

PRESIDENT
Dr. James L. Discipio
VILLAGE MANAGER
Julia A. Cedillo
VILLAGE CLERK
Amanda G. Seidel



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

VILLAGE BOARD MEETING

Tuesday, SEPTEMBER 24, 2013 – 7:30 p.m.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Participation (Agenda Related Items Only)**
5. **Consent Agenda (Roll Call Vote)**

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

A. Approval of Minutes

- (i) Village Board Meeting – August 27, 2013
- (ii) Executive Session Meeting – August 27, 2013
- (iii) Work Session Meeting – September 10, 2013

B. Action – Replacement of Police Department Garage Doors *Motion: Authorize Door Systems to Perform the Work for the Quoted Price of \$8,317.00*

C. Action - 2013 Leaf Loading, Transportation and Disposal *Motion: Approving the Resolution accepting the proposal of Homer Industries LLC for the disposal of leaves in the amount of \$20.63 Per Bucket (Option #1), and authorize the Village President to execute the necessary contract documents*

D. Action – Motion to Authorize the President and Chairperson of the Finance Committee to sign the register for bills, and authorize the Treasurer and Village Clerk to sign checks in payment of operating bills and salaries as itemized in the Check Registers

E. Action – Motion to Authorize the Village Treasurer and Village Clerk to sign checks in the payment of payroll and other bills that become due between this date and October 22, 2013 with subsequent approval of the Payroll Register and Voucher Register by the Board of Trustees at its regular meeting to be held on October 22, 2013

6. **Village Manager's Report**

7. **Administration Committee** – Robert Lautner, Chairman

- A. Monthly Report

VILLAGE BOARD MEETING
Tuesday, SEPTEMBER 24 – 7:30 p.m.

AGENDA (continued – Page 2)

8. **Building & Zoning Committee** – Michael Sheehan, Chairman
 - A. Monthly Report
 - B. Discussion & Action – Zoning Application No. 2013-01: Zoning Text Amendment – Building Coverage *Motion: To Approve an Ordinance Amending the "La Grange Park Zoning Code" as Amended*

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

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

11. **Public Works Committee** – Scott Mesick, Chairman
 - A. Monthly Report – Public Works Department
 - B. Discussion & Action - Award of Bid – La Grange Road Water Main Phase 2 *Motion: 1) to Accept the Lowest Bid; and 2) to Authorize the Village President to Execute the Necessary Contract Documents*

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

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

Action – Motion to Approve Committee and Collectors Report as Presented

14. **Village President**
 - A. Action – *Motion to Approve a Resolution Approving the Village Board Handbook*

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

16. **New Business**

17. **Executive Session -**

18. **Adjourn**

Next Village Work Session Meeting: October 8, 2013
Next Village Board Meeting: October 22, 2013



RULES FOR PUBLIC COMMENT

Village Board Work Session Meetings Village Board Meetings

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

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

Consent Agenda Items

Village Board Agenda Memo

Date: September 12, 2013
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
Daniel L. McCollum, Chief of Police 
Re: Replacement of PD Garage Doors

GENERAL BACKGROUND

The 2013-14 Village of LaGrange Park Budget authorizes the replacement of the overhead garage doors in the Police Department garage. \$11,000 was earmarked for the project. (account #07-40-3-344).

Quotes were solicited from three companies. The prices quoted and respective companies are as follows:

- | | |
|--|------------|
| • Allied Door of Lombard, Illinois | \$8,413.00 |
| • Door Systems of Itasca, Illinois | \$8,317.00 |
| • Ace Overhead Door of Downers Grove, Illinois | \$7,600.00 |

Staff, as part of the search for a suitable vendor, has attempted on three occasions to obtain from Ace Overhead Door, (the lowest quote) a list of previous commercial clients in order to do gather customer satisfaction information. No response to any of our attempts has produced a return communication.

Door Systems, the next lowest quote, has a history of performing work for the Police Department and we have been very satisfied with the quality and customer service. Although their quote is a bit higher, it is still well under the \$11,000 budgeted.

DOCUMENTATION

- Memorandum dated August 30, 2013 from Deputy Chief Kubisztal
- Quotes from Allied Door, Door Systems and Ace Overhead Door

MOTION/ACTION REQUESTED

This matter was discussed at the September 10, 2013 Work Session and the consensus was to place the matter on the Consent Agenda for approval at the Village Board Meeting of September 24, 2013. Staff recommends approving the garage door replacement project, as specified, by Door Systems of Itasca, Illinois in the amount of \$8,317.00.



MEMORANDUM

TO: Chief McCollum
FROM: Deputy Chief P. Kubisztal *PCK*
SUBJECT: Overhead Door Proposals
DATE: 30 August 2013

Chief –

3 proposals were obtained for the replacement of the police department garage overhead doors. This work is to include the replacement of the overhead doors, heavy duty tracks & rollers, and the electric operators' w/required safety systems.

Proposals were received from the following companies:

- Ace Overhead Door, Downers Grove, IL - \$7,600.00
- Allied Door Inc, Lombard, IL - \$8,413.00
- Door Systems, Itasca, IL - \$8,317.00

As I indicated to you, I have reservation about the ability of Ace Overhead Door to install and provide ongoing service for this project. This company seems to be mainly geared towards the residential customer market, with some minor work for the commercial market. As such, I followed-up with Ace Overhead Door to provide me with a list of commercial customers that they service. After two telephone calls, one e-mail and two weeks, they have yet to respond back to me with the requested information. As such, it is my recommendation that the proposal from Ace Overhead Door be rejected, and that we look to the remaining two providers for this project.

Allied Door and Door Systems are two companies that are very adept at the commercial customer market, and both have provided service to the Village for many years.

- Allied Door installed and currently provides the ongoing service for the replacement overhead doors on the fire department apparatus bay.
- Door Systems currently provides ongoing service for the police garage overhead doors, and we have not ever had any issues with their service.

As such, both companies have proven their ability to install and provide ongoing service for the overhead doors on the municipal facility. It would be my recommendation that we look towards awarding this replacement overhead door work to Door Systems of Itasca, IL as their proposal is lower than Allied Door.

Proposal



To: Chief Dan McCollum

LaGrange Park Police Department
447 N. Catherine
LaGrange Park, IL

Date: February 28, 2013

Project Description: Garage Door Proposal

Door Systems respectfully submits the following solution for your review and approval:

We will provide labor and/or materials to perform the following:

- Install (2) Overhead Door Mfg. Sectional Doors:
- Model: 591 Door Sizes: (1) 18' X 9'4" & (1) 9' X 9'4"
- Brown exterior insulated sections
- 3" heavy duty commercial track & rollers
- Full weather seal and bottom seal
- Electric operators with safety eyes & reversing (Door # 2 to have 4 transmitters)
- Removal & haul away of existing doors & operators

Feel free to contact me if you have any questions or concerns regarding the information contained in this proposal. If you would like us to proceed with the solution presented above, sign the acceptance line below and return a copy of the entire proposal via scan, fax or mail so that we can begin working towards completing the project within your required timeline. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and other projects in the future.

Sincerely,
Door Systems
a member of KONE Group

Jon Gorecki
Senior Account Manager
jgorecki@doorsystems.com

751 Expressway Drive
Itasca, IL 60143-1369
Tel: 630 250 0101
Fax: 630 250 0140

Find Us On The Web At:
www.DoorSystems.com
Or Call Us At:
1.800.THE.DOOR

Proposal



Exceptions/Exclusions:

1. Door Systems shall be allowed uninterrupted and exclusive access to the appropriate openings and work areas
2. All work is to be performed during normal business hours unless otherwise stated above
3. Any additional work and/or recommendations identified before, during or after the execution of the above scope will be quoted separately
4. Unless specified in the proposal, Door Systems will not be responsible for any power control or electrical wiring, including conduit

Investment Amount and Billing Terms:

<u>Total Investment Required to Implement the Proposed Solution</u>
\$8,317.00

This proposal expires on: **April 29, 2013**

Billing Terms*:

Billed in full when completed

*All billings are due immediately upon receipt

Pricing and acceptance are based upon the Terms and Conditions which are attached.

This proposal is being submitted by Door Systems a member of KONE Group

Accepted By:

Chief Dan McCollum

Submitted By:

Door Systems a member of KONE Group

Full Legal Name of Client Representative (printed)

Jon Gorecki

Full Legal Name of Door Systems Representative (printed)

Signature

Signature

Title

Senior Account Manager

Title

Date:

Date

February 28, 2013

ALLIED DOOR INC.

PO BOX 817 LOMBARD IL 60148

1-888-660-1877

DATE PROPOSAL NUMBER

8/5/2013

0000027410

Sales Rep: Will Tortoriello

Village Of Lagrange Pk Police Dept
447 N Catherine Ave
La Grange Park IL 60526

Attn: Phil Kubisztal

Village Of Lagrange Pk Police Dept
447 N Catherine Ave
La Grange Park IL 60526

Work
Fax

TERMS

50% DEP

Purchase Order

QTY	DESCRIPTION	TOTAL
	To Provide The Labor And Material For The Following: Overhead door quote Opening 1	
1.00	10 x 10 2700 commercial 2^^ thermally insulated door. Brown on the exterior and white on the inside steel. ^R^ value of 19.40. Sections include a thermal break between the interior and exterior steel skins. Paint finish: 10-year warranty against rust through from cracking, checking or peeling of the paint finish from Amarr. 1 Year parts and standard labor from Allied Door for manufacture defects and installation. Door will included 3in track, Solid shaft upgrade and 100k cycle springs	1,884.00
1.00	Liftmaster T operator 1/2 hp duty commercial opener. ^High starting torque continuous-duty motor with overload protection ^Heavy-duty 5L V-belt ^Will connect existing system to operator ^Sending and Receiving photo eyes included	1,375.00
1.00	Pneumatic edge, Airswitch, and take up reel for bottom of Door Opening 2	248.00
1.00	18 x 10 2700 commercial 2^^ thermally insulated door. Brown on the exterior and white on the inside steel. ^R^ value of 19.40. Sections include a thermal break between the interior and exterior steel skins. Paint finish: 10-year warranty against rust through from cracking, checking or peeling of the paint finish from Amarr. 1 Year parts and standard labor from Allied Door for manufacture defects and installation. Door will included 3in track, Solid shaft upgrade and 100k cycle springs	3,092.00
1.00	Liftmaster T operator 1/2 hp duty commercial opener. ^High starting torque continuous-duty motor with overload protection ^Heavy-duty 5L V-belt ^Will connect existing system to operator ^Sending and Receiving photo eyes included	1,375.00

Total: **\$8,413.00**

Signature of Acceptance _____

Date: _____

Deposit Amount _____

Please Print Name: _____

Check# _____

Position: _____

Balance Due _____

Purchase Order: _____

Terms and Conditions:

- 1) Buyer(s) agrees to pay the total of this contract within the terms stated above.
- 2) Buyer(s) agrees to pay interest on any unpaid invoices over 15 days at the maximum law allowance.
- 3) The prices stated on this proposal are subject to change after 30 days of date stated above.
- 4) Seller shall be allowed uninterrupted and exclusive access to openings during installation of equipment.
- 5) Buyer(s) shall be responsible for any court costs, attorney fees and any other expenses arising out of unpaid balances.
- 6) Buyer(s) agree any and all deposits made will be nonrefundable.
- 7) Buyer(s) agrees to be responsible for full payment.
- 8) Buyer(s) shall be responsible for wage labor or work stoppage.
- 9) Buyer(s) agrees these terms supercedes any and all agreements in writing or verbal.
- 10) Buyer(s) agrees to allow seller permission to reclaim repossess any and all materials in the event of any unpaid invoice(s).
- 11) Buyer(s) agrees to indemnify and hold Allied Garage Door Inc. and any agents or employees harmless from any and all claims.
- 12) Buyer(s) agrees a faxed signature to be legally binding.

ALLIED DOOR INC.

PO BOX 817 LOMBARD IL 60148

1-888-660-1877

DATE PROPOSAL NUMBER

8/5/2013

0000027410

Sales Rep: Will Tortoriello

Village Of Lagrange Pk Police Dept
447 N Catherine Ave
La Grange Park IL 60526

Attn: Phil Kubisztal
Village Of Lagrange Pk Police Dept
447 N Catherine Ave
La Grange Park IL 60526

Work
Fax

TERMS 50% DEP

Purchase Order

QTY	DESCRIPTION	TOTAL
4.00	Remotes	154.00
1.00	Pneumatic edge, Airswitch, and take up reel for bottom of Door	285.00

We Will Take Down And Haul Away The old Material.
Please Sign And Fax Back To 630-279-0882 If Acceptable. Please Note Your Terms.

Total: \$8,413.00

Signature of Acceptance _____ Date: _____ Deposit Amount _____
Please Print Name: _____ Check# _____
Position: _____ Balance Due _____
Purchase Order: _____

Terms and Conditions:

- 1) Buyer(s) agrees to pay the total of this contract within the terms stated above.
- 2) Buyer(s) agrees to pay interest on any unpaid invoices over 15 days at the maximum law allowance.
- 3) The prices stated on this proposal are subject to change after 30 days of date stated above.
- 4) Seller shall be allowed uninterrupted and exclusive access to openings during installation of equipment.
- 5) Buyer(s) shall be responsible for any court costs, attorney fees and any other expenses arising out of unpaid balances.
- 6) Buyer(s) agree any and all deposits made will be nonrefundable.
- 7) Buyer(s) agrees to be responsible for full payment.
- 8) Buyer(s) shall be responsible for wage labor or work stoppage.
- 9) Buyer(s) agrees these terms supercedes any and all agreements in writing or verbal.
- 10) Buyer(s) agrees to allow seller permission to reclaim repossess any and all materials in the event of any unpaid invoice(s).
- 11) Buyer(s) agrees to indemnify and hold Allied Garage Door Inc. and any agents or employees harmless from any and all claims.
- 12) Buyer(s) agrees a faxed signature to be legally binding.

From: dace100@aol.com
Subject: Re: test message
Date: August 9, 2013, 12:39 PM
To: Phil Kubisztal pkubisztal@lagrangepark.org

Take down old doors and haul away. Furnish and install 1-18'2"x9'6" brown commercial steel insulated clopay door model 3200 with 50,000 cycle springs, 3" tracks and heavy duty hardware.

Furnish and install 1-9'2"x9'6" door(same as above), with weather stripping around perimeter of both doors and rubber seal on bottom section of each door. Furnish and install 2 commercial trolley type openers with safety sensors and 4 remote controls for large door.

\$7,600.00 within 30 days upon completion

Hope you receive this! Not sure why it wasn't going thru. Any questions you know how to reach me.

Thank you,

Donna Kukla @ Ace Overhead Door

Sent from my iPad

On Aug 9, 2013, at 12:19 PM, Phil Kubisztal <pkubisztal@lagrangepark.org> wrote:

Test message

<image001.jpg>Philip J. Kubisztal

Deputy Chief of Police

LaGrange Park Police Dept.

447 N. Catherine Avenue

LaGrange Park, IL 60526

P:708-352-7711 Ext. 210

F:708-354-9223

pkubisztal@lagrangepark.org

This e-mail transmission contains information from the Village of LaGrange Park, which is confidential or privileged. The information is intended to be for the use of the addressed individual or entity. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this information is prohibited. If you received this e-mail in error, please notify us by replying to the e-mail address or calling (708)352-7711 extension 210.



Ace Overhead Door: 20 W 480 Camder Drive, Downers Grove, IL 60516

<http://aceoverheaddoor.com/>

8/9/2013

Village Board Agenda Memo

Date: September 2, 2013
To: Village President and Board of Trustees
From: Brendan McLaughlin, Director of Public Works *BJM*
Julia Cedillo, Village Manager *JC*
Re: 2013 Leaf Loading, Transportation and Disposal

GENERAL BACKGROUND

The Village hires a contractor each year to dispose of the leaves that are removed from the streets and stockpiled by Public Works crews. Last year an estimated 3,500 cubic yards of leaves were removed and disposed of.

Bid specifications were prepared, and a Request for Proposal was published in the August 14, 2013, Suburban Life newspaper. *Bid packets were also sent out to eight contractors.*

A bid opening was held on August 30, 2013, at 9:30am. The following proposals were received:

<u>COMPANY</u>	<u>#1 - Cost Per Bucket</u>	<u>#2 - Cost per Cubic Yard</u>
Homer Industries LLC.	\$ 20.63	no bid
Rainbow Farm Enterprises, Inc.	\$ 28.75	no bid
DisposAll Waste Services LLC	\$ 29.15	no bid

A cost analysis was performed, and it was determined that the most cost effective method for the removal of leaves would be to use Option #1, Cost per Bucket. *This was the same option used last year, at a cost of \$21.25 per bucket.*

\$25,500 has been budgeted in the Public Works Fund – Refuse Collection & Disposal (#01-44-3-324). It should be noted that in order to keep costs down, the Village will be loading leaves.

MOTION ACTION REQUESTED:

Motion approving the Resolution accepting the proposal of Homer Industries LLC for the disposal of leaves in the amount of \$20.63 Per Bucket (Option #1), and authorize the Village President to execute the necessary contract documents.

RECOMMENDATION

Staff recommends hiring Homer Industries LLC to dispose of the leaves this year, and also authorize the Village President to execute the necessary contract documents. ***Homer Industries has performed work for the Village of La Grange Park in the past, and has also done work for the Villages of Oak Park and ComEd.***

DOCUMENTATION

- Resolution Approving Proposal

RESOLUTION NO. 13-17

**RESOLUTION APPROVING PROPOSAL
2013 LEAF LOADING, TRANSPORTATION and DISPOSAL**

WHEREAS, the Village of La Grange Park (“Village”) solicited requests for proposals to provide leaf disposal to the Village for the 2013 season; and

WHEREAS, after review of the proposals received, it was determined that **Homer Industries LLC** could provide the Village with the service levels required.

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

1. That the Village of La Grange Park hereby accepts Option #1, \$20.63/bucket (Cost per Bucket) proposal from Homer Industries LLC dated August 30, 2013; and
2. The Village President is hereby authorized to execute the necessary contract documents with Homer Industries LLC; and
3. The Village Manager is authorized and directed to take such further actions, as 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 24th day of SEPTEMBER 2013.

YES:

NOS:

ABSENT:

Approved this 24th day of September 2013.

Dr. James L. Discipio, Village President

ATTEST: _____

Amanda Seidel
Village Clerk

*APPROVED AS TO FORM-
VILLAGE ATTORNEY – Format Previously Approved*

Memorandum

TO: Trustee Patricia Rocco, Chairman
Finance Committee

FROM: Julia Cedillo, Village Manager

DATE: September 19, 2013

RE: *First Half & Second Half of September 2013*

Payments for operating expenses from the various funds for *first & second half of September 2013* includes:

	<u>First Half of September</u>	<u>Second Half of September</u>
General Fund	\$ 143,493.21	\$ 72,057.27
2004 Debt Service Fund	- 0 -	- 0 -
Water Fund	195,424.74	6,857.13
Motor Fuel Fund	- 0 -	163,193.26
Sewer Fund	12,332.23	212,200.97
Emergency Telephone	4,236.37	100.00
Trust & Agency Fund	500.00	1,557.96
Working Cash Fund	- 0 -	- 0 -
Capital Projects Fund	6,528.72	- 0 -
Total	\$ 362,515.27	\$ 454,516.13

Payment for salaries, deductions, and employer payroll costs for the *second half of August & first & second half of September 2013* includes a payroll disbursement from:

	<u>Second Half of August</u>	<u>First Half of Sept.</u>	<u>Second Half of Sept.</u>
General Fund	\$ 161,142.17	\$ 146,728.30	\$ 178,217.39
Water Fund	8,783.12	8,789.29	9,718.61
Sewer Fund	3,783.74	4,026.57	3,701.48
Trust & Agency	- 0 -	- 0 -	- 0 -
Total	\$ 173,709.03	\$ 159,544.16	\$ 191,637.48

Building & Zoning Committee

Michael Sheehan, Chairman

Scott Mesick

James Kucera

Village Board Agenda Memo

Date: September 24, 2013

To: President & Board of Trustees

From: Emily Rodman, Assistant Village Manager 

Julia Cedillo, Village Manager 

RE: Zoning Application No. 2013-01: Zoning Text Amendment – Building Coverage - UPDATED

GENERAL BACKGROUND:

At the August 13, 2013 Village Board Work Session, the Village Board discussed a zoning text amendment (Application No. 2013-01, as amended) filed by McNaughton Development, Inc. requesting an amendment to Section 7.3, Table 7-2 of the Zoning Ordinance, to add the following footnote:

“In the R-1A and R-1 single-family zoning districts, the first two hundred (200) square feet of an unenclosed front porch shall be exempted from the building coverage calculation.”

At the Work Session, the Village Board directed staff to solicit additional feedback from the community on the proposed text amendment and to invite residents to attend the September 10, 2013 Village Board Work Session to provide input on the request. Village staff received email input from a total of 5 residents, which have been previously provide to the Village Board. A few residents also provided their input at the September 10th Work Session. Please see the September 10, 2013 Village Board Agenda Memo for additional background on the request.

MOTION/ACTION REQUESTED:

Motion to approve an ordinance amending the “La Grange Park Zoning Code” as amended.

RECOMMENDATION:

The ZBA, on a vote of 3 “AYES” and 1 “NAYS” recommended that the zoning application be approved.

DOCUMENTATION:

- September 10, 2013 Village Board Agenda Memo (previously provided)
- Ordinance Amending Village’s Zoning Code
- Email feedback from residents (previously provided)

ORDINANCE NO. 977

**ORDINANCE AMENDING THE "LA GRANGE PARK
ZONING CODE" AS AMENDED**

Whereas, the Board of Trustees has determined that it is in the best interests of the Village of La Grange Park to amend Section 7.3, Table 7-2 of the La Grange Park Zoning Code.

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 Section 7.3, Table 7-2: Footnotes of the La Grange Park Zoning Code is hereby amended to add the following language:

"⁵ In the R-1A and R-1 single-family zoning districts, the first two hundred (200) square feet of an unenclosed front porch shall be exempted from the building coverage calculation."

SECTION 3: That all ordinances and resolutions, or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION 4: That this Ordinance shall be in full force and effect after its passage, approval and publication as required by law;

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

Approved this _____ day of _____, 2013.

Dr. James L. Discipio, Village President

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

Public Works Committee

Scott Mesick, Chairman

Michael Sheehan

Mario Fotino

Village Board Agenda Memo

Date: September 16, 2013
To: Village President and Board of Trustees
From: Brendan McLaughlin, Director of Public Works *BTM*
Julia Cedillo, Village Manager
Re: Award of Bid – La Grange Road Water Main Phase 2

GENERAL BACKGROUND

When the La Grange Road Water Main Replacement Project was originally contemplated, it was supposed to run from Brewster to Oak. Due to funding requirements, the project was divided into two Phases. The Army Corps of Engineers Project installed new water main from Brewster to Woodlawn. The second phase of this project is funded through the village's water rates and will extend a new water line from Woodlawn to Oak.

Plans and specifications were developed by the Village Engineer, and a Notice to Bidders requesting bids was published in the August 28, 2013, Suburban Life newspaper. A bid opening was held on September 12, 2013, and the following are the results:

Trine Construction Corp.	\$378,663.50
Cerniglia Co.	\$408,730.00
Unique Plumbing Co.	\$434,755.30
ALamp Concrete Contractors Inc.	\$442,355.00

In this fiscal year, the Village has budgeted in the Water Fund – Capital Outlay (04-44-4-420) \$464,000 for this project.

Trine Construction is the successful low bidder; they also completed Phase 1 of this project.

STAFF RECOMMENDATION:

Staff is requesting that the lowest bid be accepted.

MOTION / ACTION REQUESTED:

A motion: (1) to accept the lowest bid; and (2) to authorize the Village President to execute the necessary contract documents.

DOCUMENTATION (to be provided at Work Session Meeting):

- Letter of Recommendation from Hancock Engineering

September 12, 2013

President and Board of Trustees
Village of LaGrange Park
447 North Catherine Avenue
LaGrange Park, Illinois 60526

Re: LaGrange Road Water Main Replacement
(Woodlawn to Oak)
Bid Opening Results

Dear President and Board of Trustees:

Bids were received for the above referenced project on September 12, 2013. We offer the following comments and recommendations on the bid results.

The plans and specifications for the project were obtained by four (4) contractors, and the Village received bids from all four (4) qualified companies. A summary of the bids received is as follows:

Trine Construction Corp.	\$378,663.50 *
Cerniglia Co.	\$408,730.00
Unique Plumbing Co.	\$434,755.30
ALamp Concrete Contractors Inc.	\$442,355.00
Engineer's Estimate	\$405,440.00

The bids were checked and found to be in order, with the exception of one (*) minor arithmetic error. The lowest bidder Trine Construction Corp. is a well-qualified, local Chicago area contractor who has satisfactorily completed municipal projects in the suburban area surrounding Chicago. Therefore, we recommend that the Village accept the bid proposal submitted by Trine Construction in the amount of \$378,663.50.

We have enclosed a copy of the bid tabulation for the project and the original bid proposals.

Please feel free to contact our office should you have any questions or require additional information.

Very truly yours,

EDWIN HANCOCK ENGINEERING CO.


Paul E. Flood, Principal

Enclosures

cc: Ms. Julia Cedillo, Village Manager (W/Bid Tab)
Mr. Brendan McLaughlin, Director of Public Works (W/Bid Tab)

President's Report

Village Board Agenda Memo

Date: September 24, 2013
To: Village Board of Trustees
From: Dr. James Discipio, Village President
RE: Village Board Handbook

PURPOSE:

To present the Village Board with an updated draft of the Village Board Handbook, for their review, discussion and approval.

GENERAL BACKGROUND:

At the direction of the Village President, staff has revised the Village Board Handbook. The Handbook was originally brought forth and approved in September 2005. The Handbook is a basic guide to being an elected official in La Grange Park. It is similar in concept to the employee personnel manual in that it outlines expectations for a given group of people. The Handbook was developed using model documents from other municipalities. As with all Village documents, it was designed be a "living" document and can be amended periodically as needed.

An August 2013 Draft of the Handbook was reviewed and discussed by the Village Board at the September 10th Work Session. Suggested changes have been incorporated into the draft attached hereto, dated September 2013.

MOTION / ACTION REQUESTED:

Motion to approve Resolution Approving "Village Board Handbook" as Amended.

DOCUMENTATION:

- Resolution
- Village Board Handbook – September 2013 Draft

RESOLUTION NO. 13-18

RESOLUTION APPROVING "VILLAGE BOARD HANDBOOK" AS AMENDED

WHEREAS, the Village President and Board of Trustees desire to formalize the expectations of La Grange Park elected officials; and

WHEREAS, the Village Board Handbook serves as an operating manual for elected officials and governs expectations for the relationship among elected officials and between elected officials and Village staff; and

WHEREAS, the Village Board approved the first Village Board Handbook on September 27, 2005; and

WHEREAS, the Village Board Handbook has been updated with input from the Village President, Board of Trustees, Village Attorney and Village Staff; and

WHEREAS, the Village Board discussed the updated draft Village Board Handbook at a public meeting of the Village Board on September 10, 2013.

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 "Village Board Handbook," as attached, to guide Village Board members in their obligations as elected officials.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 24th day of September 2013.

YES:

NOS:

ABSENT:

Approved this 24th day of September, 2013.

Dr. James L. Discipio, Village President

ATTEST: _____
Amanda G. Seidel, Village Clerk

APPROVED AS TO FORM-
VILLAGE ATTORNEY- 9/19/05

2013

Village of La Grange Park



DRAFT

**[VILLAGE BOARD HANDBOOK
SEPTEMBER 2013]**

Village Board Handbook

TABLE OF CONTENTS

I.	VILLAGE BOARD MEMBERS	3
II.	VILLAGE STAFF MEMBERS	3
III.	VILLAGE CONSULTANTS	3
IV.	ORGANIZATION CHART	4
V.	VILLAGE MISSION STATEMENT	5
VI.	INTRODUCTION	5
VII.	CONTRIBUTORS	5
VIII.	VILLAGE DEPARTMENTS & DEPARTMENT RESPONSIBILITIES	6
IX.	DUTIES AND RESPONSIBILITIES OF VILLAGE TRUSTEES	7
X.	VILLAGE GOVERNMENT	8
XI.	ROBERT'S RULES OF ORDER	12
XII.	MISCELLANEOUS VILLAGE BOARD POLICIES	13
XIII.	COMMUNICATIONS	14
XIV.	RESIDENT REQUESTS TO CONTACT TO TRUSTEES	14
XV.	ILLINOIS OPEN MEETINGS ACT	14
XVI.	ILLINOIS STATE GIFT BAN ACT	15
XVII.	SECURITY FOR PUBLIC OFFICIALS	15
XVIII.	BOARD PROTOCOLS	15
XIX.	OTHER PROCEDURAL ISSUES	20
XX.	PROTOTCOLS IN AN EMERGENCY SITUATION	20
	APPENDIX	22

Village Board Handbook

I. VILLAGE BOARD MEMBERS

Village President	Dr. James Discipio
Village Trustees	Scott Mesick Patricia Rocco Michael Sheehan James Kucera Mario Fotino Robert Lautner
Village Clerk	Amanda Seidel
Village Treasurer	Chad Chevalier

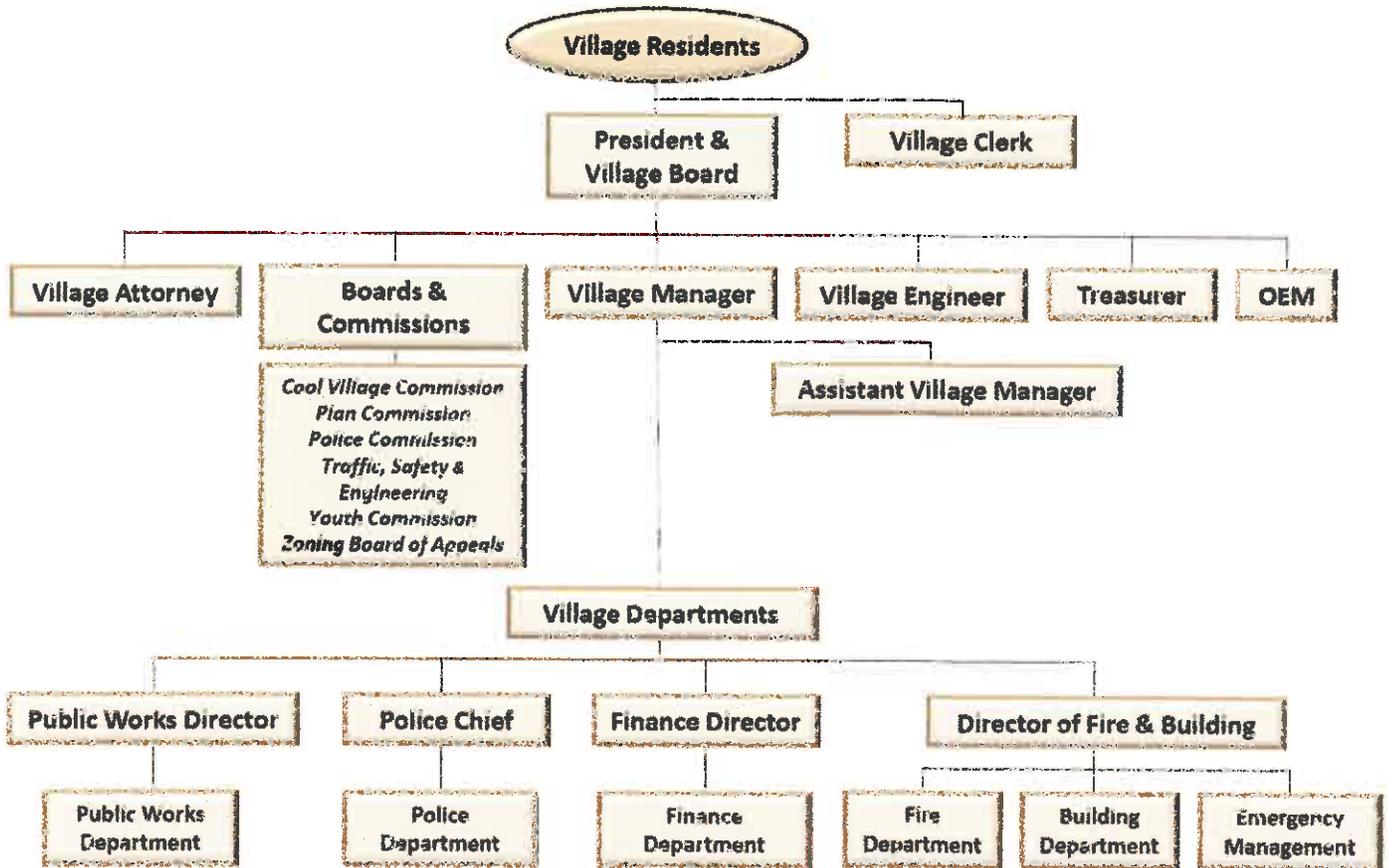
II. VILLAGE STAFF CONTACTS

Village Manager	Julia Cedillo
Assistant Village Manager	Emily Rodman
Executive Secretary	Andrea Bagley
Director of Finance	Pierre Garesche
Director of Fire, Building and EMA	Dean Maggos
Director of Public Works	Brendan McLaughlin
Police Chief	Daniel McCollum

III. VILLAGE CONSULTANTS

Village Attorney	Cathleen Keating
Village Prosecutor	Mark Toljanic
Village Engineer	Paul Flood
Lobbyist	Chris Ganschow, Cagwood Consulting

IV. ORGANIZATION CHART



V. VILLAGE MISSION STATEMENT

The Village of La Grange Park is committed to providing its citizens effective and efficient government services in a fiscally responsible manner. The Village encourages cooperation among its staff, Board, and other units of government in order to assess community needs and to determine the most effective manner in which to meet those needs. While committed to maintaining a professional and responsive atmosphere, the Village must weigh individual needs against community standards and resources and determine what is in the best interests of all its residents.

VI. INTRODUCTION

Congratulations on becoming a member of the Village of La Grange Park Village Board. This booklet has been prepared in order to assist you in performing your duties as an elected representative of the citizens of La Grange Park. Its purpose is to assist Village elected officials in understanding their roles, duties and responsibilities, outlining the standards of conduct and rules of operation to ensure the continuation of cooperative progressive Village Boards that have the respect and backing of the community. This booklet also provides you important information regarding the various Village departments and Village processes.

VII. CONTRIBUTORS

This handbook was originally published in 2005 through the efforts of President Discipio, Executive Secretary Andrea Bagley and former Assistant Village Manager Melissa Heil, along with all of the sitting Village Trustees. This most recent revision has updated the handbook to reflect changes in State regulations, expanded the scope of the material covered, and reformatted the handbook to make it more user-friendly. Thank you to all those who contributed to the most recent edition, including President Discipio, Village Manager Julia Cedillo, Assistant Village Manager Emily Rodman, Executive Secretary Andrea Bagley, and Village Attorney Cathy Keating.

VIII. VILLAGE DEPARTMENTS & DEPARTMENT RESPONSIBILITIES

Administration: The Administration Department serves the Village Board and the other departments within the Village. The Administration Department includes the Finance Department (discussed separately below) and collectively, these departments are also usually the first point of contact in the Village to residents, businesses, or others seeking information about the Village.

The Administration Department includes the Village Manager, Assistant Village Manager and Executive Secretary. Administration is responsible for managing the day-to-day operations of the Village and other specialized functions, including: human resources, technology, zoning, economic development, risk management, budgeting, public relations, and communications with the Village's various Boards, Commission and Committees.

Finance: The Finance Department, which is part of the Administration Department includes the Director of Finance, Principal Fiscal Assistant, Senior Fiscal Assistant, Administrative Clerk, and Fiscal Assistant. The Finance Departments staffs the front counter and phones, assists with preparing the annual budget, invests Village funds, performs accounting, water and sewer billing, payroll and vendor payments.

Building: The Building Department is staffed by the Director of Fire, Building and Emergency Management, the Building Inspector, and receives some assistance from the Senior Fiscal Assistant. The Department also operates with the assistance of various contracted employees. The Department's primary responsibility is to provide for the safety of all persons and structures within our Village. The Department conducts plan reviews, issues building permits, conducts building inspections, and is also responsible for code enforcement throughout the Village.

Fire: The Fire Department is comprised of 50 personnel operating out of two fire stations. It is staffed mostly by paid-on-call personnel along with full-time contracted paramedics/firefighters. The Fire Chief is full-time and also serves as the Director of the Village's Building Department. Three division chiefs and six lieutenants make up the paid-on-call officer staff. Paid-on-call personnel are all Village residents or otherwise work for the Fire Department with the contract service. All firefighters must become State of Illinois Certified Firefighters and licensed Emergency Medical Technicians.

The Fire Department currently operates three engines, one ladder truck, two advanced life support equipped ambulances, one command vehicle, and two staff cars. The Fire Department is a member of MABAS (Mutual Aid Box Alarm System) Division 10 and the West Suburban Special Operations Team, among a number of other organizations. In addition to fighting fires, the Fire Department provides other emergency and non-emergency services.

Police: The Police Department is staffed by 27 full-time employees who have the responsibility to serve and protect the citizens of LaGrange Park. The Police Department is organized into three divisions: Administration, Support Services and Operations. These three divisions are headed by the Police Chief, Deputy Police Chief and Commander, and help to provide efficient and effective law enforcement service to the residents of LaGrange Park.

Village Board Handbook

Public Works: The Public Works Department includes the Director, Water Operator, seven maintenance workers and part-time secretary. The Department is responsible for the maintenance of the public right-of-way of the community, including streets, sidewalks, public parkways, street lighting, and our urban forest. The department is also responsible for ensuring the safe and reliable provision of potable water and the handling of sanitary and storm sewer, and maintains the vehicle fleet for all Village operations. The department is also on-call 24 hours every day for weather or other related emergencies.

IX. DUTIES AND RESPONSIBILITIES OF VILLAGE TRUSTEES

As an elected member of the Village Board, you will have duties and responsibilities to the Village, other Village Board members and to the public. Those duties are outlined in the La Grange Park Municipal Code and applicable Illinois State law, and include:

- Represent all citizens honestly and equally;
- Avoid any conflict of interest or any appearance of impropriety which could result from your position, nor use your office for personal gain or publicity;
- Recognize that a Village Trustee has no legal authority as an individual and that decisions can be made only by a majority vote in an open meeting;
- Abide by the majority decision of the Village Board even if you personally disagree with the decision, and take no public or private actions that might compromise Village Board or Village Administration.
- Attend all meetings of the Village Board and any committee on which you serve;
- Come prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background material;
- Represent the Village in a positive and supportive manner at all times and in all places;
- Abide by all actions taken by the Village Board, even when in a minority position on such actions;
- Refrain from intruding in administrative issues which are the responsibility of the Village management staff, except to monitor results and ensure that Village Board policy is being carried out as directed;
- Be involved in and knowledgeable about Village issues;
- Be aware of the state laws governing municipalities;
- Be sensitive to conflicts of interest, or the appearance of impropriety in all matters. A trustee has a conflict of interest when he/she has a financial or business interest in a matter that is before the Village Board for consideration. Trustees must refrain from participation in,

Village Board Handbook

discussion of or voting on any matter in which they have a conflict of interest. Since all trustees are individual homeowners in the Village, ordinarily trustees will not have a conflict of interest in a zoning or municipal regulation of broad applicability to a portion of the Village; however, trustees should avoid the appearance of impropriety and recuse themselves where appropriate;

- Display courteous and respectful conduct in all Village Board and committee meetings;
- Make every effort to learn the responsibilities of being a Village Board member and seek methods of becoming a better member of the Village team.

X. VILLAGE GOVERNMENT

VILLAGE OFFICIALS

President: The Village of La Grange Park is a non-home rule municipality governed by a Village President and a Board of six trustees (the “Village Board”). The President of the Board of Trustees is elected at large for a four year term, is called President, serves as the chief elected official of the Village and presides at all Board of Trustees meetings and ceremonial occasions. The President does not vote at Board meetings except in 3 instances: 1) when the trustees’ vote ends in a tie, 2) when 3 trustees vote in favor of an ordinance, resolution or motion even if no tie is created; and 3) when a vote greater than a simple majority of the corporate authorities (meaning the Board and President) is required.

Trustees: The six Trustees of the Village Board are elected at large to serve for four-year overlapping terms and may be elected for an indefinite number of terms. The Board formulates policy, usually in the form of resolutions and ordinances, and is directly responsible to the citizens of La Grange Park.

Clerk: The Village Clerk is the recording officer of the Village, elected at large for a four-year term and may be elected for an indefinite number of terms. The Clerk is responsible for attending all meetings of the Board of Trustees and keeping records of the proceedings. The Clerk also works with County officials in conducting Village elections.

Treasurer: The Village Treasurer is appointed by the Village Board for a four-year term. The Treasurer is responsible for providing assistance with decisions on the investment of Village funds and also serves as the Village Board’s liaison to the Police Pension Board.

STANDING COMMITTEES

Each of the Trustees is assigned by the President the chairmanship of a standing committee and serves on two other committees. These committees are:

Administration: Handles public relations, personnel/human resources, risk management and a general “catch all”

Building and Zoning: Makes recommendations pertaining to zoning, comprehensive planning, economic development, building, code enforcement and health inspections

Village Board Handbook

Commercial Revitalization: Makes recommendations pertaining to business attraction and retention efforts in the community (*meets on a quarterly basis*)

Cool Village: Advises on matters related to the Cool Village Commission and the Sustainability Plan

Engineering & Capital Projects: Advises on Capital Improvement Plan, engineering and the road program

Finance: Is responsible for the Budget, purchasing and finance (meets annually to review and make recommendations related to the draft budget and five year plan)

Public Safety: Covers Police, Fire/EMS and ESDA

Public Works: Handles water & sewer operations, drainage, public works, and forestry

Municipal Code: Makes recommendations for amendments and updates to the La Grange Park Municipal Code (*meets on an as-needed basis*)

Issues discussed by each Village Board committee are generally limited to those issues which are referred to the committee by the President and full Village Board. A staff member will serve as a liaison to the committee and the committee chair should report committee recommendations during the appropriate section of the Village Board agenda.

Role of the Committee Chair: The Standing Committee Chair reports the monthly activities of the department(s) for which they are responsible at the regular Board Meetings. The Chair is also responsible for leading and facilitating Committee meetings as projects are assigned by the Village President and Board of Trustees, for further review and recommendation to the full Board.

VILLAGE BOARDS/COMMISSIONS

The President and Village Board are assisted by several appointed commissions and boards. All boards and commissions serve in an advisory capacity to the Village Board, except the Board of Police Commissioners, the Police Pension Fund Board (whose decisions by state statute are final) and the Zoning Board of Appeals (which makes final decisions on certain matters set forth below). Members are appointed by the President with the advice and consent of the Village Board.

Board of Police Commissioners: Responsible for administering promotional exams, hiring sworn police officers and conducting disciplinary hearings (*meets on as-needed basis*)

Police Pension Fund Board: Responsible for overseeing the finances and operation of the Police Pension Fund, investment expenditures and income, all money donated, paid, assessed or provided by law for the pensioning of disabled or retired police officers, their surviving spouses, minor children and dependent parents (*meets quarterly and on as-needed basis*)

Village Board Handbook

Cool Village Commission: Makes recommendations on sustainable practices that lead to a reduction of the Village's carbon footprint while promoting water conservation and the improvement of air, climate and water quality *(meets regularly)*

Emergency Telephone System Board: Responsible for supervising the 9-1-1 system and authorizing all disbursements from the 9-1-1 Fund *(meets quarterly)*

Plan Commission: Reviews and make recommendations to the Village Board on the subdivision of land within the community as well as changes to the Village's Comprehensive Plan *(meets on as-needed basis)*

Traffic, Safety & Engineering Committee: Considers complaints or petitions dealing with traffic safety matters and recommends improving traffic safety conditions and the administration and enforcement of traffic safety regulations *(meets on as-needed basis)*

Youth Commission: Comprised of youth grades 7-12, this commission reviews and discusses the full work session and board meeting agendas and provides their recommendation to the Village Board *(meets monthly prior to the work session)*

Zoning Board of Appeals: Makes recommendations on applications for variations, special use permits, planned unit developments, zoning map and zoning text amendments; and reviews and makes final decisions on applications for site plan reviews, and appeals of zoning interpretations

VILLAGE MANAGER

The Village Manager is appointed by the President subject to the approval of the Board of Trustees and may be removed by a majority of the Board. The Village Manager is the chief administrative officer of the Village and is responsible for hiring all Village staff. The Manager is responsible for the administration and supervision of the day-to-day affairs, activities and services provided by the Village. The President and Village board establish policy for the Village with recommendations and input from the Village Manager. The President acts as the direct supervisor of the Village Manager. While Trustees contact the Manager and department heads for informational requests, they should direct all complaints, suggestions and directives to the President.

BUDGET

The Village operates on a budget year which runs from May 1 through April 30. Each year, the Village Staff presents to the Village Board a draft budget for consideration. The President and Village Board generally hold a series of discussion meetings, a public hearing, and formally adopt the annual budget in April of each year. The Village operates under a "budget officer system" which establishes the budget as the legal document for Village expenditures.

Village Board Handbook

VILLAGE BOARD MEETINGS

Village Board work sessions are held on the second Tuesday of each month at 7:30 p.m., and Village Board meetings are held on the 4th Tuesday of each month at 7:30 p.m. It is important for Board members to arrive a few minutes early so that a quorum can be assured (in most instances a quorum is a majority of the Corporate Authorities, but no ordinance shall be passed except upon a favorable vote of a majority of the elected members, as is provided by statute or ordinance. Any Board member who cannot attend a Village Board or committee meeting should contact the Village President. Appropriate dress for Board meetings is typically business attire, while business casual is considered appropriate for work session and committee meetings. Meeting agendas are distributed to the Village Board on the Thursday before the Board or committee meeting, and Board members should review the packet and are encouraged to contact the Village Manager or President with any questions they might have regarding the agenda. The benefit of contacting the Village Manager or President with questions regarding the agenda items is that the questions can be reviewed and an answer provided either prior to or at the Board meeting, rather than raising the issue at the Board meeting and possibly having to defer an agenda item.

Village Board members are expected to act professionally during the Board meeting, and should not be critical of any other Board member, Village Staff member or member of the public during the meeting. Differences of opinion are to be expected and should be viewed and understood to be the “debate” of an item, rather than an argument. Disagreements or the debate of an item should be done calmly and not be in any way critical of another position. Body language can easily be misinterpreted by the press or public, and may possibly give a negative tone to an otherwise productive and healthy discussion.

The President will preside over and run the Board meeting and committee chairs will introduce their committee’s agenda items as appropriate. The President will generally ask for a motion on a particular agenda item. It may be appropriate that a Village Board member who chairs a particular committee will want to make the motion regarding an item which pertains to his/her committee responsibility.

ATTENDING VILLAGE BOARD MEETINGS REMOTELY

The Village has adopted a policy (adopted 11/28/2006) which establishes rules for remote attendance at Village Board meetings, Work Session meetings, and Board Committee meetings in accordance with applicable state statute for those instances when a Board member is unable to physically attend a Meetings. Remote attendance at Village Meetings shall be permitted provided that:

- a. A quorum is physically present at the meeting.
- b. A Board or Committee member is prevented from physically attending because of:
 - personal illness or disability;
 - employment purposes or the business of the public body; or
 - a family or other emergency.

Village Board Handbook

- c. A Board or Committee member shall, if practical, notify the Village Clerk, the Deputy Village Clerk, or the Village Manager's office of his/her intent to participate by means other than physical presence so that arrangements can be implemented to facilitate the member's participation in the meeting.
- d. A majority of the Board or Committee may allow the member to attend that particular meeting by means other than physical attendance. A motion approved by the Village Board to permit a member to participate by means other than physical presence shall serve as permission for such participation.

XI. ROBERT'S RULES OF ORDER

The Village Board follows *Robert's Rules of Order* and parliamentary procedure, which include the following general fundamentals:

- Address the Village President by his or her official title, wait for recognition, and when you have the floor you may proceed to speak;
- All proposals for action by the Board must be presented by a motion. Motions should be made by stating, "I move that..." Motions should be brief and concise;
- Before a motion may be discussed, it should be seconded. A Board member need not agree with a motion in order to second it;
- A Village Board member may add to, substitute or subtract from a motion which someone else has made simply by "amending the motion;"
- A Board member may ask for a "point of information" from the Village President if the issue or discussion becomes confusing at any point during the meeting.

Below are points of clarification on Robert's Rules of order, ensuring a productive business meeting.

Consent Agenda: All items on the Consent Agenda must be voted on unanimously by all trustees, without discussion or abstention. Therefore, if a trustee does not intend to vote to approve a certain set of minutes, or has questions or wishes to discuss an item, that trustee must ask the President (immediately after the Clerk reads the Consent Agenda) to remove that item from the Consent Agenda, so that it is removed before the Consent Agenda is voted upon. The President will then place those removed agenda items under the appropriate subheading (Committee) on the agenda.

Unfinished Business: This category will only include matters previously introduced, which have been carried over from the previous meeting. The Village Clerk will note on each meeting's Agenda which items will be carried over to a future meeting. Only those items will appear as Unfinished Business on the next meeting's Agenda and will be called as they appear on the Agenda.

Village Board Handbook

New Business: This category will include only new projects or policies that a trustee wishes to have addressed by the Board at a future meeting. The Board can discuss whether it wishes to address a new project or policy at a future meeting, and if so, whether staff should look into the matter (if appropriate). If there is a consensus that staff should research a particular matter then the Board will ask staff to do so and report back at a future Work Session.

Motions: All discussion of Village business should be preceded by a Motion, which is usually made by the trustee who is reporting on an Agenda item. The only exceptions are:

- **Point of Information.** A request to the chair to provide or solicit information relevant to the issue being discussed.
- **Point of Order.** To raise a procedural question. It is the right of every member who notices a breach of the rules to insist on their enforcement. If the chair notices a breach, he/she corrects the matter immediately; but if he/she fails to do so through oversight or otherwise, any member can make the appropriate *Point of Order*.
- **Parliamentary Inquiry.** This is a request for the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.
- **Appeal from the Ruling of the President.** The President, as the chair of the meeting, rules on all questions of parliamentary procedure. Any two members, by moving (and seconding) to appeal the President's ruling immediately after the ruling is made, can require him/her to submit the matter to a vote of the assembly.

Village Board Members are required to vote on every motion; however, there may be an occasion when an item may represent a conflict of interest with a particular Board member. In these instances, the Village Board member should discuss the matter with the President or Village Manager prior to the meeting so that the situation can be reviewed by the Village Attorney and an appropriate determination can be made as far as the Board member abstaining from a particular vote. While Board members can discuss differences of opinion, every effort should be made to maintain a professional decorum and not be critical of a Village Board decision once it has been made.

XII. MISCELLANEOUS VILLAGE BOARD POLICIES

As a Village Board member you will periodically receive invitations to attend various municipal league functions, community events and Village activities. Every effort should be made to attend these events, and Village Board members can generally RSVP through the Village Manager's Executive Secretary.

The Village Clerk and the Village Treasurer are the only Village officials who receive compensation for her/his service as established in the Municipal Code. This compensation is paid on a bi-weekly basis. The Village will reimburse elected officials for certain and reasonable expenses related to conferences, meetings, luncheons, etc. The Village typically supports expenses related to attending functions/trainings such as: the IML Annual Conference, WCMC events and the Springfield drive down,

Village Board Handbook

and the activities of the West Suburban (WSCCI) and the La Grange Park Chamber. Requests to attend other events should be brought forward to the Village President, for Board discussion and consideration with regard to budgetary impact. Registration fees and/or expenses will not be paid for a spouse/guest for any function without prior approval by the President. Eligible items for reimbursement are typically conference/meeting registration fees and parking. Use of personal automobiles and related expenses generally are not considered eligible for reimbursement.

Village Board members should exercise good judgment with regard to expenses. Expenses for movies, alcohol, mini-bars, etc., will not be considered for reimbursement.

XIII. COMMUNICATIONS

The Village maintains mailboxes at the Village Hall for each Village Board member. Every other Thursday afternoon a packet is delivered to each Board member's home. The packets will include Village meeting agendas with supporting documents, staff reports, correspondence and other miscellaneous mail.

The Village formally communicates with residents and businesses in a number of ways, including a regular Community E-Briefs newsletter and the quarterly *Rose Clippings* publication. In addition, the Village periodically distributes press releases, maintains a website (www.lagrangepark.org), and makes information available through the local cable television channel 6. Any requests or suggestions for formally communicating information to Village residents should be directed to the Assistant Village Manager.

XIV. RESIDENT REQUESTS TO CONTACT TRUSTEES

The Village's policy is that we do not share personal contact information with the public or the press. If a resident wishes to contact a Village official, staff uses the following protocol:

- We ask the resident for their contact information and advise the resident that the information will be forwarded to the respective Board/Commission member; or
- We will not provide any personal contact information without prior approval of a trustee.
- We will provide the resident with the Trustee's Village email address.

XV. ILLINOIS OPEN MEETINGS ACT

The Village of La Grange Park and other political corporations are subject to the provisions of the Illinois Open Meetings Act. The purpose of the act is to ensure that all governmental deliberations and actions are conducted openly. Any questions regarding the application of the Open Meetings Act should be directed to the President, Village Manager or Village Attorney.

XVI. ILLINOIS STATE GIFT BAN ACT

The Illinois General Assembly enacted the State Gift Ban Act, which the Village of La Grange Park by reference adopted by Ordinance 754 on May 11, 2004. The purpose of the State Gift Ban Act is to discourage acceptance of gifts by public officials and employees in their professional capacity. Under the provisions of the Village ordinance, the Village President serves as the Ethics Officer for the Village.

XVII. SECURITY FOR PUBLIC OFFICIALS

As a public official, you will be required to publicly express your views and vote on contentious issues. You may be at greater risk than other citizens of receiving unwelcome communications or becoming involved in confrontations. The recommendations are provided for your consideration.

Telephone: There is no obligation for you to patiently listen to illegal telephone communications. It is illegal to harass, use obscenity, make repeated unwelcome calls or to threaten anyone by telephone. Please notify the Police Department immediately if you or a family member receives calls of this nature, whether received at home or at a place of business. AT&T recommends dialing *69 after an illegal telephone communication to assist police investigation. Special telephone services such as caller ID, voice mail, call privacy and answering machines are recommended for greater control of the telephone communications you receive.

Home/Personal Security: Carrying portable cellular phones full time is recommended for your security and convenience. You may wish to consider carrying pepper spray; however, classroom instruction is necessary to safely learn legal and effective techniques for pepper spray.

When at home, there is no obligation for you to answer your door. It is inappropriate for citizens to confront you at your home on Village topics, unless you have arranged and agreed to do so in advance. Village facilities are available and should be used to confer with citizens to the extent feasible.

It is inappropriate for citizens to confront you at public locations other than while you are performing official duties. It is illegal for anyone to threaten by words or action or to make unwelcome physical contact. Criminal prosecution of conduct of this nature is strongly recommended.

If you would like additional information regarding security and crime/fire prevention, please contact the Police Chief and/or Fire Chief.

XVIII. BOARD PROTOCOLS

GENERAL

All members of the Village Board have equal votes. No Village Board Member has more power than any other Board Member, and all should be treated with equal respect.

All Board Members should:

Village Board Handbook

- Demonstrate honesty and integrity in every action and statement;
- Serve as a model of leadership and civility to the community;
- Inspire public confidence in La Grange Park government;
- Work for the common good, not personal interest;
- Prepare in advance of Board meetings and be familiar with issues on the agenda;
- Fully participate in Village Board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others;
- Participate in scheduled activities to increase Board effectiveness;
- Review Board procedures, such as these Board Protocols, at least annually;
- Represent the Village at ceremonial functions at the request of the Village President;
- Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations;
- Respect the proper roles of elected officials and Village staff in ensuring open and effective government;
- Provide contact information to the Village Clerk in case an emergency or urgent situation arises while the Board Member is out of town.

BOARD CONDUCT WITH ONE ANOTHER

Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged as Board members may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS

Use formal titles: The Board should refer to one another formally during Board meetings as President or Trustee followed by the individual's last name.

Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

Honor the role of the presiding officer in maintaining order and equity. Respect the Chair's efforts to focus discussion on current agenda items. Objections to the Chair's actions should be voiced politely and with reason, following the parliamentary procedures outlined in the Village Board Procedural Rules.

Village Board Handbook

Demonstrate effective problem-solving approaches. Board members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Board members are role models for residents, business people and other stakeholders involved in public debate.

Be respectful of other people's time. Stay focused and act efficiently during public meetings.

IN PRIVATE ENCOUNTERS

Treat others as you would like to be treated.

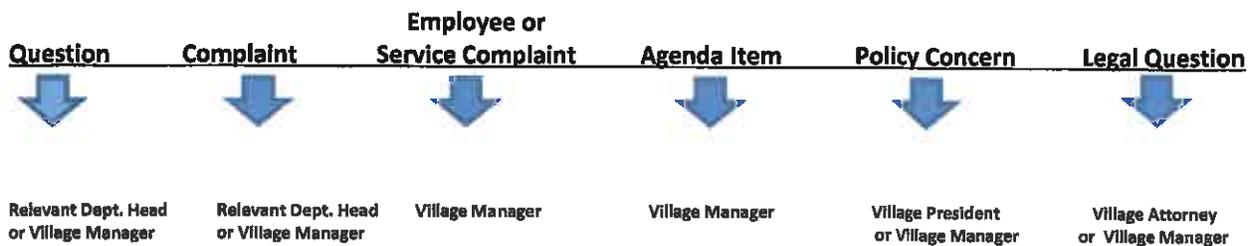
BOARD CONDUCT WITH VILLAGE STAFF

Governance of a Village relies on the cooperative efforts of elected officials, who set policy, and Village staff, which analyze problems and issues, make recommendations, and implement and administer the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Board colleagues, practice civility and decorum in all interactions with Village staff.

Channel communications through the appropriate senior Village staff. Questions of Village staff should be directed only to the Village Manager, Assistant Village Manager, Village Attorney, or Department Heads.

Below provides a guideline for proper and effective communication with Village Staff.



If Board Members are uncertain as to whom they should ask or where a concern should be directed, please ask, ask, ask - call the Executive Secretary or Village Manager. Village staff is there to assist you.

All Board Members should have the same information with which to make decisions.

Never publicly criticize an individual employee, including Board-Appointed Officers: Criticism is differentiated from questioning facts or the opinion of staff. All critical comments about staff performance should only be made to the Village Manager through private correspondence or conversation.

Village Board Handbook

Do not get involved in administrative functions. Avoid any staff interactions that may be construed as trying to shape staff recommendations. Board members shall refrain from coercing staff in making recommendations to the Board as a whole.

Be cautious in representing Village positions on issues. Before sending correspondence related to a legislative position, check with Village staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents remember to indicate if appropriate that the views you state are your own and may not represent those of the full Board.

Do not attend staff meetings unless requested by staff. Even if the Board member does not say anything, the Board member's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do its job objectively.

Respect the "one hour" rule for staff work. Requests for staff support should be made to the Village Manager, according to the protocol for channeling communications. Any request which would require more than one hour of staff time to research a problem or prepare a response will need to be approved by the full Board to ensure that staff resources are allocated in accordance with overall Board priorities. Once notified that a request for information or staff support would require more than one hour, the Board Member may request that the Village Manager place the request on an upcoming Board agenda.

Depend upon the staff to respond to citizen concerns and complaints. It is the role of Board members to pass on concerns and complaints on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate staff member (Village Manager, Department Head, or Assistant Village Manager), according to the protocol on channeling communications. Staff is responsible for making sure the Board member knows how the complaint was resolved.

Depend upon the democratic process for consideration of citizen requests for policy change.

Citizen requests for a policy change or change to the Municipal Code should be made during the Public Comment section of the meeting agenda at a Work Session or Board Meeting. The Village President or the Village Board may then choose to add the item to a future meeting agenda for further review, discussion and consideration. Citizens have the opportunity to speak to the full Board (or committee/commission) at each public meeting. Public Comment allows for 3 minutes per individual (please reference the appendix for the Rules for Public Comment).

Do not solicit political support from staff. The Village Personnel Manual prohibits employees from participating in political activity during working hours. In addition, some professionals (e.g., Village Manager and the Assistant Village Manager) have professional codes of ethics which preclude politically partisan activities or activities that give the appearance of political partisanship.

BOARD CONDUCT WITH BOARDS AND COMMISSIONS

The Village has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve

Village Board Handbook

as advisors to the Village Board. They are a valuable resource to the Village's leadership and should be treated with appreciation and respect. Board members serve as liaisons to Boards and Commissions, according to appointments made by the Village President, and in this role are expected to represent the full Board in providing guidance to the Board or Commission. In other instances, Board members may attend Board or Commission meetings as individuals, and should follow these protocols:

If attending a Board or Commission meeting, identify your comments as personal views or opinions. Board members may attend any Board or Commission meeting, which are always open to any member of the public. Any public comments by a Board member at a Board or Commission meeting, when that Board Member is not the liaison to the Board or Commission, should be clearly made as individual opinion and not a representation of the feelings of the entire Village Board.

Limit contact with Board and Commission members to questions of clarification. It is inappropriate for a Board member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. It is acceptable for Board members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

Remember that Boards and Commissions are advisory to the Board as a whole, not individual Board members. The Village Board appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Board. Board members should not feel they have the power or right to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."

Concerns about an individual Board or Commission member should be pursued with tact. If a Board Member has a concern with the effectiveness of a particular Board or Commission member he or she should consult with the Village President, who can bring the issue to the Board as appropriate.

Be respectful of diverse opinions. A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Board with advice based on a full spectrum of concerns and perspectives. Board members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

Keep political support away from public forums. Board and Commission members may offer political support to a Board Member, but not in a public forum while conducting official duties. Conversely, Board members may support Board and Commission members who are running for office, but not in an official forum in their capacities as a Board Member.

STAFF CONDUCT WITH VILLAGE BOARD

Respond to Board questions as fully and as expeditiously as is practical. The protocol for staff time devoted to research and response is in application here. If a Board member forwards a complaint or

Village Board Handbook

service request to a department head or the Village Manager, there will be follow-through with the Board member as to the outcome.

Respect the role of Board members as policy makers for the Village. Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Board support for particular positions or recommendations in order to craft recommendations. The Board must be able to depend upon the staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.

Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.

It is important for the staff to demonstrate respect for the Board at all times. All Board members should be treated equally.

XIX. OTHER PROCEDURAL ISSUES

Submit questions on Board agenda items ahead of the meeting. In order to focus the Board meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Board meeting rather than in one-on-one communications with staff prior to the meetings. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Board members are encouraged to submit their questions on agenda items to the Village Manager or Assistant Village Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Board meeting.

Respect the work of the Board standing committees. The purpose of the Board standing committees is to provide focused, in-depth discussion of issues. Board should respect the work of the committees and will endeavor to keep unanimous votes of the committees on the consent agenda.

Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.

The Village President should work with staff to develop the agenda and plan the Board meetings. There are three purposes to this planning meeting: 1) to plan how the meeting will be conducted; 2) to identify any issues or questions that may need greater staff preparation for the meeting; and 3) to discuss future meetings. The purpose of the meeting is not to work on policy issues. *Note: Enforcement of these protocols will be the focus of continued Board discussion.*

XX. PROTOCOLS IN AN EMERGENCY SITUATION

The Village has an Emergency Operations Plan that provides basic protocols for trustees in an emergency. Trustees should review this plan and understand that in most emergency situations, they should make themselves available via telephone and wait for the Village to contact them with further instructions. If it is apparent that a significant disaster has stricken the Village, but a Trustee has not

Village Board Handbook

been contacted, they should attempt to contact the Village President or Village Manager for directions. If they are unable to make contact, or if they become aware that the Village Emergency Operations Plan has been implemented, they shall report to the Emergency Operations Center at the Village Hall if it is safe to do so.

APPENDIX

- Rules for Public Comment

Items of Interest

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

State of the Village Address

October 3, 2013
7:00 pm

Ribbon Cutting Ceremony
Public Works Facility

October 14, 2013
2:00 pm

Illinois Municipal League 100th Annual Conference

October 17 – 19, 2013
Hilton Chicago Hotel

2013 MEETINGS REMINDER

October 8, 2013	Work Session Meeting	7:30 p.m.	Village Hall
October 22, 2013	Village Board Meeting	7:30 p.m.	Village Hall
November 12, 2013	Work Session Meeting	7:30 p.m.	Village Hall
November 26, 2013	Village Board Meeting	7:30 p.m.	Village Hall
December 10, 2013	Work Session Meeting	7:30 p.m.	Village Hall