



Agenda
Village of Glen Ellyn
Regular Workshop Meeting
Monday, April 21, 2014
7:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Discussion Items

1. Grant Program Updates - Village Manager Franz and Economic Development Coordinator Hannah
2. Community Wayfinding Study Update - Planning and Development Director Hulseberg
3. New Agreement between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn - Village Manager Franz

F. Other Items

G. Motion to adjourn to Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees. (Trustee McGinley)



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/21/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Meredith Hannah

SCHEDULED

AGENDA ITEM (ID # 1177)

DOC ID: 1177 B

Grant Program Updates - Village Manager Franz and Economic Development Coordinator Hannah

Background

Staff has been reviewing and editing the current grants programs and would like the Board to consider the following changes:

1. Grant to Awards

It has come to our attention that any public money (Village money) utilized in public/private partnerships in building improvements and/or business developments which includes any work done by contractors or laborers may trigger the requirement to comply with the Illinois Prevailing Wage Act, 820 ILCS 1301.01, et seq. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the 'prevailing rate of wages' (hourly cash wages plus fringe benefits) in a county where the work is performed.

In initial discussions with Village Attorneys Mathews and Denzin, the recommendation was made to change the title of the programs to be an "Award" instead of a "Grant Reimbursement". By changing the focus of the program the Village will be awarding funds to businesses rather than paying for public works projects. Since the program would no longer be a reimbursement for work done but an Award provided for investing in Glen Ellyn staff proposes the following award scales:

Investment	Award
\$1,500 - 9,999	\$1,000
\$10,000 - 19,999	\$5,000
\$20,000 - 29,999	\$10,000
\$30,000 +	\$15,000

For ease of understanding and promoting the grant programs, this scale would apply to all Award programs. The Award amount is still at the discretion of the Village Board and may be a lesser amount.

2. Downtown Retail/Restaurant Interior Improvement Grant Award Program

The Downtown Retail/Restaurant Interior Improvement Grant Award Program is for new or expanding businesses within the C5A or C5B Central Business Districts. Proposed changes to the Downtown Retail/Restaurant Interior Improvement Award Program include:

- a) The Downtown Interior Improvement Award is not a reimbursement or direct payment for the costs of interior improvements. Rather, the award is designed to encourage business to make their own investment into interior improvements. Awards are only valid if the interior improvement in question is completed within a year of the date of

- the Award approval.
- b) Specifying that the projects must be in the Central Business District either C5A or C5B; previously this was not specified in the guidelines.
 - c) Projects must have a minimum budget of \$1,500; previously a minimum amount was not specified.
 - d) Mixed use businesses that are not straight retail or restaurant, such as art studios and fitness uses must have at least 25% of the floor space dedicated to retail product and sales to be considered. Salons and resale shops are not eligible for this program. Again, this was not clearly spelled out previously, by establishing parameters to the type of businesses that may apply and a threshold of retail space, staff will be able to better advise applicants of their opportunities.
 - e) Eligible improvements and ineligible improvements have been clarified outlining the desire for code, ADA, and safety updates to be the main use of this grant. These are typically the costs that become more burdensome when opening a new business. Decorative/business specific items such as paint, tiles, flooring or other items that would not be a permanent improvement are not eligible. The list of improvements that could be considered to make a project eligible for the Awards Program are:
 - 1. Walls - as they are expanding the current available retail space or are in need of structural repair for the integrity of the building
 - 2. Ceilings - restoring historic elements such as original tin ceilings or structural repairs for the integrity of the building
 - 3. Accessibility improvements for handicapped persons
 - 4. Energy conservation improvements
 - 5. Electrical work, including service upgrades
 - 6. Fire Alarm systems
 - 7. Fire sprinkler system installations or upgrade, including any needed water service improvements
 - 8. Restoration of historic interior architectural features, including ceilings, light fixtures, floors and architectural detailing
 - 9. Utility related improvements (heating, air conditioning, plumbing, electrical)
 - 10. Changes brought about due to the uniqueness or nature of the structure of the building
 - 11. Other extraordinary expenses related to improvements required by government codes or regulations
 - f) A “Contractors” item has been added to remind businesses that their contractors must be registered with the Village Planning and Development Department. Contractors must also complete an affidavit along with the applicant confirming the costs of the project.
 - g) The Procedures also clearly outlines the Board’s request for any applicant to attend the Board meeting that their application will be reviewed with the understanding that if they do not attend, the Board will not act on the application. This was not previously a requirement of applicants.

3. Proposed Fire Alarm Award Program for Existing Downtown Businesses

- a) The Proposed Fire Alarm Award is not a reimbursement or direct payment for the costs of a fire alarm system. Rather, the award is designed to encourage business to make their

- own investment into preserving their property. Awards are only valid if the alarm system presented is completed within a year of the date of the Award approval.
- b) In an effort to encourage Glen Ellyn's existing businesses to preserve their property, staff would like the Board to consider creating a Fire Alarm Award Program for existing businesses in the C5A or C5B districts to award businesses for installing a fire alarm system or sprinkler system.
 - c) The award scale would be the same as outline above.

Given the age of the buildings and the variety of floor plans and intricacies of some of the buildings in the core downtown, any way to encourage fire safety improvements is very much supported by the Village Manager, Fire Chief, and Police Chief. If the Board supports moving forward with this award program, staff will draft guidelines and an application for a Fire Alarm Award Program.

4. Retail Façade Award Program

- a) The Retail Façade Improvement Award is not a reimbursement or direct payment for the costs of façade improvements. Rather, the award is designed to encourage business to make their own investment into façade improvements. Awards are only valid if the façade improvement presented is completed within a year of the date of the Award approval.
- b) Eligible improvements remain in line with the previously established grant program:
 1. Significant Facade repair and treatment
 2. New window systems or frame replacement and repair (excluding broken glass)
 3. Exterior Doors
 4. Awnings (without signage)
 5. Exterior lighting
 6. Restoration of original architectural features
 7. Exterior building materials for building additions
 8. Other permanent exterior improvements to property consistent with the architectural integrity of the building and the Village's Appearance Review Guidelines
- c) The remainder of this program is consistent with the previous façade grant program.

Board Action

Staff is requesting the Board consider the proposed updates above. Should the Board be supportive of the updates, staff will bring the programs to a Village Board Meeting for final approval.

ATTACHMENTS:

- Proposed TIF and Economic Incentive Guidelines April 2014 (PDF)



Village of Glen Ellyn Tax Increment Financing and Economic Incentive Guidelines

April 2014

Introduction

The Village of Glen Ellyn believes that local businesses are a valuable and important part of our community. Businesses contribute to the vitality and strength of our Village and Glen Ellyn aims to be a welcoming place for businesses. We welcome the opportunity to discuss business and development opportunities within the Village and the possibility of incentives that enable desirable economic development.

The purpose of these Guidelines is to present the primary objectives of Village sponsored economic incentives for all parties involved and to provide a general framework which will ensure both consistency over time and fairness in the consideration of economic incentive proposals. These internal Guidelines are intended to be flexible in order to address specific circumstances and may be waived or amended as the Village Board of Trustees deems appropriate.

Incentives are a tool to encourage and maintain quality development in the Village and should be used in the best interest of the community by providing growth and long-term value. The impacts on all stakeholders should be considered before the Village Board decides to approve or deny a request for incentives.

The referenced incentives are not inclusive and use of any incentive is at the sole discretion of the Village Board. All requests for incentives will be reviewed on a case-by-case basis and upon the merits of each situation. Meeting policy guidelines does not guarantee assistance and the approval or denial of one project shall not set a precedent for approval or denial of other projects. The Village's intention should be to provide the minimum amount of assistance necessary to make the project viable while carefully considering the long-term financial and community impacts.

Parties to any incentive agreement must abide by the Village ethics policy to help protect against issues of conflict of interest (see "Attachment A" for details).

Goals and Objectives

The primary goal of economic development assistance is to enhance commercial districts in the Village by making possible development that would not take place without an incentive. In general, economic incentives are to bridge the financial gap for quality projects which will generate substantial new revenues for the Village or generate additional jobs, and which would not take place in Glen Ellyn but for the existence of the incentive.

These goals are to be met through the following objectives:

- Attracting, retaining or expanding businesses/development to improve the economic base;
- Attracting businesses/developers to high priority redevelopment sites;
- Encouraging development projects that enhance the streetscape and pedestrian experience and improve the vitality of the area by adding interest and activity on the first floor of mixed-use and commercial buildings;
- Improving public infrastructure such as parking and transit facilities, streetscapes, public gathering spaces and green spaces;
- Attracting high priority and unique businesses to the Village that improve the overall mix of uses;
- Improving properties which are considered unattractive or have been vacant for a long period of time;
- Providing higher quality architectural and landscape treatments than the market will bear to further improve the aesthetics of an existing or proposed development, enhance adjacent property values, and improve the overall appeal of the Village's commercial districts;
- Introducing uses which further the Village's reputation as a destination for shopping, dining, cultural events and entertainment;
- Improving the variety of quality housing choices to support community diversity and nearby businesses, and increase the vibrancy and economic development potential of the Village;
- Retaining and providing for growth of high priority or significant anchor businesses whose closure would have considerable negative impact on surrounding businesses and the community; and/or
- Fulfilling other goals expressed within the Village's 2001 Comprehensive Plan and 2009 Downtown Strategic Plan.

Types of Incentives

The following is a list of potential incentives the Board may wish to consider. Not all incentives will be appropriate for all projects and some projects may necessitate creative incentives that may not be listed below.

- Tax Increment Financing (TIF);
- Sales Tax Rebates;
- Retail Façade Improvement Awards and Downtown Retail Interior Improvement Awards;
- Other —
 - Use of Village property or right-of-way for development at reduced or no cost, excluding previously vacated right-of-way;
 - Contribution toward public improvements or infrastructure;
 - Fee waivers: zoning, permits, etc.;
 - Cooperative provision of municipal services;
 - Industrial Revenue Bonds (bond financing for specific industrial improvements);
 - Special Service Area (cooperation among property owners to fund a specific project);
 - Business Development District (an increase in sales tax over a specified period of time used to fund improvements in the district).

Tax Increment Financing

Tax Increment Financing (TIF) districts allow future increases in taxes for properties within the TIF district to be collected and used to stimulate investment within the district. The taxes within the district are frozen at the existing level and each taxing body continues to receive their portion of the taxes at that level. Only the new property taxes generated by the incremental increase in the value of these properties above the frozen level are pooled in a fund and used for financing projects within the district. Glen Ellyn has two TIF districts. One roughly encompasses the downtown C5A Central Business, Retail Core Sub-zoning district and the C5B Central Business, Service Sub-zoning district. The other is on Roosevelt Road, roughly encompassing Roosevelt Road from IL-53 to Main Street (see attached TIF maps for specific TIF boundaries for each district). The tax increases created by redevelopment, re-occupancy, new development and general assessed value in the TIF Districts are collected and used for economic development within each district. TIF districts have a lifespan of 23 years, as mandated by State Statute.

Specific TIF Guidelines are intended to provide guidance to the Village Board when deciding when and how to utilize Tax Increment Financing assistance for development within the TIF District. Assistance will be reserved for projects that have a demonstrated financial gap and that will assist the Village in meeting its goals. TIF Guidelines shall be used to process and review requests for TIF assistance; however, the Village Board may amend or waive portions of these Guidelines at any time as may be necessary or appropriate. The purpose of TIF assistance is to encourage desirable

development that would not occur “but for” the TIF assistance provided. Only the minimum amount of TIF assistance necessary to make the project viable shall be used.

According to the Illinois Tax Increment Association, by current Illinois State Statute, activities eligible for TIF financing include (but are not limited to):

- Property acquisition;
- Rehabilitation or renovation of existing public or private buildings;
- Construction of public works or improvements;
- Job retraining programs;
- Relocation;
- Financing costs, including interest assistance;
- Studies, surveys and plans;
- Professional services such as architectural, engineering, legal, property marketing and financial planning; or
- Demolition and site preparation.

Generally, Village of Glen Ellyn projects eligible for TIF financing include extraordinary costs associated with infrastructure improvements, code required improvements for existing buildings, site preparation, and similar enhancement projects. TIF funds may not be used for construction.

State Statute also requires the “but for” test to determine if a project is eligible to use TIF funds. This test requires that a project would not be viable, “but for” the assistance provided by the TIF funding. An incentive or combination of incentives may be appropriate depending on the scope and impact of the project. The impact of incentives on all stakeholders should be considered.

TIF Eligible Projects

There are several types of eligible projects which may be considered for TIF assistance. Examples of these projects are:

- Business attraction, retention or expansion;
- Housing;
- Affordable housing;
- Historic revitalization;
- Public infrastructure enhancements;
- Development consistent with the TIF Redevelopment Plan.

TIF Financing Criteria

The Village Board reserves the right to deny any request for TIF assistance. There are many important criteria and considerations that must be taken into account when evaluating possible TIF projects. The following is a list of criteria a developer should take into account when developing a

request for TIF assistance and the Village Board should consider when determining if TIF assistance is warranted:

- As with other forms of Village incentives, assistance shall be limited to the minimum amount necessary to make the project feasible. Assistance will not be provided solely to increase the developer's profit margin. It is up to the Village's discretion to determine how much, if any, assistance is necessary to make the project feasible;
- The petitioner should demonstrate that the project would not otherwise take place in Glen Ellyn "but for" the incentive;
- A maximum dollar amount and term will be determined. Assistance should be at the lowest level possible within the least amount of time;
- All projects shall be reviewed on a case-by-case basis. Meeting all the criteria for TIF assistance does not guarantee that assistance will be awarded, nor does the approval or denial of one project set a precedent for approval or denial of another;
- Assistance will generally be provided by a "pay-as-you-go" method. Up-front financing requests will be considered on a case-by-case basis provided there is sufficient increment generation to meet initial financing and debt service costs;
- Assistance for land/property purchases will not exceed the fair market value of the property. The Village will hire an independent appraiser and the appraisal cost will be reimbursed by the developer;
- Assistance shall not be provided for projects that would result in extraordinary demands on Village infrastructure or services;
- The developer is responsible for providing any additional information, such as market and feasibility studies, and appraisals, which the Village deems necessary to review the need for TIF assistance;
- The developer must provide adequate financial guarantees to ensure completion of the project, not limited to letters of credit, cash escrow and personal guarantees. The developer must also demonstrate to the Village's satisfaction, the ability to construct, operate and maintain the proposed project;
- All projects must demonstrate the probability of economic success. The developer shall submit to the Village preliminary sales, data projections, and/or pro forma analyses concerning the subject site. The Village will hire an independent consultant to verify the developer's submissions and the resulting cost will be reimbursed by the developer through an escrow;
- The developer must retain ownership of the overall project until final completion. For projects intended as for-sale developments, individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership at least long enough to complete the project (as evidenced by the issuance of a final certificate of occupancy), stabilize its occupancy, establish project management and initiate property tax payments based on the increased project value;

- For parcels that are “tax exempt” prior to redevelopment, the projections for incremental revenue generation will be based upon the projected revenue generation after the placement of an initial valuation on the property;
- The level of assistance should be reduced to the lowest possible level in the least amount of time by maximizing the use of private debt and equity financing first;
- Development receiving TIF assistance is required to provide a full reimbursement to the Village of the assistance provided in the event the project is removed from the tax rolls during the period of time the applicable development project area is in existence. The developer shall sign appropriate legal documents indicating agreement with this mandate; and
- At least ten percent (10%) of the units in a Residential Development must be attainable (within the means of middle-, moderate- and/or low-income households).

TIF Submittal Guidelines

The Village requires certain information from every applicant requesting TIF funds. This information is critical to allow the Village to make proper and informed decisions. All applications for TIF funding shall include the following items:

- Completed Village application for TIF Funding;
- An initial deposit of one percent (1%) of the requested TIF assistance or \$10,000, whichever is greater. This deposit will be used to cover the Village’s costs for review of the request. The applicant is responsible for reimbursing the Village for all costs that exceed the initial deposit. If at any point the escrow balance drops below \$500, the developer must replenish the escrow to the initial amount deposited. Any unused portion of the deposit will be returned to the applicant;
- Preliminary financial commitment from a financial institution;
- Plans and/or drawings for the proposed project;
- Background information on the developer’s experience, capabilities and similar projects;
- Pro forma analysis for the project including sources and uses of funds, and annual income and operating projections;
- Audited financial statements from the last three (3) years and an interim financial statement for the current year; and
- Complete list of the names and addresses of all investors in the project including each individual’s ownership interest.

The Village may request additional information from the developer if necessary to make an accurate and informed decision. The developer shall comply with all disclosure requirements of the Village. The Applicant should submit an original and two copies of all the requested documents. Packets should be sent to:

Village Manager’s Office

Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

The Village will notify the developer when all the requested materials have been received. In the event the developer does not submit everything that was requested, the review of the request will not begin until those materials are received.

TIF Review Process

Applicants are encouraged to contact the Village Manager's Office to initiate discussion regarding potential TIF assistance. Once an application is received, the estimated timeframe for review is approximately 6 weeks and may include the following steps:

- Submittal of documentation to Village management;
- Review of documentation by Village management and consultant chosen by Village -
 - Calculate potential sales tax, property tax, utility tax, water revenue, miscellaneous one time fees (building permits, transfer tax, fee-in-lieu charges, etc.)
 - Determine if there are any State or County incentives available to coordinate a joint incentive package;
- Presentation of request, management analysis and recommendation to Finance Commission;
- Finance Commission Meeting for review and recommendation to Village Board;
- Village management prepares draft TIF Assistance Agreement as recommended by Finance Commission, if applicable;
- Finance Commission recommendation, management recommendation, and draft TIF Assistance Agreement forwarded to Village Board, if applicable; and
- Village Board meeting for final consideration of TIF assistance request.
- TIF Assistance agreements should include the following provisions:
 - Reimbursement for Failure: The TIF Assistance Agreement will contain a claw-back provision to the Village for reimbursement of a pro-rated share of the assistance based on specified time periods should a developer associated with assistance cease to operate during the term of the agreement or another specified period of time;
 - Look-back Provision: If the project generates a higher return than anticipated when the incentive was approved, the developer and Village shall split 50/50 any increase at or above a specified threshold of the original projected rate of return.

The Village Board has final authority to negotiate the terms of any economic incentive or to deny approval of an incentive proposal. The preceding guidelines do not limit Village Board action.

Non-TIF Incentives: Eligible Projects

The Village will consider non-TIF incentive requests on a case by case basis using the process described below. In addition, the Village offers Retail Façade Improvement Awards and Downtown Retail Interior Improvement Awards Improvements to assist businesses locating or growing their business. The Retail Façade Improvement Awards are available to applicants that complete an approved façade improvement to a building located in any commercial district throughout the Village. Additionally, Downtown Retail Interior Improvement Awards are available to applicants that complete certain approved interior improvements in in the Downtown commercial area. The amount of any award is determined by the Village Board, in its sole discretion, subject to a cap of \$15,000 every three (3) years, per building (see detailed program guidelines in “Attachment C” and “Attachment D”).

There are several types of eligible projects not considered under TIF guidelines which may be considered for economic assistance. Examples of these projects are:

- Businesses attracted, retained, or expanded in the Village;
- Development of previously identified priority development sites;
- Business segments underserved in the Village;
- Development consistent with the Downtown Plan or Comprehensive Plan;
- Other projects that would enhance the Village and satisfy one or more of the identified objectives.

Non-TIF Incentives: Review Criteria

The threshold level of assistance given to the Developer should be limited to the minimum amount necessary to provide the Developer with a reasonable rate of return for the project in Glen Ellyn, and the level of return for the Village to consider an incentive proposal should be significant.

Requests for economic assistance shall be evaluated on the merit of the proposal and the following criteria:

- Conformance with the Comprehensive Plan and Downtown Plan goals and objectives;
- Improvement of economic base through attraction, retention or expansion of businesses;
- Attraction of high priority business that would enhance diversity of businesses and vitality in the Village’s business districts;
- Fulfillment of an underserved business segment;
- Enhancement and diversification of Village revenue bases;
- Presence of extraordinary costs above and beyond typical development improvement costs, such as prohibitively expensive

- Environmental remediation
- Capital purchases
- Facility expansion
- Public infrastructure
- Provision of a variety of quality housing choices including those that support community diversity;
- Enhancement of streetscape and pedestrian experiences;
- Improvement of public infrastructure;
- Improvement of existing parking and/or traffic circumstances not created by the applicant;
- Remediation of blighted property;
- Enhancement of cultural and/or environmental circumstances;
- Creation of more marketable real estate space;
- Significant increase in quality full-time permanent employment;
- Quality of development and aesthetics above and beyond code requirements and design standards;
- Impact on the immediate neighborhood;
- Demonstrated ability to construct, operate and maintain the proposed project based upon past experience, reputation and credit history; and
- Demonstrated probability of economic success.

The above criteria are not inclusive and do not prohibit other criteria from being considered.

Non-TIF Incentives: Submittal Guidelines

By providing an incentive the Village is entering into a financial agreement; therefore it is appropriate to request detailed financial information from the developer or property owner to allow the Village to evaluate the likely success of the project and make an informed decision. The following is a general list of items the Village may wish to request of the developer in order to allow the Village a thorough review of the project, including any potential impacts and how the requested incentive may benefit the Village. The submitted documents should be considered the developer's application for incentive:

- Program Details
 - Summary of proposal and benefits to the Village
 - Area of property
 - Square footage of uses by type
 - Estimated number of employees (full-time and part-time)
 - Proposed construction timeframe
 - Complete list of all investors in the project identifying individual ownership interest;

- Projected Annual Sales
 - Total sales for 10 years
 - Breakdown of total sales between taxable items and exempt items (see “Attachment B” for details on items exempt from Home Rule Sales Tax);
- Current equalized assessed value of the property;
- Current property appraisal;
- Market study, gap analysis and pro forma analysis of the project;
- Estimated construction cost and purchase price of property;
- Estimated utility usage (eg. electricity, natural gas, telecommunication);
- Estimated water usage;
- Description of incentive being requested -
 - Dollar amount and proposed structure of incentive request
 - Description and amount of extraordinary costs related to development;
- Financial guarantees to ensure project completion such as letters of credit, and cash escrow; and
- Any other relevant information requested by the Village and necessary to evaluate the request.

The Applicant should submit an original and two copies of all the requested documents. Packets should be sent to:

Village Manager's Office
 Village of Glen Ellyn
 535 Duane Street
 Glen Ellyn, Illinois 60137

Petitioners should be prepared to provide full financial disclosure for evaluation by an independent financial consultant approved by the Village. An amount from the petitioner, paid at the time of application, should be deposited into an escrow account to cover the Village's costs for legal and financial consultation in reviewing the incentive request.

The Village should notify the developer when all the requested materials have been received. In the event the developer does not submit everything that was requested, review should not begin until those materials are received.

Non-TIF Incentives: Review Process

Glen Ellyn welcomes business and development opportunities within the Village. Village staff is readily available to respond to questions and offer assistance to prospective businesses and developers. Applicants are encouraged to contact management in the Village Manager's Office to initiate discussion regarding potential incentives and may include the following steps:

- Submittal of documentation to Village management;
- Review of documentation by Village management (and/or consultant if desired by Village);
- Calculate potential sales tax, property tax, utility tax, water revenue, miscellaneous one time fees (building permits, transfer tax, fee-in-lieu charges, etc.);
- Determine if there are any State or County incentives available to coordinate a joint incentive package;
- Presentation of request, management analysis and recommendation to Finance Commission;
- Finance Commission Meeting for review and recommendation to Village Board;
- Village management prepares draft Incentive Agreement as recommended by Finance Commission, if applicable;
- Finance Commission recommendation, management recommendation, and draft incentive agreement forwarded to Village Board, if applicable; and
- Village Board meeting for final consideration of incentive request.

Non-TIF incentive agreements should address the following items and include the following provisions:

- *“But For” Standard:* the petitioner should demonstrate that the project would not otherwise take place in Glen Ellyn “but for” the incentive;
- *Dollar Amount and Term:* A maximum dollar amount and term will be determined. Assistance should be at the lowest level possible within the least amount of time;
- *Eligible Project Costs:* Incentives may not be used for soft costs such as legal, architectural or engineering consultant fees;
- *Reimbursement for Failure:* The incentive agreement should contain a claw-back provision to the Village for reimbursement of a pro-rated share of the incentive based on specified time periods should a business associated with an incentive cease to operate during the term of the incentive or another specified period of time;
- *Look-back Provision:* If the project generates a higher return than anticipated when the incentive was approved, the developer and Village shall split any increase at or above a specified threshold of the original projected rate of return;

- *Permanence:* Projects requesting an incentive should demonstrate their intent to remain within the Village for the foreseeable future. For example, a condition of the incentive may be a commitment for a lease period beyond the length of the incentive;
- *Ownership:* If the developer intends to sell the project (i.e. commercial or residential condominiums), the developer must retain ownership of the overall project until final completion;
- *Pay-As-You-Go:* Assistance will be provided by a “pay-as-you-go” method. Up-front financing requests will be considered on a case-by-case basis provided there is sufficient increment generation to meet initial financing and debt service costs;
- *Limitation:* No incentive will be provided for any project expenses incurred prior to approval of the project with the exception of Village award funds;
- *Other Assistance:* When requested, the Village will assist developers in seeking State and Federal Incentives.

The Village Board has final authority to negotiate the terms of any economic incentive or to deny approval of an incentive proposal. The preceding guidelines do not limit Village Board action.

“Attachment A”

Conflicts of Interest

*Glen Ellyn Village Code: Title 1: Administrative, Chapter 12: Ethics,
Section 5: Conflicts of Interest*

1-12-5: CONFLICTS OF INTEREST:

All civil servants shall avoid situations that present a conflict of interest, or a potential conflict of interest. It is the responsibility of all civil servants to solely serve the public interest of the village of Glen Ellyn. To achieve that requirement it is necessary to avoid situations that present dual interests that can compromise, or appear to compromise the objectivity of decisions.

- (A) Prohibited Transactions: No civil servant shall participate in any transaction in which: 1) a “financial interest” as defined in this chapter would present a conflict of interest or a potential conflict of interest, 2) a “nonfinancial interest” as defined in this chapter would present a conflict of interest or a potential conflict of interest, 3) participation would constitute a conflict of interest under the statutes or common law of the state of Illinois.
- (B) Recusal: Any civil servant shall recuse himself or herself in connection with any transaction that comes before such civil servant in the course of his or her duties, whenever such civil servant has: 1) any interest in the transaction; 2) any family relationship with a person having an interest in such transaction; or 3) any interest in an applicant appearing before the civil servant in an official capacity, even if the civil servant does not have an interest in the transaction itself.
- (C) Notification: Upon becoming aware of any conflict of interest as described in subsection (A) of this section, any civil servant shall promptly provide written notification, within forty eight (48) hours, to the appropriate authority of such conflict and the civil servant’s recusal from any official action with respect to the transaction, as follows:
 - 1. Employees, appointed officers or appointed volunteers shall notify the director of the department and the village manager;
 - 2. The Village Manager shall notify the village president and the board of trustees;
 - 3. Members of boards and commissions shall notify the chairperson of such board or commission;
 - 4. Chairpersons of boards and commissions shall notify the village manager, village president and the board of trustees;
 - 5. The Village President shall notify the Village Manager and the Board of Trustees;
 - 6. Any person serving in an elected position shall notify the village president, village manager and the other members of the board of trustees.

- (D) Nonappearance Before Same Board Or Commission: No civil servant required to recuse himself or herself in connection with a transaction shall appear before the board or commission of which he or she is a member with respect to such transaction.
- (E) Nonparticipation and Disclosure before Other Board or Commission: Any civil servant who has actual knowledge that he or she, individually or through a family relationship, has an interest in a transaction pending before a board or commission on which the civil servant does not serve as a member, either: 1) shall not appear or participate personally before the other board or commission on which he or she does not serve relating to such transaction; or 2) shall disclose such interest on the record prior to participating in any proceeding before a village board or commission.
- (F) Potential Conflict Of Interest: The Glen Ellyn community has a right to expect that the public interest will be served by all individuals involved in local government. To maintain the public trust it is imperative that civil servants present an image of objectivity and fairness in all official actions. Civil servants have the continual and ongoing obligation to promptly disclose not only any known conflicts of interest but also to identify any issues that may have the potential for a conflict of interest, and if they are in doubt to seek the opinion of the ethics officer. When such advice is sought, the ethics officer will determine if the potential conflict requires the civil servant to take or refrain from taking some action (Ord. 5921, 2-28-2011).

“Attachment B”**Exemptions to Home Rule Retailers and Service Occupation Taxes***Village Ordinance 5740 (03/03/2009)***Retail and Service Sales that are Exempt from Taxes**

- Food for human consumption that is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks, and food which has been prepared for immediate consumption)
- Drugs and medical appliances
 - Prescription and non-prescription medicines
 - Drugs
 - Medical appliances
 - Insulin
 - Urine testing materials
 - Syringes
 - Needles used by diabetics
- Tangible personal property that is titled or registered with an agency of State government (e.g. cars, trucks, motorcycles, trailers, snowmobiles, aircraft)

“Attachment C”

VILLAGE OF GLEN ELLYN

**Retail Façade Improvement Award Program
Application Packet**

Village Manager's Office

535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

Attachment: Proposed TIF and Economic Incentive Guidelines April 2014 (1177 : 2014 Grant Program Updates)

VILLAGE OF GLEN ELLYN
Retail Façade Improvement Award
As of April 1, 2014

Purpose

The Village of Glen Ellyn recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Retail Façade Improvement Awards were created to facilitate the private sector in making these desired exterior improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this Award program.

Assistance Available

Approved projects are eligible to receive a Retail Façade Improvement Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the facade improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Village of Glen Ellyn are eligible for an award. The exterior of the property must meet all Village of Glen Ellyn Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of award monies.

Eligible applicants include the owner of a commercial building or the owner of a commercial business. All applications must be signed by the property owner to indicate consent for the proposed improvements.

Financial awards are available to business owners or property owners, for no more than \$15,000 every 3 years, per building.

All award requests must be submitted prior to any work being started by the applicant. Any work started or completed prior to Village Board approval is at the applicant's risk.

The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability.

Eligible Improvements

The primary goal of the Village of Glen Ellyn Retail Façade Improvement Award is to achieve significant visual improvements in commercial facade appearance. The determination of eligibility and priority for an award is at the discretion of the Village Board.

Work which qualifies for an award includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$1,000 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving Village Board approval for the award. The list of qualifying exterior improvements appears below.

Eligible Improvements

- Significant Facade repair and treatment
- New window systems or frame replacement and repair (excluding broken glass)
- Exterior Doors
- Awnings (without signage)
- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Other permanent exterior improvements to property consistent with the architectural integrity of the building and the Village's Appearance Review Guidelines

Ineligible Improvements

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs
- Signage of any kind
- Landscaping of any kind

The Retail Façade Improvement Award is not a reimbursement or direct payment for the costs of façade improvements. Rather, the award is designed to encourage business to make their own investment into façade improvements. Awards are only valid if the façade improvement presented is completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Economic Development Coordinator.

Design Evaluation

Design evaluation and approval will be handled by the Village of Glen Ellyn. This process may require the applicant to undergo exterior appearance review by the Architectural Review Commission if required by the Village Appearance Review Guidelines.

Application Requirements

Required Submittals with Application:

- Current digital photos of all building facades visible from the public right of way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements
- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings). All contractors must be registered with the Village's Planning and Development Department prior to a building permit being issued.
- Consent from the building owner for proposed improvements, by signature on the attached form
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative as outlined below:
 - Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or Village.
 - Credentials and experience of business owner.
 - Any unusual or expected difficulties or hardships in making the proposed improvements.

Application and Approval Process

Submission and approval of a complete award application is required ***prior*** to the completion of any eligible improvements. The review process will normally take approximately 4 weeks. ***The applicant must secure any required Village permits and exterior appearance approval by the Architectural Review Commission and the Village Board (if required) prior to starting improvements.*** The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.

- Submit an award application including all required submittals to the Economic Development Coordinator for funding assistance.
- The Economic Development Coordinator will make a recommendation for approval, partial approval or denial to the Village Board. Village staff will make every effort to review applications within 2 weeks of submittal.
- Application is considered by the Village Board. Applicant's attendance is required at the Village Board meeting as part of the application review process. The Village Board typically meets the 2nd and 4th Monday evenings of every month.
- Proposed improvements must be completed and the business must be operational within one year of award approval by the Village Board.

Required Documentation for Award Payment

- Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Award Request Certification (see attached form), a signed and notarized Affidavit for Award (see attached form), and photos of all improved facades to the Economic Development Coordinator.
- The Economic Development Coordinator and Planning and Development Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
- Award check is distributed.

Pay Back Provision

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of receiving a Retail Façade Improvement Award.

Out of Business	< 1 Year	1-2 Years	2-3 Years
% of Award Repaid to the Village	75%	50%	25%

The applicant agrees to this provision when she/he signs the Award Request Certification and the Application Certification.

VILLAGE OF GLEN ELLYN
Retail Façade Improvement Award

REQUIRED SUBMITTALS WITH APPLICATION:

- Current digital photos of all building facades visible from the public right of way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements
- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)
- Consent from the building owner for proposed improvements, by signature on the attached form
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative as outlined below:
 - Description of proposed facade work including information about the proposed building materials and methodology for proposed changes.
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or Village.
 - Credentials and experience of business owner.
 - Any unusual or expected difficulties or hardships in making the proposed improvements.

BUSINESS OWNER INFORMATION:

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Email: _____

If tenant, what is the expiration date of your current lease? _____

If buyer under contract or tenant, who is the property owner? _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Fax: _____

Property Owner E-mail: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION

COST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PROJECT COST:

AMOUNT OF AWARD REQUESTED: _____**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Retail Façade Improvement Award. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet.

Applicant Name (PRINT)_____
Applicant Signature

Date: _____

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)_____
Property Owner Name (PRINT)_____
Property Owner Signature

Date: _____

*****Office Use Only*****

Application is: _____Approved _____Denied

Village President_____
Date_____
Economic Development Coordinator_____
Date

VILLAGE OF GLEN ELLYN
Retail Façade Improvement Award
Award Request Certification

SUBMITTAL FOR AWARD

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Applicant’s Affidavit for Award (attached)

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. I will display the Village of Glen Ellyn Retail Façade Improvement Award in public at my business/property for one year. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date: _____

APPLICANT'S AFFIDAVIT FOR AWARD

STATE OF ILLINOIS)
) SS
 COUNTY OF DUPAGE)

TO: The Village of Glen Ellyn

The undersigned, _____ (Name), being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at _____ (the "Premises") and has applied for a Retail Façade Improvement Award from the Village of Glen Ellyn, in the amount of \$ _____, for façade improvements to the following commercial structure: _____(the "Work.").

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$_____ from the Village of Glen Ellyn, there shall be nothing due or to become due from the Village of Glen Ellyn in connection with the disbursement of the approved award amount from the Village of Glen Ellyn based on the documentation submitted to the Village of Glen Ellyn for the Work set forth in said proof of payment.

 Date

 Signature

SUBSCRIBED AND SWORN to
 before me this ____ day of
 _____, 20____.

 Notary Public

“Attachment D”

VILLAGE OF GLEN ELLYN

**Downtown Retail Interior Improvement Award Program
Application Packet**

Village Manager's Office

535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

Attachment: Proposed TIF and Economic Incentive Guidelines April 2014 (1177 : 2014 Grant Program Updates)

VILLAGE OF GLEN ELLYN
Downtown Retail Interior Improvement Award Program
As of April 1, 2014

Purpose

The goal of the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program is to strengthen the downtown shopping district by attracting new retail businesses, restaurants and by assisting existing retailers with eligible expansion plans in the downtown commercial district. Service businesses like art studios, fitness uses must include 25% of floor space of retail to be eligible. Salons and resale shops are not eligible for this program. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive Downtown Retail Interior Improvement Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the interior improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

Commercial property owners or retail business owners in the Central Business Districts (C5A or C5B) who are proposing a new or expanding business which meets the eligibility and application requirements are invited to submit applications.

All new retail businesses that generate retail sales tax can be considered for the award. Existing retail businesses in the Village must expand in the downtown to receive assistance. For the purpose of this program, “expansion” is defined as significantly increasing the retail sales area, enlarging the square footage of the retail space to include expanding into an adjacent space or relocating to a larger space or building an addition on the interior or exterior of an existing building to be used as additional retail space.

Projects must have a minimum budget of \$1,500.

Awards are available to property or business owners, for no more than \$15,000 every 3 years, per unit.

All contractors working on the project must be registered with the Village Planning and Development Department prior to building permits being issued.

Award applicants will be reviewed on a case by case basis. Uses that have the potential to increase foot traffic and improve the pedestrian experience will be preferred.

The determination of eligibility and priority for awards is at the discretion of the Village Board, is subject to the scope of the work completed and is subject to funds availability. The Village Board may approve awards up to \$15,000.

Eligible Improvements

This program provides awards for permanent tenant and building code improvements necessary to open a new, or expand an existing, downtown retail or restaurant business. Eligible improvements must remain with the improved building to be considered permanent and may include:

Eligible Improvements

- Walls – as they are expanding the current available retail space or are in need of structural repair for the integrity of the building
- Ceilings – restoring historic elements such as original tin ceilings or structural repairs for the integrity of the building
- Accessibility improvements for handicapped persons
- Energy conservation improvements
- Electrical work, including service upgrades
- Fire Alarm systems
- Fire sprinkler system installations or upgrade, including any needed water service improvements
- Restoration of historic interior architectural features, including ceilings, light fixtures, floors and architectural detailing
- Utility related improvements (heating, air conditioning, plumbing, electrical)
- Changes brought about due to the uniqueness or nature of the structure of the building
- Other extraordinary expenses related to improvements required by government codes or regulations

Projects not listed above will be considered on a case by case basis. In general, changes to the project scope will not be considered for supplemental assistance after award approval is obtained. Unforeseeable changes will be considered on a case by case basis.

Ineligible Improvements

- Façade improvements (see separate Village of Glen Ellyn Façade Improvement Award Program)
- Acquisition of land or buildings
- Product inventory
- Interior signage

- Lighting fixtures
- Hard surface materials for non-retail exterior space (parking lots, sidewalks, etc.)
- Display window enhancements (hanging grid system, lighting, display shelf, etc.)
- Media marketing and advertising
- Ongoing business expenses such as rent, payroll, consulting work, moving expenses, etc.
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse)
- Exterminator services
- Landscaping
- Paint, tile or other design elements

The Downtown Retail Interior Improvement Award is not a reimbursement or direct payment for the costs of interior improvements. Rather, the award is designed to encourage business to make their own investment into interior improvements. Awards are only valid if the interior improvement in question is completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the

Required Submittals With Application:

Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).

- Signed vendor contract(s) with detailed costs for each proposed improvement. Any selected contractor(s) must be registered with the Village's Planning and Development Department prior to beginning any work on site.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Digital photos depicting the interior areas where proposed improvements will take place.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative or current Business Plan that addresses the following:
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
 - List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
 - Credentials and experience of business owner.
 - Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).

Application and Approval Process

Submission and approval of a complete award application is required prior to the completion of any improvements eligible for assistance. The applicant must submit all required documents as outlined on the first page of the application. Applicants should expect the review and approval process to take approximately 4 weeks. The applicant must secure any required Village approvals, licenses or permits prior to starting improvements. The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application, including all required submittals, to the Economic Development Coordinator.
- The Economic Development Coordinator will review the application and make a recommendation of approval, partial approval or denial of the award application to the Village Board. Village staff will attempt to review applications within 2 weeks of submittal.
- The application will be considered by the Village Board. The applicant's attendance is required at Village Board meeting as part of the application review process. The Village Board typically meets on the 2nd and 4th Monday evenings of every month.
- Proposed improvements must be completed and the business must be operational within one year of award approval by the Village Board.

Award Process

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant's Affidavit for Award (attached), a Contractor's Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator along with the Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.
- Check is distributed.

Pay Back Provision

The following pay back schedule will apply if an award recipient business closes or moves out of Glen Ellyn within 3 years of receiving a Downtown Retail Interior Improvement Award.

Out of Business	< 1 Year	1-2 Years	2-3 Years

% of Award Repaid to the Village	75%	50%	25%
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The applicant agrees to this provision when she/he signs the Application Certification and Award Request Certification.

VILLAGE OF GLEN ELLYN Downtown Retail Interior Improvement Award

REQUIRED SUBMITTALS WITH APPLICATION:

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Digital photos depicting the interior areas where proposed improvements will take place.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative or current Business Plan that addresses the following:
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
 - List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
 - Credentials and experience of business owner.
 - Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).
 - Describe or demonstrate why these improvements would not take place “but for” the award program.

BUSINESS OWNER INFORMATION:

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Email: _____

If tenant, what is the expiration date of your current lease? _____

If buyer under contract or tenant, who is the property owner? _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Fax: _____

Property Owner E-mail: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION

COST

_____	_____
_____	_____
_____	_____

TOTAL PROJECT COST:	
AMOUNT OF AWARD REQUESTED:	

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements identified in support of the award are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet.

Applicant Name (PRINT)

Applicant Signature

Date: _____

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT)

Property Owner Signature

Date: _____

*****Office Use Only*****

Application is: _____Approved _____Denied

Village President

Date

Economic Development Coordinator

Date

VILLAGE OF GLEN ELLYN
Downtown Retail Interior Improvement Award
Award Request Certification

SUBMITTAL FOR AWARD

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Applicant’s Affidavit for Award (attached)

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. I will display the Village of Glen Ellyn Downtown Retail Interior Improvement Award in public at my business/property for one year. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date: _____

APPLICANT'S AFFIDAVIT FOR AWARD

STATE OF ILLINOIS)
) SS
 COUNTY OF DUPAGE)

TO: The Village of Glen Ellyn

The undersigned, _____ (Name), being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at _____ (the "Premises") and has applied for a Downtown Retail Interior Improvement Award from the Village of Glen Ellyn, in the amount of \$ _____, for interior improvements to the following commercial structure: _____ (the "Work.").

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$_____ from the Village of Glen Ellyn, there shall be nothing due or to become due from the Village of Glen Ellyn in connection with the disbursement of the approved award amount from the Village of Glen Ellyn based on the documentation submitted to the Village of Glen Ellyn for the Work set forth in said proof of payment.

 Date

 Signature

SUBSCRIBED AND SWORN to
 before me this ____ day of
 _____, 20____.

 Notary Public



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/21/14 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: Michele Stegall

SCHEDULED

AGENDA ITEM (ID # 1176)

DOC ID: 1176 C

Community Wayfinding Study Update - Planning and Development Director Hulseberg

Background. In 2013, the Village entered into a \$25,000 contract with The Lakota Group and Western Remac for completion of a community wayfinding study. The study was recommended in Glen Ellyn's 2009 Downtown Strategic Plan and expanded to include the entire community. The purpose of the study is to strengthen the economic vitality of the Village by better directing residents, visitors, shoppers and others to the community's shopping districts, parking facilities and abundant community assets and to provide a more unified image of the Village.

Five potential signage designs were initially prepared by the consultant team. The designs were presented to staff and narrowed down to three possible designs that were shared with the public by way of an online survey. The survey asked respondents to select their preferred design scheme and was well received with 389 people responding. A large majority of the respondents expressed a preference for Sign Design A, which was the most traditional of the three. The consultant team subsequently built out this sign family and presented it to the ARC at their September 11 meeting and to the Village Board in October of 2013.

The plans were revised to incorporate the comments received at these meetings. Among other things, the resulting design included the addition of finials and the removal of the originally proposed scrollwork. While the overall design was still traditional and incorporated many of the same elements as the originally preferred design, there were significant differences. Therefore, in an effort to ensure that the public was supportive of the changes, a second online survey was conducted. A total of 181 people responded to the second survey of which 60.8% favored a design that incorporated some of the requested changes (i.e. use of colors, brick bases, village logo and thicker bases, among other things) but retained the scrollwork from the original design and excluded the finials. This design was very similar to the design preferred in the initial survey. The remaining 39.2% favored the design with the finials. The project consultants have indicated that there is no significant cost difference between the two designs.

A memo was sent to the Board on February 21, 2014 forwarding the survey results and indicating that staff planned to proceed with the next phase of the project using the design favored by the public in the first and second survey. This next phase was to include a recommendation on the location and content of each sign and the development of preliminary "shop" drawings. Trustees were requested to contact Manager Franz by February 28, 2014 if they had any concerns about staff proceeding in this manner.

Requested Action. We understand that there was mixed feedback from Village Board members on which design to proceed with and that the project was subsequently put on hold. At this time, we are requesting Village Board direction on which design to move forward with for the next phase of the study. If the Village Board decides to place the project on hold, we would need to know the

length of the delay so we could determine if it would be appropriate to release the consultant from the contract. At this time, Phases I and II (Tasks 1-15) in the attached contract have been completed with \$16,721 of the \$25,000 contract being paid out. Only Phase III (Tasks 16-20) remains.

Staff recommends that the Village move forward with the study at this time as we believe it is an important project needed to support the economic development efforts of the Village. Some of the benefits of the project include directing motorists and bicyclists on Roosevelt Road and at Historic Stacy's Corners to the downtown, better directing potential customers to the shops on the side streets in the downtown, better directing customers to available downtown parking, directing bicyclists on the Great Western Trail and Prairie Path to the Village's shopping districts and developing a unified signage plan and more consistent image of the community. Such signage programs are common in other communities and with the plan budgeted for and three-fourths complete we believe it makes sense to finalize the project at this time. Upon completion of the plan, funding for the implementation of the project would still need to be discussed and approved by the Village Board and it is expected that the signage would be phased in over time.

The Board has also expressed interest in moving forward with the installation of a replacement message sign in the downtown that would incorporate an electronic variable message board. If the wayfinding project is put on hold, direction is still requested regarding which design the Board would like to proceed with so that this sign can be designed to match the rest of the signage when the study is finalized in the future.

Attachments.

- Contract
- Signage Variation A – Preferred survey design
- Signage Design B

Cc: Julius Hansen, Public Works Director
 Dave Buckley, Assistant Public Works Director
 Meredith Hannah, Economic Development Coordinator

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ATTACHMENTS:

- Contract (PDF)
- Sign Variation A, Preferred Survey Design (PDF)
- Sign Variation B (PDF)

LAKOTA

January 22, 2013

VILLAGE AND DOWNTOWN WAYFINDING AND SIGNAGE PROGRAM

VILLAGE OF GLEN ELLYN, ILLINOIS

Professional Services Agreement between THE LAKOTA GROUP and VILLAGE OF GLEN ELLYN, ILLINOIS

PROJECT APPROACH

The Lakota Group and Western Remac Team is excited about the opportunity to assist the Village of Glen Ellyn with the preparation of a Village and Downtown Signage and Wayfinding Plan focused on enhancing the community's identity. The plan, in its implementation, will provide Glen Ellyn's key attractions recognition from a local and regional perspective, as well as facilitate the movement of shoppers, visitors and residents to and through the Downtown from surrounding regional corridors. Creating connectivity or a "brand" for the community will not only increase the visual identity and sense of place, but will also guide motorists, pedestrians and cyclists through a clear, cohesive manner.

The signage design must:

- Identify Glen Ellyn at its entrance points.
- Enhance and promote the special identity of the Downtown through signage.
- Direct people to key locations at a pedestrian level—not only within the Downtown, but to other local attractions and entertainment, shopping and dining destinations.
- Assist in the navigation on the local corridors to municipal parking facilities within the Downtown.
- Create safer and less congested roadway conditions through properly designed and located directional signs.
- Develop an overall "image" of the community, especially Downtown.

It is our understanding that the project goal is to develop an overall design direction, complete shop drawings and a budget for the signage system, which will allow Glen Ellyn to make informed decisions about implementation of a comprehensive signage and wayfinding system that maximizes the use of the Downtown's assets and resources.

Using our team's extensive experience in developing wayfinding and signage programs, understanding of the Manual for Uniform Traffic Control Devices (MUTCD), as well as the requirements outlined in the Request for Proposals, we have developed the following Project Approach:

PROFESSIONAL SERVICES PROPOSAL

Glen Ellyn. Village and Downtown Wayfinding and Signage Program

PHASE 1: ANALYZE

The goal of this first phase is to collect and analyze the existing opportunities and constraints related to Glen Ellyn's community and downtown wayfinding and signage. This includes a comprehensive review and documentation of the existing Village signage, destinations, routes, sign types, and other complementary materials. Also as part of this phase, the preliminary sign types and signage family/program will be developed.

PHASE 2: CONCEPTUALIZE

The second phase will include the preparation of a range of signage design concepts to be reviewed, tested in the field, and refined into a preferred signage direction. These concepts will assist in the preliminary development of a project budget and phasing plan.

PHASE 3: DEVELOP

The preferred signage direction will be refined into a final shop drawings or "Design Intent Drawing and Standards" (D.I.D.S.) report that will be used in final public and applicable agency and commission reviews, public workshops and presentations and the creation of preliminary costs for budgeting/phasing purposes.

Following formal approval by the Village Board and any final refinements, the Village has the discretion to competitively bid the signage fabrication and installation of the sign elements or choose to continue to work with our Team and move into the final phase of our program, IMPLEMENT.

Whichever direction is chosen by the Village, the D.I.D.S. report will serve as a cohesive design standard and construction documentation for the wayfinding elements, which essential reflective the Village's and Downtown's identity.

PHASE 4: IMPLEMENT (ADDITIONAL SERVICES)

As stated in the RFP, the Village has the discretion to continue working with the selected design team and implement the sign program as a design/build effort. As the final phase of our approach, IMPLEMENT is where our Team will work closely with the Village to determine an appropriate phasing or implementation strategy to ensure the most impact from the program. At the same time, it will be fiscally responsible to the constituents and the community's budgets and capital improvement funds. As this program will be implemented over a projected 1-3 year period, our Team can layout the road map for a successful "end game" approach so that the adopted vision is carried through efficiently.

PROJECT SCOPE | TASKS

PHASE 1: ANALYZE

TASK 1. PROJECT START (MEETING #1)

Conduct a project start meeting with Village Staff to review signage issues and objectives regarding locations, constraints, opportunities, visibility, and conditions, as well as the Village's current sign codes and regulations and logos, colors and materials. Lakota will also gather any GIS or electronic base maps available from the Village Staff or County Departments.

TASK 2. COMMUNITY TOUR (MEETING #1)

Conduct a walking/driving tour of the Village with Staff to preliminarily identify wayfinding issues, signage constraints, vehicular/pedestrian circulation routes, and existing signage and banner conditions, including:

- Village entrances
- Main travel routes leading to Downtown from local regional corridors
- Main travel routes within Downtown
- Parking lot and municipal facility locations
- Downtown activity generator locations and cultural and/or historical sites
- Public plaza and open space locations

This tour will assist the Team in visualizing the built environment and will help us build upon our vast knowledge base of Glen Ellyn's current constraints and opportunities as it pertains to circulation, identity, amenities and missing pieces of the puzzle. The Lakota Team will conduct follow-up field visits/studies as needed throughout the process to further assess signage conditions and observe vehicular and pedestrian travel patterns and traffic flow.

TASK 3. VILLAGE STAFF REVIEW (MEETING #1)

Conduct a technical and detailed review meeting with Village Planning and Public Works staff. The goal of this review is to understand the Village's potential capacity to internally fabricate and ultimately maintain any signage developed through this process. A sustainable signage program is one that successfully integrates with the Village's budgets and staff capabilities.

TASK 4. IDOT REVIEW (MEETING #2)

Meet with Illinois Department of Transportation (IDOT) staff to identify and understand any challenges, opportunities, regulations and expectations related to placing Village signage within or adjacent to IDOT rights-of-way and within Village controlled rights-of-way.

TASK 5. DUPAGE COUNTY REVIEW (MEETING #3-SAME DAY AS IDOT REVIEW)

Meet with DuPage County staff to identify and understand any challenges, opportunities, regulations and expectations related to placing Village signage within or adjacent to DuPage County rights-of-way and within Village controlled rights-of-way.

TASK 5. PLAN & CODE REVIEW

Review and evaluate existing wayfinding and other complementary plans, the Village Comprehensive Plan, the current Downtown Strategic Plan, current Streetscape Master Plan and Parking Facility study findings to date, as well as State regulations related to roadways under IDOT jurisdiction. Concurrently, Lakota will be comparing the current signage with MUTCD standards and will continue to analyze the projects adherence to those regulations and restrictions.

The Team will work closely with the Village's consultant team conducting the Downtown Streetscape and Parking Study to ensure that our projects are coordinated properly and have the necessary cohesive elements and efforts moving forward.

TASK 6. EXISTING SIGNAGE AUDIT

Document the location, type, condition, and included information of each sign in the existing wayfinding system. Analyze the feasibility of reuse of any of the existing locations or materials. Prepare a photo catalog showing typical examples of the type, location, size/massing, and condition of Village signage and potential sign locations.

TASK 7. WAYFINDING ANALYSIS

Review existing data and prepare a diagram indicating existing key travel routes, decision points, circulation patterns and destinations. Prepare a summary outline of signage issues.

TASK 8. PRELIMINARY WAYFINDING PLAN

Develop a comprehensive list and hierarchy of sign types and wayfinding elements to be included in the signage family. Prepare a Wayfinding Plan that addresses optimal locations and orientation for directional, identity, and informational signage based on key decision locations, space availability and activity generators, addressing Village entrances, the Downtown and critical routes.

TASK 9. ADVISORY COMMITTEE MEETING (MEETING #4)

Conduct a public meeting with the Advisory Committee to review the ANALYZE phase input and the Preliminary Wayfinding Plan. This first public meeting will be widely advertised by the Village Staff. The Lakota Team can provide graphic posters or flyers, e-blast formats, etc. to aid in developing excitement, momentum and conversations about the public process.

PHASE 2: ENGAGE AND ENVISION

TASK 10. SIGN FAMILY DESIGN CONCEPTS

Generate conceptual level signage systems or “families” (at least 3 concepts for each sign type) that identify alternative sign style, overall theme, proposed materials, potential colors, conceptual identifiers/logos, and possible lighting options. Potential sign types include:

- Village Gateway Monuments (at boundaries/entrances)
- Downtown Gateway Monuments (at boundaries/entrances and possibly in plazas)
- External Directional Sign (for routes leading to Downtown)
- Internal Directional Sign (directs to activity generators and parking)
- Public Parking Signs (identity/directional at parking facilities)
- Public Facility Identification
- Decorative Downtown Street Signs
- Information Kiosks (for pedestrian locations)
- Pedestrian Level Directional Signs
- Medallion Identifiers and Special Event or Marketing Signage
- Identification Symbols or Destination Icons
- Commercial Corridor Banners

Drawings and sketches will be prepared to help define the character of the signage options, as well as the potential massing/placement of each sign type at recommended locations.

TASK 11. COST ESTIMATES

Lakota will prepare order-of-magnitude costs for each of the concepts to help in the review and comparison. The costs will include fabrication, installation and maintenance cost projections. As a Team of designers and “real-world” craftsman of wayfinding and identity signage, we truly understand the in’s and out’s of sign fabrication and the necessary materials, structures and overall integrity of these elements. All of these factors come into play when developing a realistic cost for implementation.

TASK 12. STAFF/COMMITTEE REVIEW (MEETING #5)

Conduct a meeting with Village Staff and the Advisory Committee to review the Conceptual Sign Systems and potential costs. Make any necessary refinements or revisions based on feedback from Staff or the Advisory Committee.

TASK 13. ONLINE REVIEW | SURVEY

Develop an online survey for the general public to view all sign family concepts and provide an opportunity for the visitors to vote on their preferred design theme and provide comments if desired. The online survey would be available for at least 2 weeks prior to a scheduled Advisory Committee meeting. The results of the survey will be presented at the Advisory Committee meeting.

TASK 14. ADVISORY COMMITTEE MEETING (MEETING #6)

Conduct a public presentation of the sign family concepts, developed to date, to the Advisory Committee. Along with the design themes, the results of the public online survey results and the fabrication and installation cost estimates will be discussed. The goal of this meeting will be to obtain feedback and a preferred design direction from the Advisory Committee.

With the assistance of the Lakota Team, this second public meeting will also be widely advertised by the Village Staff.

TASK 15. VILLAGE BOARD WORKSHOP (MEETING #7)

Based on direction received from the Advisory Committee, The Lakota Team will present a preferred, refined design theme to the Village Board of Trustees during a workshop presentation. This public presentation will assist Staff and the Team in ensuring that the presented design direction is concurrent with the Village Board's expectations prior to proceeding into the next phase.

PHASE 3: DEVELOP

TASK 16. MOCK-UP DEVELOPMENT AND REVIEW

Prior to developing the shop drawings of the preferred design theme, the Team will prepare simple, rigid mock-ups for select signs to review in the field with Village Staff and the Advisory Committee to confirm and determine that the general sign size, text size, mounting height, readability, and other factors are correct within their "natural" environment. The Team will make any necessary adjustments based on the in-field review before proceeding to the next task.

Lakota would work with the Public Works Department in placing the mock-ups in targeted locations for the review.

TASK 17. PLAN/DESIGN REFINEMENT

Based on input received from the public, Advisory Committee, the Village Board and the in-field mock-up review, the Lakota Team will refine the preferred sign design theme and wayfinding plan. Through this refinement process, the Team will prepare shop drawings or a D.I.D.S report that will include each selected sign type and provide specific dimensions, letter heights, material recommendations, suggested mounting and bracketing, typeface/color specifications, performance standards/wind-load calculations, foundation and installation details and an overall map and schedule of signage locations, types and messages. This document will, when finalized, act as the construction documents for the entire sign package. The report will be submitted to Staff and the Advisory Committee for review.

Lakota would work with the Public Works Department in placing the mock-ups in targeted locations for the review.

TASK 18. STAFF/COMMITTEE REVIEW (MEETING #8)

Conduct a meeting with Village Staff to review the D.I.D.S. and estimated costs. Make any necessary refinements or revisions based on feedback from Staff prior to the next public workshop.

TASK 19. ADVISORY COMMITTEE WORKSHOP (MEETING #9)

Present an executive summary of the D.I.D.S. report to the community at a public workshop for review and comment. The desired outcome of this meeting is a final clear direction and acceptance of the wayfinding and signage program from the Commission prior to a final presentation to the Village Board for consideration to adopt the signage and wayfinding plan.

TASK 20. VILLAGE BOARD PRESENTATION (MEETING #10)

Present the final draft of the Design Intent Drawings and Standards report to the Village Board for consideration of formal adoption. This could be conducted as either an open house format or a formal workshop with a presentation followed by small breakout discussion tables.

ADDITIONAL MEETINGS

The Lakota Team is prepared to attend two (2) additional public meetings at the request of the Village.

ESTIMATED TIME OF COMPLETION

The following is a general project schedule:

Phase 1: Analyze	1 to 2 months
Phase 2: Conceptualize	1 to 2 months
Phase 3: Develop	1 to 2 months

Lakota will work closely with Village Staff to refine the project scope and manage the project. The project shall be completed by the end of May 2013, dependent upon meeting scheduling and availability of Staff, Committee members and Workshop meetings.

ADDITIONAL SERVICES

If the Village desires to proceed with a public bid process for fabrication and installation of the sign program, the Lakota Team can provide additional tasks or work scope if desired and requested:

BID PACKAGING

Assist the Village in developing a list of qualified contractors and distributing the Design Intent Drawings and Standards Booklet to the contractors for bidding. The cost of this service shall not exceed \$2,200

PROFESSIONAL SERVICES PROPOSAL

Glen Eilyn Village and Downtown Wayfinding and Signage Program

PRE-BID MEETING

If needed, assist the Village in conducting a pre-bid meeting with interested contractors. The cost of this service shall not exceed \$1,650.

BID ANALYSIS

Prepare a bid analysis of the contractor submittals for Staff review. Assist in contractor selection. The cost of this service shall not exceed \$1,980.

DESIGN/CONSTRUCTION SCHEDULE

Assist Village Staff and the selected contractor in preparing a construction/installation schedule. The cost of this service shall not exceed \$1,100

CONSTRUCTION OBSERVATION

Assist Village Staff by conducting on-site observation visits periodically during the installation process and providing walk-through punch-lists after completion. The cost of this service shall not exceed \$3,650.

COMMUNITY BRANDING PROGRAM

Assist the Village in an overall Community Branding Strategy/ Effort that is correlated with the Community Signage design process. The cost to perform this additional service shall not exceed \$44,380.

PROJECT TERMS

Professional fees and reimbursable expenses for this assignment are estimated as follows:

Phase 1: Analyze	\$7,600
Phase 2: Conceptualize	\$9,000
Phase 3: Develop	\$7,150
Professional Fee Total Not to Exceed:	\$23,750
<u>Estimated Project Expenses (5% of fee)</u>	<u>\$1,250</u>
Total Project Budget Not to Exceed	\$25,000

Expenses will be billed at 1.1 times direct expense to cover administration and will include:

- **Travel** (mileage/tolls/parking/cabs/airfare/out-of-region meals & lodging)
- **Delivery** (postage/messenger/express)
- **Copying/Reproduction**
- **Sign Mock-Ups**
- **Long Distance Communication**
- **Renderings/Models** (if requested by client)
- **Miscellaneous | Special Project Supplies** (municipal documents, special reports, data)

PROFESSIONAL SERVICES PROPOSAL

Glen Ellyn Village and Downtown Wayfinding and Signage Program

The above fee estimates can be adjusted based on clarifications or changes to the work scope made by the Village. The fee includes all the meetings and site visits outlined in the Project Scope | Tasks. It does not include any additional meetings, project reviews, presentations, studies, plans, or designs other than those outlined above. If requested for Village budgeting purposes, the team will provide fee estimates for additional tasks.

Any additional services requested of Lakota or Western Remac will be billed on an hourly rate basis according to current hourly rates.

Lakota Hourly Billing Rates (2013):

• Principal	\$240
• Associate Principal	\$210
• Vice President	\$190
• Senior Associate	\$170
• Project Planner/Designer/Manager	\$140
• Planner/Designer	\$100-120
• Research/Drafting Staff	\$85

Western Remac (2013):

• Structural Engineer	\$125
• CAD Draftsman/Designer	\$125

REIMBURSABLE EXPENSES

The Village will reimburse The Lakota Group for documented out-of-pocket expenses submitted in writing, including but not limited to transportation, lodging, meals, parking, tolls, copying/reproduction, printing/plotting, postage/express deliveries and others as applicable. The Consultant Team's out-of-pocket expenses for this project shall not exceed One Thousand Two Hundred Fifty Dollars (\$1,250).

PAYMENT SCHEDULE

Professional fees and expenses will be billed monthly for work completed. Unpaid invoices will bear 1.5% interest per month past 45 days. Either party may terminate this agreement 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

QUALITY ASSURANCE/QUALITY CONTROL PLAN

Lakota will be responsible for the overall coordination of tasks with its sub-consultant firms. The subcontractor for this project shall be Western Remac. The Lakota team will be structured and organized to maintain efficient schedules for completing assignments while effectively managing current and future workloads. The quality of our services and deliverables will be maintained and enhanced by internal oversight and review by senior staff, including Lakota Principals and Project Managers. They will also play an active role throughout the planning process.

VILLAGE RESPONSIBILITIES

The Village shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Village shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Village shall furnish consulting services not provided by Lakota, but required for the Project, such as surveying, which shall include property boundaries, topography and utilities.

TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Village, Lakota shall be compensated for all services performed and expenses incurred to date. The Village's failure to make payments in accordance with this agreement shall be considered nonperformance and sufficient cause for Lakota to suspend or terminate services. Either Lakota or the Village may terminate this agreement after giving no less than seven days' written notice if the project is suspended for more than 30 days, or if the other party substantially fails to perform in accordance with the terms of this agreement.

INSURANCE

Lakota shall provide the Village with a certificate of insurance naming the Village, its board members, employees and agents, as additional insured with an insurance company with the types of coverage and amounts of coverage acceptable to the Village.

PREVAILING WAGE

The following shall pertain to all design work and consultant services listed within this contract. Any fabrication or construction of signs, monuments, banners or any other related physical product that shall occur or influenced by the work completed within the final design package, created by Lakota and their subcontractors, shall be contracted by the Village independent of this agreement:

To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 et seq. Lakota shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Lakota due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Lakota and not at the expense of the Village. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Lakota shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the Village as required by Statute. Lakota shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Village against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website.

CONFLICT OF INTEREST

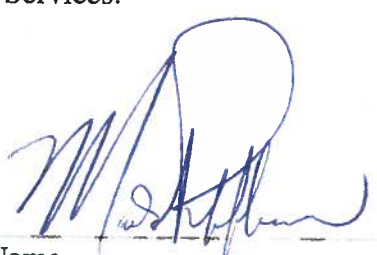
Lakota hereby certifies to the best of its knowledge that no person associated with the company or its subcontractor, Western Remac, has any interest that would conflict in any manner or degree with the performance of this Agreement.

Please indicate acceptance of this agreement by signing one copy and returning it to our office listed below. Lakota will begin work after receiving written authorization to proceed via fax, mail or messenger.

The Lakota Group appreciates the opportunity to provide the Village of Glen Ellyn with Professional Planning and Design Consulting Services.



Scott Freres, RLA, ASLA
Principal
The Lakota Group
212 W. Kinzie Street, Floor 3
Chicago, Illinois 60654
312.467.5445 / 312.467.5484 (fax)



Name

VILLAGE PRESIDENT
Title/Village of Glen Ellyn, Illinois

January 28, 2013
Date

VARIATION A



VILLAGE GATEWAY: HORIZONTAL OPTION

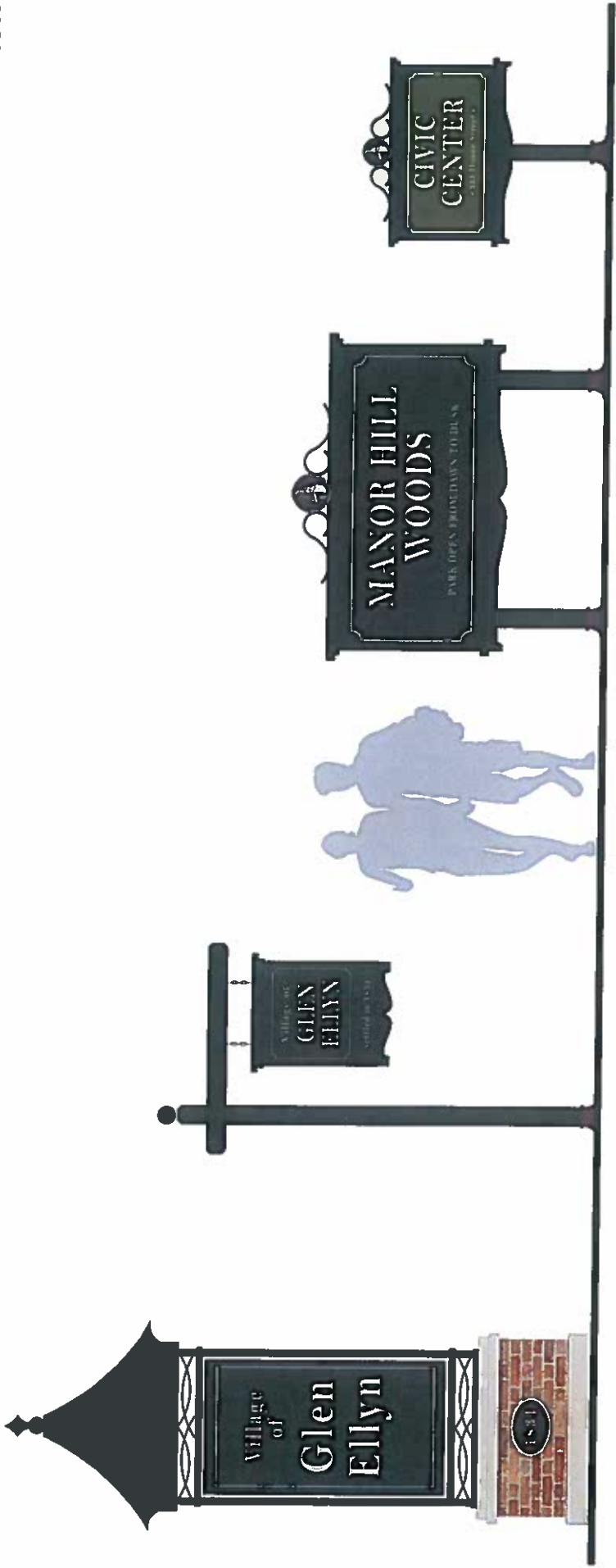


VILLAGE GATEWAY: POLE MOUNTED OPTION

VILLAGE OF GLEN ELLYN: COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA
Western
Remac
INC.

VARIATION



VILLAGE GATEWAY:
VERTICAL OPTION

VILLAGE GATEWAY:
HANGING BLADE OPTION

VILLAGE FACILITY IDENTIFIER

LAKOTA
Western
Kennecott
INC.

VILLAGE OF GLEN ELLYN: COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

VARIATION A



STREET SIGN

INFORMATIONAL
KIOSK

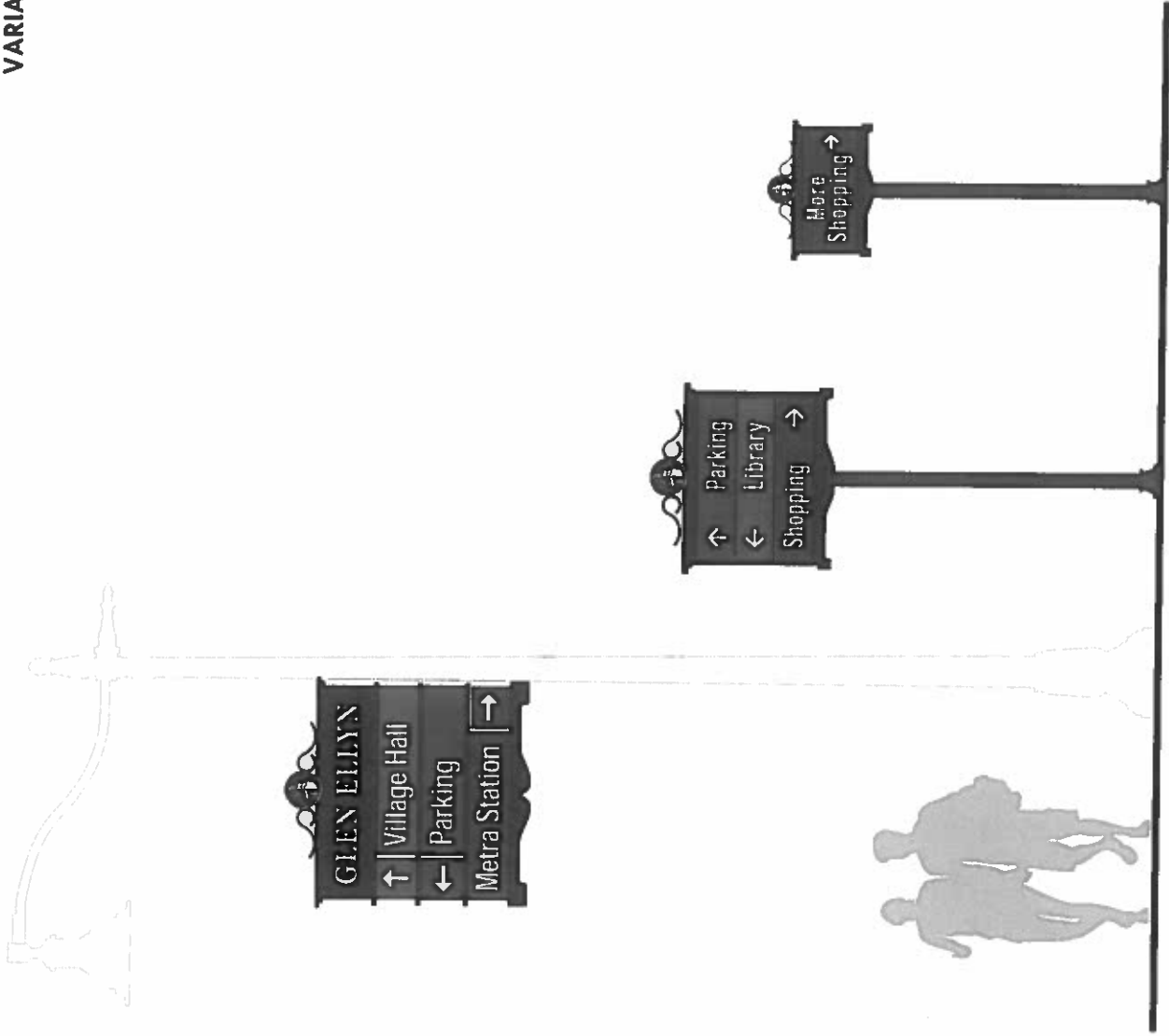
BIKE TRAIL
SIGN

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA



VARIATION A



DIRECTIONAL
SIGNAGE

VARIATION A



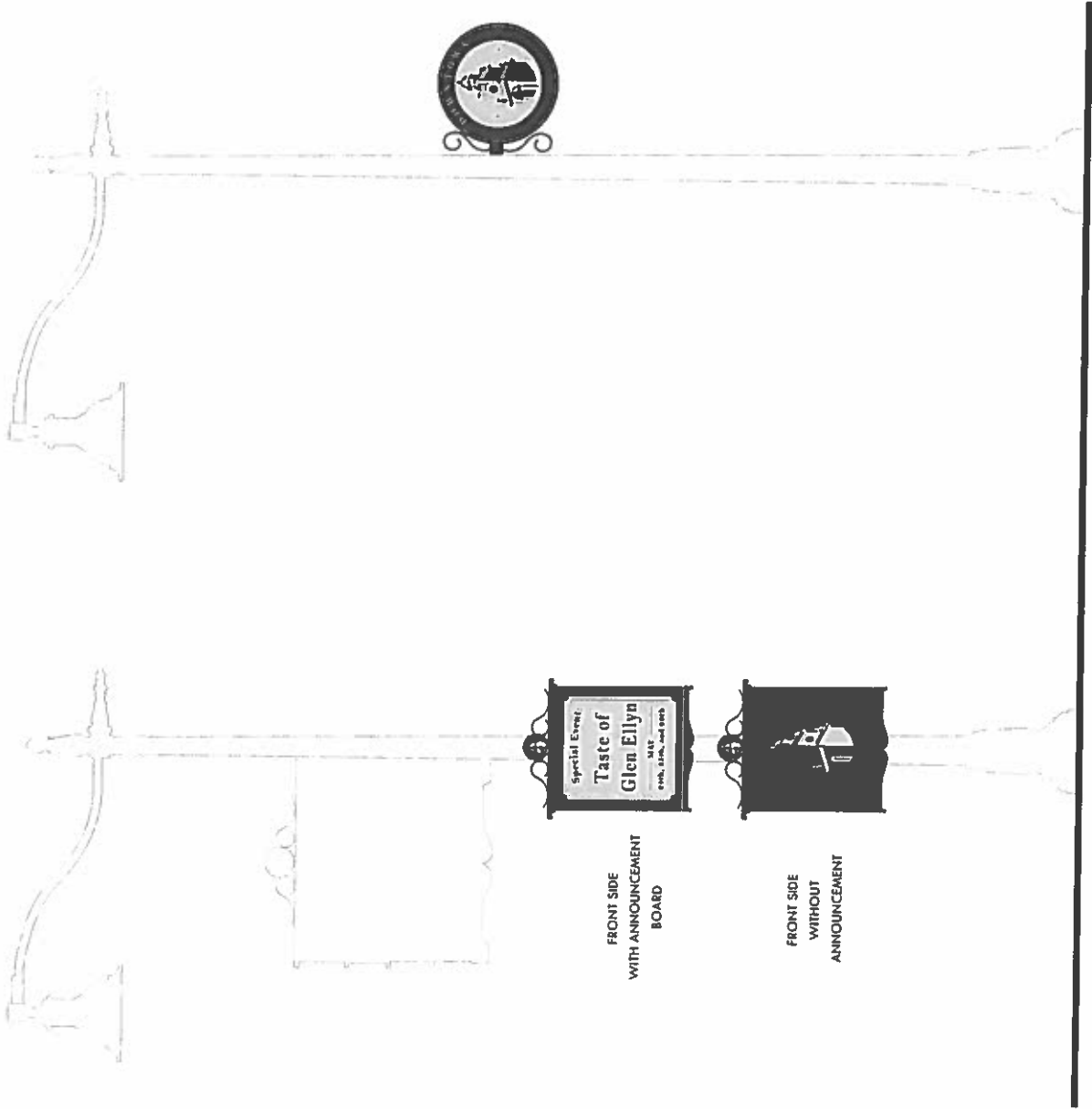
PARKING IDENTIFIERS

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA



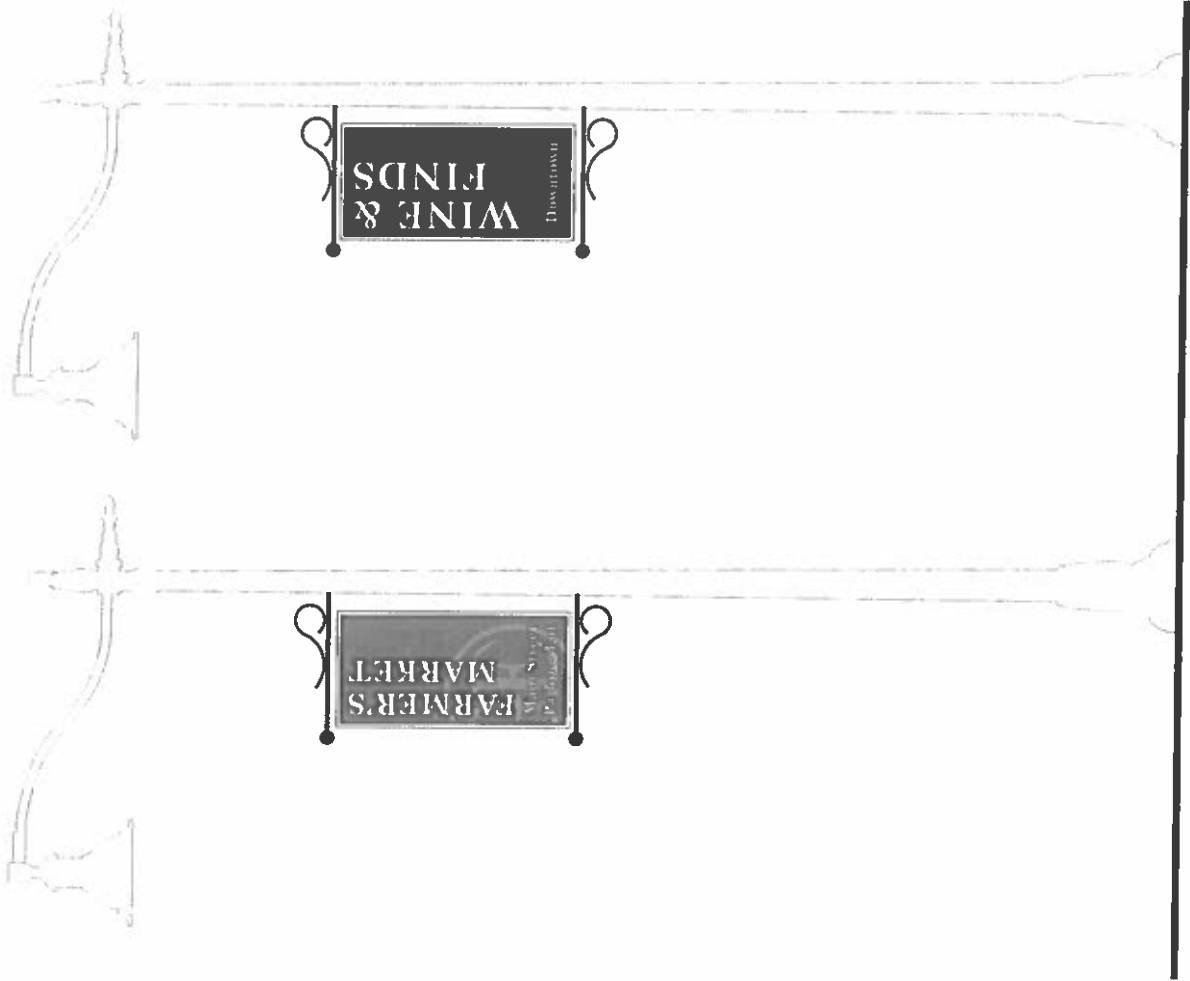
VARIATION A



SPECIAL EVENT SIGNAGE

BRANDING MEDALLION

VARIATION A



PERMANENT/SEASONAL
BANNERS

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA
Western
Presence
Inc.

VARIATION A



COMMUNITY ELECTRONIC MESSAGE BOARD

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA
Western
Remac
Inc.

VARIATION B



VILLAGE GATEWAY: HORIZONTAL OPTION

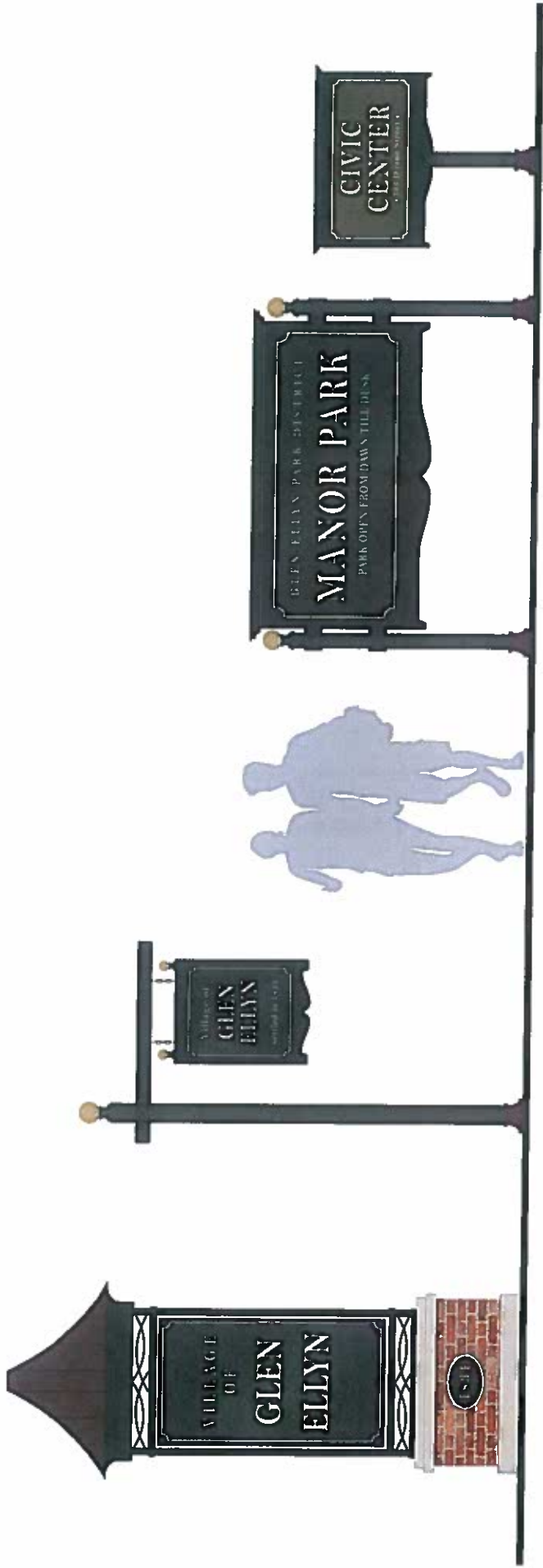


VILLAGE GATEWAY: POLE MOUNTED OPTION

VILLAGE OF GLEN ELLYN: COMMUNITY WAYFINDING AND SIGNAGE PROGRAM



VARIATION I



**VILLAGE GATEWAY:
VERTICAL OPTION**

**VILLAGE GATEWAY:
HANGING BLADE OPTION**

VILLAGE FACILITY IDENTIFIER



VILLAGE OF GLEN ELLYN: COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

VARIATION B



STREET SIGN

INFORMATIONAL
KIOSK

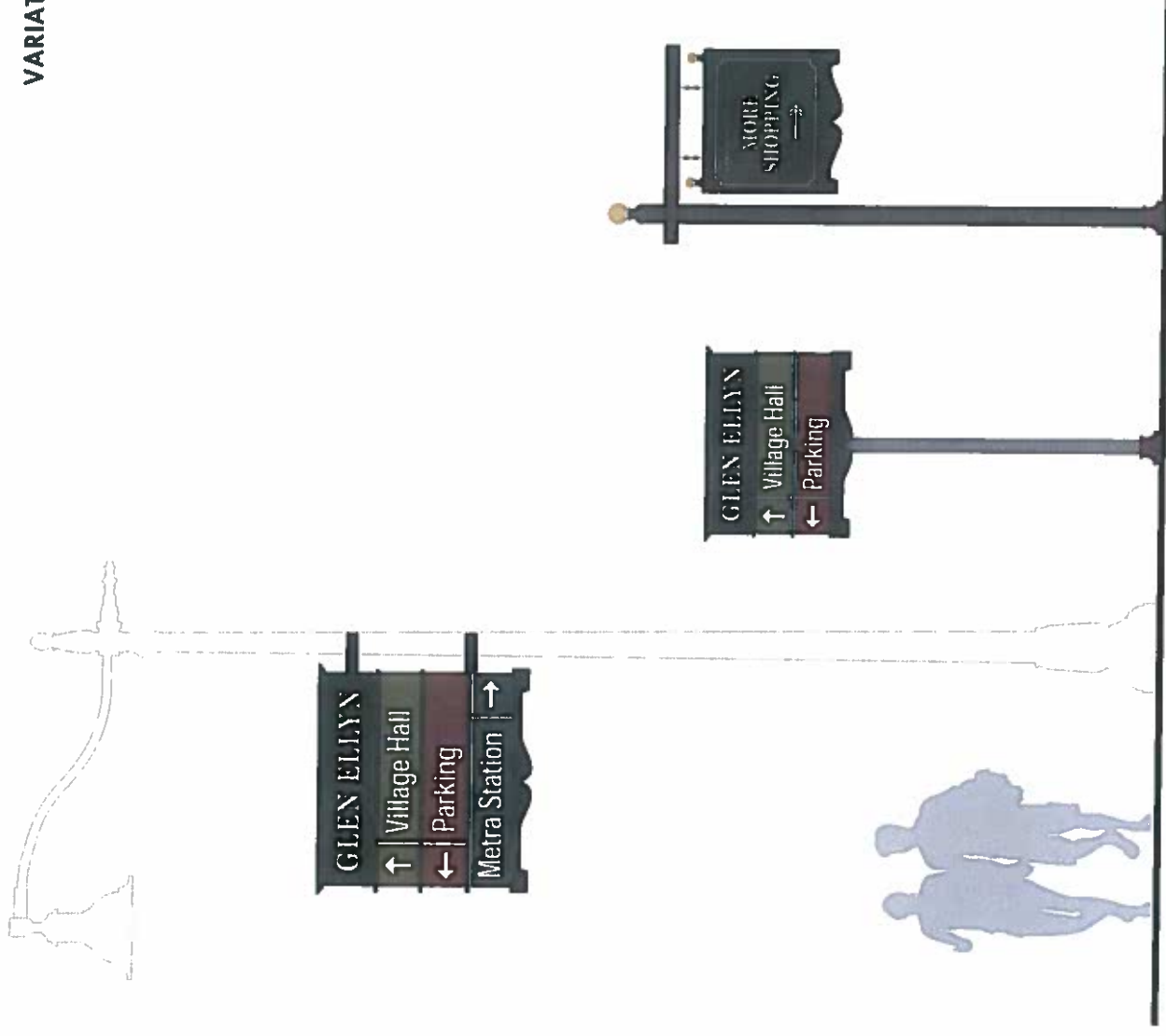
BIKE TRAIL
SIGN

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA



VARIATION B



DIRECTIONAL
SIGNAGE

VARIATION B



Attachment: Sign Variation B (1176 : Wayfinding Discussion)

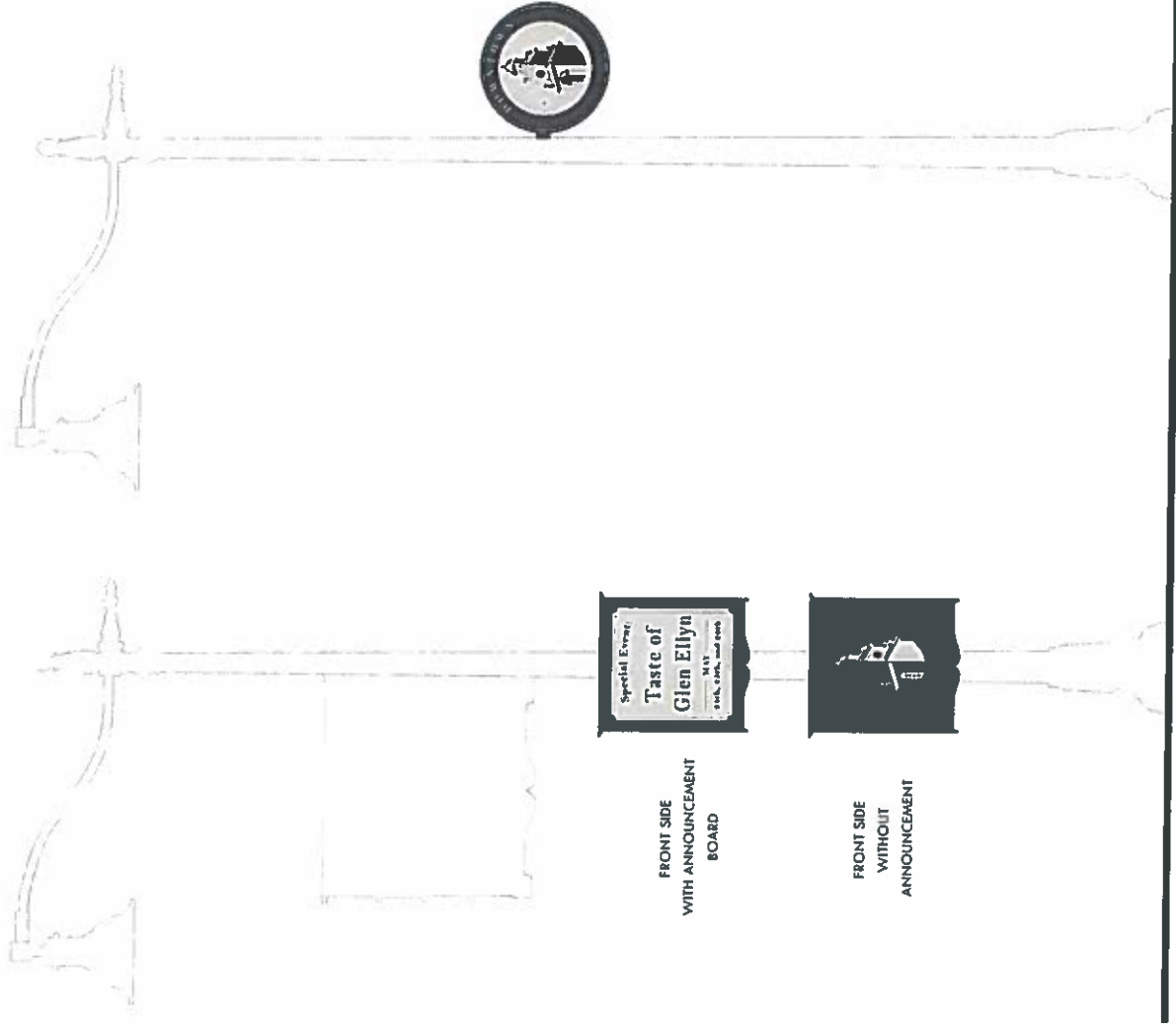
PARKING
IDENTIFIERS

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA



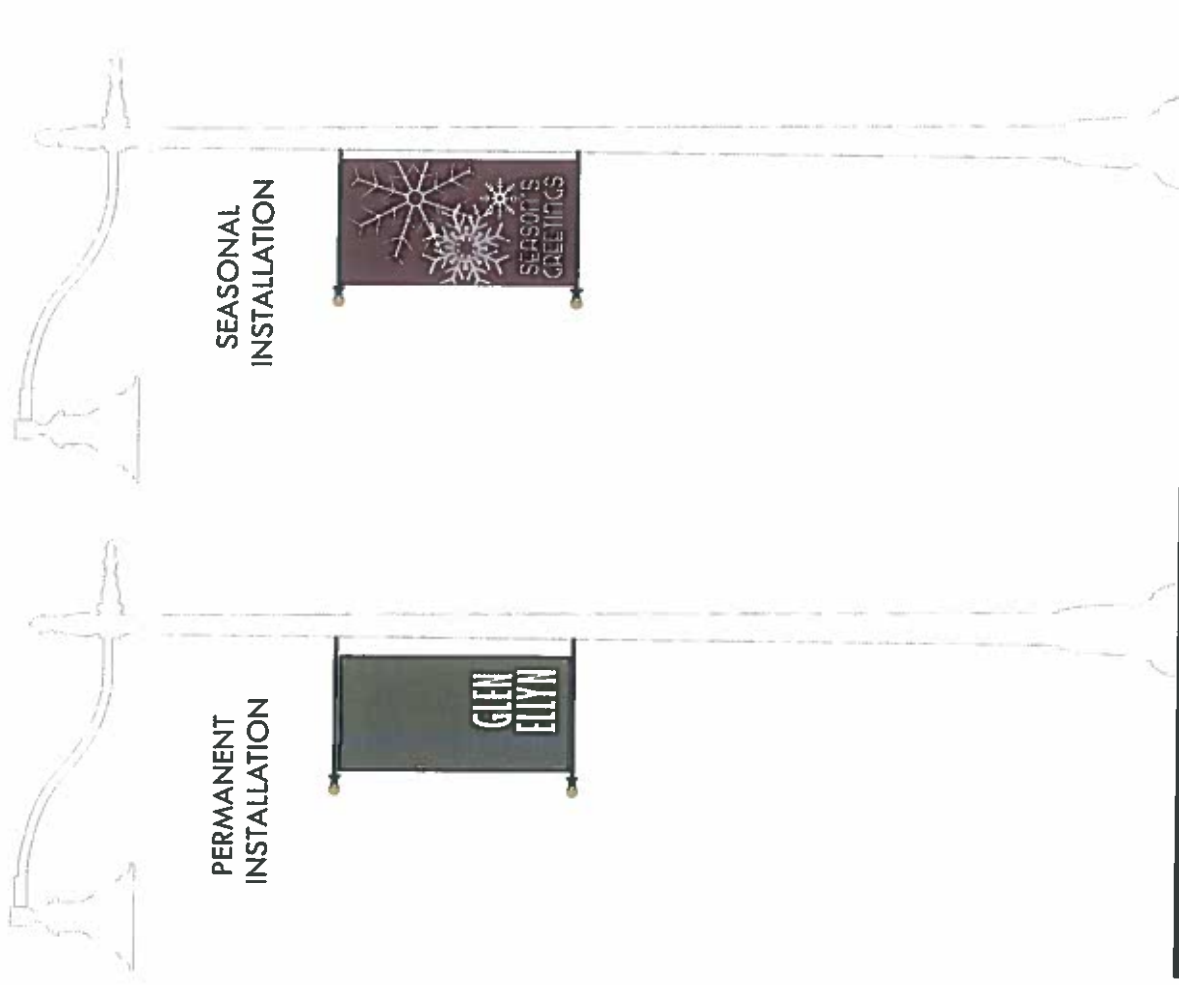
VARIATION B



BRANDING MEDALLION

SPECIAL EVENT SIGNAGE

VARIATION B



PERMANENT/SEASONAL
BANNERS

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM



VARIATION B



Attachment: Sign Variation B (1176 : Wayfinding Discussion)

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM

LAKOTA
 Western
Remac
llc.

VARIATION B



HISTORIC DISTRICT IDENTIFIER

VILLAGE OF GLEN ELLYN:
COMMUNITY WAYFINDING AND SIGNAGE PROGRAM





Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/21/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Agreement
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1178)

DOC ID: 1178

New Agreement between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn - Village Manager Franz

Over the last six months, Fire Chief Jim Bodony of the Glen Ellyn Volunteer Fire Company (GEVFC) raised concerns with the existing funding structure of the GEVFC. He presented some background on the Department and how operations have changed over the years and explained how funding is not keeping up with the costs and future needs, particularly capital replacement needs, of the GEVFC. The Village Board approved a fire services fee last year and we budgeted those funds to address operational, administrative, and capital needs of the GEVFC as well as reviewed their budget for next year.

In addition to this funding, the Village supports the GEVFC in a number of ways. The Village owns and maintains two fire stations, maintains the fire fleet and assists in coordinating a replacement schedule, as well as provides IT, HR, and some accounting assistance. As a way to ensure sustainability and institutionalize the new fire service fee, a new agreement has been drafted. This agreement defines both parties role in providing fire services to the community.

Background

In January 2011, the Village completed a statistical comparison of Glen Ellyn to nine other comparable communities in the area. This analysis resulted in the 2011 Financial Scorecard which provided some insight as to how the GEVFC benefits the entire Glen Ellyn community. An updated Scorecard will be presented later this year, with the results not changing significantly. According to the study, the GEVFC saves the Village over \$3M per year. In addition, Glen Ellyn has the lowest amount of unfunded pensions in the sample group on a per capita basis, which is a direct result of not having a career fire department. However, we have not sacrificed quality, as the GEVFC continues to be an ISO 3-rated department, which has provided emergency services for this community for over 100 years and oversees and supports EMS services that are provided on a contractual basis. Currently there are over 60 Volunteers that continue to provide this critical service to the community for \$1 per year.

Issue

This Agreement with the GEVFC (attached) will replace the 1990 agreement (attached) which was not extremely detailed, but served both parties well for over 20 years. The GEVFC Board reviewed a draft of this new agreement and approved this agreement in concept. However, we have made a few key modifications that I will highlight at the meeting Monday night. Key provisions of this agreement are as follows:

- All firefighters are volunteers of the GEVFC and not employees of the Village of Glen Ellyn.
- The Fire Chief is a member of the GEVFC and the Chief of the Village Fire Company.
- The Fire Chief is appointed by the President of the Village of Glen Ellyn, with the advice

and consent of a two-thirds (2/3) majority vote of the members of the Company at a regular April meeting, or at such other meeting if the fire chief resigns or is replaced prior to the expiration of his term. In addition, the chief of the fire company shall be an executive officer of the village, appointed by the village administrator, and subject to the approval of the village board.

- All fire equipment and apparatus is reserved for exclusive use by the GEVFC as long as the GEVFC continues to operate as the Glen Ellyn Volunteer Fire Company. If the GEVFC ceases to operate, all apparatus and equipment becomes the property of the Village and all assets will continue to be dedicated towards providing fire services to the community.
- The Village provides substantial funding to the GEVFC in terms of in-kind services and monetarily through the Village Services Bill fee that was approved in 2013 and through other Village funding sources.
- In order to receive these funds, the GEVFC must submit an annual budget and capital plan four months prior to the end of the Village fiscal year. The Fire Company will shift its fiscal year to a calendar year by 2015.

We would like to approve this agreement prior to the funds being distributed to the GEVFC which is set to take place May 1. We intend to make any other changes the Village Board deems necessary and then have this on the agenda for April 28. We look forward to discussing this item with the Village Board at the 4/21 Village Board Workshop.

If you have any questions, please let me know.

Attachments

- New Agreement between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn
- 1990 Agreement between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn

ATTACHMENTS:

- New Agreement between GEVFC and Village of Glen Ellyn (PDF)
- 1990 Agreement between GEVFC and Village of Glen Ellyn (PDF)

NEW AGREEMENT BETWEEN THE GLEN ELLYN VOLUNTEER FIRE COMPANY AND THE VILLAGE OF GLEN ELLYN

In consideration of the mutual covenants hereinafter set forth, the Village of Glen Ellyn ("Village") and the Glen Ellyn Volunteer Fire Company ("Company"), hereby agree to further define the scope of the relationship which previous to the Agreement, dated January 29, 1990, has been based on custom and usage, by approving this agreement as follows:

WHEREAS, the Glen Ellyn Volunteer Fire Company ("Company") was organized in 1907 for the purpose of assisting the citizens of the Village of Glen Ellyn ("Village") in protecting themselves against the ravages of fire;

WHEREAS, by Section 5-1-1 of the Glen Ellyn Village Code, the Company has been designated as the municipal fire department for the Village, and the Company has provided firefighting services for the citizens of the Village since at least 1907;

WHEREAS, the Company and the Village desire to acknowledge in writing the Company's commitment to provide firefighting services for the citizens of the Village and to formally designate the Company as the municipal fire department for the Village.

NOW, the parties agree as follows:

1. **Company Responsibilities:**

a. **Administration of Firefighting.**

- i. All firefighters are volunteers of the Glen Ellyn Volunteer Fire Company and not employees of the Village of Glen Ellyn. Except the Fire Chief is a member of the Volunteer Fire Company and the Chief of the Village Fire Department. The Fire Chief is paid by the Fire Company and must not be an employee of the current EMS contract.
- ii. The Company will provide firefighting and emergency services of the same type and nature as has been provided in the past to assist the citizens of the Village in protecting themselves against the ravages of fire and other disasters.
- iii. The Company shall provide any other services necessary to maintain an efficient firefighting and rescue program including conducting regular training.
- iv. The Company will be responsible for the day-to-day operation of Fire Stations #1 and #2 and the day-to-day minor maintenance and care of the entire Fire Company fleet and equipment.

- v. The Company shall be responsible for paying wages, withholding taxes, providing benefits and any other obligations due Volunteer members under local, state or federal law, except as provided in Section 1(i) hereof.
 - vi. The Company shall be responsible to perform the services of a municipal fire department in accordance with the provisions of the Glen Ellyn Village Code, Title 5 Fire Regulations, Chapter 1, Fire Department.
 - vii. The Company shall be responsible to perform the services of a municipal fire department in accordance with the provisions of the Glen Ellyn Village Code, Title 5 Fire Regulations, Chapter 2 Fire Code and Life Safety Code.
 - viii. The Fire Chief is appointed by the President of the Village of Glen Ellyn, with the advice and consent of a two-thirds (2/3) majority vote of the members of the Company at a regular April meeting, or at such other meeting if the Fire Chief resigns or is replaced prior to the expiration of his term. In addition, the chief of the fire department shall be an executive officer of the village, appointed by the village administrator, subject to the approval of the village board.
- b. **Firefighting Apparatus.** The Fire Company has purchased and owns various pieces of firefighting apparatus and equipment, and the Village acknowledges that such apparatus is titled in the name of the Village. The Company and Village will jointly purchase apparatus and some equipment in the future that will be titled in the name of the Village, and held by the Village, as nominee for the Company. All Fire equipment and apparatus is reserved for exclusive use by the Company as long as the Company continues to operate as the Glen Ellyn Volunteer Fire Company. If the Company ceases to operate, all apparatus and equipment becomes the property of the Village and all assets will continue to be dedicated towards providing fire services to the community.
- i. Apparatus are required to include appropriate portable radios and mobile two-way radios, and other apparatus as mutually determined necessary by the Company and Village. Cost of such radios shall be the responsibility of the Village.
 - ii. Turn Out Gear: Personnel shall be equipped with turn out gear as specified by and in compliance with NFPA standard #1971. This equipment shall be supplied and maintained by the Company.
- c. **Annual Budget.** The Village provides substantial funding to the Volunteer Fire Company in terms of in-kind services and monetarily through the Village Services Bill fee that was approved in 2013 and through other Village funding sources. In order to receive these funds, the Volunteer Fire Company must submit an annual budget and capital plan four months prior to the end of the Village fiscal year. The Fire Company will shift its fiscal year to a calendar year by 2015.

- d. **Financial Audit.** The Company will complete an annual audit of its finances by an independent CPA, approved by the Village, and produce financial statements. The Company shall provide a copy of the completed audit and management letter to the Village on an annual basis within 6 months of the end of the fiscal year. Cost of the audit will be paid for by the Village. If there is a qualified opinion or management letter findings provided by the auditor, then the Fire Company will provide a remediation plan to adequately, in the opinion of the Village Manager and Finance Director, address the issues raised.
- e. **Provision of Reports.**
 - i. The Company shall provide monthly/quarterly/annual statistics to the Village reporting calls for service (Fire, medical and mutual aid given and received), as well as training and inspection information.
 - ii. The Company shall generate or cause to be generated necessary reports as required and provided by the State of Illinois, Federal Government, Village or any other agency requiring information.
- f. **Fire Prevention Inspections.**
 - i. The Company shall be responsible for conducting fire prevention inspections on an annual basis for existing buildings, structures and properties within the Village. The exceptions to this provision shall include one and two-family dwellings and individual dwelling units within multi-family buildings. The purpose of the inspections shall be for the purpose of ascertaining and causing to be corrected conditions liable to cause fire, contribute to the spread of fire, interfere with fire-fighting operations, endanger life, or violate the provisions of the Village Code, Title 5 Fire Regulations.
 - ii. The Company shall provide to the Village a quarterly fire prevention inspection report listing the occupant name and street address of all buildings, structures and properties inspected and the results of each inspection. The report shall include the date of the initial fire prevention inspection, a description of violations discovered, the re-inspection date(s), and the final compliance date. The report shall also include confirmation that a current "Occupancy Certificate - Zoning" is displayed and identify rooms and spaces with seating, or intended for occupancy, for 50 persons or more.
 - iii. Along with the quarterly fire prevention report, the Company shall submit an invoice requesting reimbursement for each initial fire prevention inspection conducted during that quarter. The fire inspection fee paid by the Village to the Company will be agreed to by the parties and reviewed annually. Village payment will be remitted within 45 days of receipt of the quarterly fire prevention inspection report and invoice.

- iv. On a monthly basis, the Company shall transmit the addresses and times of third, fourth and subsequent re-inspections for property where such re-inspections are conducted. Required first re-inspections shall be conducted by the Company at the Company's sole expense. Additional reinspections beyond the first re-inspection shall be conducted by the Company and shall be reimbursed by the Village. The Village shall impose reinspection fees and shall retain all revenue from such fees.
 - v. The Company shall provide witness, testimony, and evidence as required to prosecute fire prevention inspection violations in the Village Administrative Adjudication System or in the Circuit Court as initiated by a citation issued by the Planning & Development Department or the Police Department. Such service shall be compensated at the hourly rate of the fire inspector for actual hours worked and reimbursed to the Fire Company. Any legal fees incurred by the Fire Company associated with this provision shall also be reimbursed to the Fire Company.
- g. **Custodial Services.** The Company will be responsible for day to day cleaning and minor maintenance for Fire Stations #1 and #2. (The Village will purchase cleaning products for said custodial services.)
- h. **Annual Physicals.** The Company will require all active firefighters of the Company to pass annual physicals, in accordance with NFPA #1582 standards, at the sole expense of the Company.
- i. **Indemnity and Insurance.** The personnel of the Company shall, for the purposes of worker's compensation benefits and coverage against third party liability claims, be accorded by the Village the full scope and amount of coverage which the Village receives in their behalf as a member of the Municipal Insurance Cooperative Agency (MICA) or other insurance provider. This paragraph of the Agreement is intended to bring into effect the provisions of the contract and by-laws and other documents of MICA (or other insurance provider), which permit a member to extend such coverage as it possesses on the basis of a contract with a third party which benefits the operations of the member. In addition, for the purposes of worker's compensation, the personnel who provide their services to the Company shall be considered volunteer firefighters for the Village.
- j. **Ambulance Contract.** The Company shall assist the Village's paramedic contractor by providing day to day oversight of contract and providing Volunteer personnel and equipment to render Emergency Medical Services (EMS) for the Village as needed and mutually agreed to. The Company shall assist the paramedic/firefighter contract provider to ensure that the ambulances successfully pass inspections that may be required by the Illinois Department of Public Health, or other local, state, or federal agency. Annual proof of inspection shall be provided to the Village.

2. Village of Glen Ellyn Responsibilities:

- a. **Finances.** The Village will provide financial support, both monetarily and in support services as follows:
 - i. Operations funds collected through the Village Services Bill will be distributed to the Company, on a monthly basis.
 - ii. Capital and facility funds, collected through the Village Services Bill, will be transferred to the Facilities Maintenance Reserve Fund and Equipment Services Fund of the Village as budgeted and dedicated for fire related use. The Village will make timely payments from these Funds to the Company as requested by the Company for budgeted items. The Village will not transfer or loan these funds to any other Village fund or expend these Fund monies for non-firefighting purposes.
 - iii. Funds received via Glen Ellyn Special Service Area Numbers 18 and 19 will be transferred to the Equipment Services Fund to be used only for the replacement costs of the Company fleet.
 - iv. The Village will make direct payment of all fees to the DuPage County Public Safety Communication organization (Du-Comm). Total annual payment to be established on an annual basis by Du-Comm.
 - v. The Village shall provide the required funds in a timely manner to fully fund the Company budget approved by the Village as outlined in paragraph (1. c).
- b. **Facility Maintenance.** The Village will maintain Fire Station #1 and #2 buildings, accessory structures, parking lots and grounds. The Company will report directly to the appropriate Village Department as determined by the Village Manager regarding the building and grounds maintenance needs of the Company. Custodial services will be provided by the Company as specified in 1(g) above.
- c. **Fleet and Equipment Maintenance.** The Village will oversee the maintenance of the fire fleet and equipment and provide assistance and support in replacing fire apparatus and equipment. The Village will make payments for apparatus and equipment purchases on behalf of the Company provided such purchases are made part of the Company budget approved by the Village. Such apparatus and equipment shall be owned by the Company and insured by the Village. The Village will provide appropriate housing for the Company's apparatus. The Village Fleet Manager will assist the Company in developing specifications for apparatus to ensure future maintenance issues are considered appropriately.
- d. **Information Technology.** The Village will provide Information Technology (I.T.) services including phone services to the Company. The Company will be responsible for the purchase cost of any products and materials (excluding portable radios and mobile two-way radios as set forth in Section 1(b)(i) of this Amendment), but shall seek input and advice from the Village's I.T. Manager on I.T.-related purchasing decisions. The Village will also provide assistance with the installation of mobile

technology through the Public Works Department, with the I.T. Manager providing maintenance of this mobile technology.

- e. **Accounts Payable and Financial Software.** The Village will provide assistance with accounts payable needs as determined by the Village Manager and the Village's Finance Director, as well as the Fire Chief and the Company Treasurer. The Village will also provide the Company access to its financial software to facilitate Company ongoing business needs.

3. **Entire Agreement.**

- a. **Future Definition of the Arrangement.** If requested by either the Company or the Village, both parties will endeavor to further define the scope of the relationship which previously has been based on custom and usage.
- b. **Term.** This Agreement shall remain in effect for an unlimited term from its approval by all parties; however, either party may cancel the terms and provisions of this Agreement upon six (6) months prior written notice to the other party.
- c. **Complete Agreement; Amendments.** This revised agreement, constitutes the entire agreement of the parties hereto. This new Agreement may be amended from time to time by a written amendment approved and signed by both parties.
- d. **Conflict.** In the event of a conflict between the terms of the original Agreement and this Amendment, the terms of this Amendment shall control. Any provisions of the original Agreement which are not modified by this Amendment shall remain in full force and effect.
- e. **Indemnification.** The Village, its officials, officers and employees agree to indemnify and hold harmless the Company, its board of directors, officers, employees and volunteers, from and against any and all claims, liabilities, causes of actions and demands of third parties, including attorneys' fees, arising out of the negligent acts of the Company, its board of directors, officers, employees and volunteers in the performance of its duties as a contracted fire department for the Village.

APPROVED by the President and Board of Trustees of the Village of Glen Ellyn on the _____ day of _____, _____.

VILLAGE OF GLEN ELLYN,
An Illinois Municipal Corporation

President

ATTEST:

Village Clerk

APPROVED by the Board of Directors of the Glen Ellyn Volunteer Fire Company on the _____ day of _____, _____.

GLEN ELLYN VOLUNTEER FIRE COMPANY,
An Illinois not-for-profit Corporation

President & Fire Chief

ATTEST:

Secretary

ORDINANCE NO. 3718

AN ORDINANCE APPROVING AN AGREEMENT BETWEEN
THE VILLAGE OF GLEN ELLYN AND THE
GLEN ELLYN VOLUNTEER FIRE COMPANY

WHEREAS, the Glen Ellyn Volunteer Fire Company (hereinafter referred to as "Company") was organized in 1907 to assist citizens of the Village of Glen Ellyn (hereinafter referred to as "Village") to protect themselves against the ravages of fire;

WHEREAS, by Section 5-1-1 of the Glen Ellyn Village Code, the Company has been designated as the municipal fire department for the Village, and the Company has provided firefighting services for the citizens of the Village since at least 1907;

WHEREAS, the Company and the Village desire to enter into the Agreement Between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn, attached and incorporated herein as Exhibit "A", which acknowledges in writing the Company's commitment to provide firefighting services for the citizens of the Village and which formally designates the Company as the municipal fire department for the Village; and

WHEREAS, the President and Board of Trustees believe it to be in the best interest of the Village to enter into this Agreement.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, as follows:

SECTION ONE: The findings of fact and conclusions set forth hereinabove are hereby adopted as the findings of fact and conclusions of the corporate authorities.

SECTION TWO: The Agreement Between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn, Exhibit "A" attached hereto, is

hereby approved and the Village President and Village Clerk are authorized to execute and attest to this Agreement on behalf of the Village.

SECTION THREE: This Ordinance shall be in full force and effect immediately upon its passage and approval, in the manner provided by law.

PASSED by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 29th day of January, 1990, on first reading, second reading not being requested.

PASSED by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 1990, on second reading, with second reading having been requested on the _____ day of _____, 1990.

AYES: *Bourke, Demling, Morgan, Scanlan*

NAYS:

ABSENT: *Mason, Shanks*

William D. Link, CMC
Village Clerk of the Village
of Glen Ellyn, Illinois

APPROVED by the President of the Village of Glen Ellyn, Illinois, this 29th day of January, 1990.

Arthur C. Angier
President of the Village of
Glen Ellyn, Illinois

ATTEST:

William D. Link, CMC
Village Clerk of the Village
of Glen Ellyn, Illinois

Published in pamphlet form and posted this 30th day of January, 1990.

Exhibit "A"

**AGREEMENT BETWEEN THE
GLEN ELLYN VOLUNTEER FIRE COMPANY
AND THE VILLAGE OF GLEN ELLYN**

WHEREAS, the Glen Ellyn Volunteer Fire Company ("Company") was organized in 1907 for the purpose of assisting the citizens of the Village of Glen Ellyn ("Village") in protecting themselves against the ravages of fire;

WHEREAS, by Section 5-1-1 of the Glen Ellyn Village Code, the Company has been designated as the municipal fire department for the Village, and the Company has provided firefighting services for the citizens of the Village since at least 1907;

WHEREAS, the Company and the Village desire to acknowledge in writing the Company's commitment to provide firefighting services for the citizens of the Village and to formally designate the Company as the municipal fire department for the Village.

NOW, the parties agree as follows:

1. Provision of Firefighting Services. The Company will endeavor to provide firefighting services of the same type and nature as has been provided in the past to assist the citizens of the Village in protecting themselves against the ravages of fire and other disasters.
2. Firefighting Apparatus. The Company has purchased and owns various pieces of firefighting apparatus and equipment, and the Village acknowledges that such firefighting apparatus as is titled in the name of the

Village is held by the Village as nominee for the Company, with the true ownership thereof belonging to the Company. The Village will act with reference to the title to the firefighting apparatus at the direction of the Company.

3. Appropriate Housing. The Village will provide appropriate housing for the Company's apparatus and will assist the Company by providing communications and other support as the parties from time-to-time may mutually agree.
4. Indemnity and Insurance. The personnel of the Company shall, for the purposes of worker's compensation benefits and coverage against third party liability claims, be accorded the full scope and amount of coverage which the Village receives in their behalf as a member of the Intergovernmental Risk Management Agency. This paragraph of the Agreement is intended to bring into effect the provisions of the contract and by-laws and other documents of the Intergovernmental Risk Management Agency, which permit a member to extend such coverage as it possesses on the basis of a contract with a third party which benefits the operations of the member. In addition, for the purposes of worker's compensation, the personnel who volunteer their services to the Company shall be considered volunteer firemen for the Village.

5. Pollution Cleanup. In the event the Company is called upon to assist in the cleanup of any discharge of contaminants, pollutants or hazardous materials, then to the extent the Village is allowed to recover for costs reasonably incurred in connection with such a discharge, the Village shall pay the Company the reasonable value of the cleanup services performed, including a reasonable charge for the use of equipment, consumable products and personnel.
6. Future Definition of the Arrangement. If requested by either the Company or the Village, both parties will endeavor to further define the scope of the relationship which previously has been based on custom and usage.
7. Term. This Agreement shall remain in effect for an unlimited term from its approval by all parties; however, either party may cancel the terms and provisions of this Agreement on six (6) months prior written notice.-

APPROVED by the President and Board of Trustees of the Village of Glen Ellyn on the 28th day of January, 1990.

VILLAGE OF GLEN ELLYN, an
Illinois municipal corporation

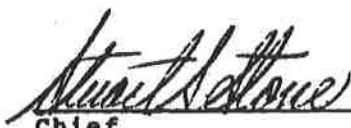
Arthur W. August
President

ATTEST:

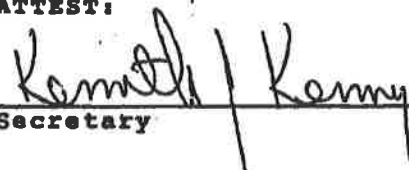
William D. Lunde,cmc
Village Clerk

APPROVED by the Board of Directors of the Glen Ellyn
Volunteer Fire Company on the 29th day of JANUARY, 1990.

GLEN ELLYN VOLUNTEER FIRE
COMPANY, an Illinois not-for-
profit corporation


Chief

ATTEST:


Secretary