PRESIDENT
Dr. James L. Discipio

VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
Amanda G. Seidel

EST. La Grange Park 1892
Village of Roses

TRUSTEES
Rimas V. Kozica
Scott F. Mesick
Patricia B. Rocco
Marshall Seeder
Susan M. Storcel
LaVelle Topps

VILLAGE BOARD WORK SESSION MEETING

Tuesday, MAY 8, 2012 – **7:30 P.M.**

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Participation (agenda and non-agenda related)**

5. **Public Safety Committee Items**
   A. Discussion – Part Time Police Ordinance
   B. Discussion – Increase to Ambulance Service Fees

6. **Public Works Committee Items**
   A. Discussion – 1029 Beach Avenue Parking Lot Construction

7. **Finance Committee Items**
   A. Discussion – Motor Fuel Tax Appropriation

8. **Public Works Garage Committee Items**
   A. For Information Only - Schematic Design Update

9. **Other Reports:**
   A. Village Manager
   B. Village President
   C. Village Clerk
   D. Committee

10. **New Business**

11. **Unfinished Business**
    A. Discussion – Paperless Agenda Process – Update

12. **Executive Session -**

13. Adjourn

Next Village Board Meeting: May 22, 2012
Next Village Work Session Meeting: June 12, 2012

447 N. Catherine Avenue, La Grange Park, Illinois 60526-2099
708/354-0225 • Fax 708/354-0241 • www.lagrangepark.org

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.

Public Safety Committee

LaVelle Topps, Chairman
Susan Storcel
Patricia Rocco

Village Board Agenda Memo

TO: Village President and Board of Trustees

FROM: Julia Cedillo, Village Manager
Daniel L. McCollum, Chief of Police

SUBJECT: Part-Time Police Ordinance

DATE: May 1, 2012

GENERAL BACKGROUND

On August 13, 1996, the Village President and Board of Trustees passed Ordinance #621 authorizing the hiring of part-time police officers. On April 24, 2012, the Illinois Law Enforcement Training and Standards Board, during an audit of their files, found that the LaGrange Park ordinance was not in compliance with administrative rules adopted by the ILETSB since the ordinance was adopted. Specifically, the ILETSB now requires a maximum number of hours to be worked and a record of the vote taken when the ordinance is/was passed. Neither item was contained in Ordinance #621.

A revised ordinance has been prepared. It restricts a part-time officer to 1,000 hours of duty time per year and has appropriate space provided to record the vote. The ordinance was reviewed and approved as to form by Village Attorney Cathleen Keating.

DOCUMENTATION

Ordinance #621 is attached, along with the April 24, 2012 letter from the ILETSB and a proposed new ordinance addressing the missing items as requested.

RECOMMENDATION

We recommend that the Village Board approve this item by consensus and place it on the consent agenda for the Regular Village Board Meeting of May 22, 2012.

MOTION/ACTION REQUESTED

This matter will be placed on the Work Session Agenda for May 8, 2012. If approved by the Village President and Board of Trustees, the matter would be placed on the consent agenda for the May 22, 2011 Village Board Meeting.

Attachments

Illinois Law Enforcement Training and Standards Board

STATE OF ILLINOIS

Pat Quinn, Governor
Kevin T. McClain, Executive Director

Phone: (217) 782-4540
Fax: (217) 524-5350
Website: http://www.ptb.state.il.us

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SHERIFF BRENT A. FISCHER
ADAMS COUNTY

VICE CHAIRMAN
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CAHOKIA POLICE DEPARTMENT

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DWIGHT W. WELCH
MAYOR, COUNTRY CLUB HILLS

CHIEF ARTIS YANCEY, RET.
WAUKEGAN POLICE DEPARTMENT

ROLANDO VILLAFUERTE

SHERIFF MEARL J. JUSTUS
ST. CLAIR COUNTY

THOMAS W. BARWIN
VILLAGE MANAGER, OAK PARK

LAUREL LUNT PRUSSING
MAYOR, URBANA

STATUTORY MEMBERS
LISA MADIGAN
ATTORNEY GENERAL
STATE OF ILLINOIS

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT
COOK COUNTY

GARRY MCCARTHY
SUPERINTENDENT
CHICAGO POLICE DEPARTMENT

SHERIFF THOMAS DART
COOK COUNTY

HIRAM GRAU
DIRECTOR
DEPARTMENT OF STATE POLICE

SPECIAL AGENT-IN-CHARGE
FBI, SPRINGFIELD

DIRECTOR
POLICE TRAINING INSTITUTE,
CHAMPAIGN

SALVADOR GODINEZ
DIRECTOR
ILLINOIS DEPARTMENT OF
CORRECTIONS

April 24, 2012

Chief Daniel McCollum
La Grange Park Police Dept
447 N Catherine
La Grange Park, IL 60526

Re: Part-time Ordinance Request Modification

Dear Chief McCollum:

We have recently reviewed the part-time officer ordinance submitted by your agency. Upon review we find that it fails to address at least one of the statutory or administrative requirements. Please modify the ordinance by addressing the following item(s) indicated by the "X" and return it our attention:

- A description of the qualifications one must possess to become a part-time officer. (HIRING STANDARDS) Example: 21 years of age, education requirement, valid driver's license, residency, no prior convictions, etc.
- A statement that these part-time officers must be trained in accordance with ILETSB requirements
- X A statement that a number of hours a part-time officer may work within a calendar year are restricted
- The name of the municipality
- The date the ordinance was approved
- X A reference to the record vote approving the ordinance
- The signature of an administrator verifying the entry of the ordinance

Please be advised that under the Illinois law, an ordinance must be on file before part-time officers can be hired, entered on a department's roster, or authorized to participate in any training programs. Without a proper ordinance on file, the costs of training these officers will not be reimbursed by the Board and our records will reflect that the department is out of compliance. ***A sample ordinance is available on our website for your convenience.***

Thank you for your assistance in this matter. Should you have additional questions, please feel free to contact me or Jan Allen at your earliest convenience.

Very truly yours,

John R. Keigher
Board Legal Counsel

cc: MTU #3

04/26/2012 13:58 7083549223 LAGRANGE PARK PD PAGE 02/07

ORDINANCE NO. 621

ORDINANCE AMENDING CHAPTER 17 OF THE
"LAGRANGE PARK MUNICIPAL CODE AS AMENDED"

WHEREAS, pursuant to P.A. 89-170, the Village is authorized to employ part-time police officers as members of the regular police department, except for pension purposes; and

WHEREAS, the Village President and Board of Trustees find and declare that it is in the best interests of the Village to utilize part-time police officers as a component of the Village police force;

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

Section 1: That the LaGrange Park Municipal Code be and hereby is amended to delete Section 17-1 and to substitute the following in its place:

Sec. 17-1. Department created; composition.

There is hereby created a police department, an executive department of the village. The police department shall consist of the village marshall who shall be the chief of police, one or more lieutenants of police, and such number of sergeants and police officers as may be provided from time to time by the president and board of trustees. In addition, not more than three part-time officers may be appointed.

Section 2: A new section 17-26 shall be and is hereby added to the LaGrange Park Municipal Code, which new section shall hereafter be and read as follows:

Sec. 17-26. Part-time police.

(a) The chief of police is hereby authorized to appoint not more than **3** part-time police officers. The chief of police shall have full authority to discipline or discharge part-time police officers. Part-time police officers shall be at-will employees and may be discharged with or without cause by the chief of police at any time. Part-time police officers shall be subject to the direction and control of the chief of police at all times during the performance of their duties. Part-time police officers shall further abide by all rules, regulations, policies, procedures and orders of the LaGrange Park Police Department, as promulgated from time to time.

(b) Hiring standards for part-time police officers shall be as follows:

(I) An applicant for the position of part-time police officer must have reached 21 years of age and possess a high school diploma or its equivalent and pass a psychological exam, physical exam and other exams as directed by the chief of police to determine fitness for duty. The applicant must also submit to a pre-employment background check, which includes a fingerprint check through the Illinois State Police and the Federal Bureau of Investigation.

(II) A person hired to serve as a part-time police officer must have obtained prior to their employment, a certificate from the Illinois Law Enforcement Training and Standards Board attesting to his or her successful completion of either the part-time training course as prescribed by the Board, or, a course of similar content and hours that has been found acceptable to the Board. If the Board determines that an applicant's prior extensive law enforcement experience would make attendance at a required training course impractical, then the certificate requirement shall be waived.

(c) Part-time police officers shall be members of the regular police department, except for pension purposes. Part-time police officers shall not be assigned under any circumstances to supervise or direct full-time police officers of the police department. Part-time police officers shall not be used as permanent replacements for permanent full-time officers.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of LaGrange Park, Cook County, Illinois this 13th **day of** AUGUST**, 1996.**

Approved:

Raymond J. Pietrus

Raymond J. Pietrus, Village President

ATTEST:

W. Kerry Brunette

W. Kerry Brunette, Village Clerk

ORDINANCE # _____

ORDINANCE AMENDING CHAPTER 33 OF THE LAGRANGE PARK MUNICIPAL CODE AS AMENDED

WHEREAS, pursuant to P.A. 89-170, the Village is authorized to employ part-time police officers as members of the regular police department, except for pension purposes; and

WHEREAS, the Village previously adopted Ordinance #621 on August 13, 1996 allowing for the appointment of part-time police officers in compliance with P.A. 89-170; and

WHEREAS, the Illinois Law Enforcement Training and Standards Board (ILETSB) has requested additional information and details to be included in the ordinances of all municipalities within the State of Illinois employing part-time officers; and

WHEREAS, the ILETSB has notified the Chief of Police that Ordinance #621 requires amending to be in compliance with the Board's requirements.

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

SECTION 1: That the LaGrange Park Municipal Code be and is hereby amended to delete Section 33.12 entitled "Part-Time Police" and substitute the following in its place:

33.12 PART-TIME POLICE

(A) The Chief of Police is authorized to appoint not more than three part-time police officers. The Chief of Police shall have full authority to discipline or discharge part-time police officers. Part-time police officers shall be at-will employees and may be discharged with or without cause by the Chief of Police at any time. Part-time officers shall be subject to the direction and control of the Chief of Police at all times during the performance of their duties. A person appointed as a part-time police officer shall not work more than 1,000 during any calendar year. Part-time police officers shall further abide by all rules, regulations, policies, procedures and orders of the Village Police Department as promulgated from time to time.

(B) Hiring standards for part-time police officers shall be as follows:

(1) An applicant for the position of part-time police officer must have reached 21 years of age and possess a high school diploma or its equivalent and pass a psychological exam, physical exam and other exams as directed by the Chief of Police to determine fitness for duty. The applicant must also submit to a pre-employment background check, which includes a fingerprint check through the Illinois State Police and the Federal Bureau of Investigation.

(2) A person hired to serve as a part-time police officer must have obtained prior to his or her employment a certificate from the State Law Enforcement Training and Standards Board attesting to his or her successful completion of either the part-time training course, as prescribed by the Board, or a course of similar content and hours that has been found acceptable to the Board. If the Board determines that an applicant's prior extensive law enforcement experience would make attendance at a required training course impractical, then the certificate requirement shall be waived.

(C) Part-time police officers shall be members of the regular Police Department, except for pension purposes. Part-time police officers shall not be assigned under any circumstances to supervise or direct full-time officers of the Police Department. Part-time police officers shall not be used as permanent replacements for permanent full time officers.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect from its passage, approval and publication as provided by law.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of LaGrange Park, Cook County, Illinois this _____day of _____, 2012.

_____ ATTEST:_____

Village President Village Clerk

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

AYES:

_____ _____

_____ _____

_____ _____

NOS:

_____ _____

_____ _____

_____ _____

(Approved as to form by Village Attorney Cathy Keating on April 30, 2012).

Village Board Agenda Memo

Date: **May 3, 2012**

To: **President and Board of Trustees**

From: **Dean J. Maggos, Director of Fire and Building**
Julia Cedillo, Village Manager

Re: **Ambulance Service Fee Increase**

GENERAL BACKGROUND:

As you are aware, the Village provides Emergency Medical Service response, care and transport to residents and others throughout our community. On March 21, 2000, a referendum designed to increase property tax to help pay for this service failed to pass, and a service fee was implemented. The initial fees for service were increased in May of 2003 by Village ordinance, but have not been increased since that time.

A more detailed description of revenue and expenses related to EMS can be found in the attached documentation, but a summary of such is as follows. These are only estimates as cost and revenue can vary substantially based upon the number of calls for service over the course of any given year.

> In calendar year 2011 we received $339,704.55 from service fees, and expect to receive $107,100.00 from the current ambulance tax levy. **As such, total annual revenue directly related to EMS is approximately $446,805.00.**
>
> **In comparison, annual operational expenses related to EMS are approximately $635,622.00.** This includes $486,472.00 for the fiscal year paramedic/firefighter contract, and $149,150.00 for part-time EMT wages, program administration, replacement medical equipment, etc. It does not though include capital costs such as replacement vehicles, cardiac monitors, etc.

In very general terms, one could say that we have about an approximate $189,000.00 shortfall in revenue, and possibly could make that up with an increase in fees.
In addition to the consideration that must be given to the impact of such a large fee increase to those paying it, the solution is not that simplistic. Approximately 90% of our patients use Medicare as their primary insurance, and regardless of what our fee structure is, Medicare will only pay a specific assigned amount. If the patient does not have supplemental insurance, law prohibits us from collecting the balance, or full amount, from those covered by Medicare.

RECOMMENDATION:
As noted above, an increase is fees will only generate a limited amount of revenue from the 90% of patients that we transport, but staff believes we should do something at this time for additional cost recovery. Although the return will be limited, this recommendation is for a proposed increase in fees.

Staff has examined the fees and fee structures being used by other municipalities, and compared them to our current fees and fees structure. In addition, staff looked at the potential cost recovery to be gained by an increase in fees, and compared them to Medicare benefits and fee structures. As such, the following is staff's recommendation for an increase to ambulance service fees. The definitions for types of services are included in the attached documentation.

Type of Service	Current Fees	Proposed Fees
Resident – BLS	$400	$500
Resident – ALS Level 1	$500	--
Resident – ALS Level 2	$550	--
Resident – ALS All Levels	--	$800
Non-Resident – BLS	$500	$800
Non-Resident – ALS Level 1	$600	--
Non-Resident – ALS Level 2	$650	--
Non-Resident – ALS All Levels	--	$1200
Mileage	HCFA Rate	$15 per mile
ALS Intervention (w/o transport)	--	$300

ACTION REQUESTED:
Discussion regarding the proposed fee increases. An ordinance will be drafted in accordance with the outcome of discussion and presented for final consideration and approval at a later date.

DOCUMENTATION:
- Department of Health and Human Services Definitions of Ambulance Services
- EMS Service Fee Comparison
- Revenue and Expense Details
- La Grange Park Emergency Medical Services 2011 Response Activities

Department of Health and Human Services
Definition of Ambulance Services

Basic Life Support (BLS) - Emergency
When medically necessary, the provision of BLS services, as specified above, in the context of an emergency response. An emergency response is one that, at the time the ambulance provider or supplier is called, it responds immediately. An immediate response is one in which the ambulance provider/supplier begins as quickly as possible to take the steps necessary to respond to the call.

Advanced Life Support, Level 1 (ALS1)
Advanced life support, level 1 (ALS1) is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including the provision of an ALS assessment or at least one ALS intervention.

Advanced Life Support, Level 2 (ALS2)
Definition: Advanced life support, level 2 (ALS2) is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including (1) at least three separate administrations of one or more medications by intravenous push/bolus or by continuous infusion (excluding crystalloid fluids) or (2) ground ambulance transport, medically necessary supplies and services, and the provision of at least one of the ALS2 procedures listed below:
a. Manual defibrillation/cardioversion;
b. Endotracheal intubation;
c. Central venous line;
d. Cardiac pacing;
e. Chest decompression;
f. Surgical airway; or
g. Intraosseous line.

Advanced Life Support Assessment
An advanced life support (ALS) assessment is an assessment performed by an ALS crew as part of an emergency response that was necessary because the patient's reported condition at the time of dispatch was such that only an ALS crew was qualified to perform the assessment. An ALS assessment does not necessarily result in a determination that the patient requires an ALS level of service.

Advanced Life Support Intervention
An advanced life support (ALS) intervention is a procedure that is in accordance with State and local laws, required to be done by an emergency medical technician-intermediate (EMT-Intermediate) or EMT-Paramedic.

EMS USER FEE COMARISON - MAY 2012

	RESIDENT BLS	RESIDENT ALS - 1	RESIDENT ALS - 2	NON-RES BLS	NON-RES ALS - 1	NON-RES ALS - 2	RESIDENT MILEAGE	NON-RES MILEAGE	ITEMIZED BILL	RESPONSE FEE NO TRANSPORT
Brookfield	750	1000	1000+	750	1000	1000+	15	15	Yes	500
Hinsdale	550	650	800	800	1000	1200	10	25	No	400 / 650
La Grange	440	710	710	440	710	710	8	8	No	N/A
Riverside	500	700	850	650	850	1000	12	12	No	N/A
Westchester	850	1305	1725	1275	1957.50	2587.50	16	16	No	N/A
Western Springs	500	600+	600+	600	800+	800+	15	15	Yes	175
La Grange Park Current	400	500	550	500	600	650	HCFA	HCFA	No	N/A
La Grange Park Proposed	500	800	800	800	1200	1200	15	15	No	300

La Grange Park Emergency Medical Services
Basic Annual Revenue and Expense Analysis

Revenue	
Property Taxes - Ambulance Levy	$107,100.00
Ambulance User Fees - CY2011	339,704.55
	$446,805.00
Expenses*	
Paramedic Contract	$486,472.00
Admin, Part-Time Wages, Training	130,950.00
Equipment Maintenance, Supplies	5,550.00
Medical Supplies	8,500.00
Ambulances - Maintenance, Licenses	4,150.00
	$635,622.00

*Expenses do not include cost of vehicles, major equipment purchases such as cardiac monitors, fuel, social security and insurance.

LAGRANGE PARK FIRE DEPARTMENT
EMERGENCY MEDICAL SERVICES
2011 - RESPONSE ACTIVITIES

NATURE OF CALL:

Cardiac	080
Injured Person	328
Medical Emergency	572
Road Accident	038
Respiratory	080
Assist Patient	066
Mutual Aid Given	109
EMS Stand-by	008

OUTCOME OF SERVICES:

Treated/Transported	946
Refused Services	241
Assist Patient Only	066
Other	024

LEVEL OF CARE PROVIDED:

Advanced (ALS)	737
Basic (BLS)	209
Refused Care	241
Other	090

TRANSPORT FACILITIES:

LaGrange Hospital	695
Loyola Medical Center	110
Hinsdale Hospital	095
MacNeal Hospital	029
Good Samaritan Hospital	004
Hines VA Hospital	008
Elmhurst Hospital	003
Not transported	331

RESPONSE ACTIVITY:

Total Calls	1281
Total Patients	1277

BILLING ACTIVITY:

Patients Invoiced	884
Total $ Received	$ 339,704.55
Collection Rate	76 %

LOCATION OF CALL:

Commercial	050
Educational	
Brook Park School	001
Forest Road School	001
Nazareth Academy	014
Park Junior High School	005
St. Louise School/Church	002
Barnsdale School	002
Bethlehem Woods Complex	
Residential Towers	182
Assisted Living Center	052
Institutional	
OLB Center	017
The Grove Health Care	049
Plymouth Place	207
Scheck Senior Center	005
Residential	
Single Family	379
Multi Family	121
Miscellaneous	
Mutual Aid Given	109
Police/Fire Station	026
Street/Road/Park	057
Unclassified/Other	000

MUTUAL AID ACTIVITY:

Provided to:	
LaGrange	047
Westchester	029
Darien/Woodridge	007
Brookfield	003
Hinsdale	003
Hillside	006
Pleasantview	004
Western Springs	003
Willow Springs	002
Broadview	001
Received from:	
LaGrange	047
Western Springs	004
Brookfield	015
Westmont	001
Oak Brook	001

Rick Ronovsky

Rick Ronovsky, Division Chief
EMS Division

Dean J. Maggos
Fire Chief

Public Works Committee

Scott Mesick, Chairman
LaVelle Topps
Marshall Seeder

Village Board Agenda Memo

Date: **5/2/2012**

To: President & Board of Trustees

From: Rick Radde, Interim Director of Public Works
Julia Cedillo, Village Manager

RE: **1029 Beach Avenue – Parking Lot Construction**

GENERAL BACKGROUND:

The structures on the property located at 1029 Beach Avenue were removed last year, in preparation for the construction of a new twelve (12) stall Village parking lot. The Village has been awarded grant funding for the parking lot construction from the DCEO for the amount of $100,000.

The Zoning Board of Appeals met on January 17, 2012, for a public hearing to consider Zoning Application No. 2012-01, filed by the Village of La Grange Park, for several zoning variations for the parking lot on the property. On March 27, 2012, the Village Board unanimously approved the zoning variations recommended by the Zoning Board of Appeals, permitting the construction of the twelve (12) stall public parking lot.

Bid Specifications were prepared by Hancock Engineering, with the bid opening held on April 30, 2012. The Village received bids from nine (9) companies. The lowest bidder was Chicagoland Paving Contractors, Inc. in the amount of $84,996.10.

This year's budget includes a total of $98,000 for the engineering and construction of the parking lot. Engineering for this project will total $18,000, leaving just $80,000 available for construction. The Village Engineer's estimate for this project was $79,672.50. Approving the lowest bid would place the project approximately $5,000 over budget. As such, the Village Board has two options.

1. The Village Board may elect to reject all bids and re-bid the project; or
2. The Village Board may elect to accept the lowest bidder, Chicagoland Paving Contractors, Inc. and proceed forward with the project, in accordance with the specifications; or

MOTION / ACTION REQUESTED:

Motion accepting the lowest bid from Chicagoland Paving Contractors, Inc. in the amount of $84,996.10.

RECOMMENDATION:

Staff is recommending that the lowest bid be accepted from Chicagoland Paving Contractors, Inc. The solicitation of bids resulted in a strong response of nine (9) bidders. It is unlikely that re-bidding the project would result in a more favorable result.

DOCUMENTATION:

- Recommendation Letter and Bid Results from Hancock Engineering dated May 1, 2012.
- Resolution Accepting Bid/Contract from Chicagoland Paving Contractors, Inc.
- Project Description and Scope of Work (Due to the size of this document, only a portion if being provided; please contact Rick Radde if you would like to view the entire document.)
- Parking Lot Site Plan.

HANCOCK ENGINEERING
100 Years of Excellence
Civil Engineers ◆ Municipal Consultants ◆ Established 1911

May 1, 2012

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

Re: 1029 Beach Avenue Proposed Parking Lot
Bid Opening Results

Dear President and Board of Trustees:

Bids were received for the above referenced project on April 30, 2012. We offer the following comments and recommendations on the bid results.

The plans and specifications for the project were obtained by ten (10) contractors, and the Village received bids from nine (9) qualified companies. A summary of the bids received is as follows:

Chicagoland Paving Contractors Inc.	$84,996.10
Matthew Paving Inc.	$89,616.25
Brothers Asphalt Paving Inc.	$91,445.00
Schroeder Asphalt Services Inc.	$94,744.75
MYS Inc.	$96,810.00
Abbey Paving Co. Inc.	$100,660.40
Accu-Paving Co.	$100,689.00
Unique Plumbing Co. Inc.	$103,767.75
Crowley-Sheppard Asphalt Co.	$104,130.25
Engineer's Estimate	$79,672.50

The bids were checked and found to be in order. The lowest bidder Chicagoland Paving Contractors, Inc. 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 Chicagoland Paving in the amount of $84,996.10.

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. Rick Radde, Interim Director of Public Works (W/Bid Tab)

Edwin Hancock Engineering Company
9933 Roosevelt Road ◆ Westchester, IL 60154-2749 ◆ Phone: 708-865-0300 ◆ Fax: 708-865-1212 ◆ www.ehancock.com

BID TABULATION

BID DATE & TIME: Monday, April 30, 2012 @ 11:00 AM
PROJECT: 1029 Beach Avenue Proposed Parking Lot
k:/bidtabs/LAGRANGPK/09110 - 1029 Beach Parking Lot

			ENGINEER'S ESTIMATE		CHGOLAND PAVING		MATTHEW PAVING		BROS ASPHALT		SCHROEDER ASPHALT	
	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1. Sidewalk Removal	125	SqFt	1.50	187.50	1.00	125.00	1.00	125.00	2.00	250.00	4.20	525.00
2. Earth Excavation	220	CuYd	30.00	6,600.00	40.00	8,800.00	35.00	7,700.00	25.00	5,500.00	42.50	9,350.00
3. Combination Concrete Curb and Gutter, B-6.12	360	Foot	20.00	7,200.00	20.00	7,200.00	17.10	6,156.00	20.00	7,200.00	21.00	7,560.00
4. Portland Cement Concrete Sidewalk, 5"	125	SqFt	5.00	625.00	7.50	937.50	8.38	1,047.50	8.00	1,000.00	10.55	1,318.75
5. PCC Driveway Pavement, 7"	24	SqYd	50.00	1,200.00	75.00	1,800.00	50.00	1,200.00	70.00	1,680.00	58.00	1,392.00
6. Aggregate Base Course, Type B, 8"	525	SqYd	20.00	10,500.00	9.00	4,725.00	7.50	3,937.50	8.00	4,200.00	8.75	4,593.75
7. Geotechnical Fabric for Ground Stabilization	560	SqYd	2.00	1,120.00	1.50	840.00	1.50	840.00	2.50	1,400.00	1.10	616.00
8. Bituminous Materials (Prime Coat)	260	Gal	1.00	260.00	0.01	2.60	3.50	910.00	1.00	260.00	0.01	2.60
9. Hot-Mix Asphalt Binder Course, IL-19.0, N50	80	Ton	90.00	7,200.00	90.00	7,200.00	107.00	8,560.00	100.00	8,000.00	105.00	8,400.00
10. Hot-Mix Asphalt Surface Course, Mix C, N50	50	Ton	100.00	5,000.00	95.00	4,750.00	140.00	7,000.00	100.00	5,000.00	125.00	6,250.00
11. Connection to Existing Structure	1	Each	500.00	500.00	530.00	530.00	990.00	990.00	500.00	500.00	370.00	370.00
12. 12" Diameter, PVC Storm Sewer Pipe	130	Foot	50.00	6,500.00	48.50	6,305.00	34.50	4,485.00	60.00	7,800.00	50.60	6,578.00
13. Trench Backfill	45	CuYd	35.00	1,575.00	56.60	2,547.00	40.00	1,800.00	30.00	1,350.00	36.90	1,660.50
14. Inlet, Type A, Type 1 Frame, Open Lid	1	Each	800.00	800.00	1,025.00	1,025.00	1,210.00	1,210.00	1,300.00	1,300.00	1,265.00	1,265.00
15. Restricted Depth Catch Basin, 4' Dia., Type 1 Frame, Open Lid	2	Each	2,500.00	5,000.00	1,845.00	3,690.00	1,650.00	3,300.00	3,000.00	6,000.00	2,950.00	5,900.00
16. Thermoplastic Pavement Marking Line - 4"	300	Foot	3.00	900.00	9.50	2,850.00	9.50	2,850.00	12.00	3,600.00	10.55	3,165.00
17. Thermoplastic Pavement Marking - Letters and Symbols	5	SqFt	10.00	50.00	28.00	140.00	35.00	175.00	60.00	300.00	63.25	316.25
18. ADA Sinage	1	Foot	350.00	350.00	250.00	250.00	300.00	300.00	150.00	150.00	195.00	195.00
19. Unit Duct, with 2-1/C No. 6 and 1/C No. 8 Ground, 600 V (XLP-Type Use), 1" Dia. Polytheylene	225	SqFt	8.00	1,800.00	10.60	2,385.00	11.75	2,643.75	15.00	3,375.00	19.50	4,387.50
20. Electrical Connection	1	Each	1,000.00	1,000.00	775.00	775.00	1,025.00	1,025.00	750.00	750.00	1,450.00	1,450.00
21. Lighting Controller	1	Foot	2,500.00	2,500.00	6,250.00	6,250.00	8,017.00	8,017.00	7,000.00	7,000.00	6,815.00	6,815.00
22. Bollard Foundation, 12" Diameter	6	Each	75.00	450.00	830.00	4,980.00	910.00	5,460.00	850.00	5,100.00	482.00	2,892.00
23. Lighting Bollard	6	Each	1,200.00	7,200.00	1,135.00	6,810.00	1,035.00	6,210.00	1,400.00	8,400.00	1,465.00	8,790.00
24. Canopy Tree	1	Each	800.00	800.00	450.00	450.00	675.00	675.00	450.00	450.00	527.00	527.00
25. Ornamental Tree	1	Each	800.00	800.00	450.00	450.00	550.00	550.00	450.00	450.00	370.00	370.00
26. Small Shrubs	52	Each	40.00	2,080.00	42.00	2,184.00	66.00	3,432.00	40.00	2,080.00	52.70	2,740.40
27. 6Ft High Wood Stockade Privacy Fence	145	Foot	30.00	4,350.00	31.00	4,495.00	31.50	4,567.50	30.00	4,350.00	29.50	4,277.50
28. Topsoil Placement, 3"	250	SqYd	5.00	1,250.00	2.90	725.00	3.50	875.00	7.00	1,750.00	5.30	1,325.00
29. Sodding	250	SqYd	7.50	1,875.00	7.10	1,775.00	14.30	3,575.00	9.00	2,250.00	6.85	1,712.50
TOTAL AMOUNT OF BID				$ 79,672.50		$ 84,996.10		$ 89,616.25		$ 91,445.00		$ 94,744.75

			MYS INC.		ABBEY PAVING		ACCU-PAVING		UNIQUE PLUMBING		CROWLEY-SHEPPARD	
	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1. Sidewalk Removal	125	SqFt	3.00	375.00	3.45	431.25	1.10	137.50	2.00	250.00	4.75	593.75
2. Earth Excavation	220	CuYd	40.00	8,800.00	72.78	16,011.60	47.00	10,340.00	28.00	6,160.00	47.00	10,340.00
3. Combination Concrete Curb and Gutter, B-6.12	360	Foot	26.00	9,360.00	24.70	8,892.00	22.00	7,920.00	19.10	6,876.00	17.75	6,390.00
4. Portland Cement Concrete Sidewalk, 5"	125	SqFt	6.00	750.00	6.50	812.50	6.50	812.50	6.50	812.50	5.75	718.75
5. PCC Driveway Pavement, 7"	24	SqYd	50.00	1,200.00	84.25	2,022.00	70.00	1,680.00	67.00	1,608.00	51.75	1,242.00
6. Aggregate Base Course, Type B, 8"	525	SqYd	9.00	4,725.00	10.00	5,250.00	13.90	7,297.50	14.00	7,350.00	9.50	4,987.50
7. Geotechnical Fabric for Ground Stabilization	560	SqYd	1.25	700.00	1.00	560.00	2.00	1,120.00	2.00	1,120.00	2.55	1,428.00
8. Bituminous Materials (Prime Coat)	260	Gal	2.75	715.00	1.00	260.00	2.00	520.00	2.75	715.00	2.50	650.00
9. Hot-Mix Asphalt Binder Course, IL-19.0, N50	80	Ton	125.00	10,000.00	98.00	7,840.00	134.00	10,720.00	132.00	10,560.00	121.00	9,680.00
10. Hot-Mix Asphalt Surface Course, Mix C, N50	50	Ton	175.00	8,750.00	105.50	5,275.00	135.00	6,750.00	178.00	8,900.00	162.25	8,112.50
11. Connection to Existing Structure	1	Each	480.00	480.00	535.00	535.00	1,800.00	1,800.00	400.00	400.00	1,035.00	1,035.00
12. 12" Diameter, PVC Storm Sewer Pipe	130	Foot	51.00	6,630.00	63.13	8,206.90	50.00	6,500.00	46.75	6,077.50	35.50	4,615.00
13. Trench Backfill	45	CuYd	15.00	675.00	5.35	240.75	20.00	900.00	14.00	630.00	41.50	1,867.50
14. Inlet, Type A, Type 1 Frame, Open Lid	1	Each	1650.00	1,650.00	1,177.00	1,177.00	1,500.00	1,500.00	1,500.00	1,500.00	1,210.00	1,210.00
15. Restricted Depth Catch Basin, 4' Dia., Type 1 Frame, Open Lid	2	Each	2600.00	5,200.00	2,407.50	4,815.00	2,800.00	5,600.00	2,600.00	5,200.00	1,725.00	3,450.00
16. Thermoplastic Pavement Marking Line - 4"	300	Foot	9.00	2,700.00	9.09	2,727.00	5.00	1,500.00	9.35	2,805.00	9.75	2,925.00
17. Thermoplastic Pavement Marking - Letters and Symbols	5	SqFt	30.00	150.00	26.75	133.75	10.00	50.00	27.50	137.50	28.75	143.75
18. ADA Sinage	1	Foot	200.00	200.00	330.00	330.00	350.00	350.00	250.00	250.00	300.25	300.25
19. Unit Duct, with 2-1/C No. 6 and 1/C No. 8 Ground, 600 V (XLP-Type Use), 1" Dia. Polytheylene	225	SqFt	17.40	3,915.00	11.41	2,567.25	12.70	2,857.50	18.45	4,151.25	13.75	3,093.75
20. Electrical Connection	1	Each	1900.00	1,900.00	992.96	992.96	1,500.00	1,500.00	1,925.00	1,925.00	862.50	862.50
21. Lighting Controller	1	Foot	6000.00	6,000.00	6,630.79	6,630.79	7,000.00	7,000.00	6,035.00	6,035.00	6,900.00	6,900.00
22. Bollard Foundation, 12" Diameter	6	Each	700.00	4,200.00	883.82	5,302.92	800.00	4,800.00	724.00	4,344.00	920.00	5,520.00
23. Lighting Bollard	6	Each	1300.00	7,800.00	1,005.80	6,034.80	1,200.00	7,200.00	1,316.00	7,896.00	1,380.00	8,280.00
24. Canopy Tree	1	Each	450.00	450.00	481.50	481.50	400.00	400.00	410.00	410.00	690.00	690.00
25. Ornamental Tree	1	Each	450.00	450.00	481.50	481.50	300.00	300.00	450.00	450.00	690.00	690.00
26. Small Shrubs	52	Each	60.00	3,120.00	44.94	2,336.88	70.00	3,640.00	65.00	3,380.00	190.00	9,880.00
27. 6Ft High Wood Stockade Privacy Fence	145	Foot	27.00	3,915.00	29.79	4,319.55	37.20	5,394.00	65.00	9,425.00	32.50	4,712.50
28. Topsoil Placement, 3"	250	SqYd	4.00	1,000.00	7.60	1,900.00	4.40	1,100.00	8.80	2,200.00	3.75	937.50
29. Sodding	250	SqYd	4.00	1,000.00	16.37	4,092.50	4.00	1,000.00	8.80	2,200.00	11.50	2,875.00
TOTAL AMOUNT OF BID				$ 96,810.00		$ 100,660.40		$ 100,689.00		$ 103,767.75		$ 104,130.25

RESOLUTION NO. ___

RESOLUTION ACCEPTING PROPOSAL FROM CHICAGOLAND PAVING CONTRACTORS, INC.

WHEREAS, the Village owns the property located at 1029 Beach Avenue; and

WHEREAS, the Village received a grant for $100,000 for the construction of a parking lot located on the property at 1029 Beach Avenue; and

WHEREAS, the Village Engineer, Edwin Hancock Engineers, prepared a Bid Packet with Specifications and Bidding Documents, outlining the work to be completed in the project; and

WHEREAS, a bid opening was held on April 30, 2012, at which time the low bidder was Chicagoland Paving Contractors, Inc., with a proposal in the amount of $84,996.10.

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

1. That the Village of La Grange Park hereby accepts the proposal of Chicagoland Paving Contractors, Inc., in the amount of $84,996.10; and

2. The Village Manager is authorized and directed to take such further actions, as she 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 ____ day of May 2012.

YES:

NOS:

ABSENT:

Approved this ____ of May 2012.

_____
Dr. James L. Discipio, Village President

ATTEST: _____
Amanda Seidel
Village Clerk

APPROVED AS TO FORM-
VILLAGE ATTORNEY _____

Finance Committee

Patricia Rocco, Chairwoman
Scott Mesick
Marshall Seeder

Village Board Agenda Memo

Date: May 1, 2012

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

From: Pierre Garesché, Finance Director
Julia Cedillo, Village Manager

Re: **Motor Fuel Tax Appropriation**

GENERAL BACKGROUND:

The Village President and Board of Trustees authorized a bond issue in the spring of 2004 to finance the paving of numerous streets. The intent was to retire the bonds using primarily Motor Fuel Tax revenue, with smaller contributions from the Water Fund and the Sewer Fund for that portion of the project related to water and sewer infrastructure respectively.

If we are to use Motor Fuel Tax funds to pay principal and interest to the bondholders, the Board needs to pass a resolution each year appropriating the necessary funds. The Illinois Department of Transportation uses a standard form for this purpose entitled "Obligation Retirement Resolution". The resolution accompanies this memo.

One might note the resolution appropriates a smaller sum [$226,342.10] than is needed to make the principal and interest payments [$271,642.50]. The difference between the two amounts is the sum to be paid from Water Fund and Sewer Fund monies. The Water Fund will pay $12,369.61 and the Sewer Fund $32,930.79.

MOTION/ACTION REQUESTED:

"I move that the Board approve the accompanying Obligation Retirement Resolution appropriating $226,342.10 of Motor Fuel Tax funds for the purpose of paying bond principal and interest."

STAFF RECOMMENDATION:

We recommend the resolution be approved at the May 22, 2012 board meeting.

DOCUMENTATION:

Obligation Retirement Resolution

Illinois Department of Transportation

Obligation Retirement Resolution
(County or Municipal)

A resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds

WHEREAS, the Village (County or Municipality) of La Grange Park has outstanding indebtedness described as follows:

$2,260,000 General Obligation Bonds, Series 2004
(Title of bond issue or paving district and municipal motor fuel tax section number)

Bonds or Public Benefit Assessments	Number of the Bonds or Assessments	Interest or Principal	Date Due	Amount
Bonds	8	Principal	12/1/2012	$245,000.00
		Interest	6/1/2012	13,321.25
		Interest	12/1/2012	13,321.25
		Total		$271,642.50

and.

WHEREAS, in the opinion of this body, the indebtedness described in the preceding paragraph may be retired with funds allotted to the municipality under the Motor Fuel Tax Law, and

WHEREAS, it appears that sufficient motor fuel tax funds are or will be available when the above indebtedness is due, and

WHEREAS, the President and Board of Trustees (County Board, Council or President and Board of Trustees) has, by resolution adopted 11/22/2011 Ord. # 942, directed the Clerk of Cook County to cancel the 2011 (year) tax levy (for taxes collectable in 2012 (year)) which would have produced funds to pay this indebtedness. (Not applicable to special assessment projects.)

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of Two Hundred Twenty-Six Thousand, Three Hundred Forty-Two & 10/100 dollars ($ 226,342.10) from funds allotted to the county or municipality under the Motor Fuel Tax Law for the payment of the above-described indebtedness, and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit three (3) certified copies of this resolution to the Regional Engineer, Department of Transportation, District 1, Schaumburg, Illinois.

I, Amanda G. Seidel, Village (County or Municipal) Clerk in and

for the Village (County or Municipality) of La Grange Park hereby certify

the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees (County Board, Council or President and Board of Trustees) at a meeting on May 22, 2012.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 22nd day

of May, A.D. 2012.

Village (County or Municipal) Clerk.

(Seal)

Public Works Garage Committee

Scott Mesick, Chairman
LaVelle Topps
Susan Storcel

Village Board Agenda Memo

Date: May 3, 2012

To: Village President and Board of Trustees

From: Julia Cedillo, Village Manager JC

RE: Schematic Design – Status Update

GENERAL BACKGROUND

In February of this year, the Village Board voted to proceed forward with the schematic design phase of the Public Works Garage project and to execute the contract for schematic design services with Legat Architects.

As part of the process, the Village assembled a team of staff members including Assistant Village Manager Emily Rodman (Village Manager Julia Cedillo – *alternate*), Interim Public Works Director Rick Radde, Village Engineer Paul Flood and Building Inspector Rob Wierzba, to work directly with Legat. During the schematic design phase, the Village team worked collaboratively with Legat's team to ensure that the final schematic design meets the needs of the Village. The team met on three occasions at the Legat Offices in Oak Brook in March and April. Copies all of the meetings are attached to this memo.

Last week (May 3, 2012) Legat provided staff with a cost estimate and narratives of all mechanical systems (including electrical, plumbing, HVAC, fire protection, civil engineering, structural engineering and architectural). We are also in receipt of the floor plan, and four exterior elevations. Staff is still awaiting two drawings. At the writing of this memo, staff has not reviewed the documentation in any detail.

This week the Village team will meet to discuss the materials received and review them for completeness. Once all information has been received, the Public Works Garage Committee will meet to review the materials and discuss with architect Mark Rohde of Legat. Staff will solicit the members of the Committee for dates for the upcoming meeting. At the June 12 Work Session, Marc Rohde will present the final design and all supporting documentation to the Village Board, for their review and any questions.

MOTION / ACTION

No action is requested at this time. This memo provides an update of the process to date.

DOCUMENTATION

- Schematic Design Meeting Minutes – March 14, 2012
- Schematic Design Meeting Minutes – March 22, 2012
- Schematic Design Meeting Minutes – April 16, 2012

April 5, 2012

VIA email

Ms. Julia Cedillo
Village Manager
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526-2099

Re: Addition to the Public Works Facility – Schematic Design
Architect's Project Number: 212021.00
Meeting Minutes

Summary of a Schematic Design Meeting held at 1:30 p.m., Wednesday, March 14, 2012 at the office of Legat Architects. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Julia Cedillo ..... Village Manager
Emily Rodman ..... Assistant Village Manager
Rick Radde ..... Interim Public Works Director
Rob Wierzba ..... Village of La Grange Park
Paul Flood ..... Principal, Hancock Engineering
Alexandra Ladue ..... Legat Architects
Marc Rohde, AIA, LEED AP ..... Project Manager, Legat Architects

ITEMS DISCUSSED

1. Introductions were made all around.

2. The purpose of this first meeting is to review the project goals, program, current conceptual design plan and other information related to the project.

3. The Project Goals are as follows:

    a. Safety – compared to existing building.
    b. Efficiency – function / flow / adjacencies.
    c. Budget and Need – balanced solution.
    d. Aesthetics – minimal impact on neighborhood.
    e. Preservation of Existing Elements – salt dome, material bins, utilities, east building.
    f. Durability / Longevity
    g. Adequate Vehicle Storage – 10 vehicles total.
    h. Guaranteed Maximum Price.
    i. Realistic Expectations – what can be built for available budget.

Village of La Grange Park
Addition to the Public Works Facility
Meeting Minutes
March 14, 2012

4. Julia noted that the Village needs to be assured that they can build the project, including design, construction, contingencies, and soft costs for the total project budget of $1,229,824.

5. Marc noted that the $115 / s.f. budget was established over a year ago for a steel building, but that market conditions have changed, and he does not feel that budget is accurate for mid-2012.

6. With the above in mind, it will be necessary to determine an alternate construction type, in lieu of a manufactured steel building, that will fit within the Village's budget.

7. The Program was reviewed and each room was discussed in detail. Minor revisions were made and the final version was a total of 6,770 s.f. of new construction. The revised program will be emailed out after the meeting.

8. The plan was presented and comments were as follows:

    a. Delete the Alternate Bid Mechanic's Bays from the south side of the existing building.
    b. The new building must have pitched roofs.
    c. The 60 degree angled parking is the preferred layout, as shown, and other vehicles can park in the drive aisle if needed.
    d. The Village will permit a building up to 35 feet high in this area.
    e. The office area will be around 9 feet high, sloping to around 15 feet.
    f. The garage area will be around 18 feet high, sloping to around 24 feet.

9. Now that we know the plan is in good shape, we will prepare some elevation and massing studies for the next meeting. We will show material options as well. It was agreed that a contemporary scheme, using metal siding and perhaps cementitous fiber siding will be used. The budget will not allow for brick.

10. We will prepare some example photos of other projects using these proposed materials so the Village can have a better understanding of what we are thinking in terms of materials.

11. We will send the plans and elevations to Boller Construction, so that they can assist us in budget confirmation.

12. Our next meeting will be on Thursday, March 22nd at 3:30 p.m. at Legat's office.

13. It does not appear that we will be prepared to present to the Village on April 4th as originally planned. After we have the plan and exterior design complete, we will them begin the cost estimating process. Therefore, it was agreed that we will present to the Village Public Works Garage Meeting at their May meeting instead.

Sincerely,
Legat Architects, Inc.

Village of La Grange Park
Addition to the Public Works Facility
Meeting Minutes
March 14, 2012

Marc Rohde, AIA, LEED AP
Project Manager

MCR/MR

ATTACHMENTS	None
CC	All Attendees
File:	210073.00 - B3
FILENAME	210073 mmn 02.03.12.docx

April 16, 2012

VIA email

Ms. Julia Cedillo
Village Manager
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526-2099

Re: Addition to the Public Works Facility – Schematic Design
Architect's Project Number: 212021.00
Meeting Minutes

Summary of a Schematic Design Meeting held at 3:30 p.m., Thursday, March 22, 2012 at the office of Legat Architects. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Julia Cedillo ..... Village Manager
Rick Radde ..... Interim Public Works Director
Rob Wierzba ..... Village of La Grange Park
Paul Flood ..... Principal, Hancock Engineering
Alexandra Ladue ..... Legat Architects
Marc Rohde, AIA, LEED AP ..... Project Manager, Legat Architects

ITEMS DISCUSSED

1. The most current Schematic Design Site Plan was reviewed. At the location of the existing building to be removed, that portion of the site would simply be paved with asphalt. At the north wall of the garage, we will provide one (1) handicapped accessible parking spot and 1 – 2 standard visitor parking spots.

2. It was also noted that the new building will need to be moved north from what is currently shown now. The south driveway can be removed, and the north driveway by the water tower can be used to access the site and the visitor parking lot. The new building will be moved approximately 20 feet to the north.

3. The latest floor plan is a total of 6,764 s.f.

4. After reviewing two plan options, one with angled parking and two garage doors, and one with front to back parking and six (6) garage doors, it was agreed to use the second option, as that provides the Village with the most opportunity for parking of vehicles. This plan will include six (6) 12' x 12' overhead doors and a total parking capacity of nine (9) vehicles.

5. We reviewed the proposed material options, using a combination of Legat projects and other projects, to illustrate the proposed materials. After reviewing each of the four (4) options, the consensus was to move ahead with Option 1. This option uses the following materials:

a. Administration and shop area – horizontal corrugated siding.
b. Garage area – 4' x 8' sheets of cementitious wood fiber panels.
c. All areas – 2 x 6 wall construction, fully insulated.
d. Roofing at all areas – standing seam metal over wood roof structure.

6. Marc will present the three delivery methods to the Village Board at the April 10th meeting at 7:30 p.m. The options are:

   a. Design-bid-build.
   b. Construction Manager at Risk.
   c. Design-build.

7. Our final meeting to review and approved the Schematic Design documents will be Monday, April 16th at 1:30 p.m. in Legat's office. If everything is approved, we will then move forward with the pricing and cost estimating of this option.

Sincerely,
Legat Architects, Inc.

Marc Rohde, AIA, LEED AP
Project Manager

MCR/MR

ATTACHMENTS	Agenda
CC	All Attendees
File:	210073.00 - B3
FILENAME	212021 mmn 03.22.12.docx

April 18, 2012

VIA email

Ms. Julia Cedillo
Village Manager
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526-2099

Re: Addition to the Public Works Facility – Schematic Design
Architect's Project Number: 212021.00
Meeting Minutes

Summary of a Schematic Design Meeting held at 1:30 p.m., Monday, April 16, 2012 at the office of Legat Architects. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Julia Cedillo ..... Village Manager
Rick Radde ..... Interim Public Works Director
Rob Wierzba ..... Village of La Grange Park
Paul Flood ..... Principal, Hancock Engineering
Alexandra Ladue ..... Legat Architects
Marc Rohde, AIA, LEED AP ..... Project Manager, Legat Architects

ITEMS DISCUSSED

1. This was the third and final Collaborative Schematic Design meeting with the group. At the end of this meeting, the goal is to have approval on the program, floor plan, exterior elevations and materials, in order to allow Legat Architects to move into the cost estimating task of the project.

2. We reviewed the program one last time, and the current program dated April 5, 2012 showing 6,770 s.f. of new construction is approved.

3. As discussed previously, the Village has approved providing one (1) unisex shower with a locked door to the Men's and Women's' Locker Rooms. The shower itself will be ADA accessible with a dressing area into it, and it will require that the person using the shower unlock both doors to the locker rooms when finished.

4. The design of the HVAC system was discussed. Legat will be working with consulting engineers for mechanical, electrical, plumbing, fire protection, civil and structural engineering and each will provide a written descriptive narrative of the proposed project scope. The parameters of the HVAC system are as follows:

    a. Heated Vehicle Storage – heat to 68 degrees F – assume ceiling hung gas fired unit heaters. No air conditioning, but a complete carbon monoxide exhaust system and ceiling fans for air circulation in the hot summer months.

b. Office and related spaces – heat to 72 degrees F, cool to 68 degrees F. Assume a residential style forced air heating and air conditioning system.

5. The floor plan was reviewed again with the following comments:

   a. The Locker Rooms will need to show toilets, lockers, sinks, etc.
   b. For the Men's there will be a total of twelve (12) 2' x 2' x 6' high lockers.
   c. For the Women's there will be a total of three (3) 2' x 2' x 6' high lockers.
   d. There will need to be ADA accessible lockers in each room.
   e. There will be two toilets, two urinals and two sinks in the Men's.
   f. There will be one toilet and one sink in the Women's.
   g. The door to the Mechanical Room will be from the exterior instead of the Men's Locker Room.
   h. Delete the door from the Lunch / Training Room to the Garage and add it to the Mud Room.
   i. If there is any extra space, add it to the Lunch / Training Room.

6. The exterior massing renderings and elevations were reviewed and approved. There have not been any changes from our last meeting, but we did provide examples of the cementitous wood fiber cement siding and a brochure of the same.

7. We reviewed the proposed construction type of for the building, and at this time, we anticipate the building to be constructed as follows:

   a. Exterior Wall Construction:

      i. Wood post frame wall construction (FBi buildings or similar – www.fbibuildings.com).
      ii. Wood stud infill as needed between framing members.
      iii. Full width batt insulation in the walls (highly energy efficient).
      iv. Engineered wood sheathing on the exterior with integral vapor barrier (Advan Tech Zip System or similar – www.zipsystem.com).
      v. OSB or similar material on the inside face of all walls.

   b. Exterior Wall Siding:
      i. Administration and shop area – horizontal corrugated siding.
      ii. Garage area – 4' x 8' sheets of cementitious wood fiber panels.

   c. Roofing:
      i. Standing seam metal over wood roof trusses with engineered wood sheathing with integral vapor barrier (AdvanTech Sip System or similar – www.zipsystem.com).

   d. Windows:
      i. Residential style casements with factory finished aluminum clad exteriors and interior stained wood construction.

8. After review of the proposed materials, the discussion turned to an EIFS system (aka "Dryvit"). Marc noted that while this is a very inexpensive material, it is not durable at all, and we would not recommend using this material on this type of a project. There have been problems with drainage and mold on projects in the past, and that material itself can be easily damaged if hit with any sort of an impact. If we need to explore even less costly exterior finish materials, we would propose vinyl siding before we would recommend EIFS.

9. Marc presented the three project delivery methods to the Village Board at the April 10th meeting. At this time, there has not been a final decision as to how to move forward.

10. Legat Architects will wrap up the Schematic Design drawings and send electronic copies to the following recipients:

    a. Village – one set of pdf files, two sets of hard copies.
    b. Metro Design Associates (M.E.P.) – one set of pdf files.
    c. Larson Engineering (Structural) – one set of pdf files.
    d. Mackie Consultants (Civil) – one set of pdf files.
    e. Boller Construction – one set of pdf files, one set of hard copies.

11. Once the consultants have seen the drawings, they will be able to provide a written narrative for their respective scopes of work.

12. Legat Architects and Boller Construction will work together on the cost estimate for the project, and anticipate having it completed by Monday, April 30, 2012. If the project fits within the budget, there will be no other work needed. If it does, Legat and Boller will work together to Value Engineer the project so that it can be built at the Village's budget.

13. The presentation of Schematic Design will be at the Village Board Meeting on May 8, 2012.

Sincerely,
Legat Architects, Inc.

Marc Rohde, AIA, LEED AP
Project Manager

MCR/MR

ATTACHMENTS Meeting Agenda
Final Space Needs Analysis

Village of La Grange Park
Addition to the Public Works Facility
Meeting Minutes
April 16, 2012

CC	All Attendees Keith O'Higgins – Metro Design Jerry Tobola – Larson Engineering Dave Shindoll – Mackie Consultants Lyle Ehlers – Boller Construction
File:	212021.00 - B3
FILENAME	212021 mmn 04.16.12.docx

Unfinished Business

Village Board Agenda Memo

Date: May 3, 2012

To: President and Board of Trustees

From: Julia Cedillo, Village Manager JC

Re: **Paperless Agenda Process - Update**

GENERAL BACKGROUND

In November staff provided an analysis of the transition to a paperless agenda packet process and discussed the iPad technology as an equipment option for accessing and viewing meeting materials. The November analysis illustrated that a transition to a paperless system would be cost effective when considering the costs and efficiencies related to staff time. Again, while there would be an identified savings with regard to publication supplies, the cost of supplies are relatively inexpensive (about $120 per month). The most substantial savings identified are associated with the reduction of staff time in copying, collating, assembling and delivering multiple packets. At the April Village Board Meeting, the Board tabled the matter for further discussion while staff assembles additional information on paperless agenda alternatives.

NEXT STEPS

At this time, staff is researching different options for a possible transition to a paperless agenda, utilizing a backdoor access point at the Village's website or an USB jump drive approach. It would be useful for staff to know how many Board and staff members are interested in transitioning to a paperless packet, utilizing their own equipment (laptop or other). Staff will be sending out an email questionnaire to inquire whether individuals have equipment available for this purpose.

Staff will then prepare a comparison cost analysis, based upon information gathered, for the Board's consideration and discussion at a later date (likely this summer).

MOTION/ACTION

There is no action to consider at this time. This item is for informational purposes only.

Items of Interest

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

Electric Aggregation Public Hearing	**Monday, May 14th @ 6:00 p.m.**
WCMC Annual Dinner	**Friday, May 11th at 6:00 p.m. Donald E. Stephens Convention Center**

2012 MEETINGS REMINDER

May 22, 2012	Village Board Meeting	7:30 p.m.	Village Hall
June 12, 2012	Work Session Meeting	7:30 p.m.	Village Hall
June 26, 2012	Village Board Meeting	7:30 p.m.	Village Hall
July 10, 2012	Work Session Meeting	7:30 p.m.	Village Hall
July 24, 2012	Village Board Meeting	7:30 p.m.	Village Hall
August 14, 2012	Work Session Meeting	7:30 p.m.	Village Hall
August 28, 2012	Village Board Meeting	7:30 p.m.	Village Hall
September 11, 2012	Work Session Meeting	7:30 p.m.	Village Hall
September 25, 2012	Village Board Meeting	7:30 p.m.	Village Hall
October 9, 2012	Work Session Meeting	7:30 p.m.	Village Hall
October 23, 2012	Village Board Meeting	7:30 p.m.	Village Hall
November 13, 2012	Work Session Meeting	7:30 p.m.	Village Hall
November 27, 2012	Village Board Meeting	7:30 p.m.	Village Hall
December 11, 2012	Work Session Meeting	7:30 p.m.	Village Hall