associated with each residential site participating in the program.

Implementation of the activities outlined in accordance with Item 2 of this Agreement must begin by August 1, 2014. In the event that implementation of the activities developed in accordance with Item 2 of this Agreement has not begun by August 1, 2014, the Recipient, or its Assigns, shall immediately discontinue all work on this Agreement, unless an extension is requested by the Recipient and approved by the Illinois EPA prior to July 15, 2014. In the event of such a discontinuation of work, no costs incurred in association with the Agreement will be eligible for reimbursement by the Illinois EPA.

The Recipient shall complete the first 400 downspout disconnection by December 1, 2014 and all downspout disconnections and other approved best management practices needed to address problem locations by June 30, 2016. Photographic images, including before and after shots of the downspout disconnection site locations, documenting implementation shall be completed and submitted by the Recipient to the Illinois EPA by July 31, 2016 for sites costing over \$100. A five percent sampling of disconnections costing under \$100 shall have after shots submitted to document implementation.

3. The Recipient shall secure all necessary permits prior to implementing supplemental BMP activities described under Item 2 of this Agreement. Prior to project implementation, the Recipient shall enter into appropriate legally binding agreements with participating landowners for the implementation of supplemental BMP activities to ensure that the downspout disconnection, BMPs and flow reroute components are maintained as designed and that the operation and maintenance procedures are implemented for at least ten (10) years from the date of completion. The Recipient shall submit a draft boiler plate agreement for supplemental BMPs to the Illinois EPA by May 1, 2014. The Recipient shall submit a copy of any executed agreements to the Illinois EPA with the progress report submitted by the Recipient in accordance with Item 6 of this Agreement. Continued compliance for downspout disconnections will occur through a three percent sampling of homes annually for the next five years and by response to any notification of a homeowner altering drainageways or reconnecting to the sewer system.

PROJECT EVALUATION AND REPORT

4. The Recipient shall prepare a report explaining the execution of the Downspout Disconnection Assistance Program (i.e., pre and post conditions, type and location of practices, practice design, methods of practice installation) and evaluating the project's success, including but not limited to theoretical (no water testing required) improvements in

water quality and stormwater runoff reductions. The report shall document the project tasks and summarize the findings of the project, including a discussion of the cost-effectiveness of selected practices in relationship to alternative management strategies. Two (2) copies of the draft report shall be completed and submitted by the Recipient to the Illinois EPA by June 30, 2016. The final report shall be completed and three (3) paper copies and one (1) electronic copy submitted by the Recipient to the Illinois EPA by July 31, 2016.

OTHER DIRECTED ACTIVITIES

5. The Recipient shall be available for coordination and progress briefings. The dates and locations of these briefings will be specified by the Illinois EPA in consultation with the Recipient during the course of the project.
6. The Recipient shall submit a written progress report by the fifteenth (15th) of January, April, July and October occurring during the Agreement Period. Whenever practical reports should be submitted printed two-sided.
7. All products produced and all work performed by the Recipient under this Agreement shall be subject to review and approval by the Illinois EPA to determine eligibility and acceptability in meeting the terms and intent of this Agreement.
8. The Recipient and the Illinois EPA retain the right to cite, quote, circulate, and reprint all documents and other materials produced under this Agreement. The Recipient will include in any publications for external general circulation (including all press releases, brochures, newsletters, Web sites, and presentation materials) the following phrase: "Funding for this project provided, in part, by the Illinois Environmental Protection Agency through the Illinois Green Infrastructure Grant Program."
9. The Recipient shall develop an Operation and Maintenance Sheet (O & M Sheet) for the best management practices (BMPs) implemented under this Agreement to ensure their long-term viability (at least ten years). The O & M Sheet shall be developed for the property owner to help identify regular inspection needs and appropriate management activities such as sediment and debris removal, replacement of vegetation and hardware, chemical treatment, etc. The O & M Sheet shall identify both coordinating (i.e., local governments) and participating (i.e., citizen groups, landowners) parties to carry out inspection and management needs and the financial resources necessary for implementation of the O & M Plan. A draft of the O & M Sheet shall be completed and submitted by the Recipient to the Illinois EPA by May 1, 2014. The final O & M Sheet shall be completed and submitted by the Recipient to the Illinois EPA by June 1, 2014.

Project Schedule

<u>Description</u>	<u>Completion Date</u>
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DRAFT DOWNSPOUT DISCONNECTION ORDINANCE

1. Submit Draft Language	May 1, 2014
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DOWNSPOUT DISCONNECTION

2. Summary of Activities	Quarterly as stipulated
Complete First 400 Downspout Disconnections	December 1, 2014
Complete All Downspout Disconnections	June 30, 2016
Photographic Documentation of Construction	July 31, 2016

3. Draft Permits and Landowner Agreements	May 1, 2014
Final Permits and Landowner Agreements	Quarterly as stipulated

PROJECT EVALUATION & REPORT

3. Draft Report	June 30, 2016
Final Report	July 31, 2016

OTHER DIRECTED ACTIVITIES

6. Progress Report	Quarterly as stipulated
9. Draft O & M Sheet	May 1, 2014
Final O & M Sheet	June 1, 2014

Estimated Allowable Project Costs
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Project Cost Summary	<u>Totals</u>
Subcontracts	490,000.00
Design/Engineering	97,450.00
Construction	392,550.00
TOTAL	\$ 490,000.00

Assistance Amount at	<u>85%</u>	\$ <u>416,500.00</u>
Recipient Share at	<u>15%</u>	\$ <u>73,500.00</u>

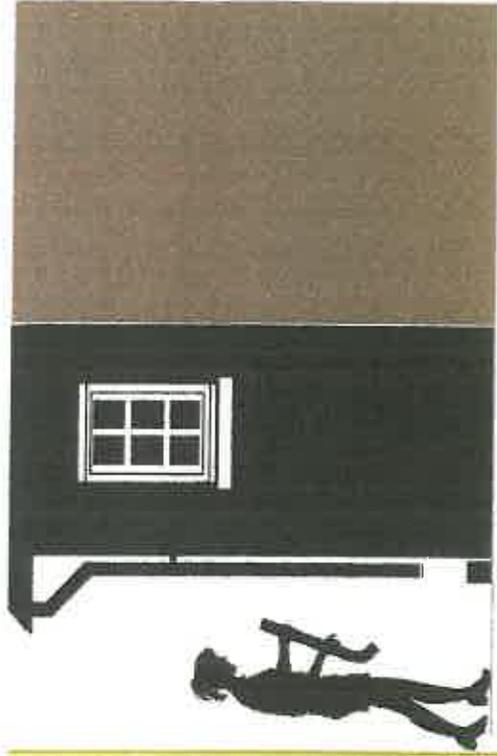
Comments on Allowable/Excluded Costs

In the event that the Recipient has not documented the first 400 downspout disconnections as described in Item 2 of this Agreement by June 1, 2015, the Recipient and the Illinois Environmental Protection Agency mutually agree to terminate this Agreement by July 15, 2015, unless an extension of time is requested by the Recipient and approved by the Illinois Environmental Protection Agency prior to July 1, 2015.

In the event of a July 15, 2015 Agreement termination, the Illinois Environmental Protection Agency shall not be liable for any costs, incurred after June 15, 2015, associated with labor or materials for the downspout disconnections or supplemental BMP activities as described in Item 2 of this Agreement.

In the event that the Recipient has not documented 850 downspout disconnections by December 1, 2015, the Recipient and the Illinois Environmental Protection Agency mutually agree to terminate this Agreement by January 15, 2016, unless an extension of time is requested by the Recipient and approved by the Illinois Environmental Protection Agency prior to January 1, 2016.

In the event of a January 15, 2016 Agreement termination, the Illinois Environmental Protection Agency shall not be liable for any costs, incurred after December 15, 2015, associated with labor or materials for the downspout disconnections or supplemental BMP activities as described in Item 2 of this Agreement.



**IGIG Grant:
Downspout
Disconnection
Assistance
Program**

Village of La Grange Park

Downspout Disconnection Assistance Program

- \$416,500 in grant funds from the State of Illinois
- IGIG – A program to implement best management practices to control storm water runoff for water quality protection
- Funds are limited to the implementation of projects to install best management practices (BMPs)
- This is a reimbursement program. Grant recipients must perform the work, pay project costs, and submit invoices with documentation before reimbursement
- Very competitive - IGIG provides for 5 million dollars annually

Background

- Engineering and Capital Projects Committee
- One of 8 Flood Mitigation Strategies
- Survey results showed that 47% of homes connected to combined storm system
- Residential roofs contribute approximately 12% of the flow during a heavy rain event
- Downspout connections centralize the roof runoff into the system causing peak discharges

Background

- Disconnection will increase the capacity of the sewer and allow the water to infiltrate the soil, reducing peak flow, minimizing the surcharging of the sewer
- in December 2011, and again in 2012, submitted an IGG grant proposal for a Downspout Disconnection Assistance Program
- Received Board Support prior to submittal, due to mandatory disconnect by date certain premise

IGIG Application

- Mandatory disconnect by a date certain
- **Best possible outcome for community-wide benefit where water quality is improved**
- Reduction in pollutant run-off
- Mitigates overflow into Salt Creek and Des Plaines River
- Rainwater would not have to be treated, resulting in reduction in energy costs
- Program also offers BMPs to manage impacts onto personal property

Current Ordinance

The Village currently has a downspout disconnect Ordinance:

“§ 50.28 Disconnection of Downspouts from Sanitary Sewage System
Effective upon the sale of property within the Village of La Grange Park, any gutter and downspout system connected to a sewer conveying sanitary sewage shall be disconnected at ground level or at the nearest pipe joint to ground level, reconfigured to drain onto or into the ground, and not drain into the conveying sanitary sewer, and sealed with cement to provide a permanent disconnection from the sanitary sewer.”

Also includes relief measures, i.e. exemptions and appeals

Program Under the Grant

1. Investigate the development of a new ordinance
 - Compliance by a date certain
 - Should consider incentive and penalty measures
 - Send to the state

Program Under the Grant

2. Align resources with program needs

Baseline: 1,900 disconnections

○ Disconnection Assistance	\$410,000
○ BMPs	\$ 20,000
○ <u>Consultant Costs/Design, Engr.</u>	<u>\$ 90,000</u>
Total	\$490,000

(85/15 Split)

State Share

Village Share

\$416,500

\$ 73,500

Program Under the Grant

3. Align resources with achievable goals
 - State will allow changes in the program/budget
 - State must approve the final budget
 - State encourages realistic goal in terms of achievable disconnections
 - State has to substantiate the measurable improvement to the quality of the waterways – i.e. the impact of the program

Program Under the Grant

4. Village must implement certain administrative tasks
 - Summary of activities by location and type
 - Agreement with homeowner that measures will remain in place for 10 years
 - Operations & Maintenance Report for BMPs

Program Under the Grant

5. The Village must complete the program over a two year period

- Ordinance
- Education / outreach
- Program Forms
- Tracking / evaluation
- Compliance checks
- Final Report

Challenges

- Resident concerns regarding overland standing water after a rain event
- Costs to the homeowner
- Awareness of program or its benefits
- KSAs to compliance
- Lack of compliance or delay in compliance
- Staff time to coordinate, do field work, answer questions, track compliance

How to Meet those Challenges

- Effective communications plan
- Program provides for incentives to make compliance manageable
- Workshops and educational materials for the “how tos”
- Entice participants - extend the date certain beyond the grant program deadline
- Hire a part-time employee in the Building Department

Summary

- Downspout Disconnection Assistance Program will be an effective measure for:
 - Mitigating pollutants in our waterways
 - Reducing the discharge of the large volume of rooftop water into our sewers, leading to increased sewer capacity and reduction in the incidence of sewer backups for residents
- Easing the impacts of compliance for residents
- Introducing effective BMPs to some homeowners to mitigate overland water

Comments and Questions

- o Seeking direction from the Village Board:

Before staff proceeds with grant administration, is there continued support for this program?

Next Steps

- Staff meets to finalize incentive program, structured to ensure the highest level of participation
- Budget will be refined
- Work with the state to outline an acceptable timeline for implementation
- Create a task list for the work to be done
- Complete grant documentation and approve an agreement

MEMO

Date: September 7, 2011

To: Village of La Grange Park

Attn: Ms. Julia Cedillo, Village Manager

From: Paul E Flood, Senior Vice President
Mark D. Lucas, Vice President

Re: Engineering and Capital Projects Committee
Residential Roof Disconnection Review

During our review of the Village combined sewer system we made a recommendation that the Village consider requiring the disconnection of all existing residential roof drains from the system. Based on results of the Resident Survey for the first section of the Village, the responses indicated that the number of homes that had roofs connected directly to the combined sewer (via downspout connections to building service) was approximately 47%. Our previous review of the area, based on walking inspection of 10 random residential blocks within the study area, indicated approximately 45% of the homes roofs were directly tributary to the sewer system through downspout connections. Therefore, our findings are supported by the results of the survey.

We reviewed the roof sizes within the study area by measuring 6 random blocks of structure coverage based on available aerial data. The average residential structure covers 1,300 square feet. There is an average of 24 homes located on each block and 52 blocks of residential structures tributary to the system.

The estimated residential roof area that is connected directly to the combined sewer is 16.76 acres of the approximately 231 acres of tributary area to the sewer system. The impervious nature of the roof area yields a significant volume and rate of flow entering the sewers during storm events. These residential roofs connected to the sewer system represent 7.25% of the area, and contribute approximately 12% of the flow to the sewer. The amount of flow entering the system will vary based on the intensity and duration of the storm event.

There is approximately 12 additional acres of roof area associated with a larger multi-family development and institutional/commercial uses that are directly connected to the sewer system. Some of these impacts, in the case of Jewel facility, are mitigated through restricted

flows from the site. Others because of their age and construction cannot be readily disconnected from the sewer. For these instances, the disconnection is best addressed during redevelopment of the particular site.

The area studied in the Village is served by a combined sewer system; and as such there are no federal, state or county wide requirements to disconnect any type of storm discharge from the system, including downspouts, as by definition this is the sewer that serves as the storm conveyance system. Our recommendation to require the disconnection of the downspouts is based on the capacity of the system to convey flows during storm events. Downspouts that are directly connected to the sewer concentrate and centralize the roof runoff into the system causing peak discharges from individual roofs to enter the system during the same time and within close proximity to the roadway runoff peak discharge. Disconnecting the downspouts and directing the discharge to flow overland prior to entering the sewer system delays the surface runoff from entering the sewer system which helps equalize the system, reducing the peaks and subsequent surcharging in the sewer. Additionally the disconnection allows some, and in lesser events most, of the runoff from the roofs to infiltrate into the soils, which will reduce the volume of flow entering the system. Another benefit of disconnecting the downspouts would be a reduction in pollutant loads being added to Salt Creek. The runoff from the roofs that would be directed over lawns would allow contaminants to be absorbed into the soils which would improve the quality of the water that eventually drained into the sewer system. The reduction in volume entering the system will reduce the frequency/duration of combined sewer overflow (CSO) events which means less untreated sewer flow discharging directly into Salt Creek.

Administration Committee

Robert Lautner, Chair
Michael Sheehan
Mario Fotino

Village Board Agenda Memo

Date: February 25, 2014
To: Village President & Board of Trustees
From: Emily Rodman, Assistant Village Manager 
Julia Cedillo, Village Manager 
RE: Proposal for Residential Waste Hauler Contract – FOLLOW-UP FROM 2/11/14 WORK SESSION

At the February 11, 2014 Village Board Work Session, the Village Board discussed the proposal from Allied Waste for a new 5 year residential waste hauler contract. At the Work Session, the Board requested staff provide some additional information regarding options under the contract and take some follow-up action. A summary of the requested follow-up items is noted below.

35 Gallon Recycling Toter Option

Allied has confirmed that they would be agreeable to providing the option for a 35 gallon recycling toter to senior residents. However, during the initial roll-out of the program, seniors will be provided a 65 gallon recycling toter, the same as all other residents. After 90 days, should they decide they would prefer the 35 gallon option, Allied will switch out the toters at no charge. It should be noted that due to the dimensions of the toter, a 35 gallon toter cannot hold the same amount of recycling as two 18 gallon bins. As such, Allied anticipates that only a small number of seniors will be interested in the 35 gallon recycling toter.

Term of Contract

Allied has confirmed that they will not consider a contract with a term of less than 5 years. The costs of the program (sticker or toter) have been amortized over the 5 year period and financially it is not feasible for them to proceed with the contract pricing under a shorter term.

1,000 Household Senior Rate Cap

The proposal from Allied caps the total number of households eligible for the senior rate at 1,000. The total number of households participating in the program today is 4,021. As of the 2010 census, 22% of the Village's population is 65 and older. While a portion of this population lives in multi-family facilities or in two person senior households, even if 22% of the participating households were senior households that would equate to 845 households. Staff is confident that the Village will not exceed the 1,000 senior household cap. However, Allied has agreed that should the cap be exceeded, they would be willing to re-open the contract at the end of the contract year to re-evaluate the allocation of eligible senior rate households.

Resident Input/Feedback

The Village Board requested staff advertise in E-briefs that a new refuse contract is under consideration and invite residents to attend the March 10th Work Session to provide input. Staff will include this information in E-briefs on February 21st, 28th and March 7th. However, staff did receive a significant amount of feedback from residents as part of the refuse survey completed in October 2013. This feedback was used to inform the RFP process and staff's recommendation on how to proceed with a contract. The written feedback is attached to this memo for your review. Please keep in mind that 90% of the survey respondents were stickers users, and therefore the comments are not reflective of all users of our current refuse program.

2013 Residential Refuse Survey Written Feedback

As always, keeping costs down is my #1 concern.

10/31/2013 7:24 PM View respondent's answers

I have never understood why we pay per sticker and then again on the "water bill".

10/31/2013 3:15 PM View respondent's answers

As a senior it is getting more difficult for me to carry out the recycling container. I would like to get a rollout recycler without renting the large trash bins.

10/31/2013 3:01 PM View respondent's answers

Please include landscaping pickup as part of the twin-totter program. It isa HUGE INCONVENIENCE to buy stickers just for landscaping waste. Thanks

10/31/2013 1:05 PM View respondent's answers

I don't agree that if I am leasing the bins from Allied Waste that I also have to pay for stickers. I feel that I am being triple charged (Allied Waste bins, stickers and the Village). I appreciate that we are able to put stickers on almost anything and it will be removed.

10/31/2013 10:55 AM View respondent's answers

roll out size totes for recycling should be available separately from trash totes.

10/31/2013 12:02 AM View respondent's answers

I wish p/u would move back to Monday.

10/29/2013 8:49 PM View respondent's answers

Pretty good, for my case with just 2 people in the house now, higher sticker prices and lower cost to the utility bill if preferred. Thanks

10/28/2013 9:02 AM View respondent's answers

Simple @ efficient

10/26/2013 1:31 PM View respondent's answers

I'm still confused as to whether we can mix our recycled materials if we don't have a big toter. I would also love to see an option for plastic shopping bags/ziploc bags if there isn't one through the village already.

10/26/2013 10:20 AM View respondent's answers

I feel that the stickers are too high in cost , when each water bill we have to pay extra to the trash pick-up program

10/25/2013 8:07 AM View respondent's answers

I'd rather we not have a monthly fee but just purchase stickers. Or eliminate the stickers and have a monthly only.

This system is ridiculous and costly compared to other townships

10/20/2013 2:49 AM View respondent's answers

These people are very good.....keep them.

10/25/2013 4:01 PM View respondent's answers

It's very expensive

10/25/2013 3:08 PM View respondent's answers

A very small criticism: Our recycle bin has never, ever, been totally emptied at pickup. There are always objects left in the bins, or there are objects left on the lawn or in the street.

10/25/2013 11:19 AM View respondent's answers

None, but I like that they now pick up recycling first. Less time for items to be blown out of the bins and around everyones lawn.

10/25/2013 11:18 AM View respondent's answers

stickers are to expensive, for a person on disability, and fixed low income.

10/24/2013 6:46 AM View respondent's answers

I like the twin tote program. It keeps the garbage and recycling more sanitary and it is easy to use.

10/22/2013 8:33 PM View respondent's answers

No change is necessary

10/22/2013 4:19 PM View respondent's answers

Since we do a good job recycling and don't use a lot of prepackaged food items also we compost, we don't make a lot of trash so a monthly fee for rental of those big containers would be a big increase in our trash costs. Please continue to offer the trash and yard waste stickers option.

10/22/2013 4:07 PM View respondent's answers

The system of quarterly refuse fees, as it exists, is most unfair on those who can least afford it.....seniors and single households. Charge more for stickers and roll-out carts instead of raising those quarterly fees such that those generating more garbage pay for that. Seniors and single households are less likely to generate garbage vs. multi-member households.

10/21/2013 2:50 PM View respondent's answers

The flat charge for garbage on the water bill is a upsetting. We used to just pay based on sticker usage, on what we put out. I think it ends up subsidizing the expenses of others, not mine.

10/19/2013 1:23 PM View respondent's answers

Increasing sticker rates.

10/19/2013 12:46 PM View respondent's answers

As a single person household, I appreciate having the option to pay for my waste disposal (other than quarterly disposal fees included with my water bill) on an as needed basis.

10/18/2013 8:26 PM View respondent's answers

Often, bits of waste and recycling are still in the cans/bins after pick up. Also, recycling that falls out of bins upon pick up is often left to litter the neighborhood. Bins and cans are also often tossed haphazardly so that they either block driveways or blow around in the street. More should be done to ensure waste/recycling is actually removed and not left behind. More thought could be given to where bins/cans are placed after emptied...not blocking the resident's driveway.

10/18/2013 1:45 PM View respondent's answers

yard waste is really expensive

10/18/2013 1:18 PM View respondent's answers

Recycling should be promoted, encouraged, and rewarded more.

10/18/2013 1:04 PM View respondent's answers

I use the recycling toter, its full each week. I was not aware of the change to 2stickers for larger items. I believe many other village residents are not aware. as items sit on curbs for 2-3 weeks until they figure it out.

10/18/2013 10:15 AM View respondent's answers

Don't mind using the stickers, but since we put out very little garbage each month should not be also charged on my water bill. This is ridiculous.

10/18/2013 10:10 AM View respondent's answers

It sucks. Other suburbs don't need to pay for stickers and can put out as much they want and it is all taken. It is too restrictive and too expensive. Yard waste should be free.

10/18/2013 9:43 PM View respondent's answers

Because seniors do not create as much garbage as a normal household we feel that seniors should be given a lower cost in monthly fees.

10/16/2013 1:27 PM View respondent's answers

7 UNIT CONDO COMPLEX. WE RENT 2 TRASH & 2 RECYCLE ROLLING CONTAINERS. 211-217 e 31ST STREET

10/16/2013 11:08 AM View respondent's answers

What holidays are no Pickup and what time and day do they pickup after holiday also 65 and older should get discount

10/16/2013 9:31 AM View respondent's answers

It would be nice to be able to get a large tote for recycling without having to get one for garbage.

10/14/2013 2:07 PM View respondent's answers

We pay extra for the gigantic trash & recycling cans, even though we don't have much trash at all (1-2 bags per week, max). It would be more economical for us if we could just rent the huge recycling bin and use our regular trash can once or twice a month with a sticker. Aside from that, I think the service is great.

10/14/2013 11:21 AM View respondent's answers

If the new contract involves the contractor providing toters, they must be raccoon proof. I would sort my garbage into a third category - compost - if available.

10/14/2013 10:00 AM View respondent's answers

I don't want the stickers to be so high that the rented toter is required. We don't have enough garbage to fill a toter and it is a waste of money for us.

10/13/2013 8:14 PM View respondent's answers

I have no concerns. I think the incentive to recycle is the best approach possible. I pay extra for "backdoor service", too, and I appreciate the convenience.

10/13/2013 1:57 PM View respondent's answers

This survey is very poorly worded. Many folks with a toter will answer questions 3&4 as less than one, which is probably going to mess up your data. Question 7 deals with bins. What about those residents with toters? Is that a bin? I would suggest you be a little more careful with survey verbiage in the future. I do not see how any results can be considered valid with this current survey. Questions must provide answers that are concise.

10/13/2013 8:44 AM View respondent's answers

The garbage is often strewn around at collection.

10/13/2013 6:43 PM View respondent's answers

Recycling bins are broken and need replaced.

10/12/2013 9:47 PM View respondent's answers

I think they should give everyone the twin toter system and have two sizes & fee structures for different size families.

10/12/2013 2:38 PM View respondent's answers

We have the worst garbage collection of any neighboring community. Most communities have a spring clean up and they don't have to put a bunch of stickers on one item its included in their bill. I don't know who negotiates the contracts but they need to change that person they are not qualified, just like most of the people in the village hall. Who ever thinks were getting a good deal needs to wake up. My taxes go up and we get less services from our

The monthly fee on the water bill to pick up recycling is absurd. Even though recyclables are not as profitable in the past, the garbage company still is the getting the revenue so charging in addition is only padding the pockets even more. The stickers per usage is a fair way for charging for refuse service overall.

10/11/2013 3:42 AM View respondent's answers

Only that the sticker is difficult to pull off it's backing intact. Prior sticker from a few years ago was much better in this regard. Otherwise it's a very good service.

10/10/2013 9:50 PM View respondent's answers

Where do my recyclables go? I spend a lot of time trying to make sure I put out truly recyclable items and carefully separate glass, metal, and plastic from paper and cardboard as I have seen progressive European communities do, even though I know it goes into the truck co-mingled. I would like to think that my energy is being matched by our waste removal service and their recipients. I hope there is an opportunity for community input on what the next generation of waste usage should look like in La Grange Park.

10/10/2013 5:35 PM View respondent's answers

Price of stickers!

10/10/2013 4:31 PM View respondent's answers

good service and drivers are friendly.

10/10/2013 2:41 PM View respondent's answers

They do a good job

10/10/2013 11:07 AM View respondent's answers

Want to recycle more materials, like plastic bags & styrofoam! Compost food scraps too.

10/10/2013 7:56 AM View respondent's answers

Would like to see the village move away from stickers and to a village wide rolling bin program. We also need to increase recycling by providing large bins.

10/9/2013 5:55 PM View respondent's answers

None. Service has been excellent

10/9/2013 2:56 PM View respondent's answers

Constantly increasing cost in a constantly constricting economy.

10/9/2013 12:17 PM View respondent's answers

I like our garbage system. It encourages recycling which is easy to use. We only pay for the garbage pick up we actually use, although there is a fee in the water bill. It's a good system.

10/9/2013 12:11 PM View respondent's answers

No concerns with the service. I am very happy with Allied Waste and their employees who do a great job

10/9/2013 8:06 AM View respondent's answers

None.

10/8/2013 5:22 AM View respondent's answers

I pay a lot for garbage on my water bill and am a senior with maybe one little plastic bag (Jewel) of garbage a week. Then I have to buy a sticker besides which I think is unfair. There are households with several cans of garbage a week and several recycling bins besides and they pay the same I do. Recycling is not FREE....I pay for it on my water bill also. The only difference is I don't have to put a sticker on the container. I also think that when these pick up men throw the recycling containers back on the street or driveway and crack the container they ought to replace it instead of me buying a new one for the amount of whatever you have raised it to now. Try and pay a little more attention to the seniors in this village. We are not all 30 years old that live here and don't have the income. I feel we are being taken advantage of.

10/8/2013 11:53 PM View respondent's answers

For my situation, I don't accumulate much garbage, and using a sticker each week for a kitchen-size bag is expensive. I transport my weekly bag to either my daughter or sister's house. This also includes yard waste. Their villages don't have stickers and the amount of restrictions LaGrange Park does.

10/8/2013 10:06 PM View respondent's answers

Sometimes they can be very sloppy when doing their job. Paper and garbage in the street when they are done and they drive away.

10/8/2013 8:47 PM View respondent's answers

The recycling fee included in the water/sewer statement is unfair to single/senior residents. The fee needs to be reduced drastically.

10/8/2013 8:42 PM View respondent's answers

I would prefer to use a roll out cart but the cost is so much more than just using stickers for our family.

10/6/2013 5:19 PM View respondent's answers

Why are we being charged on our water bills for recycling items. While I do a great deal of recycling, I don't feel it's right to charge for recycling automatically on a water/sewer bill. Something like this should be a voluntary action, not a mandatory one, and if it is mandatory, put it on our property bill.

10/6/2013 5:12 PM View respondent's answers

They don't pick up anything that spills out of the cans or recycling bins - they're the messiest of all the companies that have serviced the village IMO. Also, originally the sticker system was a "pay for only what you use" idea. Don't like

village. We all know your trying to get us to use the toters. Lets start by getting a real garbage company to service our village.

10/12/2013 2:16 PM View respondent's answers

Lower the cost per sticker for garbage.

10/12/2013 1:35 PM View respondent's answers

We use a recycling roller but currently you have to rent the large garbage roller to get the recycling roller free. Wish that would be offered to everyone for free, to encourage recycling and to make it easier for the elderly to take their recycling out. My mother also lives in the village and has to carry her bin out each week, but doesn't want the extra expense of renting a large garbage roller.

10/12/2013 12:16 PM View respondent's answers

I am generally pleased with our disposal service. The price is higher than I would like.

10/12/2013 11:08 AM View respondent's answers

I live on a corner (31st and Cleveland) and frequently - at least once per quarter - my garbage is not collected by trucks on either street. When I call Allied, all I get is a recording. I leave a message which is not responded to, I haul my trash back to my house, and put it out again the next week. It's frustrating.

10/12/2013 10:22 AM View respondent's answers

My greatest concern(s) is how the garbage service operators place my recycling bins and/or garbage cans after emptying the containers. I place my items in the parkway, close to the curb. I have found my bins in the middle of my driveway, so that I have to get out of my car to move them to have access to the driveway. I do not place my bins in the middle of the driveway, so why are they placed there? Also I have found my garbage can and lid in the middle of the street (and no it was not a windy day). Also, if something falls out of the bin when they are lifting, they will not bend over and pick it up.

10/12/2013 7:58 AM View respondent's answers

I want the larger roll out totes, especially for recycling, but it is not cost effective for my family. I feel like there should be flexibility in the program. I also don't like that I have to buy garbage stickers plus get a fee on my water/sewer bill.

10/11/2013 7:47 PM View respondent's answers

The pick up times are not accurate. They come before 7, sometimes around 6:30.

10/11/2013 4:50 PM View respondent's answers

Current garbage service requires a monthly mandatory fee built into the water/sewer/refuse bill. If I don't use or need the service, I shouldn't have to pay. Allied Waste is just collecting extra money for every household. No one charges to "drive down" the street and get a monetary reward like our village charges.

10/11/2013 3:58 PM View respondent's answers

Garbage men are careless with my cans and recycling often times damaging. I hate garbage pick up on Thursday and would like it on Monday.

10/11/2013 3:50 PM View respondent's answers

Unresponsive to requests for bulk service pick up/removal. Using another company to remove bulk waste.

10/11/2013 3:48 PM View respondent's answers

It would be great to be able to get a tote for recycling without needing one for trash. Picking up the recycling first now helps, but most people put it out the night before, so there are still issues when it's windy out.

10/11/2013 3:48 PM View respondent's answers

Like anyone, I would prefer lower prices for stickers as the current rate seems a bit high. Also, after garbage pick-up we sometimes find that our carts are left in the street, or occasionally left in our driveway, instead of being placed back up on the grass. I also think you should educate residents on the fact that they shouldn't be placing their recycling in plastic bags as that defeats the point of helping the environment. I see this every week.

10/11/2013 2:05 PM View respondent's answers

Question #7 you did not ask if I have a toter in addition to 0-1 bins per week.

10/11/2013 1:43 PM View respondent's answers

This survey is terribly written. We rent both the garbage and the recycling totes, so we do not put out any bins, and we do not use any stickers for anything other than yard waste.

10/11/2013 1:08 PM View respondent's answers

Why stickers if we are taxed on our water bills? I distinctly remember several years ago that our village transferred to stickers as a "fair" method. Now we must purchase stickers - or rent containers- AND pay an extra fee on our water bills. Why not simply inform residents our village is taxing us through another avenue?

10/11/2013 11:58 AM View respondent's answers

I would love to see a roll-out recycling cart without the requirement of the roll-out waste cart. The cost of the waste cart exceeds what I spend on garbage disposal but I need more recycling space than the bins currently provide.

10/11/2013 11:53 AM View respondent's answers

I really appreciate being able to use the same stickers for yard waste and garbage. It is also wonderful that they don't require you to breakdown all of your boxes before they'll take them.

10/11/2013 11:42 AM View respondent's answers

that we have a "sticker" charge on our water bill because (as I understand it) the company comes to the village. So do UPS and FedEx and we residents don't have to pay a monthly service charge.

10/8/2013 4:45 PM View respondent's answers

QUESTIONS 8 & 9. WHAT ABOUT A REPERATION DAY? WHAT ABOUT ELECTRONICS? ie.: TV's, computers, monitora, etc.

10/8/2013 4:23 PM View respondent's answers

Not happy with the process of using stickers in addition to the fee on the water bill. I feel that it should be one or the other. Overall the program seems to be very expensive.

10/8/2013 4:01 PM View respondent's answers

If the trash person drops trash as they are putting it in their truck, I think they should have to pick it up and not let it blow around the neighborhood or have the home owner go out to pick it up.

10/8/2013 1:29 PM View respondent's answers

I am happy with the large recycling and trash bins that we rent from Allied Waste. However, I do not understand if I need garbage stickers for yard waste. If I do, I am not sure I understand the reasoning since Allied likely makes money of selling the compost. I am happy that we have large trash bins, unlike some neighboring communities.

10/8/2013 8:16 AM View respondent's answers

Increasing sticker fees further will effect low volume refuse users negatively. Roll out carts are not a effective solution for everyone - don't fill them every week - don't want to pay for something not used weekly.

10/8/2013 8:52 AM View respondent's answers

Recycling pick is sometimes sloppy, leaving stuff in the bins or lying around near the curb. Better recently, but still inconsistent. Garbage pick-up is impeccable.

10/7/2013 8:55 PM View respondent's answers

Village Board Agenda Memo

Date: February 11, 2014
To: Village President & Board of Trustees
From: Emily Rodman, Assistant Village Manager
Julia Cedillo, Village Manager
RE: Proposal for Residential Waste Hauler Contract

PURPOSE

To seek Village Board approval for a proposal from Allied Waste Services to provide single-family and two-family residential collection and transportation of municipal solid waste for the Village of La Grange Park.

BACKGROUND

Allied Waste has served as the Village's waste hauler since 2002, during which time the Village has offered a two-tiered program – a volume based (sticker) program and roll-out cart (twin-toter) program. The Village's current contract with Allied is a three year contract that expires on March 31, 2014. The last time the Village released a Request for Proposals (RFP) for a waste hauler was in 2007. Since market conditions change, the Village opted to solicit proposals through an RFP process in January so we could evaluate potential alternative haulers and ensure that our residents are receiving competitive pricing for the services being sought.

To inform the RFP process, staff conducted a survey of residents in October 2013. A total of 250 responses were received (6% response rate). A total of 4,021 Village households participate in the Village's refuse program of which two-thirds participate in the Village's sticker program and the remaining one-third participate in the twin-toter program. Over 90% of survey respondents were sticker program participants. Thus, the results of the survey are heavily skewed toward sticker program users. The survey results indicated that 53% of respondents (which includes some toter users) use at least 2 stickers per month, with 84% using 4 stickers or less per month¹. According to the survey, over 50% of respondents put out more than one recycling bin per week and several respondents noted that they would like access to a 65 gallon recycling toter to accommodate a larger amount of recyclables.

These results indicate that sticker users may not generate enough refuse to warrant the use of a 65 gallon refuse toter (the smallest currently offered), but that they would benefit from the use of a 65 gallon recycling toter (current recycling bins range from 18 – 22 gallons).

In addition to the survey results, staff also considered other factors when drafting the RFP, including administrative and environmental impacts. Administratively, staff handles numerous complaints on a weekly basis from residents in relation to refuse pick-up. While the amount of staff time involved varies from week to week, the amount of time devoted to following up on resident complaints typically ranges from 1-3 hours weekly. The complaints are generated exclusively by users of the sticker program as users of the twin-toter program do not seem to experience the same issues (missed pick-up, damaged bins, etc.) and have a higher rate of compliance with the refuse program.

From an environmental perspective, staff also has concerns about the impact of our existing program on the surrounding Forest Preserve and community at-large. Residents who participate in the sticker program are permitted to place refuse loosely at the curb (in bags), stacked in open garbage cans, or in recycle bins that do not have lids. Refuse and recycling materials often become loose and drop out of the containers as they are being lifted into the

¹ This is consistent with data provided by Allied Waste, which indicates that in 2013 the average household on the sticker program used 3.4 stickers per month.

garbage truck or are blown out of their containers or bags into the street, neighboring yards, etc. As result, it is not unusual for the community to be littered with loose refuse materials following our regular refuse pick-up, which has necessitated that Public Works drive through the community and conduct a “clean-up”.

Finally, because a volume-based program provides an incentive for residents to minimize the amount of refuse they throw out (to reduce the cost), the Village experiences higher rates of fly-dumping at Village facilities, dumpsters and in the surrounding Forest Preserve than is typically seen with flat rate (twin-toter) programs.

REQUEST FOR PROPOSALS (RFP)

The current contract with Allied provides for all refuse to be picked up on a single-day (Thursday) and includes additional services such as an annual Community Clean-Up Day, a provision for “General Refuse Collection” in emergencies, optional back-door service for residents (at an additional cost) and assistance to the Village with leaf pick-up. The contract also outlines pricing for the two-tiered program, incorporating moderate increases each year.

The RFP released by the Village requested proposals that maintained the single-day pick-up, annual Community Clean-Up Day, provision for collection following emergencies and optional back-door service for residents. Since the Village has not exercised the option to have Allied assist with leaf collection in the past couple of years, this option was excluded from the RFP. The Village also requested waste haulers submit pricing for the following options:

- Option 1A – Current Program
- Option 1B – Current Program with No-Charge Bagged Leaf Collection (November – 2nd week of December)
- Option 2A – Cart Based Collection Program (35, 64, 96 gallon)
- Option 2B – Cart Based Collection Program (35, 64, 96 gallon) with No-Charge Bagged Leaf Collection (November – 2nd week of December)
- Option 3A – Cart Based Collection Program (64, 96 gallon) with No-Charge Bagged Leaf Collection (November – 2nd week of December)

The RFP is attached for your reference. The Village received only one complete response, which was submitted by Allied Waste. Four other waste haulers expressed interest in responding, but opted not to respond because they were not willing to accommodate single-day pick-up. The proposal from Allied Waste is attached for your reference.

PROPOSED PROGRAM PRICING

Allied’s proposal responds to all five requested options. After reviewing the proposed pricing, staff is not supportive of selecting an option that includes the optional bagged leaf pick-up (Options 1B, 2B, 3A). These options would permit residents to bag leaves for the month of November and the first two weeks of December with no sticker to supplement the Village’s existing leaf pick-up program. However, the optional pick-up results in an increase of \$0.75 - \$0.86 cents a month to residents (\$9.00 - \$10.32 annually), at an aggregate estimated cost of \$36,192 - \$41,496 annually over the life of the contract. While the cost may appear nominal, all residents will be charged for the optional service, even if they do not elect to utilize the service, which may disproportionately impact seniors as they may be the least likely to use the program. Since under all proposed options residents have the opportunity to bag leaves with a sticker and have Allied Waste pick up the leaves during the regular yard waste pick-up season (which typically runs through early December), staff feels it would be more equitable to eliminate the free bagged leaf option from further consideration.

Allied’s proposals for the remaining two options, Option 1A – maintaining our current two-tiered program; and Option 2A – moving to an all toter program; are summarized on the next page.

OPTION 1A:

This option represents status quo. The current program as provided would remain the same. A comparison of our current pricing versus the proposed pricing is included in Tables A and B below.

TABLE A: Option 1A Sticker Program Pricing – Sticker Users

	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Minimum Monthly Charge	\$5.35	\$5.10	\$5.23	\$5.41	\$5.63	\$5.81
Individual Sticker Cost (waste/landscape)	\$2.90	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30
Monthly Cost w/1 Sticker per Month	\$8.25	\$8.00	\$8.23	\$8.51	\$8.83	\$9.11
Monthly Cost w/2 Stickers per Month	\$11.15	\$10.90	\$11.23	\$11.61	\$12.03	\$12.41
Monthly Cost w/3 Stickers per Month	\$14.05	\$13.80	\$14.23	\$14.71	\$15.23	\$15.71
Monthly Cost w/4 Stickers per Month	\$16.95	\$16.70	\$17.23	\$17.81	\$18.43	\$19.01

Total Savings to Residents in Year 1: \$0.25 monthly

TABLE B: Option 1A Sticker Program Pricing – Toter Users

	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Minimum Monthly Charge	\$5.35	\$5.10	\$5.23	\$5.41	\$5.63	\$5.81
65G Refuse Toter	\$15.15	\$11.65	\$11.94	\$12.36	\$12.85	\$13.27
95G Refuse Toter	\$18.65	\$13.65	\$13.99	\$14.48	\$15.06	\$15.54
Total Monthly Cost 65G Toter	\$20.50	\$16.75	\$17.17	\$17.77	\$18.48	\$19.08
Total Monthly Cost 95G Toter	\$24.00	\$18.75	\$19.22	\$19.89	\$20.69	\$21.35

Total Savings to Residents in Year 1: \$3.75 (65G) - \$5.75 (95G) monthly

As you can see from Tables A and B above, should the Village proceed with Option 1A and elect to remain with the current program, residents will realize a cost savings over what they currently pay for refuse service. Stickers users will save 25 cents per month in the first year due to the reduced minimum monthly charge, a savings which disappears after Year 2. Toter users will realize a more substantial savings, ranging from \$3.75 (65G) to \$5.75 (95G) monthly, a savings which declines over the life of the 5 year contract.

OPTION 2A:

After reviewing the submitted proposal, staff contacted Allied and requested they revisit the proposed toter pricing under Option 2A. As a result, Allied submitted a revised proposal for Option 2A, which is attached. The figures in Tables C and D reflect the revised pricing, not the pricing contained in the initial RFP response.

Option 2A is an all toter option which allows residents to select a refuse toter in one of three sizes – 35 gallon, 65 gallon or 95 gallon. All residents would also be provided a 65 gallon recycling toter. Each refuse toter is priced in accordance with its size and a senior rate is offered to those residents 65 years and older. Stickers are available for refuse that exceeds what can be placed in a toter and also for landscape waste. A comparison of our current toter pricing versus the proposed toter pricing is included in Table C.

TABLE C: Option 2A All Toter Program Pricing*

	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Waste Sticker (overages)/Landscape Sticker	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40
Total Monthly Cost 35G Refuse Toter (Senior)	NA	\$10.95	\$11.25	\$11.60	\$12.10	\$12.50
Total Monthly Cost 35G Refuse Toter	NA	\$14.05	\$14.40	\$14.90	\$15.50	\$16.00
Total Monthly Cost 65G Refuse Toter	\$20.50	\$17.50	\$17.95	\$18.60	\$19.35	\$19.95
Total Monthly Cost 95 G Refuse Toter	\$24.00	\$19.75	\$20.25	\$20.95	\$21.80	\$22.50

**Pricing Revised from Initial Proposal*

Total Savings to Residents in Year 1 (those currently on the Toter Program): \$3.00 - \$4.25 monthly

Residents currently on the toter program will realize a savings under Option 2A. Those residents using a 65 gallon toter will save \$3.00 monthly. Those using a 95 gallon toter will save \$4.25 monthly. This savings declines over the life of the 5 year contract.

Table D provides a comparison of what residents on the sticker program currently pay versus what they might pay on the all toter program – depending on how many stickers they use a month.

Table D: Comparison Between Current Program and Option 2A All Toter Program*

Cost Under Current Sticker Program		Costs Under All Toter Program			
		35G Senior	35G	65G	95G
Monthly Cost w/1 Sticker per Month	\$8.25	\$10.95	\$14.05	\$17.50	\$19.75
Monthly Cost w/2 Stickers per Month	\$11.15	\$10.95	\$14.05	\$17.50	\$19.75
Monthly Cost w/3 Stickers per Month	\$14.05	\$10.95	\$14.05	\$17.50	\$19.75
Monthly Cost w/4 Stickers per Month	\$16.95	\$10.95	\$14.05	\$17.50	\$19.75

**Pricing Revised from Initial Proposal*

Table D illustrates that those residents who are seniors and use at least two stickers per month will realize a cost savings under Option 2A (at least \$0.20 monthly). Non-senior residents who use three stickers per month will pay the same rate. For those residents who put out one bag/can of garbage a week, they will save \$2.90 a month with the 35 gallon toter option. All residents will benefit from receiving the larger, 65 gallon recycling toter at no additional charge.

STAFF RECOMMENDATION

Staff recommends the Village Board consider entering into a contract with Allied under Option 2A. The majority of residents will realize a cost savings under an all toter program. Residents will also benefit from receiving the 65 gallon recycling toter, which is something that many survey respondents noted was desirable. Studies indicate that when moving to an all toter program, recycling tends to increase and the amount of loose refuse and recyclables that escape cans and bins declines considerably. The result will be a cleaner, more environmentally friendly program. Additionally, the use of toters will decrease the level of non-compliance with the current program, which occurs when residents use bins that exceed the allowable size, overfill bins, or fail to sticker them appropriately. Since all

billing for refuse will be shifted to Allied, (rather than split between the Village and Allied) and complaints received by staff regarding the current program originate with sticker users, the Village's cost to administer the refuse program will also decrease. The proposed program provides flexibility to residents to select a toter that meets the needs of their household and is sensitive to our community's large senior population, who are typically the smallest generators of refuse and the most sensitive to price increases. Finally, staff confirmed with our representative at the West Cook Solid Waste Agency (who assisted with preparing the RFP) that the proposed pricing under Option 2A reflects competitive rates.

Overall, the toter program (Option 2A) has significant aesthetic, environmental, and administrative benefits. The flexibility the program provides, coupled with the cost savings over the existing program should result in increased residential satisfaction with the program.

MOTION/ACTION REQUESTED

This item is being placed on the February 11, 2014 agenda for discussion only. Should there be a consensus to proceed with entering into a contract with Allied to provide residential waste hauler services, staff will prepare the contract for consideration and further discussion by the Village Board at the March 10, 2014 meeting.

Motion: To approve a contract between the Village of La Grange Park and Allied Waste Services of Melrose Park for Residential Collection and Transportation of Municipal Solid Waste

DOCUMENTATION

- Current Refuse Contract with Allied Waste
- RFP for Residential Collection and Transportation of Municipal Solid Waste
- Proposal from Allied Waste in Response to Village RFP
- Modified Pricing for Option 2A – Email from Rich Vandermolen

CURRENT PROGRAM PRICING

As previously stated, the Village offers a two-tiered refuse program. Residents are permitted to select in which program they would like to participate.

Sticker Program: Residents are charged a minimum monthly fee and purchase stickers to affix to individual bags or 35 gallon garbage cans for refuse or yard waste. There is no charge for recycling, but residents much purchase the blue bins from the Village. Table summarizes the average monthly costs to residents under this program, depending on how many stickers they use per week. According to the survey conducted by the Village in October 2013, the majority of sticker program participants use less than one sticker per week. Approximately two thirds of eligible households participate in this program.

Table 1: Summary of Costs - Sticker Program

Minimum monthly fee: \$5.35
Sticker cost: \$2.90
Recycling bin: \$9.50/\$12.25

Monthly Cost w/1 Stickers per Month	\$8.25
Monthly Cost w/2 Stickers per Month	\$11.15
Monthly Cost w/3 Stickers per Month	\$14.05
Monthly Cost w/4 Stickers per Month	\$16.95

Twin Toter Program: Residents are charged the minimum monthly fee plus a monthly toter fee and receive either a 64 gallon or 96 gallon toter for refuse disposal. A 64 gallon recycling toter is provided at no additional charge to the resident. Approximately one-third of eligible households participate in this program.

Table 2: Summary of Costs - Toter Program

Minimum monthly fee: \$5.35

64G Refuse Toter w/64G Recycling Toter	\$15.15
Toters w/Monthly Fee	\$20.50
96G Refuse Toter w/64G Recycling Toter	\$18.65
Toters w/Monthly Fee	\$24.00

Items of Interest

VILLAGE OF LA GRANGE PARK
La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

**WCMC Legislative Drive-Down
Springfield, IL**

**Wednesday, March 26, 2014
all day**

2014 MEETINGS REMINDER

March 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
March 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
April 8, 2014	Work Session Meeting	7:30 p.m.	Village Hall
April 22, 2014	Village Board Meeting	7:30 p.m.	Village Hall
May 13, 2014	Work Session Meeting	7:30 p.m.	Village Hall
May 27, 2014	Village Board Meeting	7:30 p.m.	Village Hall
June 10, 2014	Work Session Meeting	7:30 p.m.	Village Hall
June 24, 2014	Village Board Meeting	7:30 p.m.	Village Hall
July 8, 2014	Work Session Meeting	7:30 p.m.	Village Hall
July 22, 2014	Village Board Meeting	7:30 p.m.	Village Hall
August 12, 2014	Work Session Meeting	7:30 p.m.	Village Hall
August 26, 2014	Village Board Meeting	7:30 p.m.	Village Hall
September 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall
September 23, 2014	Village Board Meeting	7:30 p.m.	Village Hall
October 14, 2014	Work Session Meeting	7:30 p.m.	Village Hall
October 28, 2014	Village Board Meeting	7:30 p.m.	Village Hall
November 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
November 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
December 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall