

Village Manager's Report

Village Board Agenda Memo

Date: November 21, 2013
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager 
RE: Proposal for Professional Recruitment Services for Finance Director Position

PURPOSE

To seek Village Board approval for a Proposal for Professional Services, by Voorhees Associates LLC, for the recruitment of a new finance director.

GENERAL BACKGROUND:

On October 4, 2013, Finance Director Pierre Garesche submitted his formal notice of retirement from his employment with the Village of La Grange Park. Mr. Garesche will have served the position for 28 years, with his final date of employment on March 28, 2014.

At the November 12, 2013 Village Work Session, the Village Board discussed the merits of engaging the professional services of Voorhees Associates LLC to assist in the recruitment of qualified candidates to fill the Finance Director Position. The Board agreed that the Village would benefit from services provided by Voorhees Associates and noted that the firm was well qualified and experienced in candidate recruitment specific to the municipal organization. While the proposal dated November 5, 2013 included two levels of service, Full Scope and Limited Scope, the Board favored the Full Scope of services. Further, the Board directed staff to inquire as to whether Voorhees would consider a reduction in the Recruitment Fee, as the Village has previously utilized this firm's services, and therefore, such acquaintance might lend to some efficiencies in the work to be done.

Staff discussed this matter with Voorhees and they have agreed to reduce the Recruitment Fee by \$500. Attached to this memo is a proposal detailing the Full Scope of services, dated November 21, 2013, and is summarized below.

Full Scope Recruitment

- Phase I: Position Assessment, Job Evaluation, Brochure development
- Phase II: Advertising, Candidate Recruitment and Outreach
- Phase III: Candidate Evaluation and Screening
- Phase IV: Presentation of Recommended Candidates
- Phase V: Interviewing Process
- Phase VI: Appointment
- Cost: Recruitment Fee is \$11,500, Recruitment Expenses are \$3,750 (not to exceed). The total cost not to exceed is \$15,250.

Voorhees Associates also provided the Village with a *Proposed Recruitment and Selection Process Schedule*, attached to this memo.

MOTION/ACTION REQUESTED

Motion to accept a Proposal for Professional Services, by Voorhees Associates LLC, dated November 21, 2013, for the recruitment of a new finance director, in an amount not to exceed \$15,250, and authorize the Village Manager to execute same.

STAFF RECOMMENDATION:

Staff recommends that the Village Board approve the motion.

DOCUMENTATION

- Proposed Recruitment and Selection Process Schedule, dated November 21, 2013
- Voorhees Associates LLC Proposal, dated November 21, 2013
- Village Board Agenda Memo and attachments, dated November 7, 2013



LaGrange Park Finance Director
Proposed Recruitment and Selection Process Schedule

November 26	Village Board approves contract with Voorhees Associates.
Week of December 2	Consultant meets with Village staff and elected officials; Consultant submits draft Position Announcement for review. Position Announcement is approved by LaGrange Park. Position Announcement placed on appropriate websites by Voorhees Associates.
Week of December 9	Consultant develops recruitment brochure for Village's review and approval.
Week of December 16	Village approves brochure and brochure sent to potential candidates.
January 17	Deadline for resumes.
Jan. 17 – Feb. 7	Consultant reviews resumes, interviews candidates, conducts background reviews, due diligence, etc. Consultant narrows field to 8-10 candidates for further consideration.
Feb. 7	Consultant submits Recruitment Report to LaGrange Park Village Manager.
Week of Feb. 10	Consultant meets with LaGrange Park officials to review candidates and select candidates for the structured interview process.
Week of Feb 17	Village conducts interviews
February 25	Village appoints Finance Director



Offices in:
Arizona • Delaware
Illinois • Michigan • Wisconsin

November 21, 2013

Ms. Julia Cedillo
Village Manager
Village of LaGrange Park
447 N. Catherine Avenue
LaGrange Park, IL 60526

Dear Ms. Cedillo:

Thank you for the opportunity to provide you with a proposal for the Village of LaGrange Park's Director of Finance recruitment and selection process. Voorhees Associates prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

Voorhees Associates is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities. Voorhees Associates has been certified as an FBE (Female Business Enterprise) in the State of Illinois.

Voorhees Associates, LLC was established in 2009 with headquarters in Deerfield, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 190 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of seventeen consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Illinois, Michigan, and Wisconsin, as well as four reference specialists and four support staff.

Experience

Voorhees Associates has completed 124 recruitments since its establishment in 2009. We have 16 current recruitments in various stages of completion. Our consultants are experienced executive recruiters who have conducted over 350 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

500 Lake Cook Road, Suite 350, Deerfield, Illinois, 60015
847/580-4246 www.voorheesassociates.com

References

The following references can speak to the quality of service provided by Voorhees Associates:

Director of Finance recruitment

Director of Community Development recruitment

Fire Chief recruitment

Director of Public Works recruitment

City of Highland Park, Illinois

David Knapp, City Manager

1707 St. Johns Ave

Highland Park, IL 60035

847-926-1000

dknapp@cityhpil.com

Director of Financial Services recruitment

Intergovernmental Risk Management Agency

Larry Bush, Executive Director

Four Westbrook Corporate Center

Suite 940

Westchester, IL 60154

(708) 562-0300

larryb@irmarisk.org

Consultant Assigned

Voorhees Associates' President Heidi Voorhees will be responsible for your recruitment and selection process.

Heidi J. Voorhees **President**

Ms. Voorhees has extensive experience in both executive search and general management consulting assignments. She has led more than 140 recruitments for local government entities across the country and takes pride in facilitating a tailored, thorough process that gives elected and appointed officials the tools they need to make critical personnel decisions. Her clients have included the City of Austin, Texas; Johnson County, Kansas; Evanston, Illinois; Waukesha, Wisconsin; Fort Worth, Texas; Bloomington, Illinois; Carbondale, Illinois; Fayetteville, North Carolina; and clients in Arizona, Rhode Island, and Colorado.

In addition to her eleven years of executive recruitment and management consulting experience, she has 19 years of local government leadership and management service, with the Villages of Wilmette and Schaumburg, Illinois, and the City of Kansas City, Missouri.

From 1990 to 2001, Ms. Voorhees served as the Village Manager for Wilmette, Illinois, one of Chicagoland's notable residential suburbs located on the shore of Lake Michigan. During her tenure, Ms. Voorhees focused on delivering high quality services and responsiveness to a recognized interactive community, streamlining administrative and management functions and team building throughout the organization that employed 200 individuals. Under her leadership, the organization developed a collaborative budget process, formalized its long range capital improvement program, and developed budget and financial policies that led to the achievement of a AAA bond rating for the community.

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SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. Voorhees Associates clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

Voorhees Associates suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Village Manager, and the Village's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Village.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the Village has for its next Director of Finance, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for Director of Finance by conducting a salary survey of comparable communities, if so desired.

- Development of a **Job Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.

- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the Village with placement recommendations, if so desired.
- The development of a database of potential candidates unique to this position and to the Village of LaGrange Park, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail, telephone contacts, and U.S. mail as appropriate. Voorhees Associates consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the Director of Finance. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone or Skype to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by Voorhees Associates, ensuring LaGrange Park's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- Voorhees Associates will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We

provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."

- Voorhees Associates will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- Voorhees Associates will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- Voorhees Associates will develop the first and second round interview questions for your review. Voorhees Associates will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- Voorhees Associates will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of Village of LaGrange Park facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted along with a media and internet search, verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Employment verification can also be provided if so desired. Voorhees Associates recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."
- Voorhees Associates consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- Voorhees Associates will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- Voorhees Associates will notify all applicants of the final appointment action by the Village Manager, including professional background information on the successful candidate.
- Voorhees Associates will provide no-fee telephone follow-up and counsel to the Village Manager and appointed Director of Finance for six months following conclusion of the recruitment.

Optional 360° Evaluation

As a service to the Village of LaGrange Park, we offer the option to provide you with a proposal for a 360° performance evaluation for the new appointed Director of Finance at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, Voorhees Associates will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of LaGrange Park officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Village Manager of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Village Manager; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Village Manager selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$11,500
Recruitment Expenses: (not to exceed)	3,750
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts and advertising costs up to \$1,000*.	
 Total Fees:	 \$15,250**

*Advertising costs over \$1,000 will be placed only with client approval. If less than \$1,000, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed.

Optional Services

If desired, Voorhees Associates can assist with personality assessments of finalist candidates. Our consultants recommend the use of Caliper Pre-Employment Assessments. These assessments can be taken on line or in paper format, and provide clear, objective information on an individual's strengths, limitations, motivations, and potential. The cost of these assessments would be a direct pass-through to the Village and would depend upon the tool selected. Ms. Voorhees has experience in using this tool with other clients (including the City of Austin, Texas) and has found it useful. Additional information about Caliper can be found on their web site, www.calipercorp.com.

Additionally, Voorhees Associates can recommend and coordinate a variety of other options, based on your preference.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Village will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

Voorhees Associates Guarantee

It is the policy of Voorhees Associates to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Village Manager not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to LaGrange Park beyond the normal three visits.

Upon appointment of a candidate, Voorhees Associates provides the following guarantee: should the selected and appointed candidate at the request of the Village of LaGrange Park or the employee's own determination, leave the employ of the Village of LaGrange Park within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employee for a period of five years.

Why Choose Voorhees Associates?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. Voorhees Associates consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

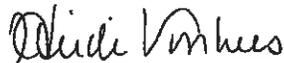
Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands

of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
Voorhees Associates, LLC

ACCEPTED BY THE VILLAGE OF LA GRANGE PARK, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

Village Board Agenda Memo

Date: November 7, 2013
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager 
RE: **Proposal for Professional Recruitment Services for Finance Director Position**

PURPOSE

To seek Village Board direction as to whether the Village should consider engaging the professional services of Voorhees Associates LLC for the recruitment of the Finance Director position.

GENERAL BACKGROUND

On October 4, 2013, Finance Director Pierre Garesche submitted his formal notice of retirement from his employment with the Village of La Grange Park. Mr. Garesche will have served the position for 28 years, with his final date of employment on March 28, 2014. As such, the Village must begin the process for recruiting a new director, which has proven to be, in recent years, a challenge for local government organizations in the Chicagoland area.

Candidates for this position must have significant experience in finance management, accounting, fiscal reporting and control, budget development and monitoring, development of financial policies, coordination of the annual audit, execution of the Village's payroll and accounts payable operations, utility billing, investments, supervision of staff, and other financial duties. Candidates must also understand the challenges of municipal finance in a difficult economy, work cooperatively with other Village departments, and offer exceptional customer service to the public who visit Village Hall. Qualifications for this position include: Graduation from a four-year college or university with major course work in accounting, finance, business, or related field; extensive experience in finance administration including supervisory experience; with an MPA/MBA or CPA being desirable.

Given the responsibility of the position and the importance of timeliness in financial reporting and processes, staff recommends that there be a ten (10) day to two week positional overlay to allow for the training of a new director and a familiarity of priority functions and responsibilities.

PROFESSIONAL RECRUITMENT ASSISTANCE

Recruiting a director position typically requires three to four months to seek input on the process, establish a timeline and positional needs, develop a recruitment notice or job advertisement, review resumes, select candidates, interview, background and reference check and negotiate terms of employment. Due to the trending challenges of recruiting the Finance Director position, the demands of this process, and the upcoming budget cycle, staff is recommending that the Village consider enlisting the services of a recruiting firm with expertise specific to the municipal government organization in general and Finance Director position in particular.

Village staff solicited a proposal from Voorhees Associates LLC, a well-known firm in the Chicagoland area. The Village has previously utilized this firm for the recruitment of two Village Managers. As such, they are familiar with our community as well as our organization. Voorhees is the one of the leading municipal government executive recruiting firms in our region. One clear advantage of utilizing Voorhees is their ability to personally identify potential candidates suitable to specific positions based upon their knowledge of the municipal government industry. As a top

recruiting firm in our industry, Voorhees has the ability to market the position in a way that creates greater interest from qualified candidates than we otherwise could do on our own. A proposal for professional services from Voorhees Associates is attached to this memo. The proposal includes two levels of service, outlined below:

Full Scope Recruitment

- Phase I: Position Assessment, Job Evaluation, Brochure development
- Phase II: Advertising, Candidate Recruitment and Outreach
- Phase II: Candidate Evaluation and Screening
- Phase IV: Presentation of Recommended Candidates
- Phase V: Interviewing Process
- Phase VI: Appointment
- Cost: Recruitment Fee is \$12,000, Recruitment Expenses are \$3,750 (not to exceed), and optional brochure printing is an additional \$900. The total cost not to exceed is \$16,650 (includes optional printing).

Limited Scope Recruitment

- Phase I: Position Assessment, Job Evaluation, Recruitment Pamphlet development
- Phase II: Advertising, Candidate Recruitment and Outreach
- Phase II: Candidate Evaluation and Screening
- Phase IV: Presentation of Recommended Candidates
- Cost: Recruitment Fee is \$10,000, Recruitment Expenses are \$3,750 (not to exceed), and optional brochure printing is an additional \$900. The total cost not to exceed is \$14,650 (includes optional printing).

MOTION/ACTION REQUESTED

This item is for discussion only. Staff is seeking direction from the Village Board as to whether there is interest in enlisting the professional services of Voorhees Associates for the recruitment of the Finance Director position. If there are questions for clarification or general direction from the Village Board, staff will prepare the appropriate documentation for the November Village Board Meeting.

STAFF RECOMMENDATION

Staff recommends that the Village Board consider the benefits of engaging Voorhees Associates for the Finance Director position. The firm can assist the Village in the exercise of a thorough process that will work to identify a list of qualified candidates particularly suited to our organizational needs.

Should the Village Board desire to engage the services of Voorhees Associates, staff feels that the Limited Scope Recruitment level of service is sufficient to meet our needs.

DOCUMENTATION

- Voorhees Associates Proposal
- Voorhees Associates – Information from Website



Offices in:
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November 5, 2013

Ms. Julia Cedillo
Village Manager
Village of LaGrange Park
447 N. Catherine Avenue
LaGrange Park, IL 60526

Dear Ms. Cedillo:

Thank you for the opportunity to provide you with a proposal for the Village of LaGrange Park's Director of Finance recruitment and selection process. Voorhees Associates prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

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Ms. Voorhees has served on the Boards of Directors of numerous professional associations including the Chicago Metropolitan Managers' Association and the Illinois City and County Management Association. For two years, she was the Illinois representative to the ICMA University, the professional development arm of the International City and County Management Association. In 1999, she was selected to participate in the Leadership Greater Chicago Program and has been an active Rotarian for 23 years. She is currently on the Board of the Family Service Center for Wilmette, Glenview, Kenilworth and Northbrook, Illinois and the Board of the League of Women Voters of Wilmette, Illinois.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. Voorhees Associates clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

Voorhees Associates suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Village Manager, and the Village's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Village.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the Village has for its next Director of Finance, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for Director of Finance by conducting a salary survey of comparable communities, if so desired.

- **Development of a Job Announcement.**
- **Development of a detailed Recruitment Brochure** for your review and approval.

- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the Village with placement recommendations, if so desired.
- The development of a database of potential candidates unique to this position and to the Village of LaGrange Park, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail, telephone contacts, and U.S. mail as appropriate. Voorhees Associates consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the Director of Finance. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone or Skype to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by Voorhees Associates, ensuring LaGrange Park's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- Voorhees Associates will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We

provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."

- Voorhees Associates will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- Voorhees Associates will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- Voorhees Associates will develop the first and second round interview questions for your review. Voorhees Associates will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- Voorhees Associates will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of Village of LaGrange Park facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted along with a media and internet search, verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Employment verification can also be provided if so desired. Voorhees Associates recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."
- Voorhees Associates consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- Voorhees Associates will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- Voorhees Associates will notify all applicants of the final appointment action by the Village Manager, including professional background information on the successful candidate.
- Voorhees Associates will provide no-fee telephone follow-up and counsel to the Village Manager and appointed Director of Finance for six months following conclusion of the recruitment.

Optional 360° Evaluation

As a service to the Village of LaGrange Park, we offer the option to provide you with a proposal for a 360° performance evaluation for the new appointed Director of Finance at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, Voorhees Associates will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of LaGrange Park officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Village Manager of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Village Manager; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Village Manager selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$12,000
Recruitment Expenses: (not to exceed)	3,750
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts and advertising costs up to \$1,000*.	
Recruitment Brochure printing (optional) Assumes full color	900
Total Fees:	\$16,650**

*Advertising costs over \$1,000 will be placed only with client approval. If less than \$1,000, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed.

Optional Services

If desired, Voorhees Associates can assist with personality assessments of finalist candidates. Our consultants recommend the use of Caliper Pre-Employment Assessments. These assessments can be taken on line or in paper format, and provide clear, objective information on an individual's strengths, limitations, motivations, and potential. The cost of these assessments would be a direct pass-through to the Village and would depend upon the tool selected. Ms. Voorhees has experience in using this tool with other clients (including the City of Austin, Texas) and has found it useful. Additional information about Caliper can be found on their web site, www.calipercorp.com.

Additionally, Voorhees Associates can recommend and coordinate a variety of other options, based on your preference.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Village will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

Voorhees Associates Guarantee

It is the policy of Voorhees Associates to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Village Manager not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to LaGrange Park beyond the normal three visits.

Upon appointment of a candidate, Voorhees Associates provides the following guarantee: should the selected and appointed candidate at the request of the Village of LaGrange Park or the employee's own determination, leave the employ of the Village of LaGrange Park within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employee for a period of five years.

LIMITED SCOPE RECRUITMENT PROCESS

Limited Scope Recruitment

Voorhees Associates offers Clients a "Limited Scope" recruitment process. The Limited Scope Recruitment is designed for municipal officials who require only partial assistance with a recruitment.

Limited Scope Recruitment Process vs. Full Recruitment and Selection Process

The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar and are designed to recruit candidates for the position. The consultant will visit the community, develop and place the job announcement, conduct outreach for candidates, review resumes and conduct telephone interviews. Two (2) references and education verification will be completed for each candidate. Finally, a Recruitment Portfolio that includes the information on the recommended candidates including resumes, cover letters and any supporting information the candidate submitted will be prepared and provided to the client via a candidate presentation meeting. At this point in the Limited Scope Recruitment process, Voorhees Associates' involvement will be complete.

In summary, the major differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Pamphlet, instead of a full color Brochure, will be prepared for the Limited Scope Recruitment. This will be one page which will consist of a brief description of the community, a few candidate traits and a short list of opportunities and the job ad – all on a single page. This Pamphlet will be distributed as a .pdf file.
- The Limited Scope Recruitment will include only the presentation of a single Recruitment Portfolio (for the community to reproduce) whereas a full Recruitment and Selection provides the client with as many books as requested. Any additional books will cost \$35 each, plus postage.
- Once candidates for interview are selected, additional references will be contacted along with criminal court, credit, and motor vehicle and records checks. Voorhees Associates will not be involved in any components of a Recruitment and Selection Process beyond the background checks of selected candidates.
- Voorhees Associates will not offer any guarantee regarding the selection and tenure of the candidates. Voorhees Associates will bill the client immediately after presentation of candidates and will not "redo" the Recruitment and Selection Process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the client.

Summary of Costs for Limited Scope Recruitment

Recruitment Fee	\$10,000
Recruitment Expenses: (not to exceed)	3,750
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts and advertising costs up to \$1,000*.	
Recruitment Brochure printing (optional) Assumes full color	900
Total Fees:	\$14,650**

*Advertising costs over \$1,000 will be placed only with client approval. If less than \$1,000, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed.

Why Choose Voorhees Associates?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. Voorhees Associates consultants are all experienced local government executives who have demonstrated careers

and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
Voorhees Associates, LLC

ACCEPTED BY THE VILLAGE OF LA GRANGE PARK, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

KEY REASONS FOR CHOOSING TO USE AN EXECUTIVE RECRUITMENT FIRM

Local government officials may ask why they should consider using an executive recruitment firm to assist them in the recruitment and selection of administrative personnel such as a City Manager, Police Chief or Finance Director. The following is a list of seven (7) reasons why using a professional recruitment firm can be beneficial to a local government.

- **Focus:** One of the most compelling reasons to use a recruitment and selection firm is to focus your recruitment resources on decision making. A recruitment and selection firm can assist you with the many logistics of a recruitment process including development of a job announcement; placement of the announcement in the appropriate publications and on the appropriate websites; development of a detailed recruitment brochure based on conversations with elected officials, staff members, community leaders and citizens; interaction with potential candidates; due diligence and background work on candidates; and, research on compensation issues including contracts and employment agreements. The recruitment firm can aggressively compete for top candidates in a way that the governmental organization cannot. The appropriate role of the recruitment firm is to provide you with the information and data you need to make an informed decision on the candidates you select for an interview.
- **Experience In Assessing Talent:** Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, our consultants are all experienced local government professionals, able to ask probing, thoughtful questions and effectively evaluate the candidates' answers.
- **Resources and Outreach:** A reputable professional recruitment firm will find exceptional and experienced candidates regardless of the market conditions or competitiveness of that profession. A professional recruitment firm will provide a comprehensive outreach effort that will result in a well qualified pool of candidates for you to consider.
- **Expertise:** The heart and soul of a professional recruitment firm is the expertise it brings to its clients. Voorhees Associates consultants are experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.
- **Objectivity:** Often, hiring a professional recruitment and selection firm can bring objectivity to the process that encourages the applications of internal candidates and other candidates who might not otherwise apply. This can help overcome the incorrect notion by both internal and external candidates that the outcome of the search is "predetermined." In addition, the firm can work with the client on the delicate issues associated with "internal" candidates.
- **Overcome Hidden Costs:** There are direct and indirect costs associated with conducting a staff-managed recruitment, such as finding listings of professionals, calling potential candidates to assess interest, conducting preliminary interviews and, reference checks. These and other tasks related to the recruitment take staff away from their regular responsibilities. A typical recruitment takes at least 100 hours of staff time.
- **Consistency:** A professional recruitment firm can provide for the uniform and comprehensive screening of candidates, ensuring that the candidates are treated equally, that the recruitment is open to all, which results in a process that provides for a competitive and diversified group of candidates from which to choose a final candidate.



www.VoorheesAssociates.com
Call us today! 847-580-4246

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"Far and away the best prize that life offers is the chance to work hard at work worth doing"
...Theodore Roosevelt

Open Positions at VoorheesAssociates

Voorhees Associates LLC
500 Lake Cook Road, Suite 350
Deerfield, IL 60015

Info@VAresume.com
Ph: 847-580-4246
Fax: 866-401-3100

Need Assistance?

Fill out our Contact Form and a Representative will contact you shortly.

Signup for Job Announcements

Complete our Job Announcement Signup Form and we will email you new job information as it becomes available.

Looking for an Interim or Temporary Assignment, or Outsourced Placements?

Visit our sister company GovTempsUSA, LLC for more information.
www.govtempusa.com

Position	Location	Department
<u>Village Administrator</u>	Village of Inverness, IL	Administration
<u>Operations Manager-AWJ</u>	City of Austin, TX	Water Utility
<u>Police Chief</u>	Village of Mokena, IL	Police Department
<u>Township Manager</u>	Oakland Charter Township, MI	Administration
<u>Human Resources Director</u>	Village of Oak Park, IL	Human Resources
<u>Community & Economic Development Director</u>	Village of Oak Park, IL	Economic Development
<u>Economic Development Director</u>	Calumet City, IL	Economic Development
<u>Village Administrator</u>	Village of Lake Villa, IL	Administration
<u>Village Manager</u>	Village of Lombard, IL	Administration
<u>Deputy Director of Technical Services Center</u>	Government Finance Officers Association, IL	Director
<u>Village Administrator</u>	Village of Volo, IL	Administration
<u>Police Chief</u>	Village of Lake Bluff, IL	Police Department
<u>Managing Director</u>	Berrien County Road Commission, MI	
<u>Village Manager</u>	Village of Skokie, IL	Administration
<u>City Manager</u>	City of DeKalb, IL	Administration
<u>Executive Director</u>	Illinois Fire Safety Alliance, Mt. Prospect, IL	
<u>Police Chief</u>	Village of Schaumburg, IL	Police Department
<u>Assistant Director of Engineering and Public Works</u>	Schaumburg, IL	Public Works
<u>Director of Engineering and Public Works</u>	Schaumburg, IL	Public Works

<u>Client</u>	<u>Position</u>	<u>Population</u>
<u>Arizona</u>		
Central Arizona Regional Economic Development Foundation	Executive Director	
<u>Connecticut</u>		
Financial Accounting Foundation	GASB Board Member (2 positions) Project Manager	N/A
<u>Illinois</u>		
Village of Algonquin, Illinois	Village Manager	30,046
Village of Bensenville, Illinois	Director of Public Works	20,703
Village of Buffalo Grove, Illinois	Village Manager	42,909
City of Carbondale, Illinois	City Manager	25,092
Village of Cary, Illinois	Village Administrator Chief of Police	18,713
Village of Cherry Valley, Illinois	Director of Public Works	3,091
Village of Clarendon Hills, Illinois	Village Manager Community Development Director	8,572
DeKalb County, Illinois	County Administrator	105,000
DeKalb Sanitary District, IL	District Manager Assistant to Manager/Finance Assistant to Manager/Human Resources	N/A
DuPage Public Safety Communications, Illinois	Deputy Director Support Services	N/A
City of East Moline, Illinois	City Manager	21,300
City of Effingham, Illinois	Director of Administrative Services	12,384
City of Elgin, Illinois	Community Development Director Economic Development Director Streets Maintenance Supervisor	105,000
Village of Elk Grove Village, Illinois	Director of Business Dev. & Marketing	34,737
City of Elmhurst, Illinois	City Manager	43,300
City of Evanston, Illinois	Director of Community & Economic Dev. Director of Public Works Superintendent of Streets & Sanitation	75,000
Family Service Center, Wilmette, Illinois	Executive Director	N/A

Fox Valley Park District, Illinois	Executive Director	200,000
Village of Franklin Park, Illinois	Community Development Director	17,898
City of Galesburg, Illinois	City Manager	33,706
Village of Glen Ellyn, Illinois	Village Manager Director of Public Works	27,000
Village of Grayslake, Illinois	Chief of Police	24,400
Village of Hanover Park, Illinois	Village Manager	37,973
City of Highland Park, Illinois	City Manager Director of Public Works Fire Chief Finance Director	31,365
Village of Homer Glen, Illinois	Village Manager	24,220
Village of Kenilworth, Illinois	Village Manager	2,500
Lake County, Illinois	Chief Information Officer	703,462
Lake County Partners, Illinois	President/CEO	Multiple
City of Lake Forest, IL	Finance Director Senior Center Manager Chief of Police	19,375
City of Marengo, Illinois	City Administrator	7,614
McHenry County, Illinois	Nursing Home Administrator	318,000
Village of Mettawa, Illinois	Part-Time Village Administrator	500
Village of New Lenox, Illinois	Village Administrator	25,000
Village of Northfield, Illinois	Community Development Director	5,400
NW Suburban Joint Action Water Agency, IL	Deputy Director	N/A
Park District of Oak Park, Illinois	Executive Director	53,000
City of Princeton, Illinois	City Manager	1,504
City of Prospect Heights, Illinois	Executive Director of Chicago's North Suburban Convention and Visitors Bureau	Multiple
Village of River Forest, Illinois	Village Administrator	11,635
City of Rockford, Illinois	Finance Director	152,871
City of Rock Island, Illinois	City Manager	39,684
Village of Shorewood, Illinois	Village Administrator	15,500
Solid Waste Agency of N. Cook County, IL	Executive Director	N/A

City of St. Charles, Illinois	Economic Development Division Manager	32,276
Techny Towers Conference & Retreat Center, IL	Executive Director	N/A
Village of Tinley Park, Illinois	Chief of Police	58,000
Village of West Dundee, Illinois	Fire Chief	8,000
West Suburban Special Recreation Assoc., IL	Executive Director	Multiple
Will County Center for Economic Development, IL	Vice President for Economic Development	Multiple
Village of Woodridge, Illinois	Chief of Police	32,971

Indiana

Chesterton Indiana Utilities Board	Utility Superintendent	11,000
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Iowa

City of Burlington, Iowa	City Manager	25,663
City of Washington, Iowa	City Administrator	7,266

Michigan

City of Alpena, Michigan (In Progress)	City Manager	10,476
Berrien County Road Commission (In progress)	Executive Director	163,278
City of Caro, Michigan (In Progress)	City Manager	4,145
City of Midland, Michigan	Fire Chief Chief of Police	40,807

New Jersey

Cherry Hill Fire District, NJ	Fire Chief	71,045
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North Carolina

City of Fayetteville, North Carolina	Development Services Director Chief Information Officer Assistant City Manager	208,000
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Ohio

City of Kettering, Ohio	Human Resource Director	57,502
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Texas

City of Austin, Texas	Chief Animal Services Officer Health & Human Services Director	787,000
City of Burleson, Texas	Assistant Director of Parks & Recreation City Manager	36,990
City of Corpus Christi, Texas	Director of Human Resources	305,215
City of Garland, Texas	Managing Director of Fire Managing Director of Information Technology Managing Director of Fire	226,876

Wisconsin

City of Baraboo, Wisconsin	Executive Director of the Community Dev. Authority	11,755
City of Beaver Dam, Wisconsin	Chief of Police	15,000
Village of Brown Deer, Wisconsin	Village Manager	12,061
City of Burlington, Wisconsin	Chief of Police	10,102
City of Fond du Lac, Wisconsin	Director of Public Works City Manager	43,021
City of Fort Atkinson, Wisconsin	City Manager	12,300
City of Plymouth, Wisconsin	Director of City Services	8,468
City of Princeton, Wisconsin	City Administrator/Clerk/Treasurer	7,500
Village of Richfield, Wisconsin	Village Administrator	11,500
City of Wauwatosa, Wisconsin	Director of Finance Fire Chief Director of Public Works Director of Economic Development	44,271
City of Whitewater, Wisconsin	City Manager	14,300

2012 STUDIES:

City of Baraboo, WI	Compensation & Classification Study
City of Garland, TX	Fire Chief Assessment Center
McHenry County Conservation District, IL	Assessment of the Operations and Organizational Effectiveness of the Police Department
City of Midland, MI	Police and Fire Chief Assessment Centers
Village of Montgomery, IL	Promotional Deputy Police Chief and Police Sergeant Assessment Centers

Village of River Forest, IL

Compensation & Classification & Performance Evaluation Project

2011 STUDIES:

College of Lake County, IL

Police Chief Assessment Center

Park District of Highland Park, IL

Compensation & Classification

Lake County Planning, Building & Development

Organizational Assessment & Goal Setting Session

Village of Montgomery, IL

Myers Briggs Testing

Village of Niles, IL

Police Department Staffing and Operations Study

City of Port Washington, WI

Police Chief Assessment Center

City of Warrenville, IL

Staffing and Service Delivery Study

City of Wauwatosa, WI

Fire Chief Assessment Center

2010 STUDIES:

City of Beaver Dam, WI

Police Chief Assessment Center

City of Burlington, WI

Pay and Class Study

City of Fort Worth, TX

Police Chief Assessment Center

City of Port Washington, WI

Management Services Team Building Workshop

Property Management Audit Police Department

Building & Zoning Committee

Michael Sheehan, Chairman

Scott Mesick

James Kucera

Village Board Agenda Memo

Date: November 26, 2013
To: President & Board of Trustees
From: Emily Rodman, Assistant Village Manager 
Julia Cedillo, Village Manager 
RE: Zoning Application No. 2013-03: 417 N. Stone, Variation

GENERAL BACKGROUND:

On October 15, 2013, the Zoning Board of Appeals (ZBA) conducted a public hearing to consider Zoning Application No. 2013-03, filed by Karen Benjamin and Will Barnett for 417 N. Stone Avenue for a variation to reduce the required interior side setback on the north perimeter of the subject property from 6.1 feet to 3.89 feet.

The variation, if granted, would permit the construction of an approximately 170 square foot addition onto the northeast corner of the existing single-family home.

The ZBA accepted testimony and evidence into the record. Upon conclusion of the testimony and discussion, the ZBA determined that the application met the standards for a variation as outlined in Section 4.3.F of the Zoning Code. The ZBA recommended the Village Board approve the zoning application and grant the above noted variation.

MOTION/ACTION REQUESTED:

To approve an Ordinance Granting A Certain Variation for 417 N. Stone (Public Hearing No. 2013-03)

RECOMMENDATION:

The ZBA, on a vote of 4 "AYES" and 0 "NAYS" has recommended that the zoning application be approved.

DOCUMENTATION:

- Transcript of the public hearing for Zoning Application No. 2013-03
- Findings of Fact
- Ordinance Granting Variation for 417 N. Stone
- Zoning Application

BEFORE THE VILLAGE OF LAGRANGE PARK
ZONING BOARD OF APPEALS

IN RE THE MATTER OF:)
) Petition
Petition for Variation from the) #2013-03
Standards Applied to Non-conforming)
Single-Family Structures - 417 North)
Stone Avenue)

ZONING BOARD OF APPEALS HEARING
October 15, 2013
7:00 o'clock P.M.

PROCEEDINGS HAD and testimony taken
before the VILLAGE OF LA GRANGE PARK ZONING BOARD
OF APPEALS, taken at the LaGrange Park Village
Hall, 447 North Catherine, LaGrange Park, Illinois,
before Marlane K. Marshall, C.S.R., License
#084-001134, a Notary Public qualified and
commissioned for the State of Illinois.

1 BOARD MEMBERS PRESENT:

- 2 MR. ERIC BOYD, Chairman
3 MS. CAROLINE DOMAGALSKI, Member
4 MS. JAMIE ZAURA, Member
5 MR. CHRISTOPHER STUDWELL, Member
6
7

8 ALSO PRESENT:

- 9 MS. EMILY RODMAN, Assistant Village
10 Manager
11 MS. AMANDA G. SEIDEL, Village Clerk
12 MS. CATHLEEN M. KEATING, Village
13 Attorney.
14
15 CHIEF DEAN J. MAGGOS, Fire Chief

16 PRESENT FOR THE PETITIONER:

- 17 MR. WILL BARNETT, Petitioner
18
19 MR. JAMES CAMPBELL, LaMantia Design and
20 Construction Company, Inc.
21
22

1 CHAIRMAN BOYD: The next thing is our public
2 hearing. And I am required to read the public notice.

3 "Notice is hereby given that
4 on October 15, 2013 a public
5 hearing will be held before the
6 Zoning Board of Appeals of
7 LaGrange Park, Illinois in the
8 village hall at 447 North
9 Catherine Avenue at 7:00 p.m.
10 or soon thereafter for the
11 purpose of considering an appli-
12 cation for zoning variations on
13 property zoned as R-1, Resi-
14 dential District, located at
15 417 North Stone Avenue, LaGrange
16 Park, Illinois and legally
17 described --"

18 And I will pass over the legal description.

19 "The petitioner is requesting
20 a variation to reduce the required
21 side yard setback from 6.1 feet
22 to 3.89 feet to allow for the

1 extension of a wall of a
2 nonconforming single-family
3 structure. This variation, if
4 approved, would allow for the
5 construction of an approximately
6 170-square-foot home addition.

7 The application for zoning
8 variation and description of
9 proposed use are available for
10 examination during normal office
11 hours at the LaGrange Park
12 Village Hall, 447 North Catherine
13 Avenue, LaGrange Park, Illinois.
14 All interested persons are
15 invited and welcome to attend the
16 hearing. All persons interested
17 in providing testimony at the
18 hearing are welcome to do so."

19 So we're going to proceed by having the
20 petitioner present his case. We'll swear in witnesses
21 first. We'll ask for audience members to give testi-
22 mony as well if anybody has any comments. We'll

1 probably have some questions of the applicant, and
2 we will -- after considering all the testimony and
3 evidence we'll close the public hearing and consider
4 the evidence presented and hopefully have a ruling
5 tonight.

6 With that I would like to ask everyone who
7 is going to be providing testimony tonight to raise
8 their right hand and be sworn in by court reporter.

9 (Whereupon the witness was duly sworn
10 by the Notary.)

11 CHAIRMAN BOYD: Okay. Why don't you begin.
12 Could you step up to the microphone? State your name
13 and address and proceed when you're ready.

14 MR. BARNETT: Sure.

15
16 W I L L B A R N E T T ,
17 having been first duly sworn, testified as follows:

18 Good evening. My name is Will Barnett,
19 William C. Barnett. I live at 417 North Stone Avenue
20 with my wife Karen and our two children.

21 There is a big curve on Stone Avenue in
22 front of our property, and we have an oddly-shaped

1 lot as a result of that. And I think that's the main
2 reason we're here tonight. We bought this house seven
3 years ago. It's a small house, about 1200 square feet,
4 about 100 years old. It has three bedrooms and only
5 one bathroom, and we are hoping to build a small
6 addition on the back of the house. The goal of the
7 project is a second bathroom and also a laundry room.
8 The proposed addition would be about 10 feet by 16
9 feet, so between 160 and 170 square feet. It's
10 just one story.

11 At the same time we're planning to replace
12 all the siding on the house and the garage. We're
13 also planning to do significant plumbing upgrades
14 because we have had an ongoing problem with water
15 coming into our basement. We now know that water is
16 coming up through the floor drain in the unfinished
17 basement that's attached to an old catch basin off
18 the kitchen that is also attached to a large under-
19 ground cistern that we didn't know was in our backyard
20 because it's covered with grass and a manhole cover.
21 But we now see that it's eight to ten feet in diameter.
22 Jim Campbell from LaMantia has seen it as well. And

1 we're planning to move the laundry up out of the
2 basement as part of the efforts to address the problems
3 with the plumbing in the basement. That's the reason
4 for the laundry room.

5 I am here tonight because we're seeking a
6 variance that would allow this addition to be as close
7 to the neighbor's property line as the existing house
8 is rather than -- so we're just extending a wall rather
9 than having it set back several additional feet. The
10 house is legal but nonconforming. It's just under
11 four feet from the property line we share with the
12 Grayson family who lives at 423 North Stone. I under-
13 stand David Grayson has written a letter to the village
14 stating that he supports our plans.

15 Due to the curve in Stone Avenue our house
16 and the Graysons' house are not alongside each other.
17 The front of their house is actually -- is close to
18 the street. The front of our house is even with the
19 back porch of their house. You can't really see it;
20 we're kind of at an angle to each other. So the
21 addition that we're proposing to build is further back
22 away from their house, and it will barely be visible

1 from the street especially because of the curve.

2 And I also think that the neighbors who
3 directly border our property to the rear and to the
4 south side will have their view of this addition
5 partially blocked by three of the garages that are in
6 the back of the property. Our builder, LaMantia --
7 Jim Campbell is here -- and the architect thought it
8 would be possible to extend this existing exterior
9 wall, but the calculation for a side setback is pretty
10 complicated because the lot is such an odd shape and
11 because we own a second small lot where our garage
12 sits that's part of the curve of the street. The
13 formula for the side setback is one-tenth of the
14 width of the lot, but if you are extending the
15 existing wall it's really one-twentieth of the width
16 of the lot.

17 The way the code is written our lot width
18 is a diagonal line that goes from the northwest
19 corner of the lot where our house is on to the south-
20 east corner of the lot that our garage is on. And
21 that measurement fields us approximately a big number
22 of 122 feet of diagonal line. If you just measured

1 the back of the lot the house is on it's 50 feet wide.
2 If you measure the back of the property with the
3 house and the garage it's 86 feet wide. But that
4 diagonal line gives you 122 feet, and that translates
5 to a setback of 6.1 feet for extending the wall. So
6 that's sort of where it gets confusing to initially
7 look at it.

8 Once we found out the new zoning code
9 required the addition be set back an additional 2.2
10 feet from what we were hoping, we tried to figure out
11 a way to redesign the addition to meet that require-
12 ment. But the back door that we're connecting to
13 doesn't face the back of the property; it faces the
14 sideline -- the side border. It faces the Grayson's
15 property and it's 12 feet away from the property line.
16 So there's 12 feet to work with. If we're allowed
17 to extend the wall there's four feet of open space
18 and there's eight feet to build in. And that works.
19 And you can fit a 5 x 5 bathroom --there's five feet
20 there -- and a 3-foot-wide hallway. So eight feet
21 is workable. But if you push it back 2.2 feet now
22 you are looking at only six feet to build it in. You

1 can't fit a 3-foot-wide hallway and then a bathroom.
2 The bathroom would only be three feet wide. It's
3 pretty unworkable.

4 Our architect and LaMantia tried to figure
5 out a way to do it. The only other real option is
6 not to connect there but to go through the other
7 back room of the house which we use as a playroom.
8 That really would sort of put a hole in the door in
9 the back of that wall and render that room a hallway
10 or you could turn the bathroom into a hallway.
11 Neither one of those really makes sense. Either
12 your bathroom is a hallway or your existing room is
13 a hallway. So there's serious constraints with moving
14 it back 2.2 feet.

15 Just as importantly the location of the
16 proposed addition is directly over this large cistern
17 in the back of our property. And building there would
18 allow us to completely remove that cistern when
19 we're digging a new foundation and pour a foundation
20 completely around that area. If we're required to
21 move the addition the plans to move that cistern
22 could be compromised. And addressing the water that's

1 been coming to into our basement pretty regularly is
2 a critical part of the project for us. Having a dry
3 basement would protect our home, protect our
4 belongings and protect our health. It's gray water,
5 not just green water.

6 So in summary we feel this request for a
7 variance fits the three key requirements that there
8 are unique circumstances, there is hardship and the
9 character of the neighborhood will be maintained.
10 The problem with the side setback stems from the
11 unique shape of our lot -- it's a very unusual lot --
12 and the existence of the second lot with a garage on
13 it. We really wouldn't be having this problem if we
14 had a typical rectangular lot 50 feet wide. Even if
15 we measured across the back of the two lots it's 86
16 feet wide. So the strange lot is the key problem.

17 There would be a hardship because there
18 really wouldn't be enough space to build the bathroom
19 in the hallway, and it would significantly hinder
20 other efforts to ensure our basement is dry if we're
21 not able to remove that cistern and completely surround
22 it with a stable foundation.

1 Finally addressing the character of the
2 neighborhood, I believe that the project will improve
3 our house in its appearance, make it fit in better
4 with the neighborhood. Very few houses in the
5 neighborhood have only one bathroom. I don't know
6 of any. So I think we're raising the house up to a
7 level of the neighbors. Enhancing the value of our
8 house it adds to the value of our neighbors' houses.
9 And it's a very small addition, between 160 and 170
10 square feet. It'll be hidden in the back of the
11 house. It allows you to get our second bathroom
12 that our family of four needs. And we're updating
13 the house, but the design will be consistent with
14 the 100-year old farmhouse. You can see the plans
15 Jim Campbell brought.

16 Finally we've delayed residing until we
17 could figure out a way to make this whole project
18 work. We didn't want to build an addition and have
19 to take down new siding. Our aging siding does need
20 to be replaced. I think with this investment the
21 house will look much more attractive and better
22 maintained and will remain in line with the character

1 of the neighborhood.

2 I appreciate you spending time to review
3 this application, and I am open to any questions you
4 have.

5 CHAIRMAN BOYD: Thank you. Is there anybody
6 else that's going to present testimony tonight? Okay.
7 Why don't we just go and ask if anyone has questions
8 of you. So, Mr. Studwell, do you have any questions?

9 MR. STUDWELL: Two questions real quick. Are
10 you going to finish the fence along the north side
11 of the property? Is that your fence or is that the
12 neighbor's.

13 MR. BARNETT: That's the Graysons' fence. And
14 there hasn't been any discussion of changing that
15 fence.

16 MR. STUDWELL: He's got the posts in. Right?

17 MR. BARNETT: He put those posts in. That was
18 a project that he's working on, but --

19 MR. STUDWELL: That's about like my projects.
20 I was just wondering because that creates quite an
21 alley down there. And it's just a difficult part of
22 the house to really do anything with. It is a really

1 difficult space for you to deal with. So you're
2 sort of continuing that alley feel down that north
3 side of the house. It's not going to get much sun
4 or anything else like that. Just something for you
5 to consider. I wondered if you had made any plans
6 on asking him either to not build a fence, to keep
7 it a low fence, anything like that.

8 MR. BARNETT: My understanding is those three
9 posts will be the full extent of the fence. It wasn't
10 going to extend all the way back.

11 MR. STUDWELL: Fair enough. That would help
12 you out a great deal.

13 And then the other one is the utilities.
14 Are they overhead utilities?

15 MR. BARNETT: Right.

16 MR. STUDWELL: Are you moving those or burying
17 those?

18 CHAIRMAN BOYD: Let's have you sworn in.

19 (Whereupon the witness was duly sworn
20 by the Notary.)

21

22

1 J A M E S C A M P B E L L,
2 having been first duly sworn, testified as follows:

3 Thank you. Yes, we are moving the utilities.
4 Right now --

5 CHAIRMAN BOYD: Could you state your name for
6 the record?

7 MR. CAMPBELL: I apologize. Jim Campbell, and
8 I am an architectural designer with LaMantia Builders.

9 CHAIRMAN BOYD: Thank you.

10 MS. RODMAN: We need an address as well.

11 MR. CAMPBELL: My address is 9100 Ogden Avenue
12 in Brookfield.

13 So the overhead as it is now is kind of
14 drooped down.

15 MR. STUDWELL: And it's on sort of the south-
16 easterly-most corner of the house. Right?

17 MR. CAMPBELL: That's correct. We are raising
18 it up to the second floor addition or second floor
19 existing house, and then we're bringing a mast down
20 and changing the service so that it's more uniform
21 with what we're trying to accomplish and gets it out
22 of the way because it's way too low close to the deck.

1 MR. STUDWELL: You are not going to move it to
2 the addition then?

3 MR. CAMPBELL: We are -- Not the mast or the --
4 That will go back on the existing house where it is
5 now.

6 MR. STUDWELL: Okay.

7 MR. CAMPBELL: But we're raising the mast and
8 connecting it to the second floor of the existing
9 house.

10 MR. STUDWELL: Okay. My only concern with that
11 is now you are building a deck right underneath where
12 that is existing.

13 MR. CAMPBELL: And the clearance on that, we've
14 already dealt with that. That's why we raised it up
15 with a higher mast. When we put a deck on there it's
16 going to be 14 feet above the deck would be the head
17 of the mast.

18 MR. BARNETT: If you look at the picture on the
19 left here it's going to be right under that eave up
20 above the second floor window is where the electrical
21 connection is going to go, where it's going to leave
22 the house. Does that make sense? So we see that sort

1 of right under that eave.

2 CHAIRMAN BOYD: I don't think we have seen
3 those photos. Why don't you just pass that along
4 and let us look at them.

5 MR. BARNETT: I'm sorry. I thought you all had
6 a copy of this. So the idea is that the electrical
7 would connect -- is currently coming out from this
8 corner, and it would come out from up here and the
9 deck will be here, but the electrical wires would
10 start up there and go out to the back corner of the
11 property. (indicating)

12 MR. STUDWELL: Okay.

13 MR. BARNETT: Do you want these photos too?

14 MR. CAMPBELL: One more thing to address. As
15 you're looking at that it's kind of an illegal connec-
16 tion as it is. You will notice where it's coming in
17 in the back of the house here, but there's a pipe that
18 runs all the way over here and then it drops down to
19 the service. That's way too far. So what we're going
20 to do is raise this up.

21 MR. STUDWELL: And it'll be there. (indicating)

22 MR. CAMPBELL: Right there. That way it's out

1 of the way of the deck and brings it back into legal
2 because it is illegal now.

3 MR. STUDWELL: Okay. Thank you.

4 CHAIRMAN BOYD: Anything else?

5 MR. STUDWELL: No, that was it.

6 CHAIRMAN BOYD: Miss Domagalski?

7 MS. DOMAGALSKI: Just briefly I wanted to say I
8 think you did a nice presentation and it's a nice
9 project. It seems like you have all thought a lot
10 about it, about how to best work with your house and
11 best work with your lot. And so really my only
12 comment is just a compliment.

13 MR. BARNETT: Thank you.

14 CHAIRMAN BOYD: Ms. Zaura?

15 MS. ZAURA: I have no comments. You did make a
16 nice presentation.

17 CHAIRMAN BOYD: I don't have any comments either.
18 I thought it was a very put-together application,
19 and certainly from my standpoint you meet the three
20 criteria for zoning variance. So is there anything
21 else that we'd like to hear before we close the
22 hearing? Mr. Barnett, you can sit down. Thank you.

1 May I have a motion to close the hearing?

2 MS. DOMAGALSKI: So moved.

3 CHAIRMAN BOYD: Second?

4 MR. STUDWELL: Second.

5 CHAIRMAN BOYD: All in favor?

6 (A voice vote was taken.)

7 (Which were all the proceedings had
8 and testimony taken at the public
9 hearing of the above-entitled cause.)

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October 15, 2013

20

1 STATE OF ILLINOIS)

) SS.

2 COUNTY OF C O O K)

3

4 I, MARLANE K. MARSHALL, C.S.R., a
5 Notary Public duly qualified and commissioned for
6 the State of Illinois, County of Cook, do hereby
7 certify that I reported in shorthand the proceedings
8 had and testimony taken at the hearing of the
9 above-entitled cause, and that the foregoing
10 transcript is a true, correct, and complete report
11 of the entire testimony so taken at the time and
12 place hereinabove set forth.

13

14

15

Marlane K. Marshall

MARLANE K. MARSHALL

Notary Public

CSR License #084-001134

16

17

18 My commission expires:

March 13, 2016.

19

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21

22



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**FINDINGS OF FACT
VILLAGE OF LA GRANGE PARK ZONING BOARD OF APPEALS
417 STONE
CASE NO. 2013-03**

WHEREAS, Karen Benjamin and Will Barnett, referred to as the “Applicants,” on or about September 17, 2013, filed an Application for a Variation to seek approval to construct an addition on property located at 417 N. Stone referred to as “Subject Property”; and

WHEREAS, the Applicants are requesting a variation for the Subject Property to reduce the required interior side yard from 6.1 feet to 3.89 feet; and

WHEREAS, a public hearing was held before the Zoning Board of Appeals of the Village of La Grange Park, Illinois, on October 15, 2013, pursuant to notice and publication as required by law; and

WHEREAS, the public hearing was opened at 7:00 p.m. on October 15, 2013, and pursuant to a unanimous vote of the Zoning Board of Appeals on October 15, 2013 the public hearing was concluded; and

WHEREAS, based upon documentary evidence and testimony presented by the Applicants and members of the public, the Zoning Board of Appeals makes the following Summary of Facts, and pursuant to Section 4.3.F of the La Grange Park Zoning Code, makes the following Findings of Fact:

The Subject Property currently consists of two adjacent parcels containing a single-family home and a detached garage. The Applicant is seeking to construct a 170 square foot addition onto the northeast side of the existing single-family home. The proposed addition would extend the north wall of the existing home east 16’. Currently, the home has a 3.89’ interior side setback from the north property line. As such, the home is considered legal non-conforming and the proposed addition is subject to section 16.4.G.2 of the Zoning Code, which requires a minimum interior side yard setback of 6.1 feet.

FINDINGS OF FACT

- 1. The strict application of the terms of this Zoning Code will result in undue hardship unless the specific relief requested is granted.**

The existing single-family home is considered legal non-conforming. Due to the unusual configuration of the lot and manner in which lot width is calculated under the Zoning Code, the required interior side yard setback is larger than what would be required on a more typically shaped lot within the community. As a result, the strict application of the Zoning Code makes it difficult for the homeowner to construct an addition onto their home and to resolve ongoing issues with basement leakage and inadequate plumbing.

2. The plight of the owner is due to unique circumstances inherent to the Subject Property and not from the personal situation of the owner.

The Subject Property is considered legal non-conforming in the R-1 district with regard to the interior side yard setback. The unusual configuration of the Subject Property, combined with the location of the existing home in relation to the northern property line severely restricts where an addition could be constructed onto the existing home.

3. The variation, if granted, will not alter the essential character of the locality.

The Subject Property currently contains a home that is located 3.89' from the north property line. The proposed addition would extend the northern wall of the home and maintain this existing setback. The addition will be constructed onto the rear of the home and not readily visible from the street. As part of the related work, the entire home will be re-sided and the entryway to the home reconstructed to improve the aesthetic appeal of the home. Even with the proposed addition, the Subject Property would still be well below the maximum permitted building coverage and impervious surface coverage allowed under the Zoning Code.

Regarding the request for the variations outlined above, the Zoning Board of Appeals voted as follows:

AYES: Boyd, Domagalksi, Studwell, Zaura

NAYS: None

ABSENT: Fosberg, Lampert, Lee

RESPECTFULLY SUBMITTED this 19th day of November, 2013.

**VILLAGE OF LA GRANGE PARK
ZONING BOARD OF APPEALS**

By: _____



ORDINANCE NO. 981

ORDINANCE GRANTING CERTAIN VARIATIONS FOR 417 N. STONE (PUBLIC HEARING NO. 2013-03)

WHEREAS, on or about September 17, 2013, Karen Benjamin and Will Barnett filed an application for a variation to permit the construction of an approximately 170 square foot addition at the property commonly referred to as 417 N. Stone; and

WHEREAS, on September 25, 2013, the Village of La Grange Park published a legal notice of public hearing before the Zoning Board of Appeals of La Grange Park to consider the variation at a public hearing on October 15, 2013, at 7:00 p.m.; and

WHEREAS, upon conclusion of the public hearing the Zoning Board of Appeals recommended to the Village Board of Trustees that it grant the variation requested in the Application, based upon certain Findings of Fact, true and correct copies of which are attached to this Ordinance; and

WHEREAS, the Board of Trustees of the Village of La Grange Park has reviewed the Application, public notice, hearing transcript and Findings of Fact, and have publicly discussed this application at a Village Board Meeting on November 26, 2013.

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

SECTION 1: That the variation requested in the Application to reduce the required interior side setback on the north interior side yard of the property, from 6.1 feet to 3.89 feet, consistent with the variation application, is hereby granted to the property commonly known as 417 N. Stone and as legally described in Section 2 of this Ordinance.

SECTION 2: The property that is the subject of the variation granted in Section 1 of this Ordinance is commonly known as 417 N. Stone and is legally described as follows:

LOT 11 AND LOT 10 (EXCEPT THE SOUTH 5 FEET 6 INCHES) IN BLOCK 13 IN KENSINGTON ADDITION BEING A SUBDIVISION OF THAT PART OF THE WEST ½ OF THE SOUTHWEST ¼ OF SECTION 33 LYING NORTH OF THE SOUTH 26 ACRES THEREOF IN TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, (EXCEPT FROM SAID LOTS 10 AND 11 THAT PART TAKEN OR USED FOR STONE AVENUE AND ALSO THAT PART IF ANY WHICH FALLS IN CORK AND JOHNSON SUBDIVISION) IN SECTION 33, IN COOK COUNTY, ILLINOIS.

SECTION 3: That all necessary permits may be issued by the Village of La Grange Park, subject to further compliance with this Ordinance and all other applicable Village Ordinances and Codes.

SECTION 4: That this Ordinance shall become effective and shall be in full force and effect from and after its passage in the manner provided by law.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois, this 26th day of November 2013.

James L. Discipio, Village President
Village of La Grange Park

ATTEST: _____
Amanda Seidel
Village Clerk

Vote taken by the Board of Trustees on passage of the above ordinance:

AYES:

_____	_____
_____	_____
_____	_____
_____	_____

NOS:

_____	_____
_____	_____
_____	_____
_____	_____

CERTIFIED TO BE CORRECT:

Village Clerk



APPLICATION FOR ZONING VARIATION

ADDRESS OF SUBJECT PROPERTY: 417 N. Stone Ave LaGrange Park, IL. 60526

NAME OF APPLICANT(S): Karen Benjamin and Will Barnett

INTEREST IN
PROPERTY: (Owners)

ADDRESS: 417 N. Stone Ave

CITY, STATE, ZIP: La Grange Park, IL. 60526

EMAIL: kallienebenjamin@hotmail.com PHONE: 608-698-8414 FAX: _____

NAME OF PROPERTY OWNER/TRUSTEE(S): Karen Benjamin and Will Barnett

ADDRESS: 417 N. Stone Ave.

CITY, STATE, ZIP: LaGrange Park, IL. 60526

EMAIL: kallienebenjamin@hotmail.com PHONE: 608-698-8414 FAX: _____

NAME OF ATTORNEY (IF
APPLICABLE): NA

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NAME OF ENGINEER (IF APPLICABLE): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NAME OF ARCHITECT (IF APPLICABLE): Peter Tromp Architect.

ADDRESS: 4711 Willow Springs Road, Suite # 8

CITY, STATE, ZIP: LaGrange IL. 60525

EMAIL: tromparchitects.com PHONE: 708-588-1956 FAX: _____

VILLAGE PERSONAL: Provide the following information for any officer or employee of the Village with an interest in the Owner, Applicant, Consultant or the Subject Property and the nature and extent of that interest.

NAME: None NA

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____ PHONE: _____ FAX: _____

NATURE/EXTENT OF INTEREST: NA



PERMANENT INDEX NUMBER OF SUBJECT PROPERTY (TAX ID NO.): 15-33-317-008-0000

CURRENT ZONING CLASSIFICATION: R1

ADJACENT ZONING CLASSIFICATION:

NORTH: R1

SOUTH: R1

EAST: R1

WEST: R1

ZONING STANDARDS/STATEMENT OF COMPLIANCE:

REQUIREMENT	CODE SECTION	CODE REGULATION	PROPOSED
MIN. LOT AREA	Table 7.2	6250 SQ. Ft.	6,259 SQ.
MIN. LOT WIDTH	"	50 FT.	81.34 FT.
MIN. LOT DEPTH	"	90 FT	88.2 FT.
MIN. FRONT SETBACK	"	35 FT.	35 FT.
MIN. INTERIOR SIDE SETBACK	"	12.2	3.89
MIN. CORNER SIDE SETBACK	"	NA	NA
MIN. REAR YARD SETBACK	"	15% LOT DEPTH 13.2 FT.	18.33 FT
BUILDING COVERAGE	"	30% 1877 SF.	1342 S. F.
IMPERVIOUS SURFACE COVERAGE	"	50% 3129.5 SF.	2011 S.F.
BUILDING HEIGHT	"	30 FT.	13.7 FT.
BUILDING HEIGHT SETBACK PLANE	"	20 FT	13.7 FT.
LOADING*			
PARKING*			

**If there are parking or loading requirements for the Subject Property, please provide detailed calculation of both the required and proposed number of spaces.*

REQUIRED DOCUMENTATION: All required documents must be submitted in hard copy (2 copies) and in digital form (1 copy).

- STATEMENT OF AGREEMENT TO REIMBURSE COSTS (separate document)
- PROOF OF OWNERSHIP (current title policy report or deed and current title search)
- LEGAL DESCRIPTION
- PLAT OF SURVEY (certified by registered land surveyor)
- DRAWING (TO SCALE) DEPICTING PROPOSED IMPROVEMENTS
- NEIGHBORING OWNERS/AFFIDAVIT OF MAILING* (see page 3)



* The Applicant must notify the occupants/tax assesses (as shown on the records of the Proviso Township Assessor) of all properties located within 250 feet of the boundary lines of the Subject Property, excluding public rights-of-way (see §3.3 of Zoning Code) of the date, time, place and purpose of the hearing on the Variation. The Village will prepare a legal Notice of Hearing. Applicant must mail the Notice not less than 15 nor more than 30 days prior to the scheduled hearing date to all occupants/tax assesses. The applicant/agent must then fill out, sign, and notarize the Affidavit of Mailing form, returning that form and the list of all persons, addresses and PIN numbers to which Notice was sent, to the Village.

SUMMARY OF PROPOSED VARIATION: A statement of the precise variation being sought, the purpose therefore, and the specific feature of features of the proposed use, construction, or development.

EXTENTION OF WALLS FOR A NON CONFORMING SINGLE FAMILY STRUCTURES ZONING CODE SECTION 16-G 2 PAGE 4

Where a legal non conforming single family residential structures encroaches onto the required, front, corner side, rear, or inside setback, said structure may be enlarged or extended vertically or horizontally as defined by its existing perimeter walls, so long as: G. paragraph 2. If the encroachment is within the interior setback, resulting setback is at least fifty percent (50 %) of that which would otherwise be required.

We the owners want to construct a 169.6 sq. ft. addition on the north side of the existing property. This addition will follow the existing building line of the existing house. The Zoning on above code is the existing lot is 10% of the existing front yard set back and that would be 12.2 Ft. and 50% is 6.1 Ft. from the lot line. We're requesting to be at 3.89 from the side yard and that would be at a 64% reduction from 6.1 set back from the existing zoning code.

The reason for the request of exception of the above zoning codes is :

- a. An unusual width given it has two lots in width.
- b. The configuration of our lot poses issues given the curve in the existing lot. (For the 35'0 set back)
- c. An Existing non conforming house and garage to the zoning codes.

Most lots in our community would 50' and therefore we would not need a variance we would comply with the existing zoning. Therefore our hardship the actual existing lot defined in a. b. and c. above.

ORDINANCE PROVISION: The specific provisions of the Zoning Code from which a variation is sought: EXTENTION OF WALLS FOR A NON CONFORMING SINGLE FAMILY STRUCTURES ZONING CODE SECTION 16-G 2 PAGE 4

MINIMUM VARIATION: A statement of the minimum variation of the provisions of the Zoning Ordinance that would be necessary to permit the proposed use, construction, or development.

We the owners are requesting a minimum variance from the existing code.

APPROVAL STANDARDS FOR A VARIATION: No variation from the provisions of the Zoning Code shall be granted unless the Zoning Board of Appeals and the Village Board of Trustees make specific written findings based upon the standards noted below. Please provide the specific facts you believe support each of the required variation standards (you may attach additional pages if necessary).

- a. *The strict application of the terms of the Zoning Code will result in undue hardship unless the specific relief requested is granted.***
 - a. The undue hardship is the actual size and configuration of the existing lot. Very difficult to layout an additions that will comply with zoning. The layout of the new project has been looked at from many different configurations and the new layout best handles the actual problems or issues with the existing home and lot.
 - b. There is an existing cistern that is extremely large in the rear of the existing property that has piping into the existing basement and causes leakage and bad odor and unhealthy grey water leakage. By Building the addition in it current configuration we can disconnect all the piping, fill it in and Inca plicate with concrete.



The plight of the owner is due to unique circumstances inherent to the Subject Property and not from the personal situation of the owner.

Lot configuration. Large lot unusual to the community. The front yard configuration of the curve of the lot prohibits normal set back rules

We are dealing with an unusable lot situation.

b. The variation, if granted, will not alter the essential character of the locality.

We the owners are stating that we are making a significant investment to this property. We have taken steps to ensure that our builder has kept the design with the charter of our community as well as our immediate neighborhood.

We are residing the old eye sore siding on the house and garage with a new concrete type board siding. We're using a bead board siding on the soffits to duplicate the existing wood eaves. We're redoing the old stairs, entry and egress to the existing dwelling for the upgrading the beauty of our side yard for our and neighbors and safer egress for ourselves and our children.

Last but not least we feel with the layouts, materials, and designs we will enhance the entire area and bring our home up to the standards of our community.

EVIDENCE RELEVANT TO STANDARDS FOR A VARIATION: You may attach a statement, present testimony or evidence and the Zoning Board of Appeals and the Village Board of Trustees may inquire into the following issues, as well as any others deemed appropriate:

- a. The particular physical surroundings, shape or topographic conditions of the Subject Property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
- b. The alleged difficulty or hardship has not been created by any person presently having a proprietary interest in the Subject Property.
- c. The granting of the variation will not be detrimental to the public welfare in the neighborhood in which the Subject Property is located.
- d. The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety or impair property values within the neighborhood.
- e. The proposed variation is consistent with the spirit and intent of the Zoning Code and the Village's Comprehensive Plan.
- f. The value of the Subject Property will be substantially reduced (as compared with other properties in the same zoning district) if permitted to be used only under the conditions allowed by regulations governing that zoning district.

OWNER/APPLICANT REPRESENTATIONS:

The Owner states that he and/or she consent to the filing of this application and that all information contained herein is true and correct to the best of his and/or her knowledge.

Name of Owner (print): William C. Barnett Date: 9/17/2013

co-owner: [Signature] Date: 9/17/13



Signature of Owner: WCB Date: 9/17/2013
 Co-owner: Ken B... 9/17/13

The applicant certifies that all of the information contained in this application is correct to the best of applicant's knowledge. The applicant understands that an incomplete or nonconforming application will not be considered. In addition, the applicant understands that the Village may require additional information prior to the consideration of this application.

Name of Applicant (print): William C. Barnett Date: 9/17/2013

Signature of Applicant: WCB Date: 9/17/2013

Co-owner: Ken B... 9/17/13

LIMITATIONS ON VARIATIONS; REVOCATION

No variation shall be granted for relief prohibited by Section 4.3D of the La Grange Park Zoning Code.

No ordinance granting a variation shall be valid for a period longer than 180 days from the effective date of such ordinance. The Applicant must obtain a building permit for the particular construction or improvement for which the variation was issued and commence the construction or alteration within such 180 day period. The Zoning Board of Appeals may recommend, and the Village Board may grant, one (1) extension of this 180-day period, valid for not more than an additional 180 days, upon written application and good cause shown.

CONDITIONS AND RESTRICTIONS ON VARIATIONS

The Zoning Board of Appeals may recommend, and the Village Board may impose, such conditions and restrictions upon the location, construction, design and use of the Property benefitted by a variation as may be necessary or appropriate to protect the public interest, adjacent properties and property values. Failure to maintain such conditions and restrictions as may be imposed shall constitute grounds for revocation of the variation. The variation granted, as well as any conditions or restrictions on that variation, shall be set forth in the ordinance approving the variation.

SIGN REQUIREMENTS FOR ALL PUBLIC HEARINGS

Under Section 3.3C of the Zoning Code, a sign provided by the Village of La Grange Park must be posted in front of the property at least 15 days, but not more than 30 days prior to the scheduled hearing. The Applicant must maintain the sign during the required time period.

APPLICATION FEE

An application fee of \$500.00, payable to the Village of La Grange Park, must accompany this Application.

REIMBURSEMENT OF FEES REQUIRED DEPOSIT AMOUNT

A deposit in the amount of \$1,000.00, payable to the Village of La Grange Park, must accompany this Application and the executed Reimbursement of Fees Agreement.

Revised July 2013

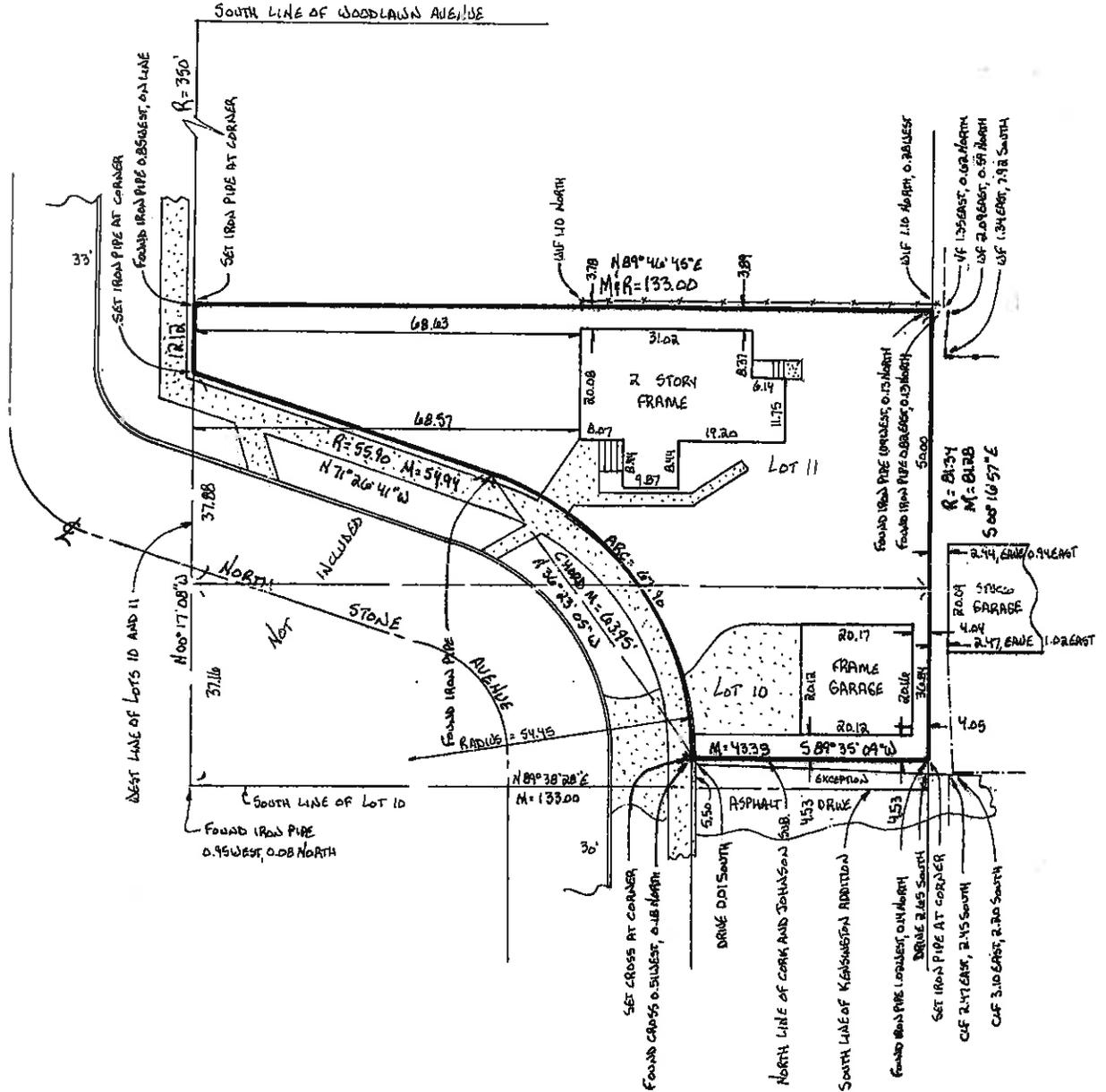
SCHOMIG LAND SURVEYORS, LTD.

Plat of Survey

LOT 11 AND LOT 10 (EXCEPT THE SOUTH 5 FEET 6 INCHES) IN BLOCK 13 IN KENSINGTON ADDITION BEING A SUBDIVISION OF THAT PART OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 33 LYING NORTH OF THE SOUTH 26 ACRES THEREOF IN TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, (EXCEPT FROM SAID LOTS 10 AND 11 THAT PART TAKEN OR USED FOR STONE AVENUE AND ALSO THAT PART IF ANY WHICH FALLS IN CORK AND JOHNSON SUBDIVISION) IN SECTION 33, IN COOK COUNTY, ILLINOIS.

COMMON ADDRESS: 417 NORTH STONE AVENUE

AREA OF PROPERTY = 6259 SQUARE FEET



COMPARE LEGAL DESCRIPTION WITH DEED AND REPORT ANY DISCREPANCY IMMEDIATELY. A TITLE COMMITMENT WAS NOT FURNISHED FOR USE IN PREPARATION OF THIS SURVEY. IF A TITLE COMMITMENT WAS NOT FURNISHED, THERE MAY BE EASEMENTS, BUILDING LINES OR OTHER RESTRICTIONS NOT SHOWN ON THIS PLAT. THIS PLAT DOES NOT SHOW BUILDING RESTRICTIONS ESTABLISHED BY LOCAL ORDINANCES. LOCAL AUTHORITIES MUST BE CONSULTED REGARDING ANY RESTRICTIONS DO NOT SCALE DIMENSIONS FROM THIS PLAT. NO EXTRAPOLATIONS SHOULD BE MADE FROM THE INFORMATION SHOWN WITHOUT THE PERMISSION OF SCHOMIG LAND SURVEYORS, LTD. THIS PLAT IS NOT TRANSFERABLE. ONLY PRINTS WITH AN EMBOSSED SEAL ARE OFFICIAL COPIES. ©COPYRIGHT, ALL RIGHTS RESERVED.



STATE OF ILLINOIS)
COUNTY OF COOK) ss.

WE, SCHOMIG LAND SURVEYORS, LTD. AS ILLINOIS LICENSED PROFESSIONAL LAND SURVEYORS, HEREBY CERTIFY THAT WE HAVE SURVEYED THE PROPERTY DESCRIBED IN THE CAPTION TO THE PLAT HEREOF DRAWN AND THAT THE SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE SAME.

ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS OF A FOOT AND ARE CORRECT AT A TEMPERATURE OF 69 DEGREES FAHRENHEIT, DIMENSIONS SHOWN ON BUILDINGS ARE TO THE OUTSIDE OF BUILDINGS.

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

- W.F. = WIRE FENCE
- I.P. = IRON PIPE
- C.L.F. = CHAIN LINK FENCE
- W.F. = WOOD FENCE
- B.L. = BUILDING LINES
- P.U.E. = PUBLIC UTILITY EASEMENT
- D.E. = DRAINAGE EASEMENT

SURVEYED: MAY 30, 2006
BUILDING LOCATED: MAY 30, 2006
ORDERED BY: MOLOHON, SANDQUIST & JAMES
PLAT NUMBER: 051758

SCALE: 1" = 20'

Russell W. Schomig
PROFESSIONAL ILLINOIS LAND SURVEYOR

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

September 27, 2013

Dear Property Owner:

Please find enclosed a copy of a legal notice of public hearing regarding an application for a variations for the property located at 417 N. Stone Avenue. The applicants are Karen Benjamin and Will Barnett, who are requesting a variation to facilitate the construction of an approximately 170 square foot addition onto the rear of their home.

The Zoning Board of Appeals will convene a public hearing on Tuesday, October 15th, at 7:00 p.m. in the Board Room of the Village Hall, 447 North Catherine Avenue, La Grange Park, Illinois, to consider the application.

Copies of the application are available for review at the Village Hall during normal business hours; Monday through Friday, 8:30 a.m. – 5:00 p.m. If your schedule does not permit your attendance at the hearing and you wish to present comments, you may do so by submitting them in writing to the undersigned.

If you have any questions concerning this matter, please contact me at (708) 354-0225 or at erodman@lagrangepark.org.

Sincerely,

Emily Rodman, AICP
Assistant Village Manager
Village of La Grange Park

**NOTICE OF PUBLIC HEARING BY THE
ZONING BOARD OF APPEALS
OF
LA GRANGE PARK, ILLINOIS**

Notice is hereby given that on October 15, 2013, a public hearing will be held before the Zoning Board of Appeals of La Grange Park, Illinois, in the Village Hall at 447 North Catherine Avenue, at 7:00 p.m. or soon thereafter for the purpose of considering an application for zoning variations on property zoned as R-1 Residential District located at 417 N. Stone Avenue, La Grange Park, Illinois, and legally described as:

LOT 11 AND LOT 10 (EXCEPT THE SOUTH 5 FEET 6 INCHES) IN BLOCK 13 IN KENSINGTON ADDITION BEING A SUBDIVISION OF THAT PART OF THE WEST ½ OF THE SOUTHWEST ¼ OF SECTION 33 LYING NORTH OF THE SOUTH 26 ACRES THEREOF IN TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, (EXCEPT FROM SAID LOTS 10 AND 11 THAT PART TAKEN OR USED FOR STONE AVENUE AND ALSO THAT PART IF ANY WHICH FALLS IN CORK AND JOHNSON SUBDIVISION) IN SECTION 33, IN COOK COUNTY, ILLINOIS.

The petitioner is requesting a variation to reduce the required side yard setback from 6.1 feet to 3.89 feet to allow for the extension of a wall of a non-conforming single-family structure. This variation, if approved, would allow for the construction of an approximately 170 square foot home addition. The Application for Zoning Variation and description of proposed use are available for examination during normal office hours at the La Grange Park Village Hall, 447 N. Catherine Avenue, La Grange Park, Illinois.

All interested persons are invited and welcome to attend the hearing. All persons interested in providing testimony at the hearing are welcome to do so.

ZONING BOARD OF APPEALS
VILLAGE OF LA GRANGE PARK

Eric Boyd, Chairman

Public Works Committee

Scott Mesick, Chairman

Michael Sheehan

Mario Fotino

Village Board Agenda Memo

Date: 10/25/13

To: President and Board of Trustees

From: Brendan McLaughlin, Public Works Director *BJM*
Julia Cedillo, Village Manager *[Signature]*

RE: Emerald Ash Borer - Tree Removal Report

PURPOSE: This report informs the Village Board on the Emerald Ash Borer infestation and requests advanced funding to keep pace with the number of trees impacted.

BACKGROUND:

The Village of La Grange Park owns approximately 6,600 parkway trees. Prior to infestation, there were 1,347 Ash Trees, which equates to twenty one percent of village parkway trees.

The Emerald Ash Borer was first discovered in La Grange Park in September 2011. In 2009 it was estimated that it would cost the Village \$411,100 to remove trees and grind the stumps. This equates to an average removal and grinding cost of \$305 per tree. The current budget includes \$35,000 for tree removals and stump grinding. That is enough funds to remove and grind 115 trees.

All trees received a windshield inspection in the spring of this year. Over the spring and summer 100 trees were removed. Those trees showing initial indications of EAB infestation this spring experienced major decline over the course of the summer and fall. The fall inspection found an additional 190 trees needing removal. Public Works did not anticipate this level of decline to occur this quickly. It appears the beetles are working at a pace roughly six months quicker than anticipated. Some of this may be due to the trees reacting to a combination of both EAB and last year's drought.

Due to the liability that comes with inspecting trees and identifying dangerous situations, these trees need to be removed. Public Works is requesting the current year budget for tree removal and stumping be increased by \$65,000 to allow for removal of these trees, plus an additional 23 trees in March or April should more be identified before the fiscal year end. At the end of the infestation period, we do not anticipate exceeding the original forecast of \$411,100 for EAB removals and stumping.

MOTION ACTION REQUESTED: To increase the budget for Public Works Tree Trimming and Removal in the amount of \$65,000.

RECOMMENDATION:

Staff recommends the budget increase.

DOCUMENTATION:

- June 5, 2009 Village Board Agenda Memo on Emerald Ash Borer

VILLAGE BOARD AGENDA MEMO

Date: June 5, 2009
To: Village President and Board of Trustees
From: Julius Hansen, Director of Public Works
Bohdan Proczko, Village Manager
Re: Emerald Ash Borer – Community Readiness Plan for La Grange Park

GENERAL BACKGROUND

The Emerald Ash Borer (EAB) was first discovered in Illinois back in 2006. Since that time the Illinois Department of Agriculture (IDOA) has confirmed infestations of EAB in 18 of Illinois' counties, including Cook, with the closest confirmed cases in Burr Ridge and Oak Park.

Attached is an information brochure which has been developed by the Illinois Department of Agriculture (IDOA), which explains in further detail the EAB and what municipalities can do to prevent the further spread of the borer.

In line with recommendations from IDOA, the Village has prepared an EAB Community Readiness Plan. This document will be used as a guideline for staff, and residents, in the hopes of educating everyone about EAB.

LaGrange Park Statistical Facts: Current Total Parkway Tree Population – 6,610
Current Parkway Ash Tree Population – 1,347 (21% of total tree population)

Diameter Breakdown of Parkway Ash:

- 1-8" 171
- 9-19" 1,032
- 20-34" 141
- Over 35" 3

IF EAB is found in La Grange Park:

- **Current Cost to Remove All Parkway Ash Trees \$411,100**
*Cost is based on current prices charged by our tree removal contractor and includes stump removal. The above cost does not include restoration of the parkway.
- **Estimated Cost to Replace All Parkway Ash Trees \$269,400**
*Cost is based on current average Street Tree Consortium cost of \$200 per tree for the 2000 planting season.

MOTION / ACTION REQUESTED:

Motion approving the Resolution adopting the Emerald Ash Borer – Community Readiness Plan for La Grange Park

STAFF RECOMMENDATION:

Approval of the Resolution adopting the Emerald Ash Borer – Community Readiness Plan for La Grange Park. *Once the Plan has been adopted, information regarding EAB will be published in the Rose Clippings and posted on the Village's website.*

DOCUMENTATION:

- Emerald Ash Borer - Information Brochure from IDOA
- Resolution Adopting the Emerald Ash Borer – Community Readiness Plan
- Emerald Ash Borer – Community Readiness Plan for La Grange Park

RESOLUTION NO. 09-29

**RESOLUTION ADOPTING EMERALD ASH BORER – COMMUNITY
READINESS PLAN FOR LA GRANGE PARK**

WHEREAS, since 2006, the Illinois Department of Agriculture has identified 18 counties where the Emerald Ash Borer infestation has been located, including Cook County; and

WHEREAS, the Illinois Department of Agriculture has recommended that municipalities adopt a plan to identify the essential personnel, resources, procedures and fiscal resources to combat the Emerald Ash Borer; and

WHEREAS, based on information from the Illinois Department of Agriculture, staff has prepared the Emerald Ash Borer – Community Readiness Plan for La Grange Park; 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 adopts the Emerald Ash Borer – Community Readiness Plan for La Grange Park; and
2. The Village Manager is authorized and directed to take such further actions, as he deems necessary and appropriate to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 28th day of July 2009.

YES:

NOS:

ABSENT:

Approved this 28th day of July 2009.

Dr. James L. Discipio, Village President

ATTEST: _____
W. Kerry Brunette
Village Clerk

APPROVED AS TO FORM-
VILLAGE ATTORNEY – _____

EMERALD ASH BORER COMMUNITY READINESS PLAN FOR:

VILLAGE OF LA GRANGE PARK



Developed by:

Julius Hansen, Director of Public Works

June 2009

****As of February 2009, Burr Ridge and
Oak Park are the closest areas of
EAB infection to La Grange Park****

***"EARLY DETECTION IS THE KEY TO CONTROLLING THE EMERALD ASH
BORER AND THE INEVITABLE DAMAGE THAT OCCURS WITH A LACK OF
DETECTION AND SOUND URBAN AND COMMUNITY FORESTRY MANAGEMENT."***

***Reinee Hildebrandt, Ph.D., Urban Conservation Program
Administrator, Illinois Department of Natural Resources***

SUMMARY OF KEY ACTIONS
EMERALD ASH BORER READINESS PLAN

The La Grange Park readiness plan of action includes readiness team assignments, protocol and pro-active forestry management strategies for when the Emerald Ash Borer (EAB) arrives.

If the Emerald Ash Borer is found, the EAB Community Readiness Plan shall be implemented immediately with the Incident Commander providing oversight.

Local authorities will be updated by the Director of Public Works on the status of the EAB as it moves or is found throughout Illinois.

A list of the Ash trees on public lands will be maintained, and regular inspections will be performed by the Director of Public Works.

A Public Relations Campaign outline is included in the EAB Readiness Plan.

This EAB Readiness Plan was developed, in part, by:

Reinee Hildebrandt, Ph.D.

Urban Conservation Program Administrator

Illinois Department of Natural Resources

One Natural Resources Way

Springfield, IL 62702-1271

Phone: 217-785-8771

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INTRODUCTION

The purpose of this Emerald Ash Borer Community Readiness Plan is to identify the essential personnel, resources, procedures and fiscal resources to combat the Emerald Ash Borer in La Grange Park, Illinois.

Early detection is the key to minimizing loss of ash trees in our State and our community forests.

La Grange Park, is a community of 13,295 population located in Cook County, Illinois. La Grange Park has approximately 33 street miles containing an urban forestry tree population of 6,610 trees. 20 percent of the community forest is comprised of ash trees which equals a total potential loss of 1,347 ash trees within the municipal jurisdiction.

La Grange Park has participated in the Tree City USA program for over 12 years and has been actively managing and budgeting for their forest resources during that time. La Grange Park has conducted a tree inventory and developed a management plan with partial funds provided through the Illinois Department of Natural Resources, Urban and Community Forestry Assistance Act. This tree inventory has put La Grange Park in a good solid position to be ready for an exotic invasive insect such as the Emerald Ash Borer. The tree inventory data has been used to determine the ash tree population in the community. Lists of ash trees by street address have been generated from the data for monitoring and control purposes.

Current tree authority is: *Julius Hansen, Director of Public Works*

To keep updated on EAB developments in and around our municipality, please refer to the Village's website: www.lagrangepark.org.

If you have questions about EAB, please call the Public Works Department at (708) 352-2922 Ext. 100.

POLICY AND AUTHORIZATION – STATE & LOCAL STATUTES
PERTAINING TO EMERALD ASH BORER CONTROL AND MANAGEMENT

STATE STATUTES

The following State statutes provide state and local government with specific authorities to manage urban and community forests and to monitor, control and eradicate Emerald Ash Borer infested trees:

- 1) **65 ILCS 5/11-60-2 - Definition and abatement of nuisances.** Gives the authority to enforce nuisance issues. Each municipality may define, prevent, and abate nuisances.
- 2) **50 ILCS 90/1 through 90/30- Insect, Pest and Plant Disease Act.** This act is to prevent the introduction into and the dissemination within this State of insect pests and plant diseases and to provide for their repression and control. This law addresses the states authorities through the Illinois Department of Agriculture in dealing with invasive pests and diseases. La Grange Park has included local language that echoes concerns about movement of infected plant materials in their local ordinances. However, the authority for statewide enforcement is held by the State of Illinois Department of Agriculture. As of July 2006, the Department of Agriculture secured language on the declaration of Emerald Ash Borer as an official nuisance in Illinois.
- 3) **65 ILCS 5/11-42-13 - Arborists.** States that municipalities may register tree experts. La Grange Park has not implemented a mandatory permit system or similar registry of arborist within the municipal boundary. By pre-approval or permit systems the municipality has taken precautionary measures to determine if tree removal companies have adequate bonding (or accident insurance), driver's licenses and vehicle operator credentials, and appropriate arboricultural certifications and credentials for completing the work.
- 4) **65 ILCS 5/11-72-1 and 65 ILCS 5/11-73-1-2 and 65 ILCS 5/11-73.1-4 - Trees and Forestry.** Discusses the planting of trees by municipalities, and their rights to raise monies for that purpose. This law provides the local municipality the authority to create tax for the purpose of tree planting programs within the municipality. *La Grange Park is a member of the WCMC Suburban Tree Consortium, and plants trees yearly through this program with funding provided solely by the Village. The Village of La Grange Park has not implemented a tax for this program.*
- 5) **65 ILCS 5/11-60-1 Issuance and revocation of license** (65 ILCS 5/11-60-1) (from Ch. 24, par. 11-60-1) Sec. 11-60-1. The corporate authorities of each municipality may fix the amount, terms, and manner of issuing and revoking licenses. (Source: Laws 1961, p. 576.) (This law could give the municipality the authority to take a company off the tree removal service list if they are causing damage to property or not following incident protocol.)
- 6) **30 ILCS 735/1 thru 7 Urban and Community Forestry Assistance Act .** An act to provide technical assistance, training and financial aid to municipalities for

the development of plans and programs for the establishment and preservation of urban forestry programs.

- 7) **65 ILCS 5/11-80-2 Cities and Villages** - use of streets (65 ILCS 5/11-80-2) (from Ch. 24, par. 11-80-2) Sec. 11-80-2. The corporate authorities of each municipality may regulate the use of the streets and other municipal property.
- 8) **20 ILCS 805/805-130 Conservation of forests.** Promotion of forestry and forestry management. The Department (of Natural Resources) has the power to take measures for the promotion of planting, encouragement, protection, and conservation of forests and to promote forestry in this State.

LOCAL STATUTES

Within the Village of La Grange Park the following ordinances are in place to address a situation such as an Emerald Ash Borer Infestation:

- 1) La Grange Park Municipal Code – Section 95.25, Diseased Trees. Definitions.
- 2) La Grange Park Municipal Code – Section 95.26, Nuisance Declared; Duty to Remove.
- 3) La Grange Park Municipal Code – Section 95.27, Enforcement; Right to Enter, Inspect, Remove; Interfering with Enforcement.
- 4) La Grange Park Municipal Code – Section 95.28, Statement of Costs of Removal by Village Required.
- 5) La Grange Park Municipal Code – Section 95.29, Collection of Costs of Removal by Village; Lien.
- 6) La Grange Park Municipal Code – Section 95.30, Emerald Ash Borer Compliance Agreement.
- 7) La Grange Park Municipal Code – Section 95.99, Penalty.

These ordinances are placed under Appendix II.

LOCAL EMERALD ASH BORER CONTACT PERSON

The Director of Public Works will be the EAB point of contact person. The Director will perform the following duties:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: n/a
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

Tasks: Point Person for authorizing action and making the official call to the IDOA to verify any potential EAB sites within the municipal jurisdiction. The director will determine the location of where all communications, orders, and primary logistics will take place. The director will determine the Staging areas and Debris handling sites. The director reviews and oversees municipal policy to determine the need for implementing additional policy and ordinances such as current decision-making hierarchy pertaining to trees, nuisance provisions of the ordinance, and law enforcement pertaining to trees. The director will establish local protocol for reporting potential local EAB findings. The director will contact the Illinois Department of Agriculture at: 847-294-4343 (Des Plaines office) or contact the USDA APHIS @ 1-866-EAB-4512.

COMMUNICATIONS, INFORMATION AND PUBLIC RELATIONS

Primary Contact:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: (708) 243-1160
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

Secondary Contact:

Name/Title: Julia Cedillo, Assistant Village Manager
Address: 447 North Catherine Avenue, LaGrange Park, IL 60526
Phone: (708) 354-0225 Mobile:
Fax: (708) 354-0241 E-mail: jcedillo@lagrangepark.org

Tasks: This person oversees or is responsible for the following positions: Media Relations Expert – Operations Section Chief and the Neighborhood Relations Expert – Operations Section Chief and oversees the following tasks: *PRE-EAB:* Prior to any infestation, this person is responsible for publishing the Emerald Ash Borer Community Readiness Plan and distributing the plan and other Emerald Ash Borer information and training events as determined in the plan. This person establishes communications with all team members to gather information for posting to the public on the status of EAB to the community such as setting up press conferences. Responsibilities include updating the municipality website, publishing articles in the municipal newsletter.

POST-EAB: Once EAB has been verified, the role includes direct oversight supervisor the role of Media Relations Expert – Operating Chief, Staff Training Expert – Operating Chief and Neighborhood Relations Expert – Operating Chief.

EMERALD ASH BORER READINESS PLAN INCIDENT OBJECTIVES

The following are the Incident Objectives related to the Emerald Ash Borer Infestation that will serve as a basis for establishing priorities. The person responsible for this task is noted in ():

- 1) Remove ash trees that are currently in poor condition. (Director)
- 2) Monitor ash trees for occurrences of Emerald Ash Borer infestations. (Director)
- 3) Identify ash trees that are highly acclaimed ash tree specimens. (Director)
- 4) Ensure an orderly investigation of the existence of Emerald Ash Borer within the municipal jurisdiction. (Director)
- 5) Contact Illinois Department of Agriculture. (Director)
- 6) Provide citizens with information on municipality protocol for reporting potential EAB sites within the municipal jurisdiction via website and newsletter. (Director & Assistant Village Manager)
- 7) Advise citizens to only use EAB compliant contractors for tree work. (Director)
- 8) Keep citizens apprised of the current status of EAB within Illinois and its proximity to the municipality without creating a panic.(Director)
- 9) Advise citizens not to transport firewood into the Village. If they do, firewood should have certification. (Director)
- 10) Ensure a safe and orderly dispatch of trained, qualified and certified workforce (EAB compliant contractors) if the Emerald Ash Borer is found within municipal boundaries. (Director)
- 11) If Emerald Ash Borer is found implement sound urban and community forestry management practices and sanitary residual wood procedures for the eradication and control of the Emerald Ash Borer. (Director)
- 12) Establish policies and procedures for the residual wood debris management and disposal. (Director)
- 13) Establish policies for tree removal that minimize potential property damage. (Director)
- 14) Keep aware of new technologies for combating EAB and implement those preventative measures as economics and research results support. (Director)

STATE/FEDERAL HISTORY & PROTOCOL FOR EAB INCIDENTS

The Illinois Department of Agriculture is the lead state agency in addressing the Emerald Ash Borer. USDA APHIS is the lead federal regulatory agency.

On June 9, 2006, the Illinois Department of Agriculture in cooperation with USDA ASPHIS determined that Illinois had its first Emerald Ash Borer infested tree. This tree was in Kane County near Lily Lake. To view the first official announcement on June 13, 2006 see: <http://www.agr.state.il.us/newsrels/r0613061.html>

After the public hearing process, the Illinois Department of Agriculture took action. **On July 19, 2006 the Illinois Department of Agriculture officially declared all plants and plant products infested with the Emerald Ash Borer (*Agrilus planipennis* Fairmaire) a nuisance.** To access the official quarantine language as established by the Illinois Department of Agriculture see the web address: http://www.agr.state.il.us/Environment/Pest/EAB_declaration_of_nuisance.pdf

Also on July 19, 2006 the Illinois Department of Agriculture established the Emerald Ash Borer Quarantine based on the first infestation in Kane County near Lily Lake. Since that time, four amendments have been made, defining new quarantine zones. Each quarantine zone affects the transportation of regulated items within the specified areas. To access the official quarantine language, and subsequent amendments, as established by the Illinois Department of Agriculture see the web address:

- Original Quarantine Issued July 19, 2006
<http://www.agr.state.il.us/eab/data/OrigQtn7-06.pdf>
- First Amended Quarantine Issued November 9, 2006
<http://www.agr.state.il.us/eab/data/200702069111.pdf>
- Second Amended Quarantine Issued January 12, 2007
<http://www.agr.state.il.us/eab/data/20080421261.pdf>
- Third Amended Quarantine Issued April 27, 2007
<http://www.agr.state.il.us/eab/data/200704279249.pdf>
- Fourth Amended Quarantine Issued July 19, 2007
<http://www.agr.state.il.us/eab/data/200707197752.pdf>

For the most recent Emerald Ash Borer information and current quarantine maps, check with the Illinois Department of Agriculture website: www.agr.state.il.us or <http://www.agr.state.il.us/eab/?pg=106>

Illinois EAB Confirmed Infested Locations. For the most recent locations, check with the Illinois Department of Agriculture website: www.agr.state.il.us or <http://www.agr.state.il.us/eab/data/200901077839.pdf>

On December 1, 2006, USDA APHIS put in place a federal quarantine for the entire state of Illinois. For APHIS Quarantine information: <http://www.aphis.usda.gov>

Or http://www.aphis.usda.gov/newsroom/content/2006/11/eab_fed_order.shtml

A question answer section has been provided on the APHIS website at: http://www.aphis.usda.gov/publications/plant_health/content/printable_version/emerald_ash_borer_faqs.pdf

PROTOCOL FOR CONFIRMED EAB SITES

As of 10/12/06, the confirmation of an Ash tree infested with Emerald Ash Borer creates the following federal, state and local protocol.

- 1) The lead agency- Illinois Department of Agriculture staff will conduct an extensive survey of all known Ash trees within a one mile radius of the initial find.
- 2) The local unit of government assumes a support role by: 1) providing a listing of Ash trees from their local tree inventory or from the information gathered using the official inspection form provided in this reference, 2) respond to public calls that will naturally occur due to the IDOA's official announcement of a new Emerald Ash Borer site.
- 3) Implement the local community readiness plan (see La Grange Park plan). Depending upon municipal staffing levels, local officials may be requested to provide assistance to the Illinois Department of Agriculture in conducting the surveys.

PROTOCOL FOR MUNICIPALITIES WITH NON-INFESTATION SITES

- 1) Per your Local Community Readiness Plan, municipal officials should continue to serve as a contact for citizen inquiries on public and/or private municipal land (as local policy permits). The Village Representative (Director of Public Works, La Grange Park) should report any potential Emerald Ash Borer findings to the Illinois Department of Agriculture hotline: 1-800-641-3934.
- 2) Have staff properly trained for Emerald Ash Borer identification, bark peeling techniques, and local pre-EAB protocol. *Public Works training for EAB identification has been conducted.*
- 3) Monitor community forest for signs of an infestation using existing tree inventories and/or the EAB inspection form provided in this reference. Keep updated records on all Ash trees and be prepared to share the information with the Illinois Department of Agriculture officials as requested. Work with IDOA, APHIS, or Morton Arboretum - "Detection Tree" survey program to monitor community Ash trees. *La Grange Park inventory is completed.*
- 4) Work with IDOA and other officials to conduct trap trees, detection trees and bark peeling surveys.

5) Implement a systematic approach to tree care. For routine tree care have the municipal staff equipped with the tools and forms necessary to inspect and record inspection findings. *Ash tree inventory list will continue to be maintained.*

6) Implement a systematic approach to tree removal. For the tree removal place highest priority on trees that are in poor condition. Next using ash species as a criterion, remove dead, dying and high maintenance Ash trees prior to EAB arrival.

7) Replant the community forest with a wide diversity of tree species. Ash trees will not be planted.

INSECT/CHEMICAL CONTROL

The USDA APHIS's currently does not endorse chemical control of Emerald Ash Borer. Their stance is that treatment is up to the individual tree owner. The Illinois Department of Agriculture recommends that you follow University of Illinois Extension Entomology Fact Sheet NHE-163 by the Department of Natural Resources and Environmental Sciences, October, 2006. Copies are available from your local University of Illinois Extension Office.

This publication indicates the following considerations when determining whether to use insecticidal control.

- 1) The only certain method to control Emerald Ash Borer is to remove the tree.
- 2) Healthy trees growing in locations with proper soil, fertility, light wind exposure and other environmental factors will survive attack longer than those in poorer health.
- 3) If trees are being removed in an area, it will probably be less expensive to have it removed at that time rather than later.
- 4) Cost of the purchase and planting of replacement trees not susceptible to Emerald Ash Borer should be considered.

For insecticidal control it is stated:

- 1) Treat trees no more than 10-12 miles from a known infestation
- 2) Control is more effective if the trunk diameter is less than 10 inches.
- 3) If many infested untreated Ash trees are nearby, any control attempts are unlikely to protect the tree.
- 4) It is difficult to keep the tree alive once it is infected.
- 5) Watch for new research findings that will address cost effectiveness and ability of insecticides to control EAB. Currently nothing has been proven to be effective.

Professional Insecticidal Controls:

1) Imidacloprid (Merit, IMA-jet, Imicide, Pointer) See publication for details

2) Foliar and bark sprays for bifenthrin (Onyx), cyfluthrin (Tempo), permethrin (Astro), or carbaryl (Sevin) in both mid May and late June will control visiting beetles and hatching larvae.

Homeowners insecticidal control options:

Follow insecticide label directions. Bayer Advanced garden Tree Shrub Control containing imidacloprid. For larger trees, due to the potential of drift issues, foliar and bark applications are best handled by a certified arborist or other professional horticulturalist.

Factors concerning treatment with imidacloprid are provided in the Extension publication.

It is best to contact a certified arborist to treat your trees. The list is available on: <http://www.illinoisarborist.org>

PROTOCOL FOR EAB POTENTIAL SITE INSPECTIONS

Provided is the official local contact authorized by the Village of La Grange Park. The director is available to conduct inspections of ash trees on your property or public property within the municipality's jurisdiction.

The individual who conducts the site inspection is the Director of Public Works. He is the local authority that is responsible for reporting potential EAB sites to the Illinois Department of Agriculture. *It is important that only the municipality's designee should be responsible for calling in the state officials in case a potential site is found. Please realize that the state system is not staffed heavily enough to accommodate the amount of calls that could potentially be generated from an unorganized approach.*

If you feel the person conducting your inspection on private property is in error, please contact a local arborist (to be paid for at the property owner's expense).

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Ext.100
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

In addition, if an adult borer is found, you may place it in a tightly sealed jar and call the Director of Public Works. Please provide your name and address and the address where the borer was found, if different. An investigation will be conducted.

Thank you for your cooperation.

LISTING OF OFFICAL EMERALD ASH BORER INSPECTORS

Residents of La Grange Park should contact the following OFFICIAL EMERALD ASH BORER SITE INSPECTOR for a site inspection if symptoms are seen on an ash tree.

Name/Title: Julius Hansen, Director of Public Works

Address: 937 Barnsdale Road, La Grange Park, IL 60526

Phone: (708) 352-2922 Ext. 100

Fax: (708) 354-9942

E-mail: jhansen@lagrangepark.org

EMERALD ASH BORER INSPECTION

FORM A- Initial Site Review

(Front of Form)

Inspector Name: _____ Community Identifier: _____
 Date of Inspection: _____ Sequential Record Number: _____

State: ILLINOIS County Reference: Cook
 Legal Description, GPS coordinates or Street Address of Potential EAB Site:

Inspection Requested By Whom: _____ Date of Request: _____
 Name:
 Address:
 City/State/Zip:
 Phone:
 Cell Phone:

Overall condition of the Ash Tree <i>(Circle appropriate response to right)</i>	EXCELLENT or GOOD	FAIR	POOR
--	----------------------	------	------

Check all the items below that are observed on site:

EAB/ASH TREE SYMPTOMS	ENVIRONMENTAL/MECHANICAL
<input type="checkbox"/> Dying branches in top of tree	<input type="checkbox"/> Evidence of Excessive Pruning
<input type="checkbox"/> Dying branches through out tree	<input type="checkbox"/> Evidence of Mechanical Damage <input type="checkbox"/> Evidence of Construction Damage
<input type="checkbox"/> Branch sprouts	<input type="checkbox"/> Excessive Drainage/Water saturation <input type="checkbox"/> Potential for salt damage (next to road)
<input type="checkbox"/> Basal Sprouting/epicormic shoots	<input type="checkbox"/> Drought current or previous year <input type="checkbox"/> Potential for chemical drift (near field)
<input type="checkbox"/> Bark fissures	<input type="checkbox"/> Limited growing space
<input type="checkbox"/> Wood pecker damage/holes	<input type="checkbox"/> Evidence of other insect of disease
<input type="checkbox"/> 1/8" D-shaped emergence holes (Remove 6"x4" bark section) <i>(Go to FORM B)</i>	List sightings of other Insect or Disease problems below:
<input type="checkbox"/> Adult Emerald Ash Borer <i>(Go to FORM B)</i>	
<input type="checkbox"/> Bark falling off and S-Shaped galleries are disclosed <i>(Go to FORM B)</i>	POSSIBLE DIAGNOSIS:

EMERALD ASH BORER INSPECTION
FORM B - Potential Site
(Back of Form)

Inspector's Name: _____

(If not backed to Form A add:

Community Identifier: _____ Date of Inspection: _____ Sequential Record Number: _____

Legal Description, GPS coordinates or Street Address of Potential EAB Site:

It is advisable to take a Photograph or all details associated with the tree and the adult borer, if possible.

IF A POTENTIAL ADULT EMERALD ASH BORER is found:

All actions must follow the regulatory protocol established jointly by the Illinois Department of Agriculture (IDOA) and the Animal and Plant Health Inspection Service (APHIS). Additionally, follow any additional precautions above and beyond the IDOA and APHIS requirements that are indicated in the Community Readiness Plan. Per the Emerald Ash Borer Readiness Plan, contact the Community Forestry Administrator – Deputy Commander for further instructions.

CONDUCT A 6"x4" BARK SECTION REMOVAL TO LOOK FOR S-SHAPED GALLERIES

Check observation:

_____ 6"x4" Bark Section Removed

Observation:

_____ S- Shaped galleries

_____ Linear Galleries

_____ No galleries

_____ Other (Please describe: _____)

Other comments:

**Please fax the completed form if you feel that this tree is suspect for
EAB in the future, please fax to:
Mark Cinnamon, IDOA, 9511 Harrison Street, Des Plaines, IL 60016
Phone: 847-294-4343**

COMMUNICATIONS, INFORMATION AND PUBLIC RELATIONS
STAFF Training and Public Education/Awareness Campaigns

Communication and training are key to a successful eradication operation. Providing staff training will reduce the potential for accidents, ensure better adherence to protocol and a more efficient response to the situation. The following Departments are targeted for staff training: *Village of La Grange Park, Public Works Department*

Informing Elected Officials The Village President and Trustees meet on the 2nd and 4th Tuesdays of every month. Additional avenues for sharing information with municipality leaders include: E-mail and written communications. This plan will be reviewed by all Board members in June 2009.

List or check the key messages that will be shared with these officials:

- The threat of Emerald Ash Borer
- The number of ash trees in the municipality
- The cost of removal and replacement of infested trees
- Illinois Department of Agriculture directives
- Local EAB Readiness Team members and function
- Established Inspection and Verification Protocol
- Emerald Ash Borer Biology and life cycle

The Village of La Grange Park Board of Trustees will be provided with information concerning EAB. The following Village officials will also be provided with information:

Bohdan J. Proczko, Village Manager, Village of La Grange Park
447 North Catherine Avenue
La Grange Park, Illinois 60526
Telephone: (708) 354-0225
Fax: (708) 354-0241

Julia Cedillo, Assistant Village Manager, Village of La Grange Park
447 North Catherine Avenue
La Grange Park, Illinois 60526
Telephone: (708) 354-0225
Fax: (708) 354-0241

LISTING OF LOCATIONS FOR EAB MATERIALS
DISTRIBUTION TO RESIDENTS

Public Locations For Materials Distribution. Below is a list of public places where EAB information can be distributed.

Name of Site: La Grange Park Public Library
555 N. La Grange Road
La Grange Park, IL 60525
Phone: 708-352-0100
Fax: 708-352-1606

Contact Person: Dixie Conkis

List Possible Materials to be distributed at this site: Illinois Department of Agriculture Brochure – Emerald Ash Borer

Name of Site: La Grange Park Village Hall
447 N. Catherine Avenue
La Grange Park, IL 60526
Phone: 708-354-0225
Fax: 708-354-0241

Contact Person: Julia Cedillo, Assistant Village Manager

List Possible Materials to be distributed at this site: Illinois Department of Agriculture Brochure – Emerald Ash Borer

LIST OF MEDIA CONTACTS

Media Contact List. Below is a list of media contacts, reporters and media outlets that should be contacted for an official announcement verifying Emerald Ash Borer in La Grange Park.

These contacts will be sent a press release with the following information such as:

- Who found the site within your municipality?
- When was it found?
- What was the process that you went through to verify the site? And
- What should citizens do now that it is found in your municipality? (Examples: check their trees, don't move firewood, who is the point of contact, don't remove trees, who will handle residual wood, should they treat the trees)

(A draft Press Release follows the list of media contacts)

Name: The Doings Newspaper
Fax: 630/887-9646

The Suburban Life Newspaper
Fax: (630) 969-0228

DRAFT

DATE:

Julius Hansen, 708/352-2922

PRESS RELEASE

VILLAGE OF LA GRANGE PARK LATEST VICTIM OF EMERALD ASH BORER

La Grange Park, IL – La Grange Park, Illinois of Cook County is the latest community to discover the emerald ash borer (EAB). The EAB was found on **<description or address of infested site – suggestion = just state – EAST, CENTRAL, WEST part of town??>**. The Illinois Department of Agriculture has confirmed on **<date>** the EAB.

The EAB discovery was made on <date>, when <describe circumstances>. <Title and Name of person related to find> went out to survey the tree. “Quote,” says <person related to circumstance>. <Municipality Public Works, or city forester> <describe how the area was surveyed and the extent of damage that was determined for the area. Also tell if the trees have been removed or plans to remove them on certain date>.

The emerald ash borer (EAB) is a small, metallic green, non-native invasive pest whose larvae feast on the trunks of ash trees thereby cutting off their ability to transport nutrients and ultimately causing the tree’s decline. Ash trees can be infested with EAB for a few years before the tree begins to demonstrate any signs of EAB infestation. Symptoms of EAB include canopy dieback, D-shaped exit holes, shoots sprouting from the tree trunks and S-shaped larval galleries underneath the bark.

“The Illinois Department of Agriculture certainly supports a tree owner’s right to determine for themselves whether a pesticide treatment is appropriate in their specific circumstance,” Illinois Department of Agriculture Bureau Manager of Environmental Programs Warren Goetsch said. “Tree owners are encouraged to thoroughly research the various treatment options currently available and carefully weigh the costs associated with the required repeated treatments. Please be advised, however, that treatment of an ash tree will not guarantee that a specific tree might eventually be required to be removed.”

EAB was first discovered in North America in 2002 in the Detroit and Ontario areas. Since then, it is estimated that approximately 25 million ash trees in North America have been felled due to EAB.

A computerized inventory of all parkway and public property trees indicates that the La Grange Park has approximately 1,371 ash trees which makes up only 21% of the village’s total canopy. Fortunately, as a Tree City USA community, La Grange Park has practiced planting a variety of species to avoid a major devastation of the community’s canopy.

The Director of Public Works will respond immediately to suspect sighting of EAB. It is very important for area residents to be aware and vigilant in inspecting their ash trees for this pest. If you suspect you may have found adult or larval form of this insect, contact the La Grange Park Public Works Department at (708) 352-2922 ext. 100.

Additional information can be obtained by visiting the following links:

www.emeraldashborer.info/

www.agr.state.il.us/newsrels/r0727062.html

www.IllinoisEAB.com

www.agr.state.il.us/

www.na.fs.fed.us/thp/eab

www.aphis.usda.gov/ppq/ep/eab/

www.mortonarb.org

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SOURCES OF INFORMATION

These sources are internet sites and written materials that can be accessed to keep current of Emerald Ash Borer Activity in Illinois.

EMERALD ASH BORER INTERNET SITES:

For the official national Emerald Ash Borer website with information on the national movement of the Emerald Ash Borer and regional information on EAB:

www.emeraldashborer.info

For the USDA Forest Service Forest Health Emerald Ash Borer home page with information on the national movement of the Emerald Ash Borer and official USDA publications and information on EAB

<http://na.fs.fed.us/fhp/eab/>

<http://na.fs.fed.us/fhp/eab/index.shtm>

Illinois Department of Agriculture Natural Resources Website where the official verification and announcement was posted:

<http://www.agr.state.il.us/index.html>

APHIS Emergency and Domestic Programs website featuring Emerald Ash Borer:

http://www.aphis.usda.gov/plant_health/plant_pest_info/emerald_ash_b/downloads/survey_guidelines_2008.pdf

Illinois Department of Natural Resources Urban and Community Forestry Website has the Prairie Tree Companion electronic newsletter featuring Emerald Ash Borer, The Illinois Emerald Ash Borer Community Readiness Plan, the Illinois Emerald Ash Borer Readiness Plan Workbook – A Framework for Local EAB Preparedness and Community Action, Tree City USA program information, Urban and Community Forestry Grant information.

<http://www.dnr.state.il.us/conservation/forestry/urban/index.htm>

For a newsletter on EAB that includes a detailed biological description of the Emerald Ash Borer, quarantine information:

<http://na.fs.fed.us/fhp/eab/info/info.shtm>

For downloadable images of EAB (Please remember to give credit to the photographers, when possible)

<http://na.fs.fed.us/fhp/eab/img/img.shtm>

For a website that addresses the ash resource and includes the USDA FS research paper on ash in Chicago:

<http://na.fs.fed.us/fhp/eab/ar/ar.shtm>

For the USDA Forest Service's Emerald Ash Borer PEST ALERT flyer:

www.emeraldashborer.info/files/EAB.pdf

http://na.fs.fed.us/spfo/pubs/pest_al/eab/eab.pdf

For NE ILLINOIS - Morton Arboretum=s Plant Health Care reports and Plant Health Care website with a new publication on Emerald Ash Borer in Illinois:

<http://mortonarb.org/plantinfo/plantclinic/index.htm>

For a general map showing location of EAB nationwide:

<http://www.entm.purdue.edu/EAB/images/maps/fullSize/nationalMap.jpg>

MEETINGS PROVIDING EAB UPDATES AND PRESENTATIONS

Name/Title: *Northeast Illinois Municipal Foresters Meetings*
Name of Organization/Group: Illinois Arborist Association/IDNR
Contact: April Toney, Executive Director
Address: P.O. Box 860, Antioch, IL 60002
Phone: 887-617-8887 E-mail: iaa@wi.rr.com

Meeting Dates: Typically second Thursday of each month
Special Interests in EAB: Presentations on Emerald Ash Borer, IAA provides educational training sessions throughout the year. Check their website for information: Web Address: <http://www.illinoisarborist.org/> or http://www.illinoisarborist.org/northeast_municipal_foresters_lu.htm

Name/Title: *Annual Illinois Arborist Association Conference*
Name of Organization/Group: Illinois Arborist Association
Contact: April Toney, Executive Director
Address: P.O. Box 860, Antioch, IL 60002
Phone: 887-617-8887 E-mail: iaa@wi.rr.com

Meeting Date: Fall each year
Special Interests in EAB: Certified Arborist Training, Presentations on Emerald Ash Borer, Arboricultural Treatments for EAB, IAA provides educational training sessions throughout the year. Check their website for information: Web Address: <http://www.illinoisarborist.org/>

Name/Title: *Tree City USA Conference and Awards Ceremony*
Name of Organization/Group: Illinois Department of Natural Resources – Urban and Community Forestry Program
Contact: Reinee Hildebrandt, Urban Conservation Program Administrator
Address: One Natural Resources Way, Springfield, IL 62702-1271
Phone: 217-785-8771 Fax: 217-785-2438
E-mail: reinee.hildebrandt@illinois.gov

Meeting Dates: Last Tuesday in March each year
Special Interests in EAB: Presentations on Emerald Ash Borer, IDNR provides the Prairie Tree Companion electronic newsletter with a special issue on Emerald Ash Borer, Tree City USA NewsBits are sent automatically to Tree City USA communities, and IDNR-Urban and Community Forestry Program maintains an Urban and Community Forestry Newsletter located at the following Website Address: <http://www.dnr.state.il.us/conservation/forestry/urban/index.htm>

LISTING OF CITIZEN/PUBLIC EDUCATION OPPORTUNITIES

The following citizen and public education activities are planned:

CITIZEN/PUBLIC EDUCATION

Title/Topic: EAB General Information /Protocol
Mode of Communication: The Rose Clippings Newsletter
Date: *Quarterly Newsletter, first article in Summer 2009*
Target Audience: All Residents of the Village of La Grange Park

CITIZEN/PUBLIC EDUCATION

Title/Topic: EAB General Information /Protocol
Mode of Communication: Village of La Grange Park Website (www.lagrangepark.org)
Date: *On-going*
Target Audience: All residents of the Village; any website users

CITIZEN/PUBLIC EDUCATION

Title/Topic: EAB General Information /Protocol
Mode of Communication: Cable Channel – Village of La Grange Park
(basic wording to forward attention to website or Julius Hansen with questions)
Date: *On-going*
Target Audience: All residents of the Village

FISCAL CONSIDERATIONS

Village of La Grange Park has a total of 1,347 ash trees in the municipality.

COMPLETE ERADICATION OF ASH TREES – *Estimated Cost*

Tree Removal	\$276,000
Stump Removal	\$ 60,100
Disposal of Wood	<u>\$ 75,000</u>
	\$411,100

TREE REPLACEMENT – Planting of New Trees – *Estimated Cost*

$$1,347 \times \$200 = \$269,400$$

COMMUNITY FORESTRY AND NATURAL RESOURCE MANAGEMENT CONSIDERATIONS

La Grange Park has a Street Tree Inventory of all public trees in the municipality. This inventory was completed in 2008 with partial funding from the Illinois Department of Natural Resources, Urban and Community Forestry Assistance Act grant program. The inventory is a computerized inventory system with continual updates conducted.

La Grange Park is a community of 13,295 population located in Cook County, Illinois. La Grange Park has approximately 33 street miles containing an urban forestry tree population of 6,610 trees. 20 percent of the community forest is comprised of ash trees which equals a total potential loss of 1,347 ash trees within the municipal jurisdiction.

According to the inventory and urban forestry management plan, in La Grange Park , there are 6,610 trees on Village property. 20 percent of the public owned trees are ash trees for a total public ash tree population of 1,347 ash trees. *The number of ash trees located on private property is unknown.*

Key areas within the municipality for high risk of Emerald Ash Borer due to the high number of ash trees include: *A complete map showing where all the public property ash trees are located is being compiled. Once complete, areas where a high density of trees are located will be listed.*

Appendix I contains a listing of all publicly owned ash trees within the municipal boundaries is attached.

LIST OF MUNICIPAL STAFF AUTHORIZED FOR TREE REMOVAL

*All trees 8" or less, could potentially be removed
by the Public Works Department*

Below is a list of La Grange Park municipal employees that will be called upon for tree removal purposes on public lands, for trees 8" or less. All workers are not ISA certified; but have attended a local EAB Procedural Training. Employees have been screened according to the skills and abilities needed to safely operate the equipment necessary to remove trees safely.

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Ext. 100
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org
Other Qualifications: _____
Attended local EAB Procedural Training: Yes No

LIST OF PRE-APPROVED TREE REMOVAL CONTRACTORS

Below is a list of potential tree removal contractors with the permits, qualifications, certifications and bonding (insurance) for tree removal within the boundaries of La Grange Park. Municipal residents must use one of the individuals listed below for EAB tree removal purposes. Contractors who are removing private property trees must obtain a Permit from the Village. *The following contractors have EAB Compliance Agreements completed, and currently have contracts with the Village of La Grange Park for tree removal and other tree related work.*

Company: Asplundh Tree Expert Co.
Contact Name/Title: Larry Gauger
Address: 7942 S. Madison Street, Burr Ridge, Illinois 60521
Phone: (630) 321-1840 Fax: (630) 321-1844
E-mail: lgauger@asplundh.com
Bonded yes no Permit obtained yes no
ISA Certified yes no Other

Company: Sinnott Tree Service
Address: 301 S. Spring Avenue, La Grange, Illinois 60525
Phone: (708) 579-5300
Bonded yes ___ no Permit obtained ___ yes ___ no
ISA Certified yes ___ no Other

Company: Steve Piper & Sons, Inc.
Contact Name/Title: Lori A. Mantuano
Address: 31W320 Ramm Drive, Naperville, Illinois
Phone: (630) 898-6050 Fax: (630) 898-6191
Bonded: yes ___ no Permit obtained ___ yes ___ no
ISA Certified yes ___ no Other

Company: Vega Tree Service, Inc.
Contact Name/Title: Noe Vega
Address: 1818 North 38th Avenue, Stone Park, Illinois 60165
Phone: (630) 450-9181 Fax: (630) 450-9136
Bonded: yes ___ no Permit obtained ___ yes ___ no
ISA Certified yes ___ no Other

DEBRIS HANDLING CENTER TRUCKING CONTRACTS

Below is a list of potential contractors with the permits, qualifications, certifications and bonding (insurance) for debris removal/ trucking of debris to the designated debris handling site.

Company: Steve Piper & Sons, Inc.
Contact Name/Title: Lori A. Mantuano
Address: 31W320 Ramm Drive, Naperville, Illinois
Phone: (630) 898-6050 Fax: (630) 898-6191
Bonded: yes ___ no
ISA Certified yes ___ no Other

Company: A. Block
Contact Name/Title:
Address: 15660 Canal Bank Road, Lemont, Illinois
Phone: Fax:
Bonded: yes ___ no
ISA Certified yes ___ no Other

PUBLIC PROPERTY TREE REPLACEMENT PROGRAM

Tree Replacement program specifications are: *As ash trees are removed, the address of the site will be put on a list for replacement. As funds are available, (currently the Village has a budget of approximately \$20,000 annually for purchasing approximately 75 trees), planting at these sites will occur in chronological order.*

SUGGESTED REPLACEMENT TREES LIST

A listing of all ash trees located on public property is attached hereto as Appendix I.
No Ash trees that are susceptible to EAB will be planted. Currently the following trees are being planted in La Grange Park (through the Village's program): Hybrid Elm, Pear, Maple, Oak, Crabapple and Ginkgo.

The tree planting efforts will be monitored by:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: (708) 243-1160
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

Post tree planting care will be handled by:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: (708) 243-1160
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

As a member of the Suburban Tree Consortium, the Village has contracted with Wilson Nurseries over the past 5 years to provide the Village with trees for its yearly tree planting program. Furthermore, the Suburban Tree Consortium membership provides the services of the landscape contractor Pugsley and Lahaie for the planting of these trees.

Finance Committee

Patricia Rocco, Chairwoman

Scott Mesick

James Kucera

Village Board Agenda Memo

Date: November 5, 2013

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: **Tax Levy Ordinances**

GENERAL BACKGROUND:

A proposed tax levy ordinance authorizing the 2013 real estate tax levy is attached. If approved by the Board, the ordinance will authorize the Cook County Clerk to levy \$3,441,390 in real estate tax for the Village. This represents a 4.9% increase over the \$3,280,639 in real estate tax extended last year by the Cook County Clerk on behalf of the Village. Initially, the levy is likely to be scaled back to a 1.7% increase by the Cook County Clerk due to the tax cap law. The Consumer Price Index increased by 1.7% during 2012, which is the number used by the County for tax cap calculations. We are asking for a percentage increase larger than 1.7% so the value of any new property in town will be used to maximize the actual real estate tax extension. The tax cap law excludes the value of new property when calculating the maximum allowable real estate tax rate. Including the value of new property, we estimate the actual real estate tax extension to be \$3,359,000. This is a 2.4% increase over the 2012 extension.

A second ordinance is attached directing the Cook County Clerk how to reduce the levy in the likely event it is required by the Property Tax Extension Limitation Law.

Finally, a third ordinance and a fourth ordinance are also attached. These tax abatement ordinances direct the County Clerk to abate entirely the respective levies contained in the two bond ordinances previously approved by the Board. You may recall that in order to designate the two bond issues as General Obligation Bonds, and thereby lower the interest rates, the Village needed to levy real estate taxes for paying the bonds off. However, since our intent is to actually use Motor Fuel Tax funds to pay off one set of bonds and wastewater service charges to pay off the other, we need to pass two ordinances each year abating the previously authorized tax levies for that particular year.

MOTION/ACTION REQUESTED:

We request that the four ordinances be approved at the November 26, 2013 Board meeting.

STAFF RECOMMENDATION:

We recommend the four ordinances be adopted.

DOCUMENTATION:

- Tax Levy Ordinance
- Levy Reduction Ordinance
- Tax Abatement Ordinance for Street Bonds
- Tax Abatement Ordinance for Sewer Bonds

ANNUAL TAX LEVY ORDINANCE

AN ORDINANCE PROVIDING FOR THE ANNUAL TAX LEVY FOR THE VILLAGE OF LA GRANGE PARK, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2013 AND ENDING APRIL 30, 2014

BE IT ORDAINED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois:

SECTION 1: That for the purpose of paying certain corporate expenses of the Village of La Grange Park, Cook County, Illinois, for the fiscal year beginning the first day of May 2013, and ending the thirtieth day of April 2014, as set forth in the Annual Budget, passed and approved by the Board of Trustees on the 23rd day of April, 2013, there is hereby levied upon all of the taxable property within the corporate limits of the Village of La Grange Park, Cook County, Illinois, the following sums of money for the following purposes and objects hereinafter described.

The column headed "Total Budgeted" represents the sum budgeted for each particular purpose opposite thereto. The sum or sums in the column headed "From Tax Levy" opposite each purpose represents the sum of money to be collected from the tax levy. The balance, if any, from each sum budgeted shall be collected or taken from any surplus on hand and the other sources of revenue of the Village of La Grange Park.

APPROVED AS TO FORM -
VILLAGE ATTORNEY Format/language
Previously approved 10/00

CORPORATE FUND

Total
BudgetedFrom
Tax LevyAdministration Department

Full-Time Salaries	\$452,000.00	\$260,000.00
Part-Time Salaries	17,000.00	
Legal Fees	90,000.00	
Auditing Fees	13,000.00	
Other Professional Services	49,500.00	
Auto Maintenance & Repair	0	
Equipment Maintenance & Repair	4,400.00	
Building Maintenance & Repair	6,000.00	
Machine & Equipment Rental	6,300.00	
Janitorial Service	5,000.00	
Advertising	3,100.00	
Printing	10,500.00	
Postage	11,000.00	
Telephone	14,400.00	
Miscellaneous Services	4,800.00	
Office Equipment	2,000.00	
Auto Parts & Supplies	0	
Bldg. & Land Maint. Materials	700.00	
Janitorial Supplies	700.00	
Fuel	0	
Books & Maps	250.00	
Office Supplies	8,000.00	
Photo Supplies	0	
Health & Life Insurance	82,000.00	
Dues & Subscriptions	15,000.00	
West Central Cable Agency	0	
Training, Safety & Travel	3,400.00	
Receptions/Official Functions	5,900.00	
Zoning Board of Appeals	5,600.00	
Board of Police Commissioners	1,000.00	
Community Event	500.00	
Recycling Programs	2,000.00	
Contingencies	2,900.00	
Ambulance Loan Repayment	12,500.00	
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Total for Administration Department	\$ 829,050.00	\$260,000.00

	<u>Total Budgeted</u>	<u>From Tax Levy</u>
<u>Police Department</u>		
Police Full-Time Salaries	\$1,509,200.00	\$778,912.00
Telecom/Administrative Salaries	295,000.00	
Auxiliary Police Officer Wages	13,000.00	
Legal Fees	23,000.00	
Other Professional Services	13,000.00	
Auto Maintenance & Repair	26,000.00	
Equipment Maintenance & Repair	16,000.00	
Building Maintenance & Repair	5,000.00	
Machine and Equipment Rental	4,500.00	
Janitorial Service	8,500.00	
Printing	5,000.00	
Postage	2,200.00	
Telephone	11,000.00	
Miscellaneous Services	3,000.00	
Office Equipment	2,000.00	
Other Equipment & Machinery	0	
Auto Parts & Supplies	11,500.00	
Equipment Parts & Supplies	3,000.00	
Bldg. & Land Maint. Materials	700.00	
Food	500.00	
Ammunition & Targets	4,000.00	
Janitorial Supplies	2,500.00	
Uniforms	21,000.00	
Fuel	48,000.00	
Books & Maps	900.00	
Office Supplies	6,900.00	
Photo Supplies	900.00	
Health & Life Insurance	430,000.00	
Accident Insurance	100.00	
Dues & Subscriptions	4,500.00	
Training, Safety & Travel	12,000.00	
Special Programs	1,500.00	
Contingencies	3,000.00	
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Total for Police Department	\$2,487,400.00	\$778,912.00

<u>Total</u> <u>Budgeted</u>	<u>From</u> <u>Tax Levy</u>
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Building Department

Building Full-Time Salaries	\$135,000.00	\$75,000.00
Part-Time Salaries	0	
Legal Fees	500.00	
Plan Review/Inspection Fees	62,500.00	
Other Professional Services	5,000.00	
Auto Maintenance & Repair	1,500.00	
Equipment Maintenance & Repair	850.00	
Building Maintenance & Repair	1,000.00	
Machine & Equipment Rental	0	
Janitorial Service	1,100.00	
Printing	1,400.00	
Postage	500.00	
Telephone	8,050.00	
Miscellaneous Services	1,500.00	
Office Equipment	500.00	
Other Equipment & Machinery	250.00	
Auto Parts & Supplies	500.00	
Bldg. & Land Maint. Materials	150.00	
Janitorial Supplies	200.00	
Uniforms	600.00	
Fuel	1,050.00	
Books & Maps	2,200.00	
Office Supplies	1,500.00	
Health & Life Insurance	6,500.00	
Dues & Subscriptions	550.00	
Training, Safety & Travel	1,900.00	
Contingencies	1,000.00	
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Total for Building Department	\$235,800.00	\$75,000.00
TOTAL FOR CORPORATE FUND	\$3,552,250.00	\$1,113,912.00

SPECIAL CORPORATE PURPOSES

FIRE PROTECTION FUND	<u>Total Budgeted</u>	<u>From Tax Levy</u>
Salaries & Wages	\$454,921.00	\$440,000.00
Vehicle Maintenance & Repair	25,550.00	
Equipment Maintenance & Repair	12,030.00	
Building Maintenance & Repair	9,580.00	
Janitorial Service	1,400.00	
Printing	2,000.00	
Postage	500.00	
Telephone	5,500.00	
Miscellaneous Services	53,200.00	
Office Equipment	625.00	
Other Equipment & Machinery	8,500.00	
Vehicle Parts & Supplies	5,500.00	
Equipment Parts & Supplies	10,980.00	
Bldg. & Land Maint. Materials	2,000.00	
Janitorial Supplies	1,000.00	
Chemicals	600.00	
Uniforms	5,000.00	
Fuel	19,500.00	
Books & Maps	4,000.00	
Office Supplies	3,500.00	
Medical Supplies	8,500.00	
Health & Life Insurance	15,000.00	
Accident Insurance	1,200.00	
Dues & Subscriptions	9,280.00	
Training, Safety & Travel	35,230.00	
Fire Insurance Board	0	
Contingencies	2,000.00	
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TOTAL FOR FIRE PROTECTION FUND	\$ 697,096.00	\$440,000.00

STREET & BRIDGE FUND

	<u>Total</u> <u>Budgeted</u>	<u>From</u> <u>Tax Levy</u>
Public Works Full-Time Salaries	\$457,000.00	\$180,000.00
Public Works Temporary Wages	38,000.00	
Vehicle Maintenance & Repair	35,000.00	
Equipment Maintenance & Repair	17,000.00	
Building Maintenance & Repair	4,000.00	
St.Light & Traf. Sig. Maintenance	28,000.00	
Machine & Equipment Rental	7,500.00	
Janitorial Service	1,500.00	
Tree Trimming & Removal	70,000.00	
Refuse Collection & Disposal	35,000.00	
Utilities	50,000.00	
Telephone	5,000.00	
Laundry Service	4,000.00	
Miscellaneous Services	25,000.00	
Office Equipment	1,500.00	
Other Equipment & Machinery	7,500.00	
Vehicle Parts & Supplies	15,000.00	
Equipment Parts & Supplies	10,000.00	
Bldg. & Land Maint. Materials	10,000.00	
Janitorial Supplies	1,500.00	
Chemicals	3,000.00	
Uniforms	3,000.00	
Fuel	35,000.00	
Small Tools	1,500.00	
Traffic Control Supplies	5,000.00	
Materials for Streets	60,000.00	
Office Supplies	2,000.00	
Health & Life Insurance	115,000.00	
Dues & Subscriptions	1,500.00	
Training, Safety, and Travel	1,500.00	
Contingencies	1,400.00	
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TOTAL FOR STREET & BRIDGE FUND	\$1,051,400.00	\$180,000.00

OTHER SPECIAL CORPORATE PURPOSES	Total Budgeted	From Tax Levy
Police Pension Fund	\$785,000.00	\$ 765,000.00
Illinois Municipal Retirement Fund	147,060.00	70,000.00
Police Protection Fund	450,000.00	440,000.00
Employer Social Security Fund	167,840.00	80,000.00
Liability Insurance Fund	245,000.00	120,000.00
Crossing Guards Fund	88,000.00	50,000.00
Ambulance Service Fund	615,674.00	115,000.00
TOTAL FOR OTHER SPECIAL CORPORATE PURPOSES	<u>\$2,498,574.00</u>	<u>\$1,640,000.00</u>

TOTAL FOR SPECIAL CORPORATE PURPOSES	\$4,247,070.00	\$2,260,000.00
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WATER FUND

Administration Department

Salaries and Wages	\$81,000.00
Professional Services	13,000.00
Other Services	20,100.00
Capital Outlay	3,000.00
Supplies	1,600.00
Pension & Insurance	40,620.00
Principal & Interest	12,700.00
Other Expenses	10,000.00

Total for Administration Department	\$182,020.00
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Distribution Department

Salaries and Wages	\$176,000.00
Professional Services	120,800.00
Other Services	202,250.00
Capital Outlay	1,017,850.00
Supplies	1,876,750.00
Pension & Insurance	104,500.00
Other Expenses	4,500.00

Total for Distribution Department	<u>\$3,502,650.00</u>
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TOTAL FOR WATER FUND	\$3,684,670.00
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2004 DEBT SERVICE FUND

Total
Budgeted

From
Tax Levy

Miscellaneous Services	\$ 500.00	
Principal Payments	208,000.00	
Interest Payments	<u>16,000.00</u>	
Total FOR 2004 DEBT SERVICE FUND	\$ 224,500.00	

MOTOR FUEL TAX FUND

Engineering Fees	\$ 0	
Street Resurfacing	235,000.00	
Sidewalks, Curbs & Gutters	0	
Other Equipment & Machinery	0	
Materials for Streets	0	

TOTAL FOR MOTOR FUEL TAX FUND	\$ 235,000.00	
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SEWER FUND	<u>Total Budgeted</u>	<u>From Tax Levy</u>
<u>Administration Department</u>		
Salaries and Wages	\$ 68,300.00	
Professional Services	11,400.00	
Other Services	14,100.00	
Capital Outlay	2,000.00	
Supplies	1,500.00	
Pension & Insurance	35,080.00	
Other Expenses	5,500.00	
Principal& Interest	458,000.00	
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Total for Administration Department	\$595,880.00	
<u>Operation & Maintenance Department</u>		
Salaries and Wages	\$ 43,300.00	
Professional Services	65,200.00	
Other Services	97,950.00	
Capital Outlay	412,200.00	
Supplies	25,300.00	
Pension & Insurance	23,960.00	
Other Expenses	5,700.00	
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Total for Operation & Maint. Depart.	<u>\$ 673,610.00</u>	
 TOTAL FOR SEWER FUND	 \$1,269,490.00	

CAPITAL PROJECTS FUND**Total
Budgeted****From
Tax Levy**

Street Resurfacing	\$213,460.00
Sidewalks, Curbs & Gutters	30,000.00
Public Buildings & Grounds	845,400.00
31st Street Projects	0
Administration Equipment	9,400.00
Police Equipment	29,600.00
Fire Equipment	15,426.00
Public Works Equipment	121,150.00
Building Equipment	0
Tree Purchases	15,000.00

TOTAL FOR CAPITAL PROJECTS FUND **\$1,279,436.00****EMERGENCY TELEPHONE SYSTEM**

Equipment Maintenance & Repair	\$ 21,000.00
Telephone	24,000.00
Miscellaneous Services	22,000.00
Building Alterations & Improv.	0
Equipment & Machinery	50,000.00
Equipment Parts & Supplies	500.00
Contingencies	0

**TOTAL FOR EMERGENCY TELEPHONE
SYSTEM FUND** **\$117,500.00**

Total for All Funds	\$14,609,916.00	\$3,373,912.00
Add 2% for Loss of Collection		67,478.00

GRAND TOTAL OF ALL TAX LEVIES **\$3,441,390.00**

SECTION 2:

SUMMARY

<u>Fund</u>	<u>Total Budgeted</u>	<u>Amount to be Raised by Tax Levy</u>	<u>2% for Loss of Collection</u>	<u>Total Amount to be Raised by Tax Levy</u>
Corporate	\$3,552,250.00	\$1,113,912.00	\$ 22,278.00	\$1,136,190.00
Police Pension	785,000.00	765,000.00	15,300.00	780,300.00
I.M.R.F.	147,060.00	70,000.00	1,400.00	71,400.00
Street & Bridge	1,051,400.00	180,000.00	3,600.00	183,600.00
Fire Protection	697,096.00	440,000.00	8,800.00	448,800.00
Police Protection	450,000.00	440,000.00	8,800.00	448,800.00
Social Security	167,840.00	80,000.00	1,600.00	81,600.00
Liability Insurance	245,000.00	120,000.00	2,400.00	122,400.00
Crossing Guards	88,000.00	50,000.00	1,000.00	51,000.00
Ambulance Service	<u>615,674.00</u>	<u>115,000.00</u>	<u>2,300.00</u>	<u>117,300.00</u>
	\$7,799,320.00	\$3,373,912.00	\$67,478.00	\$3,441,390.00
GRAND TOTAL OF ALL TAX LEVIES				\$3,441,390.00

SECTION 3:

The Village Clerk is hereby authorized and directed to certify this ordinance and levy to the County Clerk of Cook County, Illinois, and said County Clerk of Cook County, Illinois is hereby authorized and directed to extend the taxes that they may be collected in the manner other general taxes are collected, in manner and form provided by law, and this shall be a sufficient authority to do so.

SECTION 4:

This ordinance shall be in full force and effect upon its passage and approval as required by law.

PASSED AND APPROVED by the Board of Trustees this 26th day of November, 2013.

Amanda G. Seidel, Village Clerk
Village of La Grange Park
Cook County, Illinois

APPROVED this 26th day of November, 2013.

Dr. James L. Discipio, Village President
Village of La Grange Park
Cook County, Illinois

Ordinance No. 983

**AN ORDINANCE PROVIDING FOR
SPECIFIC REDUCTIONS OF THE 2013
PROPERTY TAX LEVY PURSUANT TO THE
PROPERTY TAX EXTENSION LIMITATION LAW.**

WHEREAS, the Board of Trustees of the Village of La Grange Park has adopted a property tax levy for the Village of La Grange Park; and

WHEREAS, the Village of La Grange Park is subject to the Property Tax Extension Limitation Law, 35 ILCS §200/18-185 et seq.; and

WHEREAS, the property tax levy enacted by the Village of La Grange Park may need to be reduced by the Cook County Clerk so as to conform to the Property Tax Extension Limitation Law;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LA GRANGE PARK, COUNTY OF COOK, AND STATE OF ILLINOIS:

SECTION 1: If a reduction in the levy of the Village of La Grange Park is required pursuant to the Property Tax Extension Limitation Law, then the Cook County Clerk is hereby directed to reduce the Corporate Fund levy of the Village of La Grange Park by the entire reduction amount (100%), which may be required by the Property Tax Extension Limitation Law. If the required reduction is larger than the total Corporate Fund levy, then the Cook County Clerk shall proportionally reduce the levy of each of the other funds by the difference.

SECTION 2: This ordinance shall pertain to the tax year 2013 levy.

SECTION 3: This ordinance shall take effect from the date of its passage and approval as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, this 26th day of November, 2013.

APPROVED:

Dr. James L. Discipio
Village President
Village of La Grange Park
Cook County, Illinois

ATTEST:

Amanda G. Seidel, Village Clerk

*APPROVED AS TO FORM -
VILLAGE ATTORNEY 11/19/04*

Ordinance No. 984

ORDINANCE PROVIDING FOR THE ABATEMENT OF CERTAIN TAXES
LEVIED FOR THE PAYMENT OF GENERAL OBLIGATION BONDS,
SERIES 2004, OF THE VILLAGE OF LAGRANGE PARK, ILLINOIS

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF LAGRANGE PARK, ILLINOIS, AS FOLLOWS:

Section 1. Pursuant to an ordinance of the Village of LaGrange Park, Illinois (the "Village"), adopted on April 27, 2004 and entitled: "Supplemental Ordinance Providing for the Issuance of \$2,260,000 General Obligation Bonds, Series 2004, of the Village of LaGrange Park, Illinois" (the "Ordinance"), the Village issued its General Obligation Bonds, Series 2004 (the "Bonds"), and levied taxes upon all taxable property in the Village for the purpose of paying annual principal and interest payments due with respect to the Bonds. The amount levied for the 2013 tax levy year for such purpose is \$264,435.00.

Section 2. By virtue of the deposit in trust of Motor Fuel Tax Payments (as defined in the Ordinance) sufficient for the payment of annual debt service payments with respect to the Bonds, the extension of the 2013 tax levy provided for in the Ordinance above will not be necessary and it is hereby determined that said levy in the amount of \$264,435.00 shall be abated entirely.

Section 3. The County Clerk of The County of Cook, Illinois (the "County Clerk") is requested and directed to abate in its entirety the 2013 tax levy in the amount of \$264,435.00 heretofore levied by the Village pursuant to the Ordinance.

Section 4. A certified copy of this ordinance shall be filed in the office of the County Clerk.

Section 5. This ordinance shall take effect upon its adoption in the manner provided by law.

This ordinance was adopted by the following vote:

AYES:

NAYS:

Adopted: November 26, 2013

Dr. James L. Discipio, Village President

Attest:

Amanda G. Seidel, Village Clerk

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Recorded: _____, _____

County Clerk

Ordinance No. 985

ORDINANCE PROVIDING FOR THE ABATEMENT OF CERTAIN TAXES
LEVIED FOR THE PAYMENT OF GENERAL OBLIGATION BONDS,
SERIES 2006, OF THE VILLAGE OF LAGRANGE PARK, ILLINOIS

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF LAGRANGE PARK, ILLINOIS, AS FOLLOWS:

Section 1. Pursuant to an ordinance of the Village of LaGrange Park, Illinois (the "Village"), adopted on March 28, 2006 and entitled: "Ordinance Providing for the Issuance of \$5,645,000 General Obligation Bonds, Series 2006, of the Village of LaGrange Park, Illinois" (the "Ordinance"), the Village issued its General Obligation Bonds, Series 2006 (the "Bonds"), and levied taxes upon all taxable property in the Village for the purpose of paying annual principal and interest payments due with respect to the Bonds. The amount levied for the 2013 tax levy year for such purpose is \$428,556.25.

Section 2. By virtue of the deposit in trust of Enterprise Revenues (as defined in the Ordinance) sufficient for the payment of annual debt service payments with respect to the Bonds, the extension of the 2013 tax levy provided for in the Ordinance above will not be necessary and it is hereby determined that said levy in the amount of \$428,556.25 shall be abated entirely.

Section 3. The County Clerk of The County of Cook, Illinois (the "County Clerk") is requested and directed to abate in its entirety the 2013 tax levy in the amount of \$428,556.25 heretofore levied by the Village pursuant to the Ordinance.

Section 4. A certified copy of this ordinance shall be filed in the office of the County Clerk.

Section 5. This ordinance shall take effect upon its adoption in the manner provided by law.

This ordinance was adopted by the following vote:

AYES:

NAYS:

Adopted: November 26, 2013

Dr. James L. Discipio, Village President

Attest:

Amanda G. Seidel, Village Clerk

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Recorded: _____

County Clerk

President's Report

PROCLAMATION

NATIONAL DRUNK AND DRUGGED DRIVING (3D) PREVENTION MONTH DECEMBER 2013

WHEREAS, motor vehicle crashes killed 956 people in Illinois during 2012; and

WHEREAS, hundreds of those deaths involved a driver impaired by alcohol and/or drugs; and

WHEREAS, the December holiday season is traditionally one of the most deadly times of the year for impaired driving; and

WHEREAS, for thousands of families across the state and the nation, holidays are a time to remember loved ones lost; and

WHEREAS, organizations across the state and the nation are joined with the *Drive Sober or Get Pulled Over* and other campaigns that foster public awareness of the dangers of impaired driving and anti-impaired law enforcement efforts; and

WHEREAS, the community of La Grange Park is proud to partner with the Illinois Department of Transportation's Division of Traffic Safety and other traffic safety groups in that effort to make our roads and streets safer;

NOW THEREFORE, I, DR. JAMES L. DISCIPIO do hereby proclaim December 2013 as Drunk and Drugged Driving (3D) Prevention Month in La Grange Park and do hereby call upon all citizens, government, agencies, business leaders, hospitals and health care providers, schools, and public and private institutions to promote awareness of the impaired driving problem, to support programs and policies to reduce the incidence of impaired driving, and to promote safer and healthier behaviors regarding the use of alcohol and other drugs this December holiday season and throughout the year.

Dr. James L. Discipio, Village President

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this 26th day of November, 2013.

ATTEST: _____
Amanda Seidel, Village Clerk

Items of Interest

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

2013 MEETINGS REMINDER

December 10, 2013

Work Session Meeting

7:30 p.m.

Village Hall