



VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Village Board of Trustees

October 23, 2023

7:00 PM

Village President Nick Cuzzone
Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three (3) minutes.**

- 1. Call to Order - Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comments on Agenda Items**
- 4. Amendments to the Agenda**
- 5. Proclamations**
 - a. A Proclamation Recognizing School Board Members Day on November 15, 2023
- 6. Presentation**
 - a. Audit Presentation
- 7. Consent Agenda**
 - a. Bill Listing from the Weeks of October 9th and October 16th, 2023 in a Total Amount of \$462,402.10.
 - b. Approval of Minutes from the Committee of the Whole Meeting and the Regular Meeting of the Village Board from October 9, 2023, and the Minutes from the Special Meeting of the Village Board on October 16, 2023.
 - c. Approval of Minutes from Coffee with the Board Meeting from October 7, 2023.
- 8. Reappointment to Commission**
- 9. Ordinances**
 - a. An Ordinance Amending Section 2-406 of Municipal Code Order of Business for Meetings

At the direction of the Board of Trustees, an ordinance has been prepared to amend Section 2-406. This ordinance, if passed, moves comments on non-agenda items

toward the beginning of the meeting, adds sections for New Business and Old Business and institutes other changes that have been made informally over the past several years. If the Board agrees with the proposed changes, staff would recommend passage of the ordinance at first or second reading. If the Board wants to amend the ordinance, staff recommends passing the amendments tonight and bringing the ordinance back for final adoption on November 13.

10. Resolutions

- a. Resolution of the Village of Villa Park, DuPage County, Illinois, Authorizing an Agreement with High Level Promotions, St. Edward, Nebraska, to Secure Sponsorships/Naming Rights For Various Areas Within the Village's Recreation Center

Staff has been investigating additional revenue streams for the Recreation Center to help offset building and/or operational costs. High Level Promotions specializes in securing sponsors in a variety of sports, entertainment and recreation facilities. The proposed agreement would allow High Level Promotions to solicit interest from potential sponsors and bring back to the Village proposed naming right packages for approval. In the agreement as proposed, the Village would receive 70% of the proceeds garnered from sponsorships and High Level Promotions would receive 30% of the gross sponsorships secured. The resolution as drafted grants the Village Manager the authority to negotiate improvements in the agreement. Staff recommends approval of the resolution.

- b. A Resolution of the Village of Villa Park Authorizing the Execution of An Agreement Between the Village of Villa Park and CP² Consulting, Inc., for Professional Consulting Services for the Villa Park Strategic Plan in an Amount of \$32,500.00

The Village issued a Request for Proposals in July and four proposals were received. CP² (CP2 LLC) submitted the best proposal and staff recommends accepting their proposal and authorizing the Village Manager to enter into an agreement with CP2 LLC for consulting services to update the Strategic Plan for the Village of Villa Park in the amount of \$32,500.

- c. A Resolution to Approve the Purchase of One 2023 GMC Acadia Police Vehicle through The Haggerty Auto Group located in Villa Park, Illinois, in the Total Amount of \$37,977.83.

Staff recommends approval for the purchase of one (1) 2023 GMC Acadia police vehicle to replace an aging detective car. Funds are available for the sale of the 2018 Dodge Charger Hellcat. The total purchase cost will be paid in the amount of \$37,977.83 from the DUI Technology Capital Fund, 19.520.01.401. This vehicle will require additional police equipment (lights, sirens, etc.) to be purchased later. Some equipment will be transferred from the surplus retired police vehicles.

- d. Resolution of the Village of Villa Park, DuPage County, Illinois Authorizing the Village's 2024 Employee Health Insurance Program

Agreements with the Village's medical dental, vision, and life insurance plan providers expire December 31, 2023. Staff recommends the Village continue its agreement with Blue Cross Blue Shield of Illinois (BCBSIL) for employee and retiree health insurance

effective January 1, 2024 with an overall 1.19 percent increase to premiums. BCBSIL offered a 1.5 percent bundled discount for including coverage for dental, life insurance, voluntary life, short term disability, and critical illness plus a \$30,000 wellness credit. With this discount, staff is recommending moving the above ancillary lines with BCBSIL. Vision will be moved to EyeMed. Employee wellness and employee assistance programs will remain with their current providers. The overall estimated increase across all lines of coverage is 4.16 percent. Staff recommends approval of the 2024 benefit package.

e. Resolution Approving Agreement with Villa Park Youth Baseball

Although the youth baseball season is complete and the Village has received payment from Villa Park Youth Baseball Association (VPYBA) in the amount of \$15,000 as agreed to in principle at the beginning of the year, it is desirable for the Village's records to have an agreement on file to explain the payment for the auditors. VPYBA declined to enter into the three-party agreement with School District 45 (D45) and so this agreement is essentially the same agreement that the Village and VPYBA have entered into every year for decades. Staff recommends approval of the agreement.

f. A Resolution Authorizing the Execution of a Lease Termination and Mutual Release Agreement by and between Debra Szandrok and Eclipse Dog Grooming and the Village of Villa Park for the Property Commonly Known as 110 S. Villa Ave, Villa Park, Illinois

At the direction of the Board by consensus, staff has prepared an agreement to buy-out and terminate the existing lease with Eclipse Dog Grooming at 110 S Villa Ave. Staff recommends passage of the resolution approving the agreement.

11. Old Business

12. Public Comments on Non-Agenda Items

13. New Business

a. Practices and Procedures for the Video Production Commission

A draft set of policies and procedures is presented to the Board of Trustees for discussion and direction to staff. Staff recommends a consensus vote to suggest edits and to send the draft back to the Video Production Commission for comment and a recommendation to the Board of Trustees for final adoption of new policies and procedures for the Commission.

b. Discussion Regarding a Sewer Rehabilitation Program

Staff has prepared drafts of two specific policy recommendations. The first is to update and enhance the Sewer Rehabilitation Program by increasing the reimbursement amount, eliminating the "once in a lifetime" clause and other edits. The second is to add a second independent program to encourage upgrading old properties to the modern building code with an "overhead" system from one that runs under the foundation of the house. Staff recommends draft ordinances to enact the proposed updates after the Board after discussion and any further direction.

c. Discussion Regarding Loan & Approving Budget for Sugar Creek Golf Course

Staff will present for discussion the request from the Sugar Creek Golf Course (SCGC) to forgive the amount of money invested by the Village of Villa Park in the Golf Course. The SCGC management team would like to use the funds that would go to the Village to pay down that debt to go toward deferred maintenance issues instead. SCGC has a prioritized list of capital needs. Greg Gola serves as the Village representative on the SCGC Board. If the Board would like to proceed toward debt forgiveness, SCGC can finalize their budget and bring it to the Board for approval.

- d. Discussion about Liquor License Upgrade

President Cuzzzone is seeking input on one or two potential liquor license applications

14. Village Commission Reports

- a. Community F.U.N. Commission
- b. Environmental Concerns Commission (Bike, Pedestrian & Transit Sub-Committee)
- c. Environmental Concerns Commission
- d. Parks and Recreation Advisory Commission
- e. Planning and Zoning Commission

15. Village Clerk's Report

16. Village Trustees' Report

17. Village President's Report

18. Village Manager's Report

19. Executive Session

20. Adjournment

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.



Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181-2696

PROCLAMATION RECOGNIZING NOVEMBER 15, 2023 **AS SCHOOL BOARD MEMBERS DAY**

WHEREAS, school board members are responsible for providing leadership that ensures a clear, shared vision of public education for their schools, that sets high standards for the education of all students and requires the effective and efficient operation of their districts; and

WHEREAS, school board members are entrusted with the guardianship and wise expenditure of tax dollars, and are responsible for maintaining and preserving the buildings, grounds and other areas of the school district that the community has put in their trust; and

WHEREAS, school boards are elected to represent both the interest of students and taxpayers, and work closely with parents, educational professionals, and other community members; and

WHEREAS, school board members selflessly donate countless hours to public service without compensation; and

WHEREAS, the Village of Villa Park is fortunate to have dedicated school board members serving at its school districts who are committed to building partnerships across the village for the betterment of our community;

NOW THEREFORE, I, Nick Cuzzone, President of the Village of Villa Park, do hereby proclaim November 15, 2023 as School Board Members Day in the Village of Villa Park and urge all residents to join me in recognizing the dedication and hard work of local school board members.

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of October, 2023.

Nick Cuzzone, Village President

VILLAGE OF VILLA PARK, ILLINOIS
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED DECEMBER 31, 2022

The Village of Villa Park's (the "Village") management discussion and analysis (MD&A) is designed to (1) assist the reader in focusing on significant financial issues, (2) provide an overview of the Village's financial activity, (3) identify changes in the Village's financial position (its ability to address the next and subsequent year challenges), (4) identify any material deviations from the financial plan (the approved budget), and (5) identify individual fund issues or concerns.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the Transmittal Letter (beginning on page iv) and the Village's financial statements (beginning on page 4). The Village's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements and 10-year statistical data.

FINANCIAL HIGHLIGHTS

- The Village obtained an unmodified opinion from the independent audit firm, Sikich, LLP.
- The Village's overall net position improved from FY21 to FY22. The assets/deferred outflows of the Village exceeded its liabilities/deferred inflows at the close of the most recent fiscal year, which resulted in a net position of \$49,279,648. This is 20.51% or \$8,387,415 higher than last year's net position of \$40,892,233.
- Without the net pension liability (discussed in the next bullet point), the Village's net position would be \$99,220,045. This reflects the excess of current expenses over current revenues, offset by the systematic and planned consumption of the Village's capital assets that is quantified as depreciation expense and long-term debts and liabilities, such as pensions, bonds, loans, and debt certificates. This also reflects changes in OPEB Liability discussed below.
- Net Pension Liability (IMRF, Police and Fire Pensions) is reported on the Statement of Net Position and the change in the net pension liability for the year is reported on the Statement of Activities. Net Pension Liability increased from \$38,192,540 to \$49,940,397.
- In FY18 the Village implemented Governmental Accounting Standards Board (GASB) Statement 74/75, including total Other Post-Employment Benefits (OPEB) Liability on the Statement of Net Position. The OPEB Liability for FY22 is \$4,293,579; a decrease of \$2,106,818 from the FY21 total of \$6,400,397.

As of the close of the current fiscal year, the Village's governmental funds reported combined ending fund balances of \$48,816,752 compared to \$37,344,885 at the end of FY21 reflecting an increase of \$11,471,867. The governmental funds' General Corporate Fund unassigned fund balance is \$7,788,962, an increase of \$845,269 compared to the FY21 balance of \$6,943,693. Unassigned fund balances are available for spending at the Village's discretion. For monthly and year to year comparison, Village General Fund balance is measured in the number of days of General Fund expenses. At year end 2022 days of General Fund expense was 154 days compared to FY 2021 90 days. This increase reflects cash on hand from unspent Recreation Center bond proceeds.

- The Village issued \$697,000 in rollover bonds for capital equipment purchases. The Waste Water Fund received in separate distributions \$1,628,710 and \$973,305 in IEPA Loans in FY22 for wastewater projects. The total outstanding debt obligations (General Obligation Bonds, Installment Contracts, IEPA Loans, and Debt Certificates) increased from \$44,707,330 to \$52,107,259 or 16.6%.
- At the end of the current fiscal year, the unassigned fund balance of the General Corporate Fund was \$7,788,962, or 33% of total General Corporate Fund expenditures, compared to the unassigned fund balance at the end of December 2021, which was \$6,943,693 or 32% of the total General Corporate Fund expenditures.

VILLAGE OF VILLA PARK, ILLINOIS MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

USING THE FINANCIAL SECTION OF THIS COMPREHENSIVE ANNUAL REPORT

The financial statement's focus is on both the Village as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or government to government) and enhance the Village's accountability.

Government-Wide Financial Statements

The Village's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Village's overall financial condition. Financial reporting at this level uses accounting similar to full accrual accounting such as in the private sector. Inter-fund activity is eliminated and the cost of assets with a long service life is spread out over future years so that capital expenditures are amortized through depreciation when the benefits are realized.

The first government-wide statement is the Statement of Net Position (see pages 8-9) which presents information about all of the Village's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the differences reported as net position. Over a multiyear period, an increase or decrease in net position can detect an improvement or deterioration in the financial position of the Village. The focus of the Statement of Net Position (the "Unrestricted Net Position") is designed to be similar to bottom line results for the Village and its governmental and business-type activities. This statement combines and consolidates the governmental funds' current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus.

The Statement of Activities (see pages 10-11) is focused on how the Village's net position changed during the current fiscal year. All current year revenues and expenses are included, regardless of when the cash is received or paid. An important purpose of the design of the Statement of Activities is to show the financial reliance of the Village's various activities (including governmental and business-type), which are provided by the Village's taxpayers and supported by other taxes and resources.

The Governmental Activities reflect the Village's basic services, including public safety (police and fire), public works, parks and recreation and general government. Property taxes, sales and utility taxes; permit and user fees; and fines help finance the majority of these services. The Business-type Activities reflect private sector type operations (Water, Waste Water and Swim Pool), where the fee for service typically covers all or most of the cost of operation, including depreciation.

Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The focus is on Major Funds, rather than fund types. Major funds are defined as those governmental or enterprise funds' whose total assets, liabilities, revenues, and expenditures/expenses are at least 10% of the totals for all funds of that category (governmental or business-type) and at least 5% of the combined governmental and business-type funds. The remaining funds' data is combined into a single column labeled "nonmajor" funds. *Additional information on individual non-major funds is located on pages 116-135.*

Governmental funds. Governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Unlike the government-wide financial statements, governmental fund financial information focuses on near-term *flow* of spendable resources, as well as on the *balance* of spendable resources available at the end of the fiscal year. It is useful to compare the information presented for governmental *funds* with similar information presented for governmental *activities* in the government-wide financial statements. The governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation for each statement (pages 16 and 19) to facilitate the comparison between governmental *funds* and governmental *activities*. The flow of current financial resources will show bond proceeds and interfund transfers as *other financing sources* and capital expenditures and

VILLAGE OF VILLA PARK, ILLINOIS MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

bond principal payments as *expenditures*. The reconciliation will eliminate these transactions and incorporate the capital assets and long-term obligation (bonds and others) into the Governmental Activities column in the Government-wide statements. Governmental fund basis is the manner in which the annual budget is typically developed. Funds are established for various purposes and the Fund Financial Statements (*pages 100-135*) also allow for budgeting compliance and comparison to actual revenues/expenditures.

Business-Type/Enterprise funds. The Village has three business-type funds. The Water, Waste Water and Swim Pool Funds report business-type activities in the government-wide financial statements. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise – where the intent is that the costs (expenses, including depreciation) of providing the goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The Business-type Activities column on the Business-type Fund Financial Statements (see pages 20-24) is the same as the Business-type column on the Government-Wide Financial Statements because the measurement focus is the same and thus does not require a reconciliation like the Governmental Funds.

Fiduciary funds. The Fund Financial Statements also allow the government to address its Fiduciary Funds (Police and Firefighters Pension Trust, (see pages 25-26). While these Funds represent trust responsibilities of the Village, these assets are restricted in purpose and do not represent discretionary assets of the government. Therefore, these assets are not presented as part of the Government-Wide Financial Statements.

Infrastructure Assets

Before the early 2000s, a government’s largest group of assets (infrastructure – roads, bridges, storm sewers, etc.) have not been reported nor depreciated in governmental financial statements. The Governmental Accounting Standards Board Statement #34 (GASB 34) required that these assets be valued and reported within the Governmental column of the Government-wide Statements. Additionally, the government must elect to either (1) depreciate these assets over their estimated useful life or (2) develop a system of asset management designed to maintain the service delivery potential to near perpetuity. If the government develops the asset management system (the modified approach) which periodically (at least every third year), by category, measures and demonstrates its maintenance of locally established levels of service standards, the government may record its cost of maintenance in lieu of depreciation. The Village has chosen to depreciate assets over their useful lives. If a road or similar project is considered maintenance – a recurring cost that does not extend the road’s original useful life or expand its capacity – the cost of the project will be expensed. An “overlay” of a road will be considered maintenance whereas a “rebuild” of a road will be capitalized.

Financial Analysis of the Village as a Whole

Statement of Net Position

Table 1 on the next page reflects the condensed Statement of Net Position for FY22 compared to FY21. Total net position increased by \$8,387,415 or 20.5%.

Village-wide (Governmental & Business-type Activities) assets total \$180,750,032 up from \$166,001,266 last year. Assets for Governmental Activities grew from \$122,954,911 to \$135,292,071. Assets for Business Activities grew from \$43,046,316 to \$45,457,961. Total Deferred outflows increased from \$11,973,717 to \$21,985,140 Village-wide.

Village-wide liabilities for FY22 are \$126,290,948 from \$107,205,092 in FY21 resulting in an increase of \$19,085,856. Liabilities for Governmental Activities increased in FY22 to \$116,099,047 from \$100,602,776 in FY21 mostly due to an increase in Net Pension Liability component of Noncurrent Liabilities. Liabilities for Business-Type Activities increased to \$10,191,901 from \$6,602,316. Total Deferred inflows decreased to \$27,164,576 from \$29,877,619 Village-wide.

VILLAGE OF VILLA PARK, ILLINOIS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Table 1 Statement of Net Position As of December 31, 2022 (in thousands)						
	Governmental Activities	Governmental Activities	Business-type Activities	Business-type Activities	Total Primary Government	Total Primary Government
	FY21	FY22	FY21	FY22	FY21	FY22
Assets & Deferred Outflows						
Current/Internal Balances/Other	\$ 68,293	\$ 78,737	\$ 7,448	\$ 7,296	75,741	\$ 86,033
Capital assets	54,662	56,555	35,599	38,162	90,260	94,717
Total assets	122,955	135,292	43,046	45,458	166,001	180,750
Deferred Outflows	11,740	20,962	234	1,023	11,974	21,985
Liabilities & Deferred Inflows						
Noncurrent Liabilities	54,428	57,331	4,859	7,119	59,287	64,450
Net Pension Liability	38,193	49,065	-	876	38,193	49,940
Other liabilities	7,982	9,704	1,743	2,197	9,725	11,901
Total liabilities	100,603	116,099	6,602	10,192	107,205	126,291
Deferred Inflows	28,525	26,894	1,353	270	29,878	27,165
Net position:						
Net investment in capital assets	26,178	28,805	31,343	30,666	57,521	59,471
Restricted	6,315	5,719	-	-	6,315	5,719
Unrestricted	(26,926)	(21,262)	3,982	5,353	(22,944)	(15,910)
Total net position	5,567	13,261	35,325	36,019	40,892	49,280

For more detailed information, see the Statement of Net Position on pages 8-9.

The largest portion of the Village's net position (\$95 million) reflects its investment in capital assets (e.g., land, buildings, equipment, improvements, infrastructure and construction in progress), less any outstanding debt used to acquire those assets. The Village uses these capital assets to provide service to residents, businesses, and visitors; consequently, these assets are not available for spending. Although the Village's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The restricted assets of \$5.72 million of the Village's net position represents resources that are subject to external restrictions on how they may be used, such as debt service payments, drug control and DUI technology, Tax Increment Financing (TIF), highways and streets, economic development purposes, and special recreation.

VILLAGE OF VILLA PARK, ILLINOIS MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Normal Impacts

There are six basic (normal) transactions that will affect the comparability of the Statement of Net Position summary presentation.

Net Results of Activities – which will impact (increase/decrease) current assets and unrestricted net position.

Borrowing for Capital – which will increase current assets and long-term debt.

Spending Borrowed Proceeds on New Capital – which will reduce current assets and increase capital assets. There is a second impact, an increase in invested in capital assets and an increase in related net debt which will not change the net investment in capital assets.

Spending of Non-Borrowed Current Assets on New Capital – which will (a) reduce current assets and increase capital assets and (b) will reduce unrestricted net position and increase net investment in capital assets.

Principal Payment on Debt – which will (a) reduce current assets and reduce long-term debt and (b) reduce unrestricted net position and increase net investment in capital assets.

Reduction of Capital Assets through Depreciation – which will reduce capital assets and net investment in capital assets.

Current Year Impacts

The largest impact on the statement of net position relates to the increase of capital assets of \$4,456,740 from \$90,260,354 in FY21 to 94,717,094 in FY22. Deferred Outflows increased by \$10,011,603 due to Pension Items which includes assets reserved for IMRF, Police and Fire Pensions.

During the fiscal year, the net pension liability increased by \$11,747,857 from 38,192,540 to \$49,064,758. The Village's noncurrent liabilities, excluding the net pension liability, increased from \$59,287,466 to \$64,449,989 in FY22. The Village issued rollover bonds during FY22. There is additional information on the outstanding debt by type on page 183.

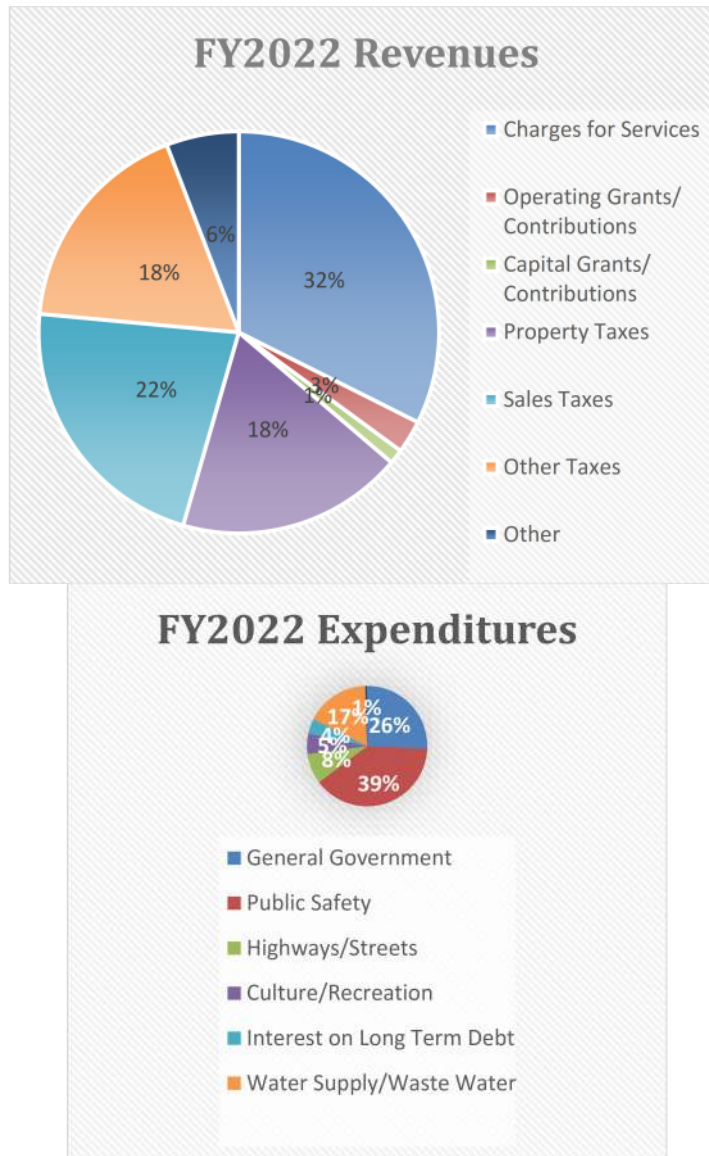
At the end of the current fiscal year, the Village had a positive net position for governmental activities of \$13,260,792 which increased the FY21 net position of \$5,567,296 by \$7,693,486. The business-type activities ended FY22 with a positive net position of \$36,018,866 up \$693,929 from FY21 at \$35,324,937.

VILLAGE OF VILLA PARK, ILLINOIS

MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

Changes in Net Position

Below are pie charts showing the FY22 revenues and expenditures for the governmental funds by category. Table 2 on the next page shows the revenue, expenses, and changes in net position of the governmental and business-type activities for FY22 compared to FY21.



VILLAGE OF VILLA PARK, ILLINOIS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Table 2						
Changes in Net Position						
For the Fiscal Year Ended December 31, 2022						
(in thousands)						
	Governmental Activities	Governmental Activities	Business-type Activities	Business-type Activities	Total Primary Government	Total Primary Government
	FY21	FY22	FY21	FY22	FY21	FY22
REVENUES						
Program Revenues:						
Charges for services	7,051	8,659	7,471	7,889	14,522	16,549
Operating grants and contributions	939	1,354	-	-	939	1,354
Capital grants and contributions	618	558	840	41	1,458	599
General revenues:					-	-
Property taxes	9,080	9,343	-	-	9,080	9,343
Sales taxes	10,193	11,234	-	-	10,193	11,234
Other taxes	7,223	9,027	-	-	7,223	9,027
Other	1,146	2,927	6	70	1,152	2,996
Total Revenues	36,250	43,102	8,317	8,000	44,567	51,103
EXPENSES						
General Government	12,930	10,943	-	-	12,930	10,943
Public Safety	9,657	16,721	-	-	9,657	16,721
Public Works	2,522	3,469	-	-	2,522	3,469
Culture and Recreation	1,449	2,335	-	-	1,449	2,335
Interest Expense	1,804	1,731	-	-	1,804	1,731
Water Supply	-	-	4,954	5,131	4,954	5,131
Waste Water Supply	-	-	1,793	2,144	1,793	2,144
Swim Pool	-	-	203	219	203	219
Total Expenses	28,361	35,197	6,951	7,495	35,312	42,692
Change in Net Position Before Transfers	7,889	7,905	1,367	506	9,256	8,410
Transfers	(1,114)	(188)	1,114	188	-	-
CHANGE IN NET POSITION	6,775	7,717	2,481	694	9,256	8,410
Beginning Net Position	(1,895)	5,567	32,844	35,324	30,949	40,892
Change in Accounting Principle	689	(23)	-	-	689	(23)
Ending Net Position	5,569	13,261	35,324	36,018	40,893	49,279

VILLAGE OF VILLA PARK, ILLINOIS MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

Normal Impacts

There are eight basic impacts on revenues and expenses as reflected below.

Revenues:

Economic Condition – which can reflect a declining, stable or growing economic environment and has a substantial impact on state income, sales and utility tax revenue as well as public spending habits for building permits, elective user fees and volumes of consumption.

Increase/Decrease in Village Board approved rates – while certain tax rates are set by statute, the Village Board has significant authority to impose and periodically increase/decrease rates (water, wastewater, impact fees, building fees, etc.).

Changing Patterns in Intergovernmental and Grant Revenue (both recurring and non-recurring – certain recurring revenues (state shared revenue, etc.) may experience significant changes periodically while non-recurring (or one-time) grants are less predictable and often distorting in their impact on year to year comparisons.

Market Impacts on Investment Income – the Village’s investment portfolio is managed using a similar average maturity to most governments. Market conditions may cause investment income to fluctuate.

Expenses:

Introduction/Elimination of Programs – within the functional expense categories (Public Safety, Public Works, General Government, etc.) individual programs may be added or deleted to meet changing community needs and to comply with Federal and State mandates.

Increase/Decrease in Authorized Personnel – changes in service demand may cause the Village Board to increase/decrease authorized staffing. Staffing costs (salary and related benefits) represent 35% of the Village’s operating costs.

Salary Increases (annual adjustments and merit) – the ability to attract and retain human and intellectual resources requires the Village to strive to approach a competitive salary range position in the marketplace.

Inflation – while overall inflation appears to be reasonably modest, the Village is a major consumer of certain commodities such as supplies, fuels and parts. Some functions may experience unusual commodity specific increases.

Current Year Impacts

Governmental Activities

Revenue:

For the fiscal year ending December 31, 2022, revenues from the governmental activities totaled **\$43.1** million of which \$10 million or 25% are program revenues such as charges for services, operating grants and capital grants/contributions.

Property tax revenues, as the largest source of revenue, accounted for \$9.3 million in FY22 compared to \$9.1 million in FY21, of which 35% is allocated to the Firefighter and Police Pension Funds. Sales tax revenue is the Village’s second largest revenue sources. The state shared sales tax, sales use tax, and 1.0% non-home rule sales tax comprise this revenue which was \$10.2 million and \$11.2 million in FY21 and FY22, respectively. Property tax revenues and sales tax revenues, combined with the other non-program revenues total \$32.5 million which represents 75% of the total governmental activities revenues.

VILLAGE OF VILLA PARK, ILLINOIS MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The increase in charges for services in the amount of \$1.6 million is attributed to an increase in General Government charges of \$1.4 million; Public Safety charges of \$184,000 and Culture and Recreation program fees of \$7,000. These increases are the result of the normalized operations and revenue collections. The operating grants and contributions increased to \$1.4 million from \$.9 million in FY2021 as result of public safety grants received of \$.5 million.

Expenses:

For fiscal year ending December 31, 2022, expenses for governmental activities totaled \$35.1 million compared to \$28.4 million for the period ending December 31, 2021. This includes \$2.2 million in depreciation expenses for FY22.

It is important that the Village provide competitive compensation levels for our employees. FY2022 expenses included funding for a 3.5% general salary adjustment for all union and non-union employees except department heads who received 3%. This doesn't count step increases for union employees.

Firefighter and Police Pension expenses have grown in recent years due to larger numbers of retirees and inactive members in the fund. These costs and prior year investment returns below actuarially assumed rates impact the annual required contributions, which are typically funded by property taxes. However, tax caps restrict the amount that is allocated from the property tax below the amount required to fund the pensions.

Current capital asset additions totaled \$8.2 million, primarily related to the addition of the infrastructure related to the major combined sewer separation, road, and bridge projects. Infrastructure assets included roads, bridges, rights-of-ways, and storm sewer system.

Business-type Activities

Revenue:

For fiscal year ending December 31, 2022, revenues and other inflows from the business-type activities totaled \$8 million. The major revenue source for Proprietary Funds is "Charge for Services". This source provided \$5.3 million for the Water Supply Fund and \$2.5 million for the Waste Water Fund. The Water Supply Fund also recorded a capital grant of \$41,000 in FY22. The Swim Pool Fund was not open during 2022 due to the COVID-19 pandemic. The Swim Pool received a transfer of funds from the General Fund in the amount of \$100,000. How often do we true this up to prevent a negative fund balance in the Pool??

Expenses:

For fiscal year ending December 31, 2022, expenses for business-type activities totaled \$7.5 million, including \$1.3 million of depreciation/amortization charged to the business-type activities of the primary government. The operating expenses were as follows: the Water Supply Fund \$4,771,497; the Waste Water Fund \$5,317,905; and the Swim Pool Fund \$196,015.

The operating income (loss) for the funds are as follows: \$415,502 for the Water Supply Fund; \$(2,809,948) for the Waste Water Fund; and (\$100,695) for the Swim Pool Fund. This is compared to the FY21 as follows: (\$798,826) operating income (loss) for the Water Supply Fund; (\$1,545,853) for the Waste Water Fund; and (\$74,873) for the Swim Pool Fund.

The decrease in the Water Supply Fund expenses of \$1,043,526 from FY2021 amount of \$5,815,023 was mainly attributed to a decreased capital outlay. There was a 38% increase in Waste Water Supply Fund of \$1,465,872 as projects delayed by the COVID-19 pandemic resumed in 2022. The Swim Pool Fund expenses increased by \$15,916 from \$180,099 in FY21 to \$196,015 in FY22. This was due to increased operating expenses as FY2022 expenses become more aligned to more normalized operating expenses.

The Water Supply, Waste Water and Swim Pool funds follow the same strict spending guidelines imposed on the Governmental Funds.

VILLAGE OF VILLA PARK, ILLINOIS
MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

FINANCIAL ANALYSIS OF VILLAGE FUNDS

Governmental Funds [Fund financial statements do not include net pension liabilities]

At December 31, 2022, the governmental funds (as presented on the balance sheet on pages 12-15) reported a combined fund balance of \$48.8 million up from FY21 at \$37.3 million. Approximately one quarter of the balance (\$11.8 million) is within the Street Improvement Fund due to the issuance of voter approved general obligation bonds and non-home rule sales tax revenue. The General Fund is the largest fund with \$14.5 million in fund balance. The General Fund reported an increase in fund balance during the year of \$5,109,574 or 54%. A significant portion of the FY21 fund balance, \$4,255,574 is assigned for subsequent years’ capital projects. Adjusting for the assigned amount, the General Fund increase is a more comparable 9% over FY2021 total of \$9,428,509. Most revenues exceeded budget projections with expenditures increasing a modest one percent.

Below is a table showing the Governmental Funds fund balances changes for the major funds from FY21 to FY22. In addition to the major funds, the Village has 12 non-major governmental funds that are used to account for monies to be used for specified purposes. The total of the major funds for FY22 is \$43,453,073 compared to FY21 at \$31,446,352 resulting in an increase of \$12,006,721. Unexpended funds from bonds issued in FY22 for future capital project purposes of \$7,490,000 increased fund balance in 2022. FY22 fund balance adjusted for this activity would total \$35,963,073 of total major fund balance as compared to FY21 of 31,446,352, or an increase year over year of \$4,516,721. The non-major governmental fund balances are \$5,363,679 as of FY22 compared to \$5,598,533 in FY21.

Fund Name	Type	Major Fund	FY21 Balance	FY22 Balance	Increase (Decrease)
General	Governmental	Y	9,428,509	14,538,372	5,109,863
Debt Service	Debt Service	Y	390,685	254,025	(136,660)
Tax Increment Financing Six	Special Revenue	Y	474,733	-	(474,733)
Street Improvement Fund	Capital Projects	Y	12,618,064	11,812,115	(805,949)
Other Capital Projects	Capital Projects	Y	8,534,361	16,848,561	8,314,200
Total Major Gov’t Funds			31,446,352	43,453,073	12,006,721
					-
All Other Funds	Special Revenue & Capital Proj.	N	5,898,533	5,363,679	(534,854)
Total Gov’t Funds			37,344,885	48,816,752	11,471,867

Changes in Major Governmental Funds *(Not including the General Fund)*

Debt Service Fund

The decrease in the fund balance of \$136,660 is mainly due to increases in bond obligation retirements.

Street Improvement Fund

The decrease in the Street Improvement Fund balance of \$805,949 is attributable to the expenditures for contractual services for several large roadway improvement projects, which are part of the Village’s Pavement Management Program.

Other Capital Projects Fund

The Other Capital Projects Fund balance increase of \$8,314,200 includes the \$7,490,000 bond issuance as listed above.

VILLAGE OF VILLA PARK, ILLINOIS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

General Fund Budgetary Highlights

At the end of the fiscal year the Village Board prepares year-end budget adjustments in order to provide formal spending authority for activity that took place during the year that was not anticipated when the original budget document was prepared. On the next page is a table that reflects the original and revised budget and the actual for the revenues and expenditures for the General Fund. The budget amendments did not impact the General Fund.

Table 3 General Fund Budgetary Highlights			
	Original Budget	Amended Budget	Actual
Revenues and Transfers In			
	\$	\$	\$
Taxes	7,078,979	7,078,979	7,380,191
Intergovernmental	12,283,424	12,283,424	14,412,086
Transfers In	584,374	584,374	484,224
Other	6,016,520	6,016,520	7,835,194
Total	25,963,297	25,963,297	30,111,695
Expenditures and Transfers Out			
Expenditures	23,500,426	23,500,426	23,718,761
Transfers Out	1,253,150	1,253,150	1,283,071
Total	24,753,576	24,753,576	25,001,832
Change in Fund Balance	1,209,721	1,209,721	5,109,863

The General Fund actual revenues and transfers-in were \$4,148,398 higher than the budget amount. The General Fund actual expenditures and transfers-out were \$248,256 higher than the budget amount including transfers out and \$218,335 greater than the budget excluding transfers out. Several revenue sources, including utility tax, parking permits and franchise fees did not meet the budget projections. These reduced revenues were the result of the COVID-19 pandemic and the March 19, 2020 Governor order for non-essential businesses to close their physical locations and employees to stay at home or work remotely to mitigate the spread of COVID-19.

The General Fund revenues minus the transfers-in exceeded the expenditures minus transfers-out by \$5,908,710 for FY22. Expenditures were over budget by \$218,335; transfers-out of \$1,283,071 were over budget by \$29,921 in FY22. Transfers are used to: allocate operating expenditures between funds; finance current year governmental activities' debt payments; accumulate reserves for vehicle/equipment replacements; and cover operating deficits in other governmental funds.

VILLAGE OF VILLA PARK, ILLINOIS
MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

The overall General Fund expenditures without transfers equate to \$23,718,761 for FY22 compared to \$21,778,143 for FY21. The amount with transfer included is \$25,001,832 for FY22 and \$23,022,317 for FY21. General Fund *unassigned* fund balance ended FY22 at \$7,788,962 compared to \$6,943,693 at FY21. Total fund balance increased \$5,109,863 from \$9,428,509 to \$14,538,372. The difference of *unassigned* fund balance to total fund balance is \$6,749,410 for nonspendable items such as prepaid items, Intergovernmental Risk Management Associations (IRMA) reserves, and supplies inventories.

CAPITAL ASSETS

At the end of FY22, the Village had a combined total of net capital assets of \$94.7 million invested in a broad range of capital assets including land, buildings, vehicles, streets, bridges, water mains, storm sewers and sanitary sewer lines. (See Table 4 below). This amount represents a net increase (including additions and deletions) of \$4.5 million over FY21.

Table 4 Total Capital Assets at Year End Net of Depreciation (in thousands)			
	Governmental Activities	Business-type Activities	Total Primary Government
	FY22	FY22	FY22
Land	\$ 12,657	384	13,041
Construction in Progress	7,299	4,042	11,341
Buildings	3,493	-	3,493
Improvements other than buildings	1,836	-	1,836
Equipment	613	-	613
Vehicles	1,982	-	1,982
Infrastructure	28,497	-	28,497
Intangible Vehicles	165	-	165
Intangible Equipment	14	-	14
Water purchase rights	-	-	-
Waterworks system improvements	-	15,520	15,520
Wastewater system improvements	-	10,360	10,360
Wet weather flow treatment facility	-	6,516	6,516
Swim pool facility	-	489	489
Equipment and vehicles	-	851	851
Total capital assets	56,555	38,162	94,717

The reconciliation – Table 5 below - summarizes the changes in Capital Assets, which are presented in detail on pages 43-45 in Note 4.

VILLAGE OF VILLA PARK, ILLINOIS
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The Governmental Activities net increase of \$1.9 million was due primarily to the construction of infrastructure, such as streets and storm sewers. The business-type activities increased by \$2.6 million.

Table 5 Change in Capital Assets (in thousands)			
	Governmental Activities	Business- type Activities	Total Primary Government
	FY22	FY22	FY22
Beginning Balance	\$ 54,657	35,599	90,256
<u>Additions</u>			
Depreciable + Amort	3,337	1,029	4,365
Non-depreciable	3,865	3,422	7,287
<u>Retirements</u>			
Depreciable (net)	-	-	-
Non-depreciable	(3,137)	(569)	(3,706)
<u>Depreciation</u>			
Retirements	(2,167)	(1,318)	(3,485)
Ending Balance	56,555	38,162	94,717

DEBT OUTSTANDING

The Village has a legal debt limitation not to exceed 8.625% of the total equalized assessed valuation of the taxable property with the Village boundaries. Applicable debt includes bonds, notes, warrants or any other type of general obligation issued or outstanding. Certain revenue bonds, special assessment bonds, debt certificates, IEPA loans, installment contracts, special service area bonds and alternate revenue bonds are not subject to the legal debt limitation.

At December 31, 2022, Villa Park had a number of debt issues outstanding. These issues included \$44,805,000 of general obligation bonds and short term roll-over bonds of \$697,000. Under current state statute, the Village's general obligation bonded debt issuances are subject to a legal limitation based on \$736,392,700 of total assessed value of real property. As of December 31, 2022, the Village's general obligation bonded debt, applicable to the debt limit of \$45,502,000 was below the legal limit of \$63,513,870. The legal debt margin as of December 31, 2022, is \$18,011,870. Additional information on the Village's long-term bonded debt can be found in Note 5 to the basic financial statements.

VILLAGE OF VILLA PARK, ILLINOIS MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)

ECONOMIC FACTORS

Providing quality government services funded by a tax base that is 77% residential is a daunting challenge and there are limited short-term prospects available to improve the distribution of the tax base. Like most other organizations, the Village strives to maintain programs and services during the slow economic recovery being experienced nationally as well as locally. Village expenditures are increasing due to increased labor, pension, and health care costs. This is exacerbated by growing funding requirements for the Village’s pension funds and a continuing need to address aging infrastructure, building, and equipment. The Village carefully reviews vacant positions prior to hiring due to uncertainty with the State’s budget. There is also a continued need to address infrastructure needs, which will require new revenue sources. Vehicles and equipment have insufficient reliable funding source and many proposed replacements are deferred. There is improved optimism that the economy will continue to improve and that new development in the Village will continue to enhance the Village’s revenue base and allow the Village to maintain the current level of service to its residents and business owners. The Village continues to vigorously pursue economic development throughout the Village to shore up the commercial tax base.

Based on employment figures supplied by the Illinois Department of Employment Security, the unemployment rate for the Village of Villa Park was 4.7% as of December 31, 2022. This decrease is reflective of the general national unemployment rate trend and is lower than the unemployment rate from the December 31, 2021 unemployment rate of 6.4.%. This is comparable to unemployment decreases in surrounding communities. The Village continues to recruit employees for open positions made available through attrition and retirements and to maintain competitive as it pertains to salary and benefit offerings., Some positions vacant by attrition were filled on a temporary basis with contract employees.

The results of the April 1, 2020, U.S. Census show an increase in the Village’s population of 359 or an increase of 1.6%.

The Village has several new businesses scheduled to be opening in the fall of 2022-2023. In addition, a mixed-use market rate residential project in development.

CONTACTING THE VILLAGE’S FINANCIAL MANAGEMENT

This financial report is designed to provide our residents, customers, investors and creditors with a general overview of the Village’s finances and to demonstrate the Village’s accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to Charles Howard, Finance Director, Village of Villa Park, 20 S. Ardmore Avenue, Villa Park, IL 60181.



VILLAGE OF VILLA PARK

List of Bills Presented to the Board of Trustees at its Meeting on October 23, 2023

Covering weekly check runs dated for:

October 9, 2023/CY23\$86,538.76

1 of 1

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice.Batch = "WF1009","1003 INT","1004 INT","1004"

Invoice.Detail.Type = {<>} "Adjustment"

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
01.110050 UTILITY CASH CLEARING							
12476	UTILITY BILLING REFUNDS	10-01660-01R1	0	FIN CREDIT BAL; 718 W MERLE ST	69.43 ✓	.00	
12476	UTILITY BILLING REFUNDS	10-06890-01R1	0	FIN CREDIT BAL; 530 N THIRD AVE	46.64 ✓	.00	
12476	UTILITY BILLING REFUNDS	10-10280-06R1	0	FIN CREDIT BAL; 509 N MICHIGAN AVE	12.78 ✓	.00	
12476	UTILITY BILLING REFUNDS	10-14790-06R2	0	FIN CREDIT BAL; 506 N ELLSWORTH AVE	43.96 ✓	.00	
12476	UTILITY BILLING REFUNDS	10-19140-02R1	0	FIN CREDIT BAL; 1036 N YALE AVE	88.04 ✓	.00	
12476	UTILITY BILLING REFUNDS	11-05640-05R1	0	FIN CREDIT BAL; 312 N ARDMORE AVE	128.74 ✓	.00	
12476	UTILITY BILLING REFUNDS	11-08870-09R1	0	FIN CREDIT BAL; 217 N WISCONSIN AVE	147.17 ✓	.00	
12476	UTILITY BILLING REFUNDS	11-09730-04R1	0	FIN CREDIT BAL; 230 N ADDISON RD	66.62 ✓	.00	
12476	UTILITY BILLING REFUNDS	11-13580-07R1	0	FIN CREDIT BAL; 106 S HARVARD AVE	107.58 ✓	.00	
12476	UTILITY BILLING REFUNDS	13-00320-06R1	0	FIN CREDIT BAL; 629 S WISCONSIN AVE	93.55 ✓	.00	
12476	UTILITY BILLING REFUNDS	13-06960-00R1	0	FIN CREDIT BAL; 1046 S VILLA AVE	59.47 ✓	.00	
12476	UTILITY BILLING REFUNDS	13-08110-00R1	0	FIN CREDIT BAL; 843 S MYRTLE AVE	88.53 ✓	.00	
Total 01.110050 UTILITY CASH CLEARING:					952.51	.00	
Total :					952.51	.00	
Total CASH ALLOCATIONS FUND:					952.51	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.210508 ESCROW: P. W. PROJECTS							
13177	KENILWORTH TOWNHOMES LLC	01	0	BOND RELEASE	5,000.00 ✓	.00	
Total 10.210508 ESCROW: P. W. PROJECTS:					5,000.00	.00	
10.42071 ADMINISTRATIVE ADJUDICATION							
13836	RODRIGUEZ, JENNIFER	09222023	0	REIMB; TICKET P4735-000001 OVERPAID	40.00 ✓	.00	
Total 10.42071 ADMINISTRATIVE ADJUDICATION:					40.00	.00	
10.43100 BUILDING PERMITS							
7983	GENTILE, FRANK	PRRF202301589	0	PERMIT REFUND	150.00 ✓	.00	
Total 10.43100 BUILDING PERMITS:					150.00	.00	
Total :					5,190.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.511.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	86.66 ✓	.00	
Total 10.511.00.210 TELEPHONE:					86.66	.00	
10.511.00.299 OTHER CONTRACTUAL SERVICES							
6894	WILDFIRE HARLEY DAVIDSON	01.2023-03.2023	0	BUSINESS DISTRICT TAX JAN 2023 - MARCH 2023	2,797.42 ✓	.00	
Total 10.511.00.299 OTHER CONTRACTUAL SERVICES:					2,797.42	.00	
10.511.00.655 PLANNING & ZONING COMMISSION							
192	DUPAGE COUNTY RECORDER	40524657	0	ARROW TRANSPORT PLAT	82.00 ✓	.00	
192	DUPAGE COUNTY RECORDER	40524657	0	VP PLAT OF VACATION	81.00 ✓	.00	
Total 10.511.00.655 PLANNING & ZONING COMMISSION:					163.00	.00	
10.511.00.656 FIRE & POLICE COMMISSION							
11590	C.O.P.S AND F.I.R.E PERSONNEL	108437	0	LAW ENFORCEMENT WRITTEN EXAM	1,000.00 ✓	.00	
11590	C.O.P.S AND F.I.R.E PERSONNEL	108472	0	PD ONLINE APPLICATION FEE	151.03 ✓	.00	
13689	INDUSTRIAL ORGANIZATIONAL SOLUTI	C57947A	0	FD ENTRY LEVEL APP & TESTING	2,139.00 ✓	.00	
10333	RUIZ, PATTY	SEP23	0	BFPC ADMIN RECORDING SRVC	100.00 ✓	.00	
Total 10.511.00.656 FIRE & POLICE COMMISSION:					3,390.03	.00	
10.511.00.667 COMMUNITY F.U.N. COMMISSION							
5455	GRAPHIC ARTS SERVICES	22988	0	CY23 FUN COMM AUTUMN JUBILEE BANNERS/SI	750.00 ✓	.00	
Total 10.511.00.667 COMMUNITY F.U.N. COMMISSION:					750.00	.00	
Total PUBLIC AFFAIRS:					7,187.11	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.512.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	43.33 ✓	.00	
Total 10.512.00.210 TELEPHONE:					43.33	.00	
10.512.00.299 OTHER CONTRACTUAL SERVICES							
7100	GUDMUNDSSON, AGUST	231001	0	OT2 SOFTWARE MAINTENANCE	1,249.25 ✓	.00	
Total 10.512.00.299 OTHER CONTRACTUAL SERVICES:					1,249.25	.00	
10.512.01.210 TELEPHONE							
12005	SAWYER, BRIAN	SEPT23	0	USAGE REIMB	24.99 ✓	.00	
12005	SAWYER, BRIAN	SEPT23	0	PERS DEVICE PHONE REIMB	24.99 ✓	.00	
Total 10.512.01.210 TELEPHONE:					49.98	.00	
10.512.01.270 MAINT OF OFFICE EQUIPMENT							
6622	CDS OFFICE TECHNOLOGIES	1564978	0	SSD HARD DRIVE-MEMORY	340.00 ✓	.00	
Total 10.512.01.270 MAINT OF OFFICE EQUIPMENT:					340.00	.00	
10.512.01.299 OTHER CONTRACTUAL SERVICES							
6849	CURRENT TECHNOLOGIES CORP	14018	0	RENEWAL - SSL CERTIFICATE FOR VPMAPS SER	179.00 ✓	.00	
6849	CURRENT TECHNOLOGIES CORP	732649	0	IT CONSULTANT	82.50 ✓	.00	
12755	KNO2 LLC	14459	0	MONTHLY LINE AND DOMESTIC PAGES	37.06 ✓	.00	
13809	NETWORK CONSULTING GROUP LLC	vp003	0	CONSULTING-IT SUPPORT	720.00 ✓	.00	
12005	SAWYER, BRIAN	SEPT23	0	MILEAGE REIMB; SEPT 2023	27.51 ✓	.00	
Total 10.512.01.299 OTHER CONTRACTUAL SERVICES:					1,046.07	.00	
Total MANAGER:					2,728.63	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.513.00.299 OTHER CONTRACTUAL SERVICES							
9727	ADDISON FIRE PROTECTION DIST#1	09292023	0	ANNEXATION REIMBURSEMENT FEES	1,833.00 ✓	.00	
Total 10.513.00.299 OTHER CONTRACTUAL SERVICES:					1,833.00	.00	
Total FINANCE:					1,833.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.514.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	259.98 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	76.52 ✓	.00	
Total 10.514.00.210 TELEPHONE:					336.50	.00	
10.514.00.270 MAINT OF OFFICE EQUIPMENT							
6269	KONICA MINOLTA BUSINESS	9009556460	0	COPY CHARGES SEPT 2023	77.25 ✓	.00	
11015	KONICA MINOLTA PREMIER FINANCE	511740151	0	LEASE CHARGES AUGUST & OCTOBER 2023	160.00 ✓	.00	
Total 10.514.00.270 MAINT OF OFFICE EQUIPMENT:					237.25	.00	
10.514.00.289 INSPECTORS FEES							
13523	CHADA, MICHAEL	September 2023	0	SEPTEMBER INSPECTIONS	240.00 ✓	.00	
Total 10.514.00.289 INSPECTORS FEES:					240.00	.00	
10.514.00.299 OTHER CONTRACTUAL SERVICES							
192	DUPAGE COUNTY RECORDER	40524652	0	LIENS AND RELEASES	285.00 ✓	.00	
Total 10.514.00.299 OTHER CONTRACTUAL SERVICES:					285.00	.00	
Total COMMUNITY DEVELOPMENT:					1,098.75	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.516.00.299 OTHER CONTRACTUAL SERVICES							
7409	BLACK GOLD SEPTIC INC	42155	0	PD EJECTOR PIT WASTE REMOVAL	800.00	.00	
Total 10.516.00.299 OTHER CONTRACTUAL SERVICES:					800.00	.00	
Total BUILDINGS & GROUNDS:					800.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.518.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	43.33 ✓	.00	
Total 10.518.00.210 TELEPHONE:					43.33	.00	
Total GARAGE:					43.33	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.520.01.202 TRAINING & CONFERENCES							
8061	BANASZEWSKI, BART	09282023	0	DEA TRNG MEAL REIMBURSE-DET BANASZEWSK	17.41 ✓	.00	
9449	BREGMAN, SONIA	09222023	0	GROUND FIGHTING TACTICS TRNG-MEAL REIMB	16.05 ✓	.00	
10002	HAIMANN, ERIC	09282023	0	DEA TRAINING-MEAL REIMB DET HAIMANN	20.41 ✓	.00	
8297	ILLINOIS HOMICIDE	2023A099	0	IL HOMICIDE INVESTIGATORS CONFERENCE-DE	1,925.00 ✓	.00	
Total 10.520.01.202 TRAINING & CONFERENCES:					1,978.87	.00	
10.520.01.210 TELEPHONE							
6298	VERIZON WIRELESS	9944825519	0	EMPL & SQUAD CELL SVC 08.20-09.19.23	1,200.74 ✓	.00	
Total 10.520.01.210 TELEPHONE:					1,200.74	.00	
10.520.01.299 OTHER CONTRACTUAL SERVICES							
9449	BREGMAN, SONIA	09192023	0	REIMBURSE OFC BREGMAN FOR 9.29.23 S.A.L.T	40.00 ✓	.00	
Total 10.520.01.299 OTHER CONTRACTUAL SERVICES:					40.00	.00	
10.520.01.317 OFFICE SUPPLIES							
10002	HAIMANN, ERIC	10032023	0	REIMBURSE DET HAIMANN FOR MAILING OF EVI	30.52 ✓	.00	
Total 10.520.01.317 OFFICE SUPPLIES:					30.52	.00	
10.520.09.299 OTHER CONTRACTUAL SERVICES							
12431	WASHU LLC	266	0	48 CAR WASHES-AUG 2023	144.00 ✓	.00	
Total 10.520.09.299 OTHER CONTRACTUAL SERVICES:					144.00	.00	
Total POLICE:					3,394.13	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.521.01.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	129.99 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	24.84 ✓	.00	
Total 10.521.01.210 TELEPHONE:					154.83	.00	
10.521.01.230 PRINTING SERVICES							
8205	POSITIVE IMPRESSIONS	PPJ-6451	0	METALLIC NAME BADGE	28.50 ✓	.00	
Total 10.521.01.230 PRINTING SERVICES:					28.50	.00	
10.521.01.299 OTHER CONTRACTUAL SERVICES							
12431	WASHU LLC	264	0	AUG CAR WASHES	6.00 ✓	.00	
Total 10.521.01.299 OTHER CONTRACTUAL SERVICES:					6.00	.00	
10.521.01.301 UNIFORMS							
7793	FIREGROUND SUPPLY INC	23878	0	STAFF UNIFORM APPAREL	53.00 ✓	.00	
Total 10.521.01.301 UNIFORMS:					53.00	.00	
10.521.01.303 DUES & PUBLICATIONS							
4125	KIWANIS CLUB OF VILLA PARK	24-131	0	MITSUKA- ANNUAL DUES	138.00 ✓	.00	
Total 10.521.01.303 DUES & PUBLICATIONS:					138.00	.00	
10.521.01.314 JANITORIAL SUPPLIES							
6334	STATE INDUSTRIAL PRODUCTS	903067831	0	DRAIN MAINT. PROG.	159.62 ✓	.00	
Total 10.521.01.314 JANITORIAL SUPPLIES:					159.62	.00	
10.521.21.311 PROGRAM SUPPLIES							
1856	PROMOS 911 INC	10959	0	ROUND STICKER FOR OPEN HOUSE	141.67 ✓	.00	
1856	PROMOS 911 INC	10992	0	PUB ED PROGRAM SUPPLIES	2,977.62 ✓	.00	
Total 10.521.21.311 PROGRAM SUPPLIES:					3,119.29	.00	
10.521.22.202 TRAINING & CONFERENCES							
49	ROMEONVILLE FIRE ACADEMY, VILLAGE	2023-518	0	CLAIRARDIN, PUBLIC SAFETY COURSE	400.00 ✓	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
Total 10.521.22.202 TRAINING & CONFERENCES:					400.00	.00	
Total FIRE:					4,059.24	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.523.02.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	74.52 ✓	.00	
Total 10.523.02.210 TELEPHONE:					74.52	.00	
10.523.02.301 UNIFORMS							
7793	FIREGROUND SUPPLY INC	23877	0	STAFF UNIFORM APPAREL	64.00 ✓	.00	
Total 10.523.02.301 UNIFORMS:					64.00	.00	
Total AMBULANCE/PARAMEDIC:					138.52	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.525.01.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	24.84 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	18.48 ✓	.00	
Total 10.525.01.210 TELEPHONE:					43.32	.00	
10.525.01.303 DUES & PUBLICATIONS							
9265	COULTER, DANIEL	REISSUE CDL/JUN	0	CDL	60.00 ✓	60.00	10/02/2023
Total 10.525.01.303 DUES & PUBLICATIONS:					60.00	60.00	
10.525.27.285 DISPOSAL EXPENSE							
13817	MIDWEST COMPOST LLC	2047698	0	DISPOSAL OF WOODCHIPS AND STUMP GRINDIN	352.00 ✓	.00	
13817	MIDWEST COMPOST LLC	2047701	0	DISPOSAL OF WOODCHIPS AND STUMP GRINDIN	352.00 ✓	.00	
Total 10.525.27.285 DISPOSAL EXPENSE:					704.00	.00	
10.525.27.342 ASPHALT MIX							
326	DUPAGE MATERIALS COMPANY LLC.	23525	0	HMA SC N50 D 9.5	782.13 ✓	.00	
326	DUPAGE MATERIALS COMPANY LLC.	23597	0	HMA SC N50 D 9.5	394.10 ✓	.00	
Total 10.525.27.342 ASPHALT MIX:					1,176.23	.00	
10.525.28.285 DISPOSAL EXPENSE							
13817	MIDWEST COMPOST LLC	2047633	0	DISPOSAL OF WOODCHIPS AND STUMP GRINDIN	352.00 ✓	.00	
13817	MIDWEST COMPOST LLC	2047685	0	DISPOSAL OF WOODCHIPS AND STUMP GRINDIN	352.00 ✓	.00	
13817	MIDWEST COMPOST LLC	2047692	0	DISPOSAL OF WOODCHIPS AND STUMP GRINDIN	410.00 ✓	.00	
Total 10.525.28.285 DISPOSAL EXPENSE:					1,114.00	.00	
10.525.28.299 OTHER CONTRACTUAL SERVICES							
5859	ALEXANDER EQUIPMENT CO	201696	0	RESHARPEN STUMP GRINDER TEETH	270.00 ✓	.00	
Total 10.525.28.299 OTHER CONTRACTUAL SERVICES:					270.00	.00	
Total STREET:					3,367.55	60.00	
Total CORPORATE FUND:					29,840.26	60.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
35.44403	FALL/WNTR/SPRG PROGRAM REV						
13835	REDDY, CARLY	170302	0	CLASS CANCELLED	210.00 ✓	.00	
Total 35.44403 FALL/WNTR/SPRG PROGRAM REV:					210.00	.00	
Total :					210.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
35.502.01.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	259.98 ✓	.00	
Total 35.502.01.210 TELEPHONE:					259.98	.00	
35.502.01.291 BREWFEST							
944	SIR SPEEDY PRINT SIGNS MARKETING	87019	35003	CY23 BREWFEST GOLD & GENERAL ADMISSION	151.43 ✓	.00	
13635	SUNDSTROM, KARL	100723	35003	BREWFEST 2023 DJ SERVICES	375.00 ✓	375.00	10/04/2023
Total 35.502.01.291 BREWFEST:					526.43	375.00	
35.502.01.317 OFFICE SUPPLIES							
1818	GARVEY'S OFFICE PRODUCTS	PINV2478406	0	ICC OFFICE SUPPLIES	78.52 ✓	.00	
Total 35.502.01.317 OFFICE SUPPLIES:					78.52	.00	
35.502.35.281 RENTAL OF EQUIPMENT							
11835	LRS LLC	PS563892	10029	CY23 SUMMER CONCERTS PORTABLE RESTRO	131.42 ✓	.00	
Total 35.502.35.281 RENTAL OF EQUIPMENT:					131.42	.00	
35.502.36.299 OTHER CONTRACTUAL SERVICES							
13233	LABOUNTY, KIMBERLY	VPPR1015	0	CY23 CONTRACTUAL YOGA INSTRUCTION	483.60 ✓	.00	
Total 35.502.36.299 OTHER CONTRACTUAL SERVICES:					483.60	.00	
35.502.36.311 PROGRAM SUPPLIES							
5568	HOLY COW SPORTS INC	231751	0	PRESCHOOL FIELD TRIP SHIRTS	410.00 ✓	.00	
Total 35.502.36.311 PROGRAM SUPPLIES:					410.00	.00	
Total GENERAL:					1,889.95	375.00	
Total RECREATION FUND:					2,099.95	375.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
36.502.01.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	216.65 ✓	.00	
Total 36.502.01.210 TELEPHONE:					216.65	.00	
36.502.02.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	74.52 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	5.28 ✓	.00	
Total 36.502.02.210 TELEPHONE:					79.80	.00	
Total GENERAL:					296.45	.00	
Total PARKS FUND:					296.45	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
60.502.02.299 OTHER CONTRACTUAL SERVICES							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	38.26 ✓	.00	
Total 60.502.02.299 OTHER CONTRACTUAL SERVICES:					38.26	.00	
Total GENERAL:					38.26	.00	
Total STREET IMPROVEMENT FUND:					38.26	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
65.502.02.402 NON-CAPITAL OUTLAY							
1589	DARLEY & CO, WS	17508542	0	3 THERMAL CAMERAS	14,985.00	.00	
Total 65.502.02.402 NON-CAPITAL OUTLAY:					14,985.00	.00	
Total GENERAL:					14,985.00	.00	
Total EQUIPMENT REPLACEMENT FUND:					14,985.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
67.502.02.401 CAPITAL OUTLAY							
12558	WILLIAMS ARCHITECTS	21983	35011	LIONS REC AUG'23 BIDDING/NEGOTIATIONS, INT	30,230.46 ✓	.00	
Total 67.502.02.401 CAPITAL OUTLAY:					30,230.46	.00	
Total GENERAL:					30,230.46	.00	
Total BUILDING IMPROVEMENTS FUND:					30,230.46	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
68.502.02.299 OTHER CONTRACTUAL SERVICES							
7100	GUDMUNDSSON, AGUST	231001	0	OT2 SOFTWARE MAINTENANCE	1,249.25 ✓	.00	
Total 68.502.02.299 OTHER CONTRACTUAL SERVICES:					1,249.25	.00	
Total GENERAL:					1,249.25	.00	
Total STORMWATER BUYOUT FUND:					1,249.25	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
82.502.01.210 TELEPHONE							
9265	COULTER, DANIEL	REISSUE CDL/JUN	0	USAGE REIMB; JUNE 2022	24.99 ✓	24.99	10/02/2023
9265	COULTER, DANIEL	REISSUE CDL/JUN	0	USAGE REIMB; JULY 2022	24.99 ✓	24.99	10/02/2023
9265	COULTER, DANIEL	REISSUE CDL/JUN	0	PERSONAL DEVICE REIMB; JUNE 2022	24.99 ✓	24.99	10/02/2023
9265	COULTER, DANIEL	REISSUE CDL/JUN	0	PERSONAL DEVICE REIMB; JULY 2022	24.99 ✓	24.99	10/02/2023
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	2.78 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	86.66 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	114.78 ✓	.00	
Total 82.502.01.210 TELEPHONE:					304.18	99.96	
82.502.01.299 OTHER CONTRACTUAL SERVICES							
7100	GUDMUNDSSON, AGUST	231001	0	OT2 SOFTWARE MAINTENANCE	1,249.25 ✓	.00	
Total 82.502.01.299 OTHER CONTRACTUAL SERVICES:					1,249.25	.00	
82.502.01.317 OFFICE SUPPLIES							
851	QUILL CORPORATION	34628301	0	SHARPIES, PENS, DESKPADS	152.60 ✓	.00	
Total 82.502.01.317 OFFICE SUPPLIES:					152.60	.00	
82.502.01.402 NON-CAPITAL OUTLAY							
1075	VILLA PARK OFFICE EQUIPMENT	78181	0	CONFERENCE ROOM CHAIRS	1,500.00 ✓	.00	
Total 82.502.01.402 NON-CAPITAL OUTLAY:					1,500.00	.00	
Total GENERAL:					3,206.03	99.96	
Total WATER SUPPLY FUND:					3,206.03	99.96	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
83.502.01.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	5.28 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	76.52 ✓	.00	
13410	VERIZON WIRELESS PW	9943042244	0	WIRELESS SERVICE FROM 07/27/23 TO 08/26/23	86.66 ✓	.00	
Total 83.502.01.210 TELEPHONE:					168.46	.00	
83.502.01.299 OTHER CONTRACTUAL SERVICES							
7100	GUDMUNDSSON, AGUST	231001	0	OT2 SOFTWARE MAINTENANCE	1,249.25 ✓	.00	
Total 83.502.01.299 OTHER CONTRACTUAL SERVICES:					1,249.25	.00	
83.502.01.402 NON-CAPITAL OUTLAY							
1075	VILLA PARK OFFICE EQUIPMENT	78181	0	CONFERENCE ROOM CHAIRS	1,594.88 ✓	.00	
1075	VILLA PARK OFFICE EQUIPMENT	78182	0	CUBICLE DIVIDER	628.00 ✓	.00	
Total 83.502.01.402 NON-CAPITAL OUTLAY:					2,222.88	.00	
Total GENERAL:					3,640.59	.00	
Total WASTEWATER FUND:					3,640.59	.00	
Grand Totals:					86,538.76	534.96	

	<u>Amount Paid</u>
CASH ALLOCATIONS FUND	
Total CASH ALLOCATIONS FUND:	<u>952.51</u>
CORPORATE FUND	
Total CORPORATE FUND:	<u>29,840.26</u>
RECREATION FUND	
Total RECREATION FUND:	<u>2,099.95</u>
PARKS FUND	
Total PARKS FUND:	<u>296.45</u>
STREET IMPROVEMENT FUND	
Total STREET IMPROVEMENT FUND:	<u>38.26</u>
EQUIPMENT REPLACEMENT FUND	
Total EQUIPMENT REPLACEMENT FUND:	<u>14,985.00</u>
BUILDING IMPROVEMENTS FUND	
Total BUILDING IMPROVEMENTS FUND:	<u>30,230.46</u>
STORMWATER BUYOUT FUND	
Total STORMWATER BUYOUT FUND:	<u>1,249.25</u>
WATER SUPPLY FUND	
Total WATER SUPPLY FUND:	<u>3,206.03</u>
WASTEWATER FUND	
Total WASTEWATER FUND:	<u>3,640.59</u>
Grand Totals:	<u><u>86,538.76</u></u>

Amount Paid

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE 10/5/23

APPROVED BY Charles Howard
M. Stahle

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Adjustmentid = {IS NULL}

Invoice.Batch = "WF1009","1003 INT","1004 INT","1004"



VILLAGE OF VILLA PARK

List of Bills Presented to the Board of Trustees at its Meeting on October 23, 2023

Covering weekly check runs dated for:

October 16, 2023/CY23 \$375,863.34

1 of 1

Report Criteria:
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice.Batch = "WF1016","1005 INT","1011 INT"
Invoice Detail.Type = {<>} "Adjustment"

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
01.110050	UTILITY CASH CLEARING						
13844	BIONDINI, BRUCE & JULIE	10102023	0	REFUND CREDIT BALANCE ON ACCOUNT	785.63 ✓	.00	
Total 01.110050 UTILITY CASH CLEARING:					785.63	.00	
Total :					785.63	.00	
Total CASH ALLOCATIONS FUND:					785.63	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.42071 ADMINISTRATIVE ADJUDICATION							
13843	JAVIER, DENNIS & KAREN	10052023	0	REIMB; PARKING TICKET P5587-000065	40.00 ✓	.00	
13839	TIMOTHY NOVERINI	09282023	0	REIMB; TICKET P5382-000002	35.00 ✓	.00	
Total 10.42071 ADMINISTRATIVE ADJUDICATION:					75.00	.00	
10.43100 BUILDING PERMITS							
13254	STEDER JR, BRIAN	PRMH202301655	0	DUPLICATE PERMIT	150.00 ✓	.00	
Total 10.43100 BUILDING PERMITS:					150.00	.00	
Total :					225.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.511.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	79.18 ✓	.00	
Total 10.511.00.210 TELEPHONE:					79.18	.00	
10.511.00.299 OTHER CONTRACTUAL SERVICES							
12965	SUNCOM.TV	3896	0	BOARD MEETING PRODUCTIONS - SEPTEMBER	1,725.00 ✓	.00	
Total 10.511.00.299 OTHER CONTRACTUAL SERVICES:					1,725.00	.00	
Total PUBLIC AFFAIRS:					1,804.18	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.512.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	39.59 ✓	.00	
Total 10.512.00.210 TELEPHONE:					39.59	.00	
10.512.01.270 MAINT OF OFFICE EQUIPMENT							
6622	CDS OFFICE TECHNOLOGIES	1565528	0	ANTENNA PLUS - MULTIMAX FV CELL/GPS	324.28 ✓	.00	
Total 10.512.01.270 MAINT OF OFFICE EQUIPMENT:					324.28	.00	
10.512.01.299 OTHER CONTRACTUAL SERVICES							
11629	PROCOM ENTERPRISES LTD	791479	0	SECURITY DOOR LABOR & TRAVEL	280.00 ✓	.00	
6225	TKB ASSOCIATES INC	15126	0	SUPPORT	437.50 ✓	.00	
Total 10.512.01.299 OTHER CONTRACTUAL SERVICES:					717.50	.00	
Total MANAGER:					1,081.37	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.514.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	237.54 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	76.52 ✓	.00	
Total 10.514.00.210 TELEPHONE:					314.06	.00	
10.514.00.317 OFFICE SUPPLIES							
7523	RUNCO OFFICE SUPPLY	919529-0	0	STORAGE BOXES, LABELS	274.14 ✓	.00	
Total 10.514.00.317 OFFICE SUPPLIES:					274.14	.00	
Total COMMUNITY DEVELOPMENT:					588.20	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.515.00.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	619406643 10/23	0	PHONE SERVICE; 10/1-10/31/2023	1,185.54 ✓	.00	
Total 10.515.00.210 TELEPHONE:					1,185.54	.00	
10.515.00.317 OFFICE SUPPLIES							
9886	PRINTSMART PRINTING &	37483	0	#10 REGULAR ENVELOPES	237.00 ✓	.00	
Total 10.515.00.317 OFFICE SUPPLIES:					237.00	.00	
Total CENTRAL SERVICES:					1,422.54	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.517.00.299 OTHER CONTRACTUAL SERVICES							
13559	ROMANO LANDSCAPE	47311	0	MTHLY LAWN MAINT. METRA	1,350.00 ✓	.00	
Total 10.517.00.299 OTHER CONTRACTUAL SERVICES:					1,350.00	.00	
Total COMMUTER PARKING LOT:					1,350.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.518.00.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	39.59	.00	
Total 10.518.00.210 TELEPHONE:					39.59	.00	
Total GARAGE:					39.59	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.520.01.299 OTHER CONTRACTUAL SERVICES							
13511	DACRA ADJUDICATION SYSTEM	DT 2023-09-118	0	DACRA PD & CD ADJUDICATION/TICKET PROGRA	1,250.00 ✓	.00	
13841	LAGUNA 3P PRO	12169	0	INCIDENT COMMAND PATROL BOARD	721.00 ✓	.00	
11870	P.F. PETTIBONE & CO.	184715	0	PIN/WALLET BADGE FOR DETECTIVE PEREZ	258.95 ✓	.00	
Total 10.520.01.299 OTHER CONTRACTUAL SERVICES:					2,229.95	.00	
10.520.01.401 CAPITAL OUTLAY							
13837	ZACHARY BAIOCCHI	ORDER 31122	0	CABINETS & COUNTERS FOR PD LUNCH ROOM	4,282.92 ✓	4,282.92	10/11/2023
Total 10.520.01.401 CAPITAL OUTLAY:					4,282.92	4,282.92	
10.520.09.299 OTHER CONTRACTUAL SERVICES							
13437	INVERIS	INV-0100650	0	RANGE MAINT & INSPECTINO-LANE CARRIER SY	1,095.00 ✓	.00	
13824	ZIPS CAR WASH LLC	PS-INV103922	0	14 CAR WASHES-SEPT 2023	42.00 ✓	.00	
Total 10.520.09.299 OTHER CONTRACTUAL SERVICES:					1,137.00	.00	
Total POLICE:					7,649.87	4,282.92	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.521.01.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	118.77 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	24.91 ✓	.00	
Total 10.521.01.210 TELEPHONE:					143.68	.00	
Total FIRE:					143.68	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.523.02.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	74.73 ✓	.00	
Total 10.523.02.210 TELEPHONE:					74.73	.00	
Total AMBULANCE/PARAMEDIC:					74.73	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.524.02.299 OTHER CONTRACTUAL SERVICES							
13205	KUUSAKOSKI US LLC	A-11505	0	ELECTRONIC RECYCLING	1,250.63 ✓	.00	
13356	LAKESHORE RECYCLING SYSTEMS	4033968	0	TRASH & BRUSH REMOVAL AUG 2023	147,364.60 ✓	.00	
13356	LAKESHORE RECYCLING SYSTEMS	4085237	0	TRASH & BRUSH REMOVAL SEPT 2023	147,367.60 ✓	.00	
Total 10.524.02.299 OTHER CONTRACTUAL SERVICES:					295,982.83	.00	
Total GARBAGE:					295,982.83	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
10.525.01.210 TELEPHONE							
6498	SALERNO, RICHARD	10-2023	0	PERS DEVICE PHONE REIMB; SEPTEMBER 2023	24.99 ✓	.00	
6498	SALERNO, RICHARD	10-2023	0	USAGE REIMBURSEMENT; SEPTEMBER 2023	24.99 ✓	.00	
6498	SALERNO, RICHARD	10-2023	0	PERS DEVICE PHONE REIMB; OCTOBER 2023	24.99 ✓	.00	
6498	SALERNO, RICHARD	10-2023	0	USAGE REIMBURSEMENT; OCTOBER 2023	24.99 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	24.91 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	20.93 ✓	.00	
Total 10.525.01.210 TELEPHONE:					145.80	.00	
10.525.27.341 SALT/CALCIUM CHLORIDE							
5737	CARGILL INC	2908692453	0	25.27 TONS DEICER SALT ICE CONTROL	1,983.19 ✓	.00	
Total 10.525.27.341 SALT/CALCIUM CHLORIDE:					1,983.19	.00	
10.525.27.342 ASPHALT MIX							
326	DUPAGE MATERIALS COMPANY LLC.	23769	0	FRAP 3/8 PLUS	28.00 ✓	.00	
Total 10.525.27.342 ASPHALT MIX:					28.00	.00	
Total STREET:					2,156.99	.00	
Total CORPORATE FUND:					312,518.98	4,282.92	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
19.520.01.401	DUI TECHNOLOGY CAPITAL OUTLAY						
782	O'HERRON CO INC, RAY	2298204	0	INFRARED MONOCULAR/SCANNER TO LOCATE	2,375.00	✓ .00	
Total 19.520.01.401 DUI TECHNOLOGY CAPITAL OUTLAY:					2,375.00	.00	
Total POLICE:					2,375.00	.00	
Total DUI TECHNOLOGY FUND:					2,375.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
26.502.01.299 OTHER CONTRACTUAL SERVICES							
13559	ROMANO LANDSCAPE	47311	0	MTHLY LAWN MAINT. ARDMORE	775.00 ✓	.00	
Total 26.502.01.299 OTHER CONTRACTUAL SERVICES:					775.00	.00	
Total GENERAL:					775.00	.00	
Total TIF 6 FUND-NO ARDMORE/VERMONT:					775.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
28.502.01.299 OTHER CONTRACTUAL SERVICES							
9886	PRINTSMART PRINTING &	37483	0	#10 REG. ENVELOPES FOR TIF MAILING	237.00	✓ .00	
Total 28.502.01.299 OTHER CONTRACTUAL SERVICES:					237.00	.00	
Total GENERAL:					237.00	.00	
Total TIF 4 FUND - ST. CHARLES RD:					237.00	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
35.502.01.205 POSTAGE							
688	POSTMASTER	10.06.2023	0	POSTAGE FOR GOLDEN TIMES	350.00 ✓	.00	
Total 35.502.01.205 POSTAGE:					350.00 ✓	.00	
35.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	619406643 10/23	0	PHONE SERVICE; 10/1-10/31/2023	278.85 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	237.54 ✓	.00	
Total 35.502.01.210 TELEPHONE:					516.39	.00	
35.502.01.291 BREWFEST							
13838	A.J MAKI DISTRIBUTING LLC	74178	35003	PRODUCT FOR BREWFEST - MORE	233.00 ✓	233.00	10/05/2023
13838	A.J MAKI DISTRIBUTING LLC	74179	35003	PRODUCT FOR BREWFEST-MORE BREWING	255.00 ✓	255.00	10/05/2023
12495	SOUNDGROWLER BREWING COMPANY	2408	35003	BREWFEST, BEER PRODUCT	265.00 ✓	265.00	10/05/2023
Total 35.502.01.291 BREWFEST:					753.00	753.00	
Total GENERAL:					1,619.39	753.00	
Total RECREATION FUND:					1,619.39	753.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
36.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	619406643 10/23	0	PHONE SERVICE; 10/1-10/31/2023	50.55 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	197.95 ✓	.00	
Total 36.502.01.210 TELEPHONE:					248.50	.00	
36.502.02.210 TELEPHONE							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	74.73 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	5.98 ✓	.00	
Total 36.502.02.210 TELEPHONE:					80.71	.00	
36.502.02.299 OTHER CONTRACTUAL SERVICES							
13559	ROMANO LANDSCAPE	47311	0	LANDSCAPING MAINTENANCE	2,290.00 ✓	.00	
Total 36.502.02.299 OTHER CONTRACTUAL SERVICES:					2,290.00	.00	
Total GENERAL:					2,619.21	.00	
Total PARKS FUND:					2,619.21	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
41.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	619406643 10/23	0	PHONE SERVICE; 10/1-10/31/2023	47.29 ✓	.00	
Total 41.502.01.210 TELEPHONE:					47.29	.00	
Total GENERAL:					47.29	.00	
Total SWIMMING POOL FUND:					47.29	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
60.502.02.299 OTHER CONTRACTUAL SERVICES							
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	38.26 ✓	.00	
Total 60.502.02.299 OTHER CONTRACTUAL SERVICES:					38.26	.00	
60.502.10.299 OTHER CONTRACTUAL SERVICES							
1136	TREASURER, STATE OF ILLINOIS	125795	0	FINAL IDOT LOCAL SHARE ST CHARLES SALT CR	1,276.84 ✓	.00	
Total 60.502.10.299 OTHER CONTRACTUAL SERVICES:					1,276.84	.00	
Total GENERAL:					1,315.10	.00	
Total STREET IMPROVEMENT FUND:					1,315.10	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
65.502.02.299 OTHER CONTRACTUAL SERVICES							
12297	GOVERNMENT LEASING AND	512219809	0	TRUCK/AMBULANCE EQUIP LEASE	49,878.52	✓ .00	
Total 65.502.02.299 OTHER CONTRACTUAL SERVICES:					49,878.52	.00	
Total GENERAL:					49,878.52	.00	
Total EQUIPMENT REPLACEMENT FUND:					49,878.52	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
82.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	619406643 10/23	0	PHONE SERVICE; 10/1-10/31/2023	34.24 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	2.92 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	79.18 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	114.78 ✓	.00	
Total 82.502.01.210 TELEPHONE:					231.12	.00	
82.502.01.299 OTHER CONTRACTUAL SERVICES							
11355	AMERICAN PRINTING TECHNOLOGIES	23-VP09	0	PRODUCTION SVCS UTIL BILL RUN#9 2023	312.52 ✓	.00	
Total 82.502.01.299 OTHER CONTRACTUAL SERVICES:					312.52	.00	
82.502.02.293 LABORATORY TESTING							
13535	PACE ANALYTICAL SERVICES LLC	I9569645	0	LEAD AND COPPER RULE PACKAGE	28.00 ✓	.00	
13535	PACE ANALYTICAL SERVICES LLC	I9569646	0	LEAD & COPPER WATER SAMPLES	28.00 ✓	.00	
Total 82.502.02.293 LABORATORY TESTING:					56.00	.00	
Total GENERAL:					599.64	.00	
Total WATER SUPPLY FUND:					599.64	.00	

Vendor Number	Vendor Name	Invoice Number	Activity	Description	Invoice Amt	Amount Paid	Date Paid
83.502.01.210 TELEPHONE							
13810	GRANITE TELECOMMUNICATIONS LLC	619406643 10/23	0	PHONE SERVICE; 10/1-10/31/2023	34.24 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	5.98 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	76.52 ✓	.00	
13410	VERIZON WIRELESS PW	9945452390	0	WIRELESS SERVICE FROM 08/27/23 TO 09/26/23	79.18 ✓	.00	
Total 83.502.01.210 TELEPHONE:					195.92	.00	
83.502.01.299 OTHER CONTRACTUAL SERVICES							
11355	AMERICAN PRINTING TECHNOLOGIES	23-VP09	0	PRODUCTION SVCS UTIL BILL RUN#9 2023	312.53 ✓	.00	
Total 83.502.01.299 OTHER CONTRACTUAL SERVICES:					312.53	.00	
83.502.02.273 MAINT OF CONTROLS							
12994	CONCENTRIC INTEGRATION LLC	0250588	0	PROGRAMMING OF N YALE TRANSDUCER	800.00 ✓	.00	
Total 83.502.02.273 MAINT OF CONTROLS:					800.00	.00	
83.502.02.302 CHEMICALS							
33	ALEXANDER CHEMICAL CORP	73009	0	CHLORINE51300-10548000 RENTAL	56.00 ✓	.00	
Total 83.502.02.302 CHEMICALS:					56.00	.00	
83.502.02.399 OTHER SUPPLIES							
4915	STANDARD EQUIPMENT CO	P45598	0	REPLACEMENT FLUSHER NOZZEL TIPS	768.55 ✓	.00	
4915	STANDARD EQUIPMENT CO	P45599	0	ROOT CUTTER CHAINS 6" & 8"	330.38 ✓	.00	
4915	STANDARD EQUIPMENT CO	P45753	0	NEW HOSE & GRABBER FOR FLUSHER TRUCK	629.20 ✓	.00	
Total 83.502.02.399 OTHER SUPPLIES:					1,728.13	.00	
Total GENERAL:					3,092.58	.00	
Total WASTEWATER FUND:					3,092.58	.00	
Grand Totals:					375,863.34	5,035.92	

	Amount Paid
CASH ALLOCATIONS FUND	
Total CASH ALLOCATIONS FUND:	785.63
CORPORATE FUND	
Total CORPORATE FUND:	312,518.98
DUI TECHNOLOGY FUND	
Total DUI TECHNOLOGY FUND:	2,375.00
TIF 6 FUND-NO ARDMORE/VERMONT	
Total TIF 6 FUND-NO ARDMORE/VERMONT:	775.00
TIF 4 FUND - ST. CHARLES RD	
Total TIF 4 FUND - ST. CHARLES RD:	237.00
RECREATION FUND	
Total RECREATION FUND:	1,619.39
PARKS FUND	
Total PARKS FUND:	2,619.21
SWIMMING POOL FUND	
Total SWIMMING POOL FUND:	47.29
STREET IMPROVEMENT FUND	
Total STREET IMPROVEMENT FUND:	1,315.10
EQUIPMENT REPLACEMENT FUND	
Total EQUIPMENT REPLACEMENT FUND:	49,878.52
WATER SUPPLY FUND	
Total WATER SUPPLY FUND:	599.64

	Amount Paid
WASTEWATER FUND	
Total WASTEWATER FUND:	3,092.58
Grand Totals:	375,863.34

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE 10/11/23 APPROVED BY 


Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Adjustmentid = {IS NULL}

Invoice.Batch = "WF1016","1005 INT","1011 INT"

VILLAGE OF VILLA PARK

Village Hall, Board Chambers

20 South Ardmore Avenue

Villa Park, IL 60181

Committee of the Whole

October 9, 2023

6:00 PM

Village President Nick Cuzzone

Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD IN VILLAGE HALL BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF VILLA PARK ON OCTOBER 9, 2023

1. Call to Order – Roll Call.

President Cuzzone called the meeting to order and Clerk Korynecky called the roll.
Trustees Corkery and Patrick were absent.

2. Pledge of Allegiance.

President Cuzzone led the Pledge of Allegiance.

3. Discussion Items.

3.a. Zoning and the Entitlement Process.

Community Development and Economic Director Marc McLaughlin gave a PowerPoint overview of what it means to get zoning accomplished, what the entitlement process means and how individuals who want to get something done in the Village go through the process. He also responded to questions from the Board.

4. Public Comments.

There were no participants.

5. Adjournment.

Motion to adjourn was made by Trustee Cordova and seconded by Trustee Alfano. Voice vote passed with all ayes. The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Hosanna Korynecky
Village Clerk

VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Village Board of Trustees

October 9, 2023

7:00 PM

Village President Nick Cuzzone
Village Clerk Hosanna Korynecky
Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

**MINUTES OF THE FORMAL MEETING HELD IN VILLAGE HALL BY THE PRESIDENT AND THE BOARD
OF TRUSTEES OF THE VILLAGE OF VILLA PARK ON
OCTOBER 9, 2023**

1. Call to Order – Roll Call.

President Cuzzone called the meeting to order and Clerk Korynecky called the roll.
Trustees Corkery and Patrick were absent.

2. Pledge of Allegiance.

President Cuzzone led the Pledge of Allegiance and said the prayer.

3. Public Comments on Agenda Items.

Resident Joe Amore referred to Item 10.c. and asked about an art conception of the Tri-Trail Connector project and about ADA accessibility.

Resident Cheryl Tucker referred to Item 10.a. and spoke against approving vacating the alley right-of-way. She spoke in favor of Item 11.a. and asked about required funding for Item 11.c.

President Cuzzone clarified that the Item 10.a. alley right-of-way is the north-south alley and not the east-west alley to which she referred.

4. Amendments to the Agenda.

Motion to place Item 13 before Item 5 was made by Trustee Cordova and seconded by Trustee Kumar. Some discussion ensued on the benefits of allowing public comment earlier on the agenda. Roll call vote tallied five (5) ayes made by Trustees Alfano, Kozar, Cordova, Kumar and President Cuzzone. There were no nays. Motion carried.

13. Public Comments on Non-Agenda Items.

There were no participants.

5. Proclamations.

5.a. Proclamation by President Cuzzone recognizing Principal Appreciation Week from October 15-21, 2023 and Principal Appreciation Day on October 20, 2023.

6. Presentation.

6.a. Community F.U.N. Commission Presentation About the Autumn Jubilee.

Commissioner Carla Graf provided a PowerPoint overview of the Commission's Autumn Jubilee event and thanked staff and Commission volunteers for all they did.

7. Consent Agenda.

7.a. Bill Listing from the Weeks of September 25 and October 2, 2023 in a total Amount of \$644,373.70.

7.b. Approval of Minutes from the September 25, 2023 Regular Meeting of the Village Board.

Motion to approve Consent Agenda was made by Trustee Kozar and seconded by Trustee Cordova. There were no questions, comments or discussion. Roll call vote tallied five (5) ayes made by Trustees Kumar, Alfano, Kozar, Cordova and President Cuzzone. There were no nays. Motion carried.

8. Appointment to Commission.

8.a. Appointment of Ryann Pazar to the Parks and Recreation Advisory Commission for a Term Beginning October 9, 2023 to April 30, 2025.

Motion to approve the appointment made by Trustee Cordova and seconded by Trustee Kozar. President Cuzzone thanked Ryann Pazar for joining the commission. Roll call vote tallied five (5) ayes made by Trustees Kumar, Alfano, Cordova, Kozar and President Cuzzone. There were no nays. Motion carried.

9. Second Reading of Ordinances.

9.a. An Ordinance of the Village of Villa Park, DuPage County, Illinois, Amending Chapter 14, Motor Vehicles and Traffic of the Village of Villa Pak Municipal Code.

The Traffic and safety Commission unanimously approved a recommendation to the Village Board of Trustees to restrict parking on the west side of Villa Avenue from a point two hundred and eighty feet (280 ft) north of intersection with Madison Street during their June 6, 2023 meeting. The commission received concerns from a resident about the on-street parking near the 4-way stop at the intersection of Villa Avenue with Madison Street. After considering the location, the commission determined parking should be restricted on the west side of Villa Avenue due to safety concerns and recommends that the Board approve this ordinance.

Motion to approve the ordinance was made by Trustee Kozar and seconded by Trustee Alfano. Manager Harline provided additional clarification. Roll call vote tallied five (5) ayes made by Trustees Cordova, Kumar, Kozar, Alfano and President Cuzzone. There were no nays. Motion carried.

10. Ordinances.

10.a. An Ordinance of the Village of Villa Park, DuPage County, Illinois, Approving a Zoning Map Amendment, Variation, Final Plat of Subdivision and Vacating the Alley Right-of-Way for the Property Located at 350 S. Ardmore Avenue, Vila Park.

The petitioner is requesting an approval of a Zoning Map Amendment for the rezoning of Lot 6 in Parcel 2 from MX-R2 to MX-2 and is requesting a variation from Section 7.6.1 to allow parking in the street yard. The petitioner is also requesting a Plat of Subdivision to vacate a 15' public alley (running north and south) and consolidate seven lots, including the alley. The Planning and Zoning Commission held a public hearing on September 14, 2023 where they recommended approval of the request by a vote of 5-1.

Motion to approve the ordinance was made by Trustee Kumar and seconded by Trustee Cordova. Community Development and Economic Director McLaughlin provided additional information on vacating the north-south alley and responded to questions from the board. Roll call vote tallied five (5) ayes made by Trustees Alfano, Kozar, Cordova, Kumar and President Cuzzone. There were no nays. Motion carried.

11. Resolutions.

11.a. A Resolution of the Village of Villa Park, DuPage County, Illinois, Authorizing the Issuance of a Notice of Award and Approving a Contract and Contract Change Order No. 1 for the Construction of the Lufkin Park Renovation Project to Innovation Landscape of Oswego, Illinois.

This resolution approves the labor contracts for the construction and installation of amenities in Lufkin Park. The Village received competitive bids for the installation of park equipment at Lufkin Park and all bids were well over the estimated amount. In order to minimize the additional funds from the Village Corporate Fund, items were deleted from the bid and Village staff will do the installation of several items. Staff recommends approval of a resolution to award the lowest responsible bid and approve Change Order #1 to reduce the amount of the original bid for construction of the bathroom/shelter, performance shelter, ninja obstacle course, accessible playground, sensory garden, spray pad and concrete pad and observation/fishing pier to Innovation Landscape of Oswego, Illinois, in the net amount of \$1,052,277.

Motion to approve the resolution was made by Trustee Cordova and seconded by Trustee Kumar. Trustees Kumar and Cordova thanked staff and the contractor for the project and the work being done. Roll call vote tallied five (5) ayes made by Trustees Alfano, Kozar, Kumar, Cordova and President Cuzzone. There were no nays. Motion carried.

11.b. A Resolution of the Village of Villa Park, DuPage County, Illinois, Waiving the Competitive Bid Process and Approving an Agreement with Corrective Asphalt Materials, LLC of South Roxana, Illinois, for the 2023 Pavement Rejuvenation Program in an Amount Not to Exceed \$105,521.81.

The Village utilizes a rejuvenating agent known as "Reclamite" as part of its preventative maintenance program to extend the life of asphalt roadways that have recently been resurfaced or reconstructed. Due to the limited applicators for this type of product, the Village has historically received one bid for this work, so staff is recommending waiving the bidding requirements and awarding the contract to Corrective Asphalt Materials, LLC of South Roxana, Illinois, in the amount of \$105,521.81.

Motion to approve the resolution was made by Trustee Kumar and seconded by Trustee Alfano. There were no questions, comments or discussion. Roll call vote tallied five (5) ayes made by Trustees Kozar, Alfano, Kumar, Cordova and President Cuzzone. There were no nays. Motion carried.

11.c. A Resolution of the Village of Villa Park, DuPage County, Illinois, Approving Supplement #1 to the Engineering Services Agreement with Civiltech Engineering Inc. of Itasca, Illinois, for Phase I Preliminary Engineering of the Tri-Trail Connector for Additional Work and Cost in an Amount Not to Exceed \$38,658.00. *This amendment supplements the original agreement with Civiltech for the Phase I engineering for the Tri-Trail Connector to account for several design iterations due to changes in the proposed land and request from the Illinois Department of Transportation during the initial design. All justifications can be found outlined in Civiltech's proposal attached. Village staff agrees that Civiltech Engineering, Inc.'s request is justified and recommends approval of Supplement #1 to the agreement for an additional \$38,658.00.*

Motion to approve the resolution was made by Trustee Kozar and seconded by Trustee Cordova. There were no questions, comments or discussion. Roll call vote tallied five (5) ayes made by Trustees Kumar, Alfano, Kozar, Cordova and President Cuzzone. There were no nays. Motion carried.

11.d. A Resolution of the Village of Villa Park, DuPage County, Illinois, Setting the Date and Time for a Public Hearing and Joint Review Board Meeting for TIF 7.

Village staff has prepared a resolution proposing a redevelopment plan and project for the designation of the St. Charles Road Commercial Corridor Redevelopment Project Area and the adoption of the tax increment allocation financing, convening a Joint Review Board and calling a public hearing on January 8, 2024 at 7:00 p.m. at Village Hall. Staff recommends approval of the resolution.

Motion to approve the resolution was made by Trustee Alfano and seconded by Trustee Kumar. Some discussion ensued on keeping the public informed. Roll call vote tallied five (5) ayes made by Trustees Cordova, Kozar, Kumar, Alfano and President Cuzzone. There were no nays. Motion carried.

12. Old Business.

13. Public Comments on Non-Agenda Items.

14. New Business.

14.a. Posting Audio Recordings of Village Commission Meetings for Public Access.

As per the direction of the Board of Trustees, Village commissions are audio recording their meetings. The motion did not explicitly say that the recordings were to be made available to the public. If the Board wishes, they may wish to make a motion to have Village staff upload audio files to the Village YouTube site for public access.

Motion to post the audio files on YouTube was made by Trustee Kozar and seconded by Trustee Kumar. Some discussion ensued on uploading the audio files. Roll call vote tallied three (3) ayes made by Trustees Alfano, Kumar and Kozar and two (2) nays made by Trustee Cordova and President Cuzzone. Motion carried.

14.b. Report from ICMA Meeting with Proposed Direction on Strategic Planning and Customer Relations Management Software.

At the recent ICMA conference, Manager Harline was able to meet and discuss with potential vendors two projects that were budgeted in 2023 but will actually take place in 2024. The first step is to update the Village Strategic Plan with the elected officials. Manager Harline would like to proceed with offering a contract to CP2 Consulting. The other step is the purchase of Customer Relations Management software. Staff has discussed three separate software options with three companies. Manager Harline will have a recommendation at the October 23, 2023 Board meeting.

Consensus of the Board was to direct Manager Harline to bring up the two (2) items at a future date.

14.c. Public Comment on Non-Agenda Items Process.

At the September 25, 2023 Board of Trustees meeting, Trustee Kozar made a request to consider moving "Public Comments on Non-Agenda Items" to the beginning of the meeting agenda. There are other changes proposed as well. Staff request consensus from the Board related to the order of business and, if so desire, will draft an ordinance amending Section 2-406 of the Village Municipal Code.

Attorney Wolf provided additional information and clarification. Consensus of the board was to direct staff to make some amendments to the Village Municipal Code.

15. Village Commission Reports.

16. Village Clerk's Report.

Clerk Korynecky had no report or recommendations.

17. Village Trustees' Report.

Trustee Alfano thanked those who came out to the Autumn Jubilee and thanked those residents serving on Village commissions.

Trustee Kumar asked for a COW meeting to discuss various aspects of Village commissions and also a meeting to discuss BYOBs in the Village. She thanked the Community F.U.N. Commission for the Autumn Jubilee and also Ryann Pazar for joining the Parks & Recreation Advisory Commission.

Trustee Cordova had no report or recommendations.

Trustee Kozar asked about completed audited financials and when they should be done. Manager Harline provided the information. Trustee Kozar asked about providing audio recordings on YouTube for Village meetings not video recorded. He also questioned honoring individuals without the Board's approval.

President Cozzone explained that people or organizations are honored by a proclamation. Attorney Wolf clarified that proclamations are within the authority of the Village President.

18. Village President's Report.

President Cuzzone reminded residents of Fire Department Station 81's Open House on Saturday, October 14 from 12 p.m. to 3 p.m. He said the electronic recycling event is scheduled for Saturday, October 21 at the Public Works building from 9 a.m. to 12 p.m. He said Brewfest was a well attended event. He referred to a student from Willowbrook High School who recently died and said October 10, 2023 is World Mental Health Day and spoke about the importance of the 988 National Suicide and Crisis Hotline. He also commented on the Breast Cancer Awareness t-shirt available from Village staff.

19. Village Manager's Report.

Manager Harline informed local businesses that they may receive a call from Business View Magazine regarding a letter from the Village Manager's office. He said this would be a legitimate call because the Village will be featured in the magazine's November issue. He said the next COW meeting will be on Village commissions. He also announced a budget meeting on October 16 at 6 p.m.

20. Executive Session.

21. Adjournment.

Motion to adjourn was made by Trustee Cordova and seconded by Trustee Kumar. Voice vote passed with all ayes. Motion carried. Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Hosanna Korynecky
Village Clerk

Next Meeting Scheduled on October 23, 2023.

VILLAGE OF VILLA PARK

Village Hall, Board Chambers

20 South Ardmore Avenue

Villa Park, IL 60181

Committee of the Whole

2024 Budget Workshop

October 16, 2023

6:00 PM

Village President Nick Cuzzone

Village Clerk Hosanna Korynecky

Village Trustees Cari Alfano, Jorge Cordova, Jack Corkery, Jack Kozar, Deepa Kumar, Kevin Patrick

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD IN VILLAGE HALL BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF VILLA PARK ON OCTOBER 16, 2023

1. Call to Order – Roll Call.

President Cuzzone called the meeting to order and Clerk Korynecky called the roll.

Trustee Corkery was absent.

2. Pledge of Allegiance.

President Cuzzone led the Pledge of Allegiance.

3. Discussion Items.

3.a. 2024 Budget Workshop.

Manager Harline said this workshop is a first look at the budget and a chance to make changes. Finance Director Howard highlighted the budget process and timeline. He also reviewed the different type of funds.

The following departments gave PowerPoint presentations that included departmental responsibilities, operating budgets, projects and goals and responded to questions from the Board.

Community Development & Economic Development – Director Marc McLaughlin

Fire Department – Chief Steve Stapleton

Police Department – Chief Mike Rivas

Administrative, Finance & Public Affairs – Asst. Village Manager Suzanne McVey

Parks & Recreation Department – Director Greg Gola

Public Works Department – Director Mike Guerra

4. Public Comments.

Resident Cheryl Tucker asked about the TIF 3 budget and about making the new Recreation Center a line item in the budget.

5. Adjournment.

Motion to adjourn out of COW to Executive Session was made by Trustee Cordova and seconded by Trustee Kumar. Roll call vote tallied six (6) ayes made by Trustees Patrick, Kumar, Alfano, Kozar, Cordova and President Cuzzone at 9:20 p.m.

Respectfully submitted,

Hosanna Korynecky
Village Clerk

MINUTES

Coffee with the Board

VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

October 7, 2023

9:00a.m.

Village Board Present: President N. Cuzzone, Trustee J. Kozar, Trustee C. Alfano. Trustee J. Corkery

Attendees: Christine Murphy, J. Squires, Vicki Flaskamp, Al Bulthuis, Kevin L., Larry H., Rolf Lukant, Joe Amore, and additional unknown attendees.

Executive Assistant to Village Manager, Cheryl Wagner present.

Meeting called to order at 9:00 A.M.

President Cuzzone opened the floor.

Discussion Items:

Joe A. discussed cancer awareness and shared a story, talked about Brewfest and the bicycle valet. Pumpkin Smash will be the Saturday after Halloween. He discussed Traffic & Safety meeting that was cancelled but did not think it was noted on website. It was posted at Village Hall. He discussed Vermont and Ellsworth and the difficulty seeing the stop sign because of trees, he inquired about a stop stating a stop sign is ahead. He discussed sidewalks on both sides of Villa from St. Charles to North Avenue and protected sidewalks. He further discussed 988 signs, suicide and mental health crisis prevention. He would like to see signs up as SAMSHA has templates available. He would like to see the south parking lot at Metra, would like sealcoating and striping to be done. He also would like to see some type of senior housing in Villa Park.

Al B. inquired about a webinar or meeting with training on the Village website and the Agenda software. He advised the site is not working. The site was checked and working. Village Manager's staff (CW) offered to show any attendees how to log into the website, Agenda and Agenda Packet after Coffee with the Board or any other time that is convenient for them.

Reid G. inquired about the costs of the website and who is keeping track of problems.

Rolf L. inquired if we have any staff working from home, how many hours do full-time Village employees work, are any people still working from home. President Cuzzone advised full-time is 40 hours. Rolf inquired if the Village received money per house for the Electric Aggregation Program, he said he heard it was \$100.00. President Cuzzone and Trustee Kozar both advised the Village does not receive any money for the program. Rolf inquired if our budget was complete, if not, why? He then inquired if we had a clear Audit opinion. President Cuzzone advised that is handled by our Finance Director and the Budget is in process and on schedule. A conversation between attendees ensued regarding the Police & Fire Budget. Al B. advised the approved budget will be posted. Rolf inquired where the cannabis money is being used. President Cuzzone provided the information.

Larry H. advised the Agenda order needs to be changed. The attendees should be able to come in and talk and not have to wait. He then advised he has contacted Traffic & Safety Commission regarding Villa Avenue near-collisions. He advised that nobody has responded to him from the Commission. Vicki F. from the Traffic & Safety Commission said once they have a meeting they will be able to address it.

Rolf inquired about Liaisons. Joe A. advised Allan Leishman was voted the new Chair on the BPT sub-committee of the ECC. An attendee inquired about Civil Tech Engineering.

Joe A. suggested we get EV charging stations at the train station so we can be more competitive like Lombard and Elmhurst. He advised we need to have an underpass and use both sides of the tracks. He feels the north side of town needs a downtown type area, instead of having everything focused around Ovaltine.

Discussions ensued about TIFs. Attendees feel that TIFs create home loss. President Cuzzone discussed the TIFs and Community Development departments efforts. He said the new Director works well with everyone. Permits will be a smoother process. Trustee Kozar advised the Community Development department has considerably improved.

Joe Amore advised PACE is having a funding crisis. Villa Park has no PACE service to train. He feels we need someone to speak up at County meetings.

One attendee was there to discuss a neighbor's garbage cans being in front of the house.

Rolf discussed flashing signs for the Prairie Path and a conversation ensued as to who handles that, whether it is DuPage or IDOT. Discussions about Ardmore and Great Western Trail need for flashing light and also Summit Avenue and Prairie Path intersection as well.

Vick F. advised the website is challenging and seniors needs assistance. Staff offered to assist anyone that needed help with the website.

TIF discussion began. Trustee Alfano advised there was a TIF meeting this past week. Trustee Kozar inquired if the meeting was recorded and felt they should be recorded. President Cuzzone advised there were approximately 50 people at the TIF meeting, and it was informative. An attendee inquired about how many TIFs we have. President Cuzzone mentioned the list of TIFs. An attendee inquired about what it is for and said it is for depressed areas. Trustee Alfano advised it is not for blighted areas. Another discussion ensued regarding TIF money. President Cuzzone advised TIF monies have to be used certain ways. Discussions ensued by attendees as to the Rec Center, costs of fitness centers in general. Discussions about bonds came up, Trustee Kozar advised bonds expire and new bonds are then issued.

Joe A. advised he loves Villa Park and we need to push forward to exceed other villages and towns around us. He added that food pantries need volunteers and donations. Contact Outreach House.

Larry H. inquired how often Village Matters is mailed out. Nick advised it is a quarterly online publication, but there are some printed and available at Village Hall.

No other attendees wished to speak.

Meeting adjourned 10:05am.

Respectfully submitted,
President Cuzzone



MEMORANDUM

TO: Village Board of Trustees

FROM: Matthew Harline, Village Manager

DATE: October 23, 2023

SUBJECT: An Ordinance Amending Section 2-406 of Municipal Code Order of Business for Meetings

RECOMMENDED ACTION:

At the direction of the Board of Trustees, an ordinance has been prepared to amend Section 2-406. This ordinance, if passed, moves comments on non-agenda items toward the beginning of the meeting, adds sections for New Business and Old Business and institutes other changes that have been made informally over the past several years. If the Board agrees with the proposed changes, staff would recommend passage of the ordinance at first or second reading. If the Board wants to amend the ordinance, staff recommends passing the amendments tonight and bringing the ordinance back for final adoption on November 13.

BACKGROUND:

DISCUSSION:

ORDINANCE NO. _____

**AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS,
AMENDING SECTION 2-406 OF THE VILLAGE CODE REGARDING THE ORDER OF
BUSINESS FOR MEETINGS OF THE VILLAGE BOARD OF TRUSTEES**

WHEREAS, the Village of Villa Park, DuPage County, Illinois (the “*Village*”) is a duly organized and validly existing non-home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of this State; and,

WHEREAS, the corporate authorities of the Village are desirous of amending Section 2-406 of Division 1, of Article IV of Chapter 2 of the Villa Park Municipal Code regarding the order of business to be followed in all meetings of the board of trustees.

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

Section 1. That paragraph (b) of Section 2-406 of Division 1, of Article IV of Chapter 2 of the Villa Park Municipal Code is hereby deleted and replaced with the following:

(b) The standing order of business for all regular meeting of the board shall be shall be:

- (1) Call to order—Roll call.
- (2) Pledge of allegiance.
- (3) Amendments to the agenda.
- (4) Public comments on agenda items.
- (5) Public comments on non-agenda items.
- (6) Proclamations and Presentations.
- (7) Consent agenda:
 - a. Minutes.
 - b. Bill listing.
 - c. Other items as permitted by paragraph (c) set forth below.
- (8) First reading of ordinances to be codified for purposes of introduction with no vote, unless waived by majority vote of the village board pursuant to paragraph (e) set forth below.
- (9) Second reading of ordinances to be codified.
- (10) Ordinance, resolutions, motions.
- (11) Unfinished business.
- (12) New business:
 - a. Addition of agenda items for action at future meeting of village board or discussion at future meeting of committee of the whole;
 - b. Other discussion items.
- (13) Appointed commission, committee and board reports.
- (14) Village Clerk’s report.
- (15) Village Trustees’ reports.
- (16) Village President’s report.
- (17) Village Manager’s report.

Ordinance No.: _____

- (18) Executive session, if necessary.
- (19) Adjournment.

Section 2. That Section 2-406 of Division 1, of Article IV of Chapter 2 of the Villa Park Municipal Code is hereby amended by creating a new paragraph (e) to read as follows:

- (e) Items to be made part of the Villa Park Municipal Code shall be read at two separate, consecutive regular meetings of the Village Board of Trustees except upon passage of a motion by a majority of the quorum present to waive first reading and proceed immediately to second reading for passage of the ordinance to be codified.

Section 3. That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED this ____ day of _____, 2023, pursuant to a roll call vote as follows:

AYES: _____
NAYS: _____
ABSENT: _____

APPROVED this ____ day of _____, 2023.

Village President

Attest:

Village Clerk



MEMORANDUM

TO: Village Board of Trustees

FROM: Greg Gola, Director

DATE: October 23, 2023

SUBJECT: Resolution of the Village of Villa Park, DuPage County, Illinois, Authorizing an Agreement with High Level Promotions, St. Edward, Nebraska, to Secure Sponsorships/Naming Rights For Various Areas Within the Village's Recreation Center

RECOMMENDED ACTION:

Staff has been investigating additional revenue streams for the Recreation Center to help offset building and/or operational costs. High Level Promotions specializes in securing sponsors in a variety of sports, entertainment and recreation facilities. The proposed agreement would allow High Level Promotions to solicit interest from potential sponsors and bring back to the Village proposed naming right packages for approval. In the agreement as proposed, the Village would receive 70% of the proceeds garnered from sponsorships and High Level Promotions would receive 30% of the gross sponsorships secured. The resolution as drafted grants the Village Manager the authority to negotiate improvements in the agreement. Staff recommends approval of the resolution.

BACKGROUND:

The Village wishes to secure additional revenue streams for the Recreation Center. If the Board determines that raising funds by attracting sponsorships, to help offset building and/or operational costs for the recreation center, the Board may want to enter into an agreement with High Level Promotions. The Parks and Recreation Advisory Commission (PRAC) reviewed the proposal at their August meeting and their October meeting and recommended presenting the resolution for approval by the Village Board.

DISCUSSION:

High Level Promotions HLP has extensive experience with marketing and the recruitment and securing of sponsors, in a variety of sports, entertainment and recreation facilities. Potential sponsorship areas at the recreation center include exercise flooring, the exercise room, indoor walking/running track, Senior room, gym floor, weight equipment, soft drink/beverage sales, and all recreation areas in general. High Level Promotions presented at the August 28, 2023 Board meeting at which time the Village Board requested to postpone the resolution approving the agreement to September 11th.

Subsequently, the Board further deferred a decision seeking a specific a recommendation from the PRAC after they met on October 10. The Board also requested information on the spaces available and programs that might be offered in the Recreation Center. Staff also pursued options from other vendors and did not find an equal or better proposal.

High Level Promotions is eager to continue seeking sponsors and to work with the Village to help fund the Recreation Center and possibly other Village recreational facilities. Staff is in support of entering into the agreement to see what offers we may be able to bring back to the Board for approval.

RESOLUTION NO. _____

**RESOLUTION OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS,
AUTHORIZING AN AGREEMENT WITH HIGH LEVEL PROMOTIONS, ST.
EDWARD NEBRASKA, TO SECURE SPONSORSHIPS/NAMING RIGHTS FOR
VARIOUS AREAS WITHIN THE VILLAGE’S RECREATION CENTER.**

WHEREAS, the Village of Villa Park (the “Village”) is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

WHEREAS, a majority of the corporate authorities of the Village deem it advisable, necessary and in the public interest that the Village contract for certain professional services associated with corporate sales representation, services and advice regarding sponsorships and other marketing platforms with respect to the Client, with specific emphasis on securing “major sponsorships for the Village of Villa Park (hereinafter the "Consulting Services"); and

WHEREAS, due to the professional skills required to perform the Consulting Services, it is in the opinion of the corporate authorities of the Village that the Consulting Services are exempt from the competitive bidding requirements, in accordance with Section 2-220 of Chapter 2, Article II, Division 2 of the Villa Park Municipal Code; and

WHEREAS, the corporate authorities of the Village believe that High Level Promotions, (hereinafter "Consultant"), due to its experience and skill set, is qualified to provide the Consulting Services to the Village; and

WHEREAS, it is advisable, necessary and in the public interest of the Village to enter into a contract with Consultant for such Consulting Services.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: The facts and statements contained in the preamble clauses to this Resolution are found

Resolution No. _____

to be true and correct and are hereby adopted as part of this Resolution.

Section 2: That *Agreement between the Village of Villa Park, Illinois and High Level Promotions, St. Edward, NE*, is hereby approved in substantially the form as attached hereto as “Exhibit A” and incorporated herein, and the Village Manager is hereby authorized to execute same on behalf of the Village of Villa Park, with such changes therein as may be approved by the Village Manager and Village Attorney, the execution thereof to constitute conclusive evidence of the approval of such changes, if any

Section 3: That this Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this _____ day of _____, 2023, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

APPROVED this _____ day of _____, 2023.

Village President

Attest: _____
Village Clerk

Resolution No. _____

EXHIBIT A
Agreement between the Village of Villa Park, Illinois and
High Level Promotions, St. Edward, NE

AGREEMENT FOR PROFESSIONAL SERVICES – VILLA PARK AND HIGH LEVEL PROMOTIONS

This AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is made effective as of _____, 2023, by and between _____, (“Client” or “VILLA PARK”), an organization in the state of Illinois, and High Level Promotions, (“High Level” or “Consultant”), a Montana Based Corporation.

RECITALS

- A. High Level has extensive experience and knowledge with respect to corporate partnership sales and marketing, regarding a variety of sports and entertainment facilities, events, and other properties.
- B. The Client desires to engage High Level to provide certain professional services associated with corporate sales representation, services and advice regarding sponsorships and other marketing platforms with respect to the Client, with specific emphasis on securing “major sponsorships.”

NOW THEREFORE, in consideration for the mutual covenants that are contained in this Agreement and referenced in **EXHIBIT A (Naming Rights & Sponsorships Consultancy Proposal)**, incorporated in whole as part of this agreement, the parties hereby agree as follows:

1. RELATIONSHIP OF PARTIES

High Level is engaged hereunder as an independent contractor and as such shall be solely responsible for full compliance with all requirements under all laws and regulations now or in the future applicable to High Level, its business affairs and its performance of its duties under or pursuant to this Agreement. The relationship of High Level to the Client created by this Agreement is that of an independent contractor, and nothing contained in this Agreement shall be deemed or construed as creating any partnership, joint venture, employment relationship, agency or other relationship between the parties or to make the Client liable for the debts or obligations of High Level. High Level shall be provided with all necessary authorizations to negotiate sponsorship and marketing agreements on behalf of Client.

2. SCOPE OF SERVICES, TERM & COMPENSATION

The Client hereby engages High Level, and High Level shall provide the services outlined in **EXHIBIT A (Naming Rights & Sponsorships Consultancy Proposal)** for the benefit of the Client during the term of this Agreement. The term of this Agreement and compensation provided to High Level by the Client are as follows:

2.1 The term of this agreement shall commence upon execution of this agreement and shall extend for one (1) year. (“Initial Term”). Upon expiration of the Initial Term, this Agreement will renew automatically for two successive one (1) year terms under the same terms and conditions set forth herein without further documentation being required. Either party may terminate this Agreement at any time and without cause upon seven (7) days written notice to the other party.

2.2 Sponsorships secured by High Level Promotions may extend past the term of this agreement. Unless this Agreement is terminated for High Level Promotions’ breach as set forth in Section 5 of this Agreement, High Level Promotions reserves the sole right to renew and renegotiate all sponsorship contracts secured throughout the term of this agreement regardless of such sponsorship’s date of termination. Client reserves the sole right to accept or decline any new, renewed or renegotiated sponsorship. Client has final say and authority as to all sponsorship agreements whether new, renewed or renegotiated.

2.3 Upon securing initial sponsorship contracts and upon renewal or renegotiation, High Level Promotions shall be due Thirty Percent (30%) of the gross value of the sponsorship contract secured. All commissions shall be due and payable to High Level Promotions within thirty (30) business days of receipt of payment from sponsor to client. Commissions received by High Level Promotions shall be nonrefundable.

2.4 Client expressly understands that pre-existing relationships or prior attempts to obtain sponsorships or donations shall not be honored by High Level Promotions. Commission shall be due to High Level Promotions for each sponsorship obtained regardless of such sponsor’s prior relationship with Client.

2.5 High Level Promotions shall be responsible for all reasonable out-of-pocket expenses associated with obtaining such sponsorships.

3. REQUIREMENTS

Without in any way limiting any other term or provision of this Agreement or any obligation of High Level hereunder, High Level shall:

3.1 Adhere to all laws, policies, rules, and regulations applicable to the services to be provided by High Level pursuant to this Agreement.

3.2 Have no right or power to enter any Agreement in the name of or on behalf of the Client, or to otherwise obligate the Client in any manner, without the prior written consent and approval of the Client, in its sole discretion.

3.3 High Level Promotions agrees to execute and comply with the Contractor Certifications attached hereto and marked as Exhibit B. It is agreed among the parties that the assurances contained in the Contractor Certifications are each a material representation of fact upon which reliance is placed by the Village of Villa Park in entering into this Agreement with High Level Promotions.

4. INDEMNIFICATION

High Level shall indemnify, defend and forever save and hold harmless the Client, its principals, shareholders, managers, members, partners, officers, directors, contractors, agents and employees (sometimes collectively referred to herein as the "the Client Indemnitees" and individually as a "the Client Indemnatee"), from and against any and all damages, claims, losses, demands, costs, expenses (including reasonable attorneys, fees and costs), obligations, liens, liabilities, actions and causes of action, which any one of the Client Indemnitees may suffer or incur arising out of High Level Promotions' negligent or willful misconduct or breach of this Agreement by High Level Promotions. The foregoing indemnification shall survive any termination or the expiration of the term of this Agreement. To the extent permitted by applicable law, the Client shall indemnify, defend and forever save and hold harmless High Level Promotions, its principals, shareholders, members, partners, officers, directors and employees (sometimes collectively referred to herein as the "Consultant's Indemnitees" and individually as a "Consultant Indemnatee"), from and against any and all damages, claims, losses, demands, costs, expenses (including reasonable attorneys, fees and costs), obligations, liens, liabilities, actions and causes of action, which any one of the Consultant's Indemnitees may suffer or incur arising out of Client's negligent or willful misconduct or breach of this Agreement by the Client. The foregoing indemnification shall survive any termination or the expiration of the term of this Agreement.

5. TERMINATION FOR BREACH

In the event High Level or any employee of High Level performing services on behalf of High Level for the benefit of the Client breaches this Agreement, the Client will have the right to terminate this Agreement in addition to other rights or remedies which the Client may have under this Agreement, or at law or in equity. In the event the Client or any employee, agent, or other party associated with Client breaches this Agreement, High Level will have the right to terminate this Agreement in addition to other rights or remedies which High Level may have under this Agreement, or at law or in equity. A party will not be in breach hereof unless such party has first been notified in writing by the other party of the alleged breach and the notified party has failed to cure the alleged breach within twenty (20) days following delivery of such notice. High Level acknowledges and agrees that no fees or commissions shall accrue or be due and payable hereunder during any period that the Client has provided written notice to High Level of the occurrence of any alleged breach unless High Level cures such alleged breach to the satisfaction of this agreement prior to the expiration of the applicable cure period. If High

Level fails to cure said breach within the cure period, Client shall have no further obligation to pay fees or commissions due or owing to High Level under this Agreement.

6. INTELLECTUAL PROPERTY

6.1 High Level agrees that (a) nothing in this Agreement is intended to convey any ownership or other rights of Client or Client's affiliated businesses in Client's trademarks, service marks, copyrights or other intellectual property rights (the "Client Trademarks") to High Level, (b) ownership of all such the Client Trademarks shall remain the property of The Client or its affiliates, as the case may be, and (c) High Level will not use any the Client Trademarks under any circumstances without the prior consent of the Client, which consent the Client may withhold in its sole and absolute discretion.

6.2 The Client shall have all ownership rights in all written, recorded, photographic, or visual materials, all computations, sketches, reports, test data, survey results, photographs, renderings, and other materials pertaining to the services prepared by High Level produced in the performance of this Agreement including, without limitation, any business plans prepared by High Level (collectively, the "Documents and Reports"). All Documents and Reports shall be for the Clients exclusive use and re-use at any time without further compensation to High Level. Any restrictions imposed by third parties, such as rights fees payable for use of images in photographs, etc., shall be immediately disclosed to the Client. High Level shall retain no ownership, interest, or title in the Documents and Reports. High Level shall not use any Documents and Reports for marketing purposes without the prior written consent of the Client, which consent may be withheld in the Client's sole discretion.

6.3 High Level represents and warrants that the services provided herein shall not infringe any intellectual property rights of any third party.

7. CONFIDENTIAL INFORMATION

During the term of this Agreement, High Level may gain access or be exposed to certain nonpublic information relating to the business of the Client or its affiliates. High Level agrees that all such nonpublic information of the Client shall remain and be kept in strictest confidence and shall not be disclosed to or used by any person or entity without the prior written consent of the Client, whose consent may be withheld by the Client in its sole and absolute discretion.

8. WAIVER

No course of dealing or delay by either party to this Agreement in exercising any right, power or remedy under this Agreement will operate as a waiver of any right, power or remedy of that party, and no waiver by a party of a breach of any provision of this Agreement will not be considered or constitute a waiver of any succeeding breach of the provision or a waiver of the provision itself.

9. SEVERABILITY

If any covenant, term or provision of this Agreement is deemed to be contrary to law, that covenant, term or provision will be deemed separable from the remaining covenants, terms and provisions of this Agreement and will not affect the validity, interpretation or effect of the remainder of this Agreement.

10. OTHER ASSURANCES

The parties agree to take such further acts and to execute such further documents that may be necessary or convenient to carry out the intents and purposes of this Agreement.

11. SPONSORSHIP LIABILITY

Client acknowledges and agrees that High Level shall not be required to secure a specific amount of funding/sponsorship and will be under no strict timeline for its services while going to market. High Level will not be liable or obligated to return any sponsorship commission secured by High Level. Client will be responsible and liable for all funds to be returned to SPONSOR, DONOR, or AFFILIATE of SPONSOR if requested by SPONSOR, DONOR, or AFFILIATE of SPONSOR. High Level shall not be liable for the failure of Client to meet marketing requirements of sponsor or failure to complete any other obligations that were approved and agreed upon between client and sponsor.

12. COOPERATION

The Client shall cooperate with High Level in connection with the performance of its services hereunder, including providing High Level with reasonable and timely access to the client's information, data, and personnel, subject to the restrictions of confidentiality described herein.

13. FORCE MAJEURE

Neither party shall be liable for any delays or failures to perform its services resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war, or other violence, or any law, order, or requirement of any governmental agency or authority.

14. COUNTERPARTS

This Agreement may be executed in counterparts, or by facsimile or electronic mail (email) counterparts, each of which shall be deemed an original and both of which, when taken together, shall constitute the same Agreement.

15. CONSENT AND GOOD FAITH DEALINGS

The parties hereby covenant, each to the other, that each will deal with the other equitably, and will take into account the reasonable commercial expectations of the other in the exercise of

rights and obligations hereunder. When consent or approval is requested for any action, the party from whom approval is sought shall give full and fair consideration to the financial issues raised by the other party and shall act in a fair, timely and non-capricious manner. Unless otherwise indicated specifically in this document (i.e., "sole discretion"), consent and approvals shall not be unreasonably withheld, delayed or conditioned.

16. DELIVERABLES

Upon termination of this Agreement, High Level shall deliver all records, notes, and data of any nature that are in High Level's possession or under High Level's control and that are Client's property or relate to Client's business. Client will be responsible for all sponsorship fulfillment thereafter.

17. GOVERNING LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois, without regard to conflicts of law principles. The parties agree that venue of any legal action arising out of this Agreement or incident thereto shall be proper in a court of competent jurisdiction in DuPage County, Illinois and each party waives any objection to such venue.

18. ASSIGNMENT. Neither this Agreement nor any other obligations of either party under this Agreement may be assigned or delegated by the other party without the written consent of the first party.

If you agree with the details outlined in this agreement, please indicate by signing this document in the space provided below and return it to High Level. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Acknowledged and Accepted by: _____, _____, _____ (Initial)

[SIGNATURE PAGE FOLLOWS]

VILLAGE OF VILLA PARK

Title: Village President

Date:

Attest: Village Clerk

Party Providing Services:
High Level Promotions

Title:

Date:

Name:

Signature:

EXHIBIT A - Naming Rights & Sponsorships Consultancy

Needs to be provided by High Level Promotions

EXHIBIT B – Contractor Certifications

The assurances hereinafter made by High Level Promotions (hereinafter the “Contractor”) are each a material representation of fact upon which reliance is placed by the Village of Villa Park in entering into the contract with the Contractor. The Village of Villa Park may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance, and the surety providing the performance bond shall be responsible for the completion of the contract.

I, _____, hereby certify that I am the _____ of _____, and as such, hereby represent and warrant to the VILLAGE OF VILLA PARK, a municipal corporation, (hereinafter the “Village”) that the Contractor and its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

- (a) not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- (b) not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid-rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
- (c) not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1.

In addition, the Contractor hereby represents and warrants to the Village, that:

- (A) the Contractor, pursuant to 30 ILCS 580/1 *et seq.* (“Drug-Free Workplace Act”), will provide a drug-free workplace by:
 - (1) Publishing a statement:
 - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Contractor's workplace;
 - b. Specifying the actions that will be taken against employees for violations of such prohibition;
 - c. Notifying the employee that, as a condition of employment on such Contract, the employee will;

- i. Abide by the terms of the statement;
 - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (2) Establishing a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. the Contractor's policy of maintaining a drug-free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program; and
 - d. the penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement to give a copy of the statement required by Subsection (A)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
- (4) Notifying the Village within ten (10) days after receiving notice under paragraph(A)(1)c from an employee or otherwise receiving actual notice of such conviction;
- (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
- (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (B) the Contractor has not excluded and will not exclude from participation in, denied the benefits of, subjected to discrimination under, or denied employment to any

person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex;

- (C) the Contractor is in compliance with 775 ILCS 5/2-105(A)(4) by having in place and enforcing a written sexual harassment policy;
- (D) the Contractor is in agreement that in the event of non-compliance with the provisions of this certification relating to equal employment opportunity, the Illinois Human Rights Act or the Illinois Department of Human Rights, Rules and Regulations, Contractor may be declared ineligible for future contracts with the Village, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
- (E) no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of less than one percent (1%) of such Contractor, the Contractor has disclosed to the Village in writing the name(s) of the holder of such interest;
- (F) no officer or employee of the Village has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Section 2-327 of the Municipal Code of the Village of Villa Park;
- (G) the Contractor has not given to any officer or employee of the Village any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of Section 2-327 of the Municipal Code of the Village of Villa Park;

- If any certification made by the Contractor or term or condition in this contract changes, the Contractor shall notify the Village in writing within seven (7) days.

By: _____
_____, _____
(Name of Owner or Officer) (Title or Office)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby
certify that _____ known to me to be the _____

of _____, appeared before me this day in person and,
(Name of Owner or Officer)
(Name of Contractor)
being first duly sworn on oath, acknowledged that he executed the foregoing certification as his
free act and deed.

Dated: _____, 2023

Notary Public

August 09, 2023

Proposal prepared by:
Colton Wayne

High Level Promotions
Highlevelpromotions.com
donny@highlevelpromotions.com

Introduction



SOUTH ELEVATION - FACING WILDWOOD AVE.
VILLAGE OF VILLA PARK LIONS PARK COMMUNITY CENTER March 10th 2022

High Level Promotions is the go-to naming & sponsorship agency for the "seeing is believing" and "experiences are worth paying for" world that we now live in.

Simply put, you're spending a lot of time, effort, and money on this project and everything else it takes to get this project off the ground.

Because we have worked with a whole host of events and businesses, sports complexes, and other large projects, we know exactly what to expect. This will detail the different ways we plan on ensuring the success of the Villa Park Recreation Center.

Keep reading to find out more...

Executive Summary

Villa Parks is considering the acquisition of a third-party consultant to evaluate and potentially secure supplemental funding and additional revenue streams for their Multipurpose Event Center Complex Project via Naming Rights & Sponsorship.

High Level Promotions, LLC (also referred to as "HLP" or "High Level") is a multidimensional service provider specializing in Naming Rights and Sponsorships development. Founded on nationwide & global experience and results, HLP is uniquely positioned as a consultant to **serve as a catalyst in subsidizing project expenditures by way of strategically maximizing revenue associated with corporate partnerships.**

Our goal is for our clients and their newfound corporate partners to walk away with both aesthetically pleasing and high-value/high-dollar sustainable partnerships for the future. The mixture of HLP's Midwestern work ethic and core value of "Relationships Matter" has resulted in high-level results, significant returns, and long-term rapport with our partners. HLP creates an environment where everyone wins!

Naming Rights and Sponsorships help to elevate a partner's brand above any competition allowing them to create powerful, multi-faceted marketing platforms. Such partnerships will augment a partner's corporate image, provide powerful and emotional brand association, and offer more value than any other advertising medium in the industry. These opportunities will offer extensive benefits packages that include, but won't be limited to, exterior and on-site exposure, media coverage, digital assets, hospitality, and a host of other opportunities traditional marketing channels cannot provide.

Scope of Work

The purpose of this partnership is for High Level Promotions to reasonably determine the potential supplemental revenue the Villa Park Recreation Center could generate via the sale of Naming Rights & Sponsorships, and thereafter, represent the organization as an exclusive sales agent to sell such corporate partnerships accordingly.

Why High Level Promotions?

We know a thing or two about events, sponsorships, & bringing our clients the value their projects deserve.

Most recently, our founders and strategic partner companies helped raise \$1 Million in 30 days for a project in Clyde, Texas. Most notably, our efforts can be directly tied to over \$15 million raised for a sports complex in Central Nebraska - \$10 million in donations and \$5 million in naming & sponsorship. We are happy to report that both of these projects still have room to grow with further naming & sponsorship negotiations in the works.

General Outline & Game Plan

We break this out into more detail below but here are the 3 Steps we take to bring you the most benefit.

1. Evaluation of Opportunity & Planning

This part has begun with phone call conversations - these initial calls prove that there is feasible opportunities that sponsors and naming partners may want to offer their hand in.

2. Platform Development

Our goal is to maximize sponsorship and naming revenue for the Villa Park Recreation Center. The largest opportunity will be the naming of the entire complex. From there we will also look to utilize the remaining facility's key assets to generate additional monetary support.

3. Sales Execution

We work on a "You are the boss" type of model. Meaning that you have the final say in what gets marketed for sponsorship & naming, who you believe we should initially reach out to (side note: we ALWAYS start with local companies and then go national), and most importantly, you have the final say in determining if you want to accept any & all offers. We are here to advise on ways to make sponsorships more lucrative and appealing, and to help with negotiations with sponsors and naming partners, meanwhile, you are the boss & ALWAYS have the final say.

Phase 1 & 2: Planning & Platform Development (More detail)

- HLP will work with the necessary parties to review the checklist, tour the site(s) thoroughly, and address all other relevant topics. Such correspondence will be pertinent and critical to work/timing associated with all future phases of the project. Thereafter, HLP will perform all services previously outlined in the "Evaluation" section of this proposal, including but not limited to:
 1. Examination of the local market
 2. Review of existing inventory
 3. Identification, creation, and development of new assets

4. Building of sponsorship platforms, including potential tiered levels of sponsorships. For example, a “Signature Partner” program.
5. Measurement of quantitative benefits
6. Rating of qualitative benefits

It should be emphasized that while HLP has a vast amount of sales execution experience. This “real-world” experience is always applied during our evaluation process to better ensure our numbers are realistic and may more reasonably be attained. Additionally, for Naming Rights and Sponsorships there may be a potential philanthropic and emotional component to this venue that may not necessarily exist with others. HLP will work with the client’s designated contacts to evaluate the impact of this additional value driver, and how it might materially impact revenue generation in a positive manner.

Phase 3: Sales Execution (more detail)

During the completion of Phases 1-2 and providing all results to appropriate individuals, HLP will target naming rights and sponsorship opportunities for sales execution, including the services previously detailed within the “Sales Execution” portion of this presentation, which include but aren’t limited to:

- Development of a prospect database
- Turnkey sales execution
- Management of the negotiation process

Naming & Sponsorship Monetary Opportunity

Let's talk about the opportunity...

We have not & will never guarantee a project a certain amount in sponsorship and naming but we have yet to fall short of our goals on any projects once we know all the details & we don't intend to start here.

Speaking from a 30,000-foot view with the anticipation of getting to the ground level upon execution of agreements - with the assets including the naming of facility, indoor/outdoor opportunities, broadband opportunities, beverage service opportunities, and more, it is our professional opinion that there are significant amounts of additional revenue available for this complex.

Opportunity Explained Further:

Typical naming & sponsorship contracts will develop over the next 1 to 12 months. The typical contracts are 5 or 10 years but can vary, so if a partner comes on for \$130,000 they will typically pay the complex \$13,000 for 10 years or \$26,000 for 5 years. HLP knows that money in hand is more valuable than money in the future, so we tend to offer discounts for upfront payment in full (10-20% discount depending on asset) but this would be up to you if you would like to offer an option like that.

Final Thoughts



Through our direct experience working with city governments, municipalities, non-profits, and other entities we found that our holistic approach has yielded tremendous returns for ALL of our clients.



H I G H L E V E L P R O M O T I O N S

SPONSORSHIP ACTIVATION

NAMING RIGHTS

BEVERAGE POURING RIGHTS

PREMIUM SEATING/SUITE SALES

VIDEO MARKETING

This deck provides a high-level overview of HLP services, along with a collection of HLP' past projects, existing projects (may not include all), and leadership experience.



Gregg Young Auto Sports Campus

Location: Norwalk, Iowa

Role: Naming Rights/Sponsorship
Consultant/Granting Writing/Video

Value: \$2.5 million secured

Construction Cost: \$300 million



[Hanner Chevrolet Sports Campus](#)

Location: Clyde, Texas

Role: Naming Rights/Sponsorship
Consultant/Video

Value: \$1 million secured

Construction Cost: \$15million



Union Point Sports Complex

Location: Boston, Massachusetts

Role: Naming Rights/Sponsorship Consultant

Value: **CURRENTLY ACTIVE**

Construction Cost: \$30 million



Cincinnati Pickle Lodge

Location: Cincinnati, Ohio

Role: Beverage Rights/Memberships

Value: \$300,000 secured *Active

Renovation Cost: \$11 million



Etowah County Sports Complex

Location: Rainbow City, AL

Role: Sponsorship Consultant

Value: \$700,000 secured

Construction Cost: \$10 million



[Pinnacle Bank Sports Complex](#)

Location: Grand Island, NE

Role: Marketing/Video

Value: \$4 million secured

Construction Cost: \$35 million

Brands We Work With



*Thank
You*



donnybaker_

Donny Baker

Follow

65 Following 789.1K Followers 9.1M Likes

Check out IG! [↑](#) Donnybaker_

Farmer 🌾 Filmmaker 🎬

Nebraska 📍

youtu.be/2cYEESFGia4

Lions Park Recreation Center

Rooms and Program Areas

<u>Gym A</u>	<u>Gym B</u>	<u>Gym A & B</u>	<u>Track</u>	<u>Fitness Center</u>	<u>Dance / Group Fitness</u>	<u>Multi-Purpose A</u>	<u>Multi-Purpose B</u>	<u>Multi-Purpose A & B</u>	<u>Classroom 1</u>	<u>Classroom 2</u>	<u>Kitchen</u>
4,951 Sq Ft	4,951 Sq Ft	9,902 Sq Ft	4,271 Sq Ft	2,409 Sq Ft	1,349 Sq Ft.	925 Sq Ft	942 Sq Ft	1,867 Sq Ft	777 Sq Ft	776 Sq Ft	835 Sq Ft
<i>Early Childhood Instructed Athletics</i>	<i>Early Childhood Instructed Athletics</i>	<i>Adult Leagues</i>	<i>Senior walking club</i>	<i>Cardio Instruction</i>	<i>Jazzercise</i>	<i>Senior Programs</i>	<i>Senior Program</i>	<i>Senior Programs</i>	<i>Preschool 3's and 4's</i>	<i>Preschool 2's</i>	<i>Food prep for senior Programs</i>
<i>Youth Athletics</i>	<i>Youth Athletics</i>	<i>Youth leagues</i>	<i>Mom & Tot walking club</i>	<i>Weight lifting instruction</i>	<i>Contractual Fitness</i>	<i>Jazzercise</i>	<i>Early Childhood AM classes</i>	<i>Jazzercise</i>	<i>Little Learners 3's & 4's</i>	<i>Little Learners 2's</i>	<i>Teaching kitchen for cooking classes - Adults</i>
<i>Day Camp</i>	<i>Youth Open Gyms</i>	<i>Adult sports</i>	<i>Open Walking Running</i>	<i>Personal Training</i>	<i>Group Fitness</i>	<i>Theatre Rehearsal</i>	<i>Yoga</i>	<i>Movie Club</i>	<i>Adult Arts</i>	<i>Adult Seminars</i>	<i>Teaching kitchen for cooking classes - Youth</i>
<i>Preschool Large Motor</i>		<i>Adult Open Gyms</i>	<i>Open use for members</i>	<i>Open use for members</i>	<i>Discover Dance</i>	<i>Martial Arts</i>	<i>Tai Chi</i>	<i>Seasonal Events</i>	<i>Mini Camp</i>	<i>Youth Non-Sport</i>	<i>Teaching kitchen for cooking classes – Early Childhood</i>
		<i>Open use for members</i>				<i>Large Cooking Demonstrations</i>	<i>Fencing</i>		<i>Early Childhood Non-Sport</i>		

The program areas listed under each room indicate the types of programs that can be offered in each room, but do **NOT** represent the **ONLY** programs that can be offered in each room.



MEMORANDUM

TO: Village Board of Trustees

FROM: Matthew Harline, Village Manager

DATE: October 23, 2023

SUBJECT: A Resolution of the Village of Villa Park Authorizing the Execution of An Agreement Between the Village of Villa Park and CP² Consulting, Inc., for Professional Consulting Services for the Villa Park Strategic Plan in an Amount of \$32,500.00

RECOMMENDED ACTION:

The Village issued a Request for Proposals in July and four proposals were received. CP² (CP2 LLC) submitted the best proposal and staff recommends accepting their proposal and authorizing the Village Manager to enter into an agreement with CP2 LLC for consulting services to update the Strategic Plan for the Village of Villa Park in the amount of \$32,500.

BACKGROUND:

The scope of the project is for the consultant to come on site for a one-day strategic planning event. Village Manager and Board President will meet before the on-site event to review the ground rules, expectations and logistics, and to coordinate and prepare before the event. The consultant will be available for one on-site or remote review session within a month after the on-site event.

The last Strategic Plan was updated in 2019 which largely followed the process in the 2014 Plan. The plans can be viewed under the transparency portal on the village website. Since then, the Village has made progress on several of the goals, including those examples listed below:

Short-Term Routine Goals:

- 1 - Explore opportunities for maintaining staffing levels in the Fire and Police Departments. We have expanded the number of firefighter/paramedic positions from 24 to 27, plus a Fire Chief and a Deputy Chief. We have increased the number of commissioned officers from 37 in 2020 to 39 in 2024.
- 2 - Continue to implement and update the Village's Information and Technology Plan... to enhance customer service and operational efficiency. In 2023 and 2024 we will install new Enterprise Resource Program software, new Customer Service Management software, and time and attendance management software.

Long-Term Routine Goals:

- 1 - Continue an aggressive replacement cycle/plan for aging fire apparatus. In 2023 and 2024 we will receive a new fire engine and rechassis one ambulance.

2 - Continue to commit to a long-term equipment/fleet replacement plan. This fall the Village entered into a leasing agreement with Enterprise Fleet to replace 12 vehicles next year.

DISCUSSION:The Village policy is to renew the Strategic Plan every five years approximately. The last Plan was completed in early 2024 after an October 2023 on-site event with consultants from NIU. Many of the items in the plan have been addressed, but there are also some items like trying to attract a hotel to the site where the Odeum sat are now obsolete. Moreover, only two of the current seven Trustees participated in the Plan development, so there is a lack of ownership in the current plan.

Proposals were received from GovHR, Strategic Government Resources (SGR), NIU Center for Governmental Studies, and CP2 Consulting. All four firms are excellent firms with good reputations. CP2 was chosen because of the completeness fo the process, and the follow-up check-in process to promote implementation of the Plan.

Firm	Minimum price - Maximum price	Project Lead
CP2	\$23,000 - \$32,500	Cory Poris Plasch
GovHR	\$14,850 - \$16,050	Kathleen Rush
NIU	\$18,500 - \$24,400	Melissa Henriksen and Greg Kuhn
SGR	\$12,500	Mike Mowery

Resolution No. _____

**RESOLUTION OF THE VILLAGE OF VILLA PARK AUTHORIZING THE EXECUTION OF
AN AGREEMENT BETWEEN THE VILLAGE OF VILLA PARK AND CP² CONSULTING, INC.,
FOR PROFESSIONAL CONSULTING SERVICES FOR THE VILLA PARK
COMPREHENSIVE STRATEGIC PLAN IN AN AMOUNT OF \$32,500.00**

WHEREAS, the Village of Villa Park (the "Village") is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and

WHEREAS, a majority of the corporate authorities of the Village deem it advisable, necessary and in the public interest that the Village contract for consulting services to furnish professional strategic planning services and assistance in connection with the preparation and establishment of a new Strategic Plan for the Village of Villa Park (hereinafter the "Consulting Services"); and

WHEREAS, the Village sought proposals for the Consulting Services, and

WHEREAS, due to the professional skills required to perform the Consulting Services, it is in the opinion of the corporate authorities of the Village that the Consulting Services are exempt from the competitive bidding requirements, in accordance with Section 2-220 of Chapter 2, Article II, Division 2 of the Villa Park Municipal Code; and

WHEREAS, the corporate authorities of the Village believe that CP² Consulting, Inc. (hereinafter "Consultant"), due to its experience and skill set, is qualified to provide the Consulting Services to the Village; and

WHEREAS, it is advisable, necessary and in the public interest of the Village to enter into a contract with Consultant for such Consulting Services.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Resolution No. _____

Section 1: The facts and statements contained in the preamble clauses to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2: That due to the professional skills required to perform the Consulting Services, it is in the opinion of the corporate authorities of the Village that the Consulting Services are exempt from the competitive bidding requirements, in accordance with Section 2-220 of Chapter 2, Article II, Division 2 of the Villa Park Municipal Code.

Section 3: That *Agreement between the Village of Villa Park, Illinois and CP² Consulting, Inc., for the furnishing of Professional Consulting Services for the Villa Park Strategic Plan*, attached hereto as Exhibit A, be and the same is hereby approved, and the Village President is hereby authorized and directed to execute same on behalf of the Village of Villa Park, with such changes therein as may be approved by the Village President and Village Attorney, the execution thereof to constitute conclusive evidence of the approval of such changes, if any.

Section 4: That this Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this _____ day of _____, 2023, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

APPROVED this _____ day of _____, 2023.

Village President

Attest: _____
Village Clerk

Resolution No. _____

EXHIBIT "A"

*Agreement between the Village of Villa Park, Illinois and CP² Consulting, Inc.,
for the furnishing of Professional Consulting Services for the Villa Park Strategic Plan*

Resolution No. _____

**AGREEMENT
between
THE VILLAGE OF VILLA PARK, ILLINOIS
and
CP² CONSULTING, INC.
for the furnishing of
PROFESSIONAL SERVICES
for
COMPREHENSIVE STRATEGIC PLANNING**

THIS AGREEMENT made and entered into by and between The Village of Villa Park, ILLINOIS, hereinafter referred to as the "VILLAGE," and CP² CONSULTING, INC. hereinafter referred to as the "CONSULTANT," has been prepared and executed to provide for strategic planning services for The Village of Villa Park, hereinafter referred to as the "PROJECT".

This agreement is hereinafter referred to as the "AGREEMENT". The work associated with this AGREEMENT is as described below as Consulting Services.

In consideration of these premises and of the mutual covenants herein set forth, VILLAGE and CONSULTANT agree as follows:

A. THE CONSULTANT AGREES:

1. The CONSULTANT shall serve as the VILLAGE'S professional strategic planning consultant in those stages of the PROJECT to which this AGREEMENT applies and shall perform the consulting services described in its proposal dated August 8, 2023, entitled "Proposal for Comprehensive Strategic Planning Services", attached hereto as Exhibit A and made a part hereof ("Consulting Services").

2. Additional services beyond the scope of the Consulting Services above-described, requested in writing by the VILLAGE, shall be performed by the CONSULTANT in accordance with the price as agreed upon in writing between the VILLAGE and CONSULTANT, and approved by the VILLAGE.

3. The CONSULTANT will perform Consulting Services under this AGREEMENT in accordance with generally accepted and currently recognized practices and principles and in a manner consistent with that level of care and skill ordinarily exercised by members of its profession.

4. The CONSULTANT shall procure and maintain for the duration of its AGREEMENT, and for three years thereafter, insurance against errors and omissions and claims for injuries to its employees which may arise from, or are in conjunction with, the

Resolution No. _____

performance of the work hereunder by the CONSULTANT, its agents, representatives, employees, or subcontractors.

a. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85);
- (2) Insurance Services Office form number CA 0001 (ed. 1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA 0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms - Insured Contract or ISO form number CA 0001 (Ed. 12/90);
- (3) Professional Liability/Malpractice Liability policy; and
- (4) Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

b. Minimum Limits of Insurance

The CONSULTANT shall maintain limits no less than:

- (1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be \$2,000,000 per project.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident or bodily injury and property damage.
- (3) Professional Liability: \$1,000,000 single limit for errors and omissions, professional/malpractice liability.
- (4) Workers' Compensation and Employers' Liability: Workers' Compensation insurance of \$1,000,000, and Employers' Liability limits of \$500,000 per accident if applicable.

c. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the VILLAGE. At the option of the VILLAGE, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the VILLAGE, its officials, employees and volunteers; or the CONSULTANT shall procure a bond guaranteeing

payment of losses and related investigation, claim administration and defense expenses.

d. Other Insurance Provisions

The policies are to contain, or be endorsed to contain the following provisions:

(1) General Liability and Automobile Liability Coverages

- (a)** The VILLAGE, its officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the CONSULTANT; or automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the VILLAGE, its officials, employees, and volunteers.
- (b)** The CONSULTANT'S insurance coverage shall be primary as respects the additional insureds. Any insurance or self-insurance maintained by the VILLAGE, its officials, agents, employees, and volunteers shall be in excess of the CONSULTANT'S insurance and shall not contribute with it.
- (c)** Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the VILLAGE, its officials, agents, employees, and volunteers.
- (d)** The CONSULTANT'S insurance shall contain a severability of interests' clause or language stating that the CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Workers' Compensation Coverage

The insurer shall waive all rights of subrogation against the VILLAGE, its

Resolution No. _____

officials, employees, agents and volunteers for losses arising from work performed by CONSULTANT for the VILLAGE.

(3) All Coverages

Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the VILLAGE.

e. Acceptability of Insurers

The insurance carrier used by the CONSULTANT shall have a minimum insurance rating of A+ according to the AM Best Insurance Rating Schedule and licensed to do business in the State of Illinois.

f. Verification of Coverage

The CONSULTANT shall furnish the VILLAGE with certificates of insurance and with copies of endorsements affecting coverage. The certificates and endorsement for the insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the insurance carrier and are to be received and approved by the VILLAGE before any work commences. The VILLAGE reserves the right to request full certified copies of the insurance policies.

5. To the fullest extent permitted by law, the CONSULTANT shall indemnify and hold harmless the VILLAGE, its officials, employees and volunteers against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the VILLAGE, its officials, employees and volunteers, arising in whole or in part in consequence of the negligent acts, errors or omissions or willful misconduct of the services by the CONSULTANT, its employees, or subcontractors, or which may in any way result therefor, except that arising out of the negligence or willful act of the VILLAGE, its officials, employees and volunteers. The CONSULTANT shall, at its own expense, appear, defend and pay all reasonable charges of attorneys and all reasonable costs and other expenses arising therefore or incurred in conjunction therewith, and, if any judgment shall be rendered against the VILLAGE, its officials, agents, employees and volunteers, in any such action, the CONSULTANT shall, at its own expense, satisfy and discharge the same. Nothing contained herein shall be construed as prohibiting the VILLAGE, its officials, employees and volunteers from defending, through the selection and use of their own agents, attorneys and experts, any injuries, deaths, loss, damages, claims, suits, liabilities, and judgments brought against them. The VILLAGE'S participation in its defense shall not remove the CONSULTANT'S duty to indemnify, defend and hold harmless the VILLAGE as set forth herein.

Resolution No. _____

6. Any insurance policies required by this AGREEMENT, or otherwise provided by the CONSULTANT, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the VILLAGE, its officials, agents, employees and volunteers and herein provided.

7. The CONSULTANT represents and warrants to the VILLAGE that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The CONSULTANT further represents and warrants to the VILLAGE that the CONSULTANT and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this AGREEMENT on behalf of any person or entity named as a Specially Designated National and Blocked Person. The CONSULTANT hereby agrees to defend, indemnify and hold harmless the VILLAGE, the corporate authorities, and all VILLAGE elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

8. The CONSULTANT will comply with all applicable federal and Illinois statutes, and local ordinances of the VILLAGE and shall operate within and uphold the ordinances, rules and regulations of the VILLAGE while engaged in Consulting Services herein described.

9. The VILLAGE reserves the right by written change order or amendment to make changes in requirements, amount of work, or Consulting time schedule adjustments, and the CONSULTANT and VILLAGE shall negotiate appropriate adjustments acceptable to both parties to accommodate such changes.

10. The VILLAGE may, at any time, by written order to the CONSULTANT (Suspension of Services Order) require the CONSULTANT to stop all, or any part, of the Consulting Services required by this AGREEMENT. Upon receipt of such an order, the CONSULTANT shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. The VILLAGE, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the Consulting Services upon expiration of the Suspension of Services Order. The CONSULTANT will not be obligated to provide the same personnel employed prior to suspension, when the Consulting Services are resumed, in the event that the period of suspension is greater than thirty (30) days.

11. This AGREEMENT may be terminated by the VILLAGE, upon seven (7) days written notice to the CONSULTANT, at its last known post office address. Provided that, should this AGREEMENT be terminated by the VILLAGE, the

Resolution No. _____

CONSULTANT shall be paid for any Consulting Services completed and any Consulting Services partially completed. All completed work and a summary of any partially completed work at the time of termination shall become the property of, and made available to, the VILLAGE. Within five (5) business days after notification and request, the CONSULTANT shall deliver to the successor VILLAGE all property, books and effects of every description in its possession belonging to the VILLAGE and pertaining to the PROJECT.

12. This AGREEMENT may be terminated by the VILLAGE upon written notice to the CONSULTANT, at its last known post office address, upon the occurrence of any one or more of the following events, without cause and without prejudice to any other right or remedy:

- a.** If the CONSULTANT commences a voluntary case under any chapter of the Bankruptcy Code (Title 11, United States Code), as now or hereinafter in effect, or if the CONSULTANT takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to bankruptcy or insolvency;
- b.** If a petition is filed against the CONSULTANT under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against the CONSULTANT under any other federal or state law in effect at the time relating to bankruptcy or insolvency;
- c.** If the CONSULTANT makes a general assignment for the benefit of creditors;
- d.** If a trustee, receiver, custodian or agent of the CONSULTANT is appointed under applicable law or under contract, whose appointment or authority to take charge of property of the CONSULTANT is for the purpose of enforcing a Lien against such property or for the purpose of general administration of such property for the benefit of the CONSULTANT'S creditors;
- e.** If the CONSULTANT admits in writing an inability to pay its debts generally as they become due.

13. Upon termination, the CONSULTANT shall deliver to the VILLAGE, summaries of partially completed plans, drawings, specifications, partial and completed estimates, and data, if any, from investigations and observations, and any completed tasks with the understanding that all such material becomes the property of the VILLAGE. In such case, the CONSULTANT shall be paid for all Consulting Services and any expense sustained, less all costs incurred by the VILLAGE, to have the services performed which were to have been performed by the CONSULTANT. CONSULTANT shall be allowed to retain all disaggregated data, partial reports and any items that might compromise the

Resolution No. _____

anonymity promised to participants in any portion of the PROJECT and still in their possessions as a private entity. This exemption does not allow retention of information collected in public meetings that would be in direct conflict with the Illinois Open Meetings Law.

14. The CONSULTANT is qualified technically and is conversant with the policies applicable to the performance of subject consultation and that sufficient, properly trained, and experienced personnel will be retained to perform the Consulting Services enumerated herein.

15. The CONSULTANT will maintain all books, documents, papers, accounting records, and other evidence pertaining to its costs incurred and relating to its performance of its Consulting Services and shall require its subcontractors to maintain all books, documents, papers, accounting records, and other evidence pertaining to their costs incurred and relating to their performance of their services under their subcontract in compliance with the requirements of the Local Records Act (50 ILCS 205/1 et seq.) and the Freedom of Information Act (5 ILCS 140/1 et seq.). The CONSULTANT shall maintain all books and records relating to the performance of its Consulting Services under the AGREEMENT and all subcontractors shall maintain books and records relating to their performance of work under their subcontract until written approval for the disposal of such records is obtained from the Local Records Commission has been obtained or for a period of three (3) years from the date of final payment under this AGREEMENT, whichever is longer. All books and records required to be maintained by the CONSULTANT and all subcontractors shall be available for review and audit by the VILLAGE or representatives of the State of Illinois, except that CONSULTANT shall be allowed to retain all disaggregated data, partial reports and any items that might compromise the anonymity promised to participants in any portion of the PROJECT and still in their possessions of the CONSULTANT as a private entity. The CONSULTANT and its subcontractors shall cooperate fully with the VILLAGE or the State (a) with any request for public records made pursuant to the Freedom of Information Act (5 ILCS 140/1 et seq.), (b) with any request for *public records* made pursuant to any audit and (c) by providing full access to and copying of all relevant books and records at the CONSULTANT'S office at all reasonable times and within a time period which allows the VILLAGE or the State to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.). Failure by the CONSULTANT or its subcontractor to maintain the books, records, and supporting documents required by this section or the failure by the CONSULTANT or its subcontractor to provide full access to and copying of all relevant books and records within a time period which allows the VILLAGE to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.) shall establish a presumption in favor of the VILLAGE for the recovery of any funds paid by the VILLAGE under the AGREEMENT for which adequate books and records are not available or for the recovery for any penalties or attorneys' fees imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.). The CONSULTANT shall include the requirements of this section in all subcontracts. The obligations imposed by this section shall survive final payment and the termination of the other obligations imposed by the AGREEMENT.

16. The Village has the right to review and approve and subcontractor the CONSULTANT hires under this AGREEMENT, and that the CONSULTANT has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT. For breach or violation of this warranty, the VILLAGE shall have the right to annul this AGREEMENT without liability, or, in its discretion, to deduct from the AGREEMENT price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

18. This AGREEMENT shall be deemed to be exclusive between the VILLAGE and the CONSULTANT. This AGREEMENT shall not be assigned by the CONSULTANT without first obtaining permission in writing from the VILLAGE.

19. All books, papers, notes, records, lists, data, files, forms, reports, accounts, documents, manuals, handbooks, instructions, computer programs, computer software, computer disks and diskettes, magnetic media, electronic files, printouts, backups, and computer databases created or modified by the CONSULTANT relating in any manner to the work performed by the CONSULTANT or by anyone else and used by the CONSULTANT in performance of the services under this AGREEMENT (the "Work") shall be a "work made for hire" as defined by the laws of the United States regarding copyrights.

20. The CONSULTANT hereby assigns to the VILLAGE and its successors and assigns all of its right, title, interest and ownership in the PROJECT deliverables, including, but not limited to, copyrights, trademarks, patents, and trade secret rights and the rights to secure any renewals, reissues, and extensions thereof. The CONSULTANT further grants to the VILLAGE full and complete ownership of the PROJECT deliverables. The CONSULTANT shall not use the PROJECT deliverables for the benefit of anyone other than the VILLAGE, without the VILLAGE'S prior written permission. Upon completion of the Work or other termination of this AGREEMENT the CONSULTANT shall deliver to the VILLAGE all copies of PROJECT deliverables relating or pertaining to this AGREEMENT.

21. The CONSULTANT will not at any time, either directly or indirectly, disclose, use or communicate or attempt to disclose, use or communicate to any person, firm, or corporation any confidential information or any other information concerning the business, services, finances or operations of the VILLAGE except as expressly authorized by the VILLAGE. The CONSULTANT shall treat such information at all times as confidential. The CONSULTANT acknowledges that each of the following can contain confidential information of the VILLAGE and that the disclosure of any of the following by the CONSULTANT without the VILLAGE'S express authorization would be harmful and damaging to the VILLAGE'S interests. Likewise the VILLAGE agrees to protect any information deemed confidential by the CONSULTANT that is in the

Resolution No. _____

possession of the CONSULTANT but shared in the development of the PROJECT including:

- a.** Compilations of resident names and addresses, resident lists, resident payment histories, resident information reports, any other resident information, computer programs, computer software, printouts, backups, computer disks and diskettes, and computer databases and which are not otherwise known to the public.
- b.** All information relating to the Consulting Services being performed by the CONSULTANT under this AGREEMENT, regardless of its type or form and which are not otherwise known to the public.
- c.** Ideas, concepts, designs and plans which are specifically involved with the Consulting Services being performed by the CONSULTANT under this AGREEMENT which are created, designed, enhanced by the CONSULTANT and which are not otherwise known to the public.
- d.** Financial information and police records.

This itemization of confidential information is not exclusive; there may be other information that is included within this covenant of confidentiality. This information is confidential whether or not it is expressed on paper, disk, diskette, magnetic media, optical media, monitor, screen, or any other medium or form of expression. The phrase "directly or indirectly" includes, but is not limited to, acting through CONSULTANT'S wife, children, parents, brothers, sisters, or any other relatives, friends, partners, trustees, agents or associates.

23. In the event of breach of the confidentiality provisions of this AGREEMENT, it shall be conclusively presumed that irreparable injury would result to the VILLAGE or the CONSULTANT and there would be no adequate remedy at law. The aggrieved party shall be entitled to obtain temporary and permanent injunctions, without bond and without proving damages, to enforce this AGREEMENT. The aggrieved party is entitled to damages for any breach of the injunction, including, but not limited to, compensatory, incidental, consequential, exemplary and punitive damages. The confidentiality provisions of this AGREEMENT survive the termination or performance of this AGREEMENT.

24. The CONSULTANT will comply with all laws, codes, ordinances and regulations which are in effect as of the date of this AGREEMENT.

25. Time is hereby declared to be of the essence of this AGREEMENT. The CONSULTANT shall commence work following the execution of this AGREEMENT, and shall complete the Consulting Services according to the schedule mutually agreed upon by the CONSULTANT and the VILLAGE Manager, which schedule shall be

Resolution No. _____

confirmed in writing following the initial PROJECT meeting between the VILLAGE and CONSULTANT staff assigned to the PROJECT.

B. THE VILLAGE AGREES:

1. The VILLAGE shall pay the CONSULTANT, for the Consulting Services above described, a fee of Thirty-Two Thousand Five Hundred and 00/100 Dollars (\$32,500.00).

2. The CONSULTANT shall indicate to the VILLAGE the information needed for rendering of the Consulting Services of this AGREEMENT. The VILLAGE shall provide to the CONSULTANT such information as is available to the VILLAGE and the VILLAGE'S consultants and contractors, and the CONSULTANT shall be entitled to rely upon the accuracy and completeness thereof.

3. **Payment of CONSULTANT'S Fee.** The VILLAGE, for and in consideration of the rendering of the Consulting Services enumerated herein shall pay to the CONSULTANT for rendering such Consulting Services the fee hereinbefore established in the following manner:

- a. Payment shall follow the schedule on page nine (9) of Exhibit A.
- b. Payments shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

C. IT IS MUTUALLY AGREED:

1. The CONSULTANT is an independent contractor in the performance of this AGREEMENT, and it is understood that the parties have not entered into any joint venture or partnership with the other. The CONSULTANT shall not be considered to be the agent of the VILLAGE. Nothing contained in this AGREEMENT shall create a contractual relationship with a cause of action in favor of a third party against either the VILLAGE or CONSULTANT.

2. Each party to this AGREEMENT shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the PROJECT. The persons designated shall review and respond promptly to all communications received from the other party.

3. Written notices between the VILLAGE and the CONSULTANT shall be deemed sufficiently given after being placed in the United States mail, registered or certified, postage pre-paid, addressed to the appropriate party as follows:

- a. If to the VILLAGE:

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Page 10 of 28

Resolution No. _____

VILLAGE OF VILLA PARK
20 S. Ardmore Avenue
Villa Park, Illinois 60181
Attn: Village Manager, Matt Harline
mharline@invillapark.com

- b. If to the CONSULTANT:
CP² Consulting, Inc.
25 N River Lane, Suite 25431
Geneva, Illinois 60134
Attn: Cory Poris Plasch, President
cory@cp2consulting.net
- c. Either party may change its mailing address by giving written notice to the other party as provided above. Whenever this AGREEMENT requires one party to give the other notice, such notice shall be given only in the form and to the addresses described in this paragraph.

4. This AGREEMENT represents the entire and integrated contract between the parties and supersedes all prior negotiations, representations or understandings, whether written or oral. This AGREEMENT may only be amended by written instrument executed by authorized signatories of the VILLAGE and the CONSULTANT.

5. The terms of this AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective successors.

6. The waiver of one party of any breach of this AGREEMENT or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this AGREEMENT and shall not be construed to be a waiver of any provision, except for the particular instance.

7. If any term, covenant, or condition of this AGREEMENT or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this contract shall not be affected thereby; and each term, covenant or condition of this AGREEMENT shall be valid and shall be enforced to the fullest extent permitted by law.

8. This AGREEMENT shall be construed under and governed by the laws of the State of Illinois, and all actions brought to enforce the dispute resolution provisions of this AGREEMENT shall be so brought in the Circuit Court of DuPage County, State of Illinois.

Resolution No. _____

9. This AGREEMENT may be signed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same instrument.

10. This AGREEMENT shall become effective only after an appropriation therefor has been made. The term of this AGREEMENT shall be for one year following the effective date of the appropriation.

D. CERTIFICATION OF CONSULTANT

1. The CONSULTANT certifies that the CONSULTANT, its shareholders holding more than five percent (5%) of the outstanding shares of the CONSULTANT, its officers and directors are:
 - a. not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
 - b. not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or Section 33E-4 (bid rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
 - c. not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1;
 - d. in compliance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*);
 - e. in compliance with equal employment opportunities and that during the performance of the AGREEMENT, the CONSULTANT shall:
 - (1) Not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
 - (2) If it hires additional employees in order to perform this AGREEMENT or any portion hereof, it will determine the availability (in accordance with the Illinois Department of Human Right's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit, and it will hire for each job classification for which

employees are hired in such a way that minorities and women are not underutilized.

- (3) In all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- (4) Send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the CONSULTANT'S obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the CONSULTANT in its efforts to comply with such Act and Rules and Regulations, the CONSULTANT will promptly so notify the Illinois Department of Human Rights; and the VILLAGE and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- (5) Submit reports as required by the Illinois Department of Human Rights, Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- (6) Permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- (7) Not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this section, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots,

Resolution No. _____

drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise.

- (8) CONSULTANT (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that CONSULTANT will retain such certifications in its files.
 - (9) In the event of the CONSULTANT'S non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the CONSULTANT may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
- f. in compliance with 775 ILCS 5/2-105(A)(4) by having in place and enforcing a written sexual harassment policy if the CONSULTANT has more than three employees.
 - g. in agreement that in the event of non-compliance with the provisions of this certification relating to equal employment opportunity, the Illinois Human Rights Act or the Illinois Department of Human Rights, Rules and Regulations, the CONSULTANT may be declared ineligible for future contracts with the VILLAGE, and this AGREEMENT may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
 - h. not a VILLAGE official, spouse or dependent child of a VILLAGE official, agent on behalf of any VILLAGE official or trust in which a VILLAGE official, the spouse or dependent child of a VILLAGE official.

Resolution No. _____

- k. not having solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the CONSULTANT.
- l. not having given to any officer or employee of the VILLAGE any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer.
- m. the CONSULTANT acknowledges that, pursuant to the provisions of the Illinois Freedom of Information Act, (5 ILCS 140/1 *et seq.*), documents or records prepared or used in relation to work performed under this AGREEMENT are considered a public record of the VILLAGE; and therefore, the CONSULTANT shall review its records and promptly produce to the VILLAGE any records in the CONSULTANT'S possession which the VILLAGE requires in order to properly respond to a request made pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), and the CONSULTANT shall produce to the VILLAGE such records within three (3) business days of a request for such records from the VILLAGE at no additional cost to the VILLAGE. As noted above VILLAGE will not ask the CONSULTANT to violate and promise of anonymity to participants in survey works conducted by the CONSULTANT outside of public meetings.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –
SIGNATURE PAGE TO FOLLOW]

Resolution No. _____

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed, by their duly authorized officers as of the dates below indicated.

Executed by the VILLAGE, this ____ day of _____, 2023.

VILLAGE OF VILLA PARK

By _____
Matthew Harline, Village Manager

ATTEST

By _____
Hosanna Korynecky, Village Clerk

Executed by the CONSULTANT, this ____ day of _____, 2023.

CP² Consulting, Inc.

By _____
Cory Poris Plasch, President

Resolution No. _____

EXHIBIT A
Comprehensive Strategic Planning Services Proposal
Dated August 8, 2023
Prepared by CP² Consulting, Inc.

Resolution No. _____

Strategic Plan Proposal for Villa Park, IL.

Village of Villa Park, IL.

Proposal for Comprehensive
Strategic Planning Services



AUGUST 2023

Prepared by: CP² Consulting



Resolution No. _____

Strategic Plan Proposal for Villa Park, IL.

August 8, 2023

Village President Nick Cuzzone
Village Manager Matt Harline
Village of Villa Park

RE: Comprehensive Strategic Plan Services Proposal

Dear Village President Cuzzone and Village Manager Harline,

CP² Consulting is pleased to submit our qualifications to assist the community and Village Board with strategic planning services. The following proposal outlines how CP² Consulting can address the following needs:

- Review and modify the organization's mission and long-term vision to set organizational priorities and the Village's overall strategic direction;
- Conduct internal and external stakeholder engagement activities via varied methods such as focus groups, online surveys, and interviews;
- Facilitate strategic planning session(s) with the Village's elected officials and senior leadership to develop organizational goals that can be monitored;
- Facilitate a strategic implementation strategy including quarterly updates with staff to deliver progress reports on organizational goals and initiatives;
- Provide a final summary report of the strategic planning process and outcomes for use by the Village Board of Trustees, staff, and broader community.

As our proposal reflects, we have considerable experience facilitating strategic planning and stakeholder engagements like the one envisioned for the Village of Villa Park. CP² Consulting specializes in serving public sector clients. Cory Poris Plasch will be the lead consultant for this project, and her career has been focused on roles either in local government or those serving local government, including as the former Executive Director of the Wisconsin City County Management Association. She started her career as a 911 dispatcher and has served in several roles, including in the city manager's office, in several communities. Her Master of Public Administration (MPA) degree includes a specialization in strategic public management and leadership. She grew up in Lombard and understands the legislative environment in the state of Illinois. Most importantly, CP² Consulting has a long-standing commitment to strategic thinking and results that show measurable impact.

Thank you for the opportunity to serve the Village of Villa Park.

Sincerely,



Cory Poris Plasch
CP² Consulting, Inc.

Resolution No. _____

Strategic Plan Proposal for Villa Park, IL.

Table of Contents	
Project Approach.....	4
Stage 1: Project Launch	4
Stage 2: Environmental Assessment	4
Stage 3: Strategic Plan Formulation	6
Stage 4: Implementation Strategy and Plan	7
Project Timeline	8
Sample Project Plan*	8
Budget	9
Breakdown of Costs	9
Qualifications	10
Company History	10
Project Members	10
Vendor Information.....	10
Contact Information.....	10
References	11

Strategic Plan Proposal for Villa Park, IL.

Project Approach

Strategic planning, at its core, is establishing a clear direction forward for the organization in alignment with its vision, mission, and core values.

The CP² Consulting strategic planning methodology is based upon leading practices in strategic planning, refined and continually updated based upon industry trends and knowledge gained through client engagements. Organizational culture is a key component in meeting strategic goals, and we employ and promote strategies to create a Learning Culture, where growth, curiosity and authenticity prevail. Our methodology is comprehensive and thorough, while remaining flexible enough to meet the specific needs of our clients.

In the following proposal, CP² Consulting recommends a multi-stage, participative format to engage Village leadership and staff as well as broader community members to shape the desired future direction of the Village.

Stage 1: Project Launch

This Stage involves project start-up activities which include:

1. Project review meetings with key Village project staff to confirm scope of work and expected outcomes;
2. Provide an overview of the strategic planning process;
3. Review history and current fit of mission, vision and values of the organization and determine the need for any adjustments;
4. Identify and confirm internal and external stakeholder involvement and the overall environmental scanning process elements; and,
5. Discuss current organizational culture.

The purpose of this Stage is to confirm the overall project scope and intended outcomes, make any necessary refinement to the project plan and budget, and enhance CP²'s understanding of any challenges with previous strategic plans as well as the strategic gains made.

Stage 2: Environmental Assessment

The introductory step in the strategic planning process is to understand the operating environment. This is accomplished in four ways: (1) Stakeholder Engagement; (2) an Environmental Scan; (3) an Internal Assessment; and (4) a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

Stage 2A: Stakeholder Engagement

Stakeholder engagement is a key component of the strategic planning effort as it allows you to understand your organization from a variety of perspectives. This effort seeks to understand community needs and expectations as well as the needs and expectations of internal stakeholders, who have an "insider view" of the organization.

- Internal stakeholders—refers to individuals or groups who are within the organization as they have been elected to or employed/appointed by the organization. This includes employees or groups at all levels, including the governing body and Councils, Boards or Commissions. Internal stakeholders are essential to successful implementation of the strategic plan and their input should be incorporated into the planning process.

Strategic Plan Proposal for Villa Park, IL.

- External stakeholders— includes those who are outside of the organization but are impacted by the actions of the organization. These include, but are not limited to: area businesses, residents of all backgrounds and ages, historically marginalized populations, special interest groups, community associations, area nonprofits, education providers including K-12 schools and higher ed, and other taxing authorities.

There are several avenues for collecting stakeholder data proposed for this project, which include:

- Invitational Focus groups. These groups are facilitated by the consulting team with groups identified and invited by the client. Sessions run approximately 90 minutes and consist of 8-12 individuals from each of the selected stakeholder groups. Groups can be either internal or external stakeholders. *For this project, six focus groups are recommended, including a group for Villa Park businesses, two with civic organizations, faith-based organizations, and/or nonprofits, and the remaining with groups of residents from various backgrounds and time of residency within Villa Park.*
- Online survey of stakeholders. These surveys can be targeted to internal or external stakeholder groups, a subsection of internal or external stakeholder groups, and/or the entire community. A semi-custom survey is developed collaboratively between the Administrator and/or other key staff and the consultant. The survey is administered by the consultant and the raw data is owned by the consultant but upon request will be anonymized and shared with the client. *For this project, both an internal stakeholder and open participation external stakeholder (community) survey are recommended.*
- Individual Interviews. Interviews with members of the governing body will be conducted to introduce the consultant and acquire the perspective of the elected officials regarding the current environment, challenges, and issues.

All stakeholder engagement activities include:

- a. Discussion and finalization of methods to be used (e.g., focus groups – number and types, type of survey, etc.).
- c. Facilitation of the process with selected approaches.
- d. Summarization and presentation of thematic results derived from the raw data.

It is the responsibility of the Village to secure any facilities or meeting rooms as well as coordinate invites needed for stakeholder engagement. The Village will coordinate with CP² Consulting for room arrangements/set-up, participant list, and refreshments for all workshops, focus groups, and project sessions. The Village should check with its legal counsel to make sure all meeting postings are consistent with any open meetings act procedures. The Village is responsible for reviewing and securing facilities including technology or equipment, supplies and/or other ancillary logistical items; as well as refreshments and any associated costs.

Stage 2B: Conduct an Environmental Scan

An environmental scan is a thoughtful analysis and evaluation of the external environment facing the organization. Environmental factors affecting the organization's operating environment should be reviewed, including: societal and community trends, political and intergovernmental relations, economic climate, resident and stakeholder needs, employee needs, technology factors, and the regulatory environment. It is prepared by staff with guidance from the consultant.

Strategic Plan Proposal for Villa Park, IL.

Stage 2C: Develop an Internal Assessment

An internal assessment is a snapshot of your organization and its strategic environment. It describes key organizational characteristics, including services provided, workforce profile, assets, the regulatory environment, governance, and organizational relationships. The internal assessment provides an overview of important challenges and influences on the organization. It is prepared by staff with guidance from the consultant.

Stage 2D: SWOT Analysis

SWOT stands for: Strength, Weakness, Opportunity, Threat. A SWOT analysis assists in identifying the organization's strengths and weaknesses (S-W), as well as broader opportunities and threats (O-T) to provide a leadership perspective on the internal and external environment. Elected and staff leadership will be asked to take an anonymous SWOT survey prior to the retreat and the data generated will be used at the strategic planning retreat.

Stage 3: Strategic Plan Formulation

Strategic Planning Session #1- Review Stakeholder Feedback, Environmental Scan, and Organizational Profile

This session includes the governing Council and leadership team and is dedicated to reviewing the results of the internal and external stakeholder feedback, the environmental scan, financial analysis, and the organizational profile. The consultants will present focus group and survey results (if applicable); the staff will present the organizational profile and environmental scan. The session concludes with a facilitated discussion amongst the governing body regarding issues raised. (This session is typically 60-90 minutes in length and while generally is a standalone session can be combined with Sessions #2 and #3 if required)

Strategic Planning Session #2 – Facilitate Strategic Discussion, Mission, and Vision Review, and Strategic Goal Development

This session focuses on reviewing and confirming the organization's value proposition, discussing the operating environment, and establishing strategic goals. The current mission, vision, and values will be reviewed, and updated as appropriate. A facilitated process using cross-functional teams comprised of staff and elected officials is held to review SWOT and other collected data, generate a list of organizational challenges, and determine strategic goals. (This session is typically 3-4 hours and can be combined with Session #3)

Strategic Planning Session #3 –Establish Outcomes, Key Indicators, Targets

This session includes the governing body and leadership team and is dedicated to defining a set of outcomes, key performance indicators, and measurable targets to gauge progress towards the strategic goals established in Session #2. Measures are systematically established to provide a clear line of sight from broader strategic goals to more specific targets, resulting in clarity around organizational priorities as the strategic plan is cascaded all levels of the organization. (This session is typically 3-4 hours and can be combined with Session #2)

Strategic Plan Proposal for Villa Park, IL.

Stage 4: Implementation Strategy and Plan

Achieving strategic goals can be a daunting challenge unless deadlines and accountability measures are put into place. As a result, many strategic plans that are initiated are never fully realized. CP² Consulting, in collaboration with the Village, will focus on building buy-in throughout the organization to ensure full adoption and implementation of the plan. CP² Consulting will also work to develop an implementation strategy that clearly demonstrates how each employee throughout the organization plays a role in breathing life into the strategic goals and overall strategic plan that is intended to guide the community forward over the next 3-5 years.

CP² Consulting will work with the Village to assemble an Implementation Team, representing staff from multiple levels and job functions throughout the organization. The Implementation Plan development process aligns efforts to ensure that every department works together in a complementary fashion as they achieve measurable progress towards common goals. We will discuss resources for tracking progress using systems ranging from spreadsheets to software, depending on your organizational preference.

Strategic Plan Implementation Session #1—Develop Strategic Initiatives/Strategic Implementation Plan

This session is conducted with the Implementation Team and focuses on cascading the strategic plan throughout the organization through the development of initiatives and project plans. A Strategic Implementation Plan will be developed to include milestones to measure progress on initiatives, providing accountability. Options to manage the Strategic Implementation Plan progress, including internal tracking or using external software, will be determined with the leadership team. A Strategic Plan Final Report that includes an Executive Summary will be submitted to the Administrator once initiatives are established.

Strategic Plan Implementation Session #2- Strategic Implementation Plan refinement and integration

This session is conducted with the Implementation Team and focuses on further cascading of the strategic plan throughout the organization to achieve integration of effort across service areas. It includes development of the Strategic Implementation Plan, including a first year's workplan with deadlines and task responsibilities. Development of a Learning Culture will be introduced via a facilitated conversation and key elements incorporated in the Strategic Implementation Plan. A Communication Plan will be established to roll out both the Strategic Plan (including the Strategic Implementation Plan) to the full organization.

Quarterly Check-ins

Three one-hour sessions are conducted remotely with the Implementation Team to discuss progress on strategic goals and building of organizational culture. The sessions are conducted remotely via Zoom with the Implementation Team and focus on sharing successes and finding solutions for obstacles. Progress on both the Strategic Implementation Plan and the development of a Learning Culture will be discussed.

Strategic Plan Proposal for Villa Park, IL.

Project Timeline

The strategic planning meeting activities and workshops will be held on dates that are mutually convenient for both the Village's participants and CP² Consulting. The anticipated start for the project will be August, 2023. The completion date will be dependent on the timing and sequence of the various planning components and leadership workshops. The Village has requested a compact timeline so that strategic goals can be utilized for the upcoming budget year. The following is an estimated timeline for the recommended multi-stage approach:

Sample Project Plan*

STEP	POTENTIAL DATES	ACTIVITIES
Project Initiation	August 15 th	Project planning, interviews, Kick-off senior management session
Development of Environmental Scan, Organizational Profile	August 15 th - September 10 th	Environmental Scan, Organizational Profile
Stakeholder Engagement	August 15 th - September 8 th	Stakeholder Engagement including surveys and focus groups
Data review, preparation	September 1 st - September 10 th	Synthesis of stakeholder data, Internal SWOT
Strategic Planning Session #1-	September 11 th	Review Stakeholder Feedback, Environmental Scan, Organizational Profile
Strategic Planning Sessions #2 and #3**	September 16 th	Strategic planning sessions including review and updating of mission, vision, and values as appropriate
Strategy implementation Session #1	September 28 th	Management & staff sessions Initiatives, action plans, performance management
Strategy Implementation Session #2	October 11 th	Project Plan, Communication Plan
Summary Report including Executive Summary	October 11 th	Report submitted for client review
Quarterly Check-Ins (3)	January, April and July 2023	Consultant-client review, strategy session

*Dates to be confirmed after initial project meeting between the Village project staff and CP² Consulting

**Option to have one full day or two half days

Resolution No. _____

Strategic Plan Proposal for Villa Park, IL.

Budget

Breakdown of Costs

The fee for this project (not including stakeholder engagement) is:		\$23,000
Stakeholder Engagement Options:		
Focus groups (up to 3 per day, 6 total over 2 days recommended)	\$2500/day	\$5,000
Semi-Custom Internal Stakeholder Survey (recommended)		\$2000
Semi-Custom External Stakeholder Survey (recommended)		\$2500
Total		<u>\$32,500</u>

Payments shall occur according to the following schedule:

1. Twenty-five percent (25%), upon execution of this agreement.
2. Twenty-five percent (25%) upon completion of stakeholder engagement
3. Twenty-five percent (25%) upon completion of strategic planning sessions
4. Twenty-five percent (25%) upon submittal of final report
5. Payments shall be made upon receipt of an itemized invoice

If this proposal is acceptable, please sign below and return one copy to Cory Poris Plasch at cory@cp2consulting.net



Cory Poris Plasch

Date

Approval:

Village of Villa Park

Date

Strategic Plan Proposal for Villa Park, IL.

Qualifications

Company History

CP2 Consulting is a strategic planning and organizational culture development company that works with local governments to create and implement strategic plans that achieve measurable outcomes. CP2 Consulting is a woman-owned business founded by Cory Poris Plasch, an experienced local government and 501(c)3 nonprofit leader passionate about helping the public sector and nonprofits achieve significant impact and measurable results. Our company provides data-based solutions that enable organizations to actively engage stakeholders, define future outcomes with significant impact and implement result-oriented strategies to meet those goals. We incorporate leading performance management practices to help our clients measure and analyze performance data and implement strategies to achieve results with considerable impact.

CP² Consulting has worked with numerous municipalities and nonprofits to develop strategic plans with measurable results. Cory Poris Plasch would be working directly with Village leadership on this project, and she has been assisting local governments with stakeholder engagement, developing performance measures, and establishing a learning culture since 2015.

Project Members

Cory Poris Plasch, MPA, President/CEO of CP² Consulting. Cory has served in variety of leadership positions in the public and private sector including Executive Director of the Wisconsin City/County Management Association, Membership Director for the Alliance for Innovation, and most recently as Vice President of Strategic Development at POLCO. Her local government experience ranges from 911 Dispatcher to the City Manager's Office in several communities. She speaks across the country on topics including the use of data, civic engagement, engaging hard-to-reach populations, and innovation in local government. She has a master's degree in public administration with a specialization in strategic public management and leadership from Northern Illinois University. She is a member of the International Association for Strategy Professionals and in mid-August will complete the Strategic Management Performance System certification from George Washington University (Center for Excellence in Public Leadership), co-endorsed by The Baldrige Foundation Institute for Performance Excellence.

Vendor Information

Contact Information

CP² Consulting
25 N River Lane, Suite 25431
Geneva, IL 60134
cory@cp2consulting.net
630-476-0763

Resolution No. _____

Strategic Plan Proposal for Villa Park, IL.

References

CP² Consulting has worked with numerous communities on strategic plans, organizational development, and/or strategic plan implementation throughout the Midwest including Illinois. Relevant strategic planning references include:

Nolan Ming, City Administrator, McMinnville, TN
E-mail: nming@mcminnvilletn.gov 931-473-1203 (O)

Ben McCready, Assistant City Administrator, Geneva, IL
Email: bmccready@geneva.il.us 630-938-4540 (O)

Mark Maloney, Village President, Weston, WI
E-mail: mmaloney@westonwi.gov 715-410-2756 (C)

Keith Donner, Village Administrator, Weston, WI
E-mail: kdonner@westonwi.gov 715-359-6114 (O)

AGREEMENT
between
THE VILLAGE OF VILLA PARK, ILLINOIS
and
CP² CONSULTING, INC.
for the furnishing of
PROFESSIONAL SERVICES
for
COMPREHENSIVE STRATEGIC PLANNING

THIS AGREEMENT made and entered into by and between The Village of Villa Park, ILLINOIS, hereinafter referred to as the “VILLAGE,” and CP² CONSULTING, INC. hereinafter referred to as the “CONSULTANT,” has been prepared and executed to provide for strategic planning services for The Village of Villa Park, hereinafter referred to as the “PROJECT”.

This agreement is hereinafter referred to as the “AGREEMENT”. The work associated with this AGREEMENT is as described below as Consulting Services.

In consideration of these premises and of the mutual covenants herein set forth, VILLAGE and CONSULTANT agree as follows:

A. THE CONSULTANT AGREES:

1. The CONSULTANT shall serve as the VILLAGE'S professional strategic planning consultant in those stages of the PROJECT to which this AGREEMENT applies and shall perform the consulting services described in its proposal dated August 8, 2023, entitled “Proposal for Comprehensive Strategic Planning Services”, attached hereto as Exhibit A and made a part hereof (“Consulting Services”).

2. Additional services beyond the scope of the Consulting Services above-described, requested in writing by the VILLAGE, shall be performed by the CONSULTANT in accordance with the price as agreed upon in writing between the VILLAGE and CONSULTANT, and approved by the VILLAGE.

3. The CONSULTANT will perform Consulting Services under this AGREEMENT in accordance with generally accepted and currently recognized practices and principles and in a manner consistent with that level of care and skill ordinarily exercised by members of its profession.

4. The CONSULTANT shall procure and maintain for the duration of its AGREEMENT, and for three years thereafter, insurance against errors and omissions and claims for injuries to its employees which may arise from, or are in conjunction with, the

performance of the work hereunder by the CONSULTANT, its agents, representatives, employees, or subcontractors.

a. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85);
- (2) Insurance Services Office form number CA 0001 (ed. 1/87) covering Automobile Liability, symbol 01 “any auto” and endorsement CA 0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms - Insured Contract or ISO form number CA 0001 (Ed. 12/90);
- (3) Professional Liability/Malpractice Liability policy; and
- (4) Workers’ Compensation as required by the Labor Code of the State of Illinois and Employers’ Liability insurance.

b. Minimum Limits of Insurance

The CONSULTANT shall maintain limits no less than:

- (1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be \$2,000,000 per project.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident or bodily injury and property damage.
- (3) Professional Liability: \$1,000,000 single limit for errors and omissions, professional/malpractice liability.
- (4) Workers' Compensation and Employers' Liability: Workers' Compensation insurance of \$1,000,000, and Employers' Liability limits of \$500,000 per accident if applicable.

c. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the VILLAGE. At the option of the VILLAGE, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the VILLAGE, its officials, employees and volunteers; or the CONSULTANT shall procure a bond guaranteeing

payment of losses and related investigation, claim administration and defense expenses.

d. Other Insurance Provisions

The policies are to contain, or be endorsed to contain the following provisions:

(1) General Liability and Automobile Liability Coverages

- (a)** The VILLAGE, its officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the CONSULTANT; or automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the VILLAGE, its officials, employees, and volunteers.
- (b)** The CONSULTANT'S insurance coverage shall be primary as respects the additional insureds. Any insurance or self-insurance maintained by the VILLAGE, its officials, agents, employees, and volunteers shall be in excess of the CONSULTANT'S insurance and shall not contribute with it.
- (c)** Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the VILLAGE, its officials, agents, employees, and volunteers.
- (d)** The CONSULTANT'S insurance shall contain a severability of interests' clause or language stating that the CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Workers' Compensation Coverage

The insurer shall waive all rights of subrogation against the VILLAGE, its

officials, employees, agents and volunteers for losses arising from work performed by CONSULTANT for the VILLAGE.

(3) All Coverages

Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the VILLAGE.

e. Acceptability of Insurers

The insurance carrier used by the CONSULTANT shall have a minimum insurance rating of A+ according to the AM Best Insurance Rating Schedule and licensed to do business in the State of Illinois.

f. Verification of Coverage

The CONSULTANT shall furnish the VILLAGE with certificates of insurance and with copies of endorsements affecting coverage. The certificates and endorsement for the insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the insurance carrier and are to be received and approved by the VILLAGE before any work commences. The VILLAGE reserves the right to request full certified copies of the insurance policies.

5. To the fullest extent permitted by law, the CONSULTANT shall indemnify and hold harmless the VILLAGE, its officials, employees and volunteers against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the VILLAGE, its officials, employees and volunteers, arising in whole or in part in consequence of the negligent acts, errors or omissions or willful misconduct of the services by the CONSULTANT, its employees, or subcontractors, or which may in any way result therefor, except that arising out of the negligence or willful act of the VILLAGE, its officials, employees and volunteers. The CONSULTANT shall, at its own expense, appear, defend and pay all reasonable charges of attorneys and all reasonable costs and other expenses arising therefore or incurred in conjunction therewith, and, if any judgment shall be rendered against the VILLAGE, its officials, agents, employees and volunteers, in any such action, the CONSULTANT shall, at its own expense, satisfy and discharge the same. Nothing contained herein shall be construed as prohibiting the VILLAGE, its officials, employees and volunteers from defending, through the selection and use of their own agents, attorneys and experts, any injuries, deaths, loss, damages, claims, suits, liabilities, and judgments brought against them. The VILLAGE'S participation in its defense shall not remove the CONSULTANT'S duty to indemnify, defend and hold harmless the VILLAGE as set forth herein.

6. Any insurance policies required by this AGREEMENT, or otherwise provided by the CONSULTANT, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the VILLAGE, its officials, agents, employees and volunteers and herein provided.

7. The CONSULTANT represents and warrants to the VILLAGE that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The CONSULTANT further represents and warrants to the VILLAGE that the CONSULTANT and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this AGREEMENT on behalf of any person or entity named as a Specially Designated National and Blocked Person. The CONSULTANT hereby agrees to defend, indemnify and hold harmless the VILLAGE, the corporate authorities, and all VILLAGE elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

8. The CONSULTANT will comply with all applicable federal and Illinois statutes, and local ordinances of the VILLAGE and shall operate within and uphold the ordinances, rules and regulations of the VILLAGE while engaged in Consulting Services herein described.

9. The VILLAGE reserves the right by written change order or amendment to make changes in requirements, amount of work, or Consulting time schedule adjustments, and the CONSULTANT and VILLAGE shall negotiate appropriate adjustments acceptable to both parties to accommodate such changes.

10. The VILLAGE may, at any time, by written order to the CONSULTANT (Suspension of Services Order) require the CONSULTANT to stop all, or any part, of the Consulting Services required by this AGREEMENT. Upon receipt of such an order, the CONSULTANT shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. The VILLAGE, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumptions of the Consulting Services upon expiration of the Suspension of Services Order. The CONSULTANT will not be obligated to provide the same personnel employed prior to suspension, when the Consulting Services are resumed, in the event that the period of suspension is greater than thirty (30) days.

11. This AGREEMENT may be terminated by the VILLAGE, upon seven (7) days written notice to the CONSULTANT, at its last known post office address. Provided that, should this AGREEMENT be terminated by the VILLAGE, the

CONSULTANT shall be paid for any Consulting Services completed and any Consulting Services partially completed. All completed work and a summary of any partially completed work at the time of termination shall become the property of, and made available to, the VILLAGE. Within five (5) business days after notification and request, the CONSULTANT shall deliver to the successor VILLAGE all property, books and effects of every description in its possession belonging to the VILLAGE and pertaining to the PROJECT.

12. This AGREEMENT may be terminated by the VILLAGE upon written notice to the CONSULTANT, at its last known post office address, upon the occurrence of any one or more of the following events, without cause and without prejudice to any other right or remedy:

- a.** If the CONSULTANT commences a voluntary case under any chapter of the Bankruptcy Code (Title 11, United States Code), as now or hereinafter in effect, or if the CONSULTANT takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to bankruptcy or insolvency;
- b.** If a petition is filed against the CONSULTANT under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against the CONSULTANT under any other federal or state law in effect at the time relating to bankruptcy or insolvency;
- c.** If the CONSULTANT makes a general assignment for the benefit of creditors;
- d.** If a trustee, receiver, custodian or agent of the CONSULTANT is appointed under applicable law or under contract, whose appointment or authority to take charge of property of the CONSULTANT is for the purpose of enforcing a Lien against such property or for the purpose of general administration of such property for the benefit of the CONSULTANT'S creditors;
- e.** If the CONSULTANT admits in writing an inability to pay its debts generally as they become due.

13. Upon termination, the CONSULTANT shall deliver to the VILLAGE, summaries of partially completed plans, drawings, specifications, partial and completed estimates, and data, if any, from investigations and observations, and any completed tasks with the understanding that all such material becomes the property of the VILLAGE. In such case, the CONSULTANT shall be paid for all Consulting Services and any expense sustained, less all costs incurred by the VILLAGE, to have the services performed which were to have been performed by the CONSULTANT. CONSULTANT shall be allowed to retain all disaggregated data, partial reports and any items that might compromise the

anonymity promised to participants in any portion of the PROJECT and still in their possessions as a private entity. This exemption does not allow retention of information collected in public meetings that would be in direct conflict with the Illinois Open Meetings Law.

14. The CONSULTANT is qualified technically and is conversant with the policies applicable to the performance of subject consultation and that sufficient, properly trained, and experienced personnel will be retained to perform the Consulting Services enumerated herein.

15. The CONSULTANT will maintain all books, documents, papers, accounting records, and other evidence pertaining to its costs incurred and relating to its performance of its Consulting Services and shall require its subcontractors to maintain all books, documents, papers, accounting records, and other evidence pertaining to their costs incurred and relating to their performance of their services under their subcontract in compliance with the requirements of the Local Records Act (50 ILCS 205/1 et seq.) and the Freedom of Information Act (5 ILCS 140/1 et seq.). The CONSULTANT shall maintain all books and records relating to the performance of its Consulting Services under the AGREEMENT and all subcontractors shall maintain books and records relating to their performance of work under their subcontract until written approval for the disposal of such records is obtained from the Local Records Commission has been obtained or for a period of three (3) years from the date of final payment under this AGREEMENT, whichever is longer. All books and records required to be maintained by the CONSULTANT and all subcontractors shall be available for review and audit by the VILLAGE or representatives of the State of Illinois, except that CONSULTANT shall be allowed to retain all disaggregated data, partial reports and any items that might compromise the anonymity promised to participants in any portion of the PROJECT and still in their possessions of the CONSULTANT as a private entity. The CONSULTANT and its subcontractors shall cooperate fully with the VILLAGE or the State (a) with any request for public records made pursuant to the Freedom of Information Act (5 ILCS 140/1 et seq.), (b) with any request for *public records* made pursuant to any audit and (c) by providing full access to and copying of all relevant books and records at the CONSULTANT'S office at all reasonable times and within a time period which allows the VILLAGE or the State to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.). Failure by the CONSULTANT or its subcontractor to maintain the books, records, and supporting documents required by this section or the failure by the CONSULTANT or its subcontractor to provide full access to and copying of all relevant books and records within a time period which allows the VILLAGE to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.) shall establish a presumption in favor of the VILLAGE for the recovery of any funds paid by the VILLAGE under the AGREEMENT for which adequate books and records are not available or for the recovery for any penalties or attorneys' fees imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.). The CONSULTANT shall include the requirements of this section in all subcontracts. The obligations imposed by this section shall survive final payment and the termination of the other obligations imposed by the AGREEMENT.

16. The Village has the right to review and approve and subcontractor the CONSULTANT hires under this AGREEMENT, and that the CONSULTANT has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT. For breach or violation of this warranty, the VILLAGE shall have the right to annul this AGREEMENT without liability, or, in its discretion, to deduct from the AGREEMENT price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

18. This AGREEMENT shall be deemed to be exclusive between the VILLAGE and the CONSULTANT. This AGREEMENT shall not be assigned by the CONSULTANT without first obtaining permission in writing from the VILLAGE.

19. All books, papers, notes, records, lists, data, files, forms, reports, accounts, documents, manuals, handbooks, instructions, computer programs, computer software, computer disks and diskettes, magnetic media, electronic files, printouts, backups, and computer databases created or modified by the CONSULTANT relating in any manner to the work performed by the CONSULTANT or by anyone else and used by the CONSULTANT in performance of the services under this AGREEMENT (the “Work”) shall be a “work made for hire” as defined by the laws of the United States regarding copyrights.

20. The CONSULTANT hereby assigns to the VILLAGE and its successors and assigns all of its right, title, interest and ownership in the PROJECT deliverables, including, but not limited to, copyrights, trademarks, patents, and trade secret rights and the rights to secure any renewals, reissues, and extensions thereof. The CONSULTANT further grants to the VILLAGE full and complete ownership of the PROJECT deliverables. The CONSULTANT shall not use the PROJECT deliverables for the benefit of anyone other than the VILLAGE, without the VILLAGE'S prior written permission. Upon completion of the Work or other termination of this AGREEMENT the CONSULTANT shall deliver to the VILLAGE all copies of PROJECT deliverables relating or pertaining to this AGREEMENT.

21. The CONSULTANT will not at any time, either directly or indirectly, disclose, use or communicate or attempt to disclose, use or communicate to any person, firm, or corporation any confidential information or any other information concerning the business, services, finances or operations of the VILLAGE except as expressly authorized by the VILLAGE. The CONSULTANT shall treat such information at all times as confidential. The CONSULTANT acknowledges that each of the following can contain confidential information of the VILLAGE and that the disclosure of any of the following by the CONSULTANT without the VILLAGE'S express authorization would be harmful and damaging to the VILLAGE'S interests. Likewise the VILLAGE agrees to protect any information deemed confidential by the CONSULTANT that is in the

possession of the CONSULTANT but shared in the development of the PROJECT including:

- a.** Compilations of resident names and addresses, resident lists, resident payment histories, resident information reports, any other resident information, computer programs, computer software, printouts, backups, computer disks and diskettes, and computer databases and which are not otherwise known to the public.
- b.** All information relating to the Consulting Services being performed by the CONSULTANT under this AGREEMENT, regardless of its type or form and which are not otherwise known to the public.
- c.** Ideas, concepts, designs and plans which are specifically involved with the Consulting Services being performed by the CONSULTANT under this AGREEMENT which are created, designed, enhanced by the CONSULTANT and which are not otherwise known to the public.
- d.** Financial information and police records.

This itemization of confidential information is not exclusive; there may be other information that is included within this covenant of confidentiality. This information is confidential whether or not it is expressed on paper, disk, diskette, magnetic media, optical media, monitor, screen, or any other medium or form of expression. The phrase "directly or indirectly" includes, but is not limited to, acting through CONSULTANT'S wife, children, parents, brothers, sisters, or any other relatives, friends, partners, trustees, agents or associates.

23. In the event of breach of the confidentiality provisions of this AGREEMENT, it shall be conclusively presumed that irreparable injury would result to the VILLAGE or the CONSULTANT and there would be no adequate remedy at law. The aggrieved party shall be entitled to obtain temporary and permanent injunctions, without bond and without proving damages, to enforce this AGREEMENT. The aggrieved party is entitled to damages for any breach of the injunction, including, but not limited to, compensatory, incidental, consequential, exemplary and punitive damages. The confidentiality provisions of this AGREEMENT survive the termination or performance of this AGREEMENT.

24. The CONSULTANT will comply with all laws, codes, ordinances and regulations which are in effect as of the date of this AGREEMENT.

25. Time is hereby declared to be of the essence of this AGREEMENT. The CONSULTANT shall commence work following the execution of this AGREEMENT, and shall complete the Consulting Services according to the schedule mutually agreed upon by the CONSULTANT and the VILLAGE Manager, which schedule shall be

confirmed in writing following the initial PROJECT meeting between the VILLAGE and CONSULTANT staff assigned to the PROJECT.

B. THE VILLAGE AGREES:

1. The VILLAGE shall pay the CONSULTANT, for the Consulting Services above described, a fee of Thirty-Two Thousand Five Hundred and 00/100 Dollars (\$32,500.00).

2. The CONSULTANT shall indicate to the VILLAGE the information needed for rendering of the Consulting Services of this AGREEMENT. The VILLAGE shall provide to the CONSULTANT such information as is available to the VILLAGE and the VILLAGE'S consultants and contractors, and the CONSULTANT shall be entitled to rely upon the accuracy and completeness thereof.

3. **Payment of CONSULTANT'S Fee.** The VILLAGE, for and in consideration of the rendering of the Consulting Services enumerated herein shall pay to the CONSULTANT for rendering such Consulting Services the fee hereinbefore established in the following manner:

- a. Payment shall follow the schedule on page nine (9) of Exhibit A.
- b. Payments shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

C. IT IS MUTUALLY AGREED:

1. The CONSULTANT is an independent contractor in the performance of this AGREEMENT, and it is understood that the parties have not entered into any joint venture or partnership with the other. The CONSULTANT shall not be considered to be the agent of the VILLAGE. Nothing contained in this AGREEMENT shall create a contractual relationship with a cause of action in favor of a third party against either the VILLAGE or CONSULTANT.

2. Each party to this AGREEMENT shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the PROJECT. The persons designated shall review and respond promptly to all communications received from the other party.

3. Written notices between the VILLAGE and the CONSULTANT shall be deemed sufficiently given after being placed in the United States mail, registered or certified, postage pre-paid, addressed to the appropriate party as follows:

- a. If to the VILLAGE:

VILLAGE OF VILLA PARK
20 S. Ardmore Avenue
Villa Park, Illinois 60181
Attn: Village Manager, Matt Harline
mharline@invillapark.com

- b. If to the CONSULTANT:
CP² Consulting, Inc.
25 N River Lane, Suite 25431
Geneva, Illinois 60134
Attn: Cory Poris Plasch, President
cory@cp2consulting.net
- c. Either party may change its mailing address by giving written notice to the other party as provided above. Whenever this AGREEMENT requires one party to give the other notice, such notice shall be given only in the form and to the addresses described in this paragraph.

4. This AGREEMENT represents the entire and integrated contract between the parties and supersedes all prior negotiations, representations or understandings, whether written or oral. This AGREEMENT may only be amended by written instrument executed by authorized signatories of the VILLAGE and the CONSULTANT.

5. The terms of this AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective successors.

6. The waiver of one party of any breach of this AGREEMENT or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this AGREEMENT and shall not be construed to be a waiver of any provision, except for the particular instance.

7. If any term, covenant, or condition of this AGREEMENT or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this contract shall not be affected thereby; and each term, covenant or condition of this AGREEMENT shall be valid and shall be enforced to the fullest extent permitted by law.

8. This AGREEMENT shall be construed under and governed by the laws of the State of Illinois, and all actions brought to enforce the dispute resolution provisions of this AGREEMENT shall be so brought in the Circuit Court of DuPage County, State of Illinois.

9. This AGREEMENT may be signed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same instrument.

10. This AGREEMENT shall become effective only after an appropriation therefor has been made. The term of this AGREEMENT shall be for one year following the effective date of the appropriation.

D. CERTIFICATION OF CONSULTANT

1. The CONSULTANT certifies that the CONSULTANT, its shareholders holding more than five percent (5%) of the outstanding shares of the CONSULTANT, its officers and directors are:

- a. not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- b. not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or Section 33E-4 (bid rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
- c. not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1;
- d. in compliance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*);
- e. in compliance with equal employment opportunities and that during the performance of the AGREEMENT, the CONSULTANT shall:
 - (1) Not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
 - (2) If it hires additional employees in order to perform this AGREEMENT or any portion hereof, it will determine the availability (in accordance with the Illinois Department of Human Right's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit, and it will hire for each job classification for which

employees are hired in such a way that minorities and women are not underutilized.

- (3) In all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- (4) Send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the CONSULTANT'S obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the CONSULTANT in its efforts to comply with such Act and Rules and Regulations, the CONSULTANT will promptly so notify the Illinois Department of Human Rights; and the VILLAGE and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- (5) Submit reports as required by the Illinois Department of Human Rights, Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- (6) Permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- (7) Not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this section, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots,

drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise.

- (8)** CONSULTANT (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that CONSULTANT will retain such certifications in its files.
- (9)** In the event of the CONSULTANT'S non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the CONSULTANT may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
- f.** in compliance with 775 ILCS 5/2-105(A)(4) by having in place and enforcing a written sexual harassment policy if the CONSULTANT has more than three employees.
- g.** in agreement that in the event of non-compliance with the provisions of this certification relating to equal employment opportunity, the Illinois Human Rights Act or the Illinois Department of Human Rights, Rules and Regulations, the CONSULTANT may be declared ineligible for future contracts with the VILLAGE, and this AGREEMENT may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
- h.** not a VILLAGE official, spouse or dependent child of a VILLAGE official, agent on behalf of any VILLAGE official or trust in which a VILLAGE official, the spouse or dependent child of a VILLAGE official.

- k. not having solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the CONSULTANT.
- l. not having given to any officer or employee of the VILLAGE any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer.
- m. the CONSULTANT acknowledges that, pursuant to the provisions of the Illinois Freedom of Information Act, (5 ILCS 140/1 *et seq.*), documents or records prepared or used in relation to work performed under this AGREEMENT are considered a public record of the VILLAGE; and therefore, the CONSULTANT shall review its records and promptly produce to the VILLAGE any records in the CONSULTANT'S possession which the VILLAGE requires in order to properly respond to a request made pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), and the CONSULTANT shall produce to the VILLAGE such records within three (3) business days of a request for such records from the VILLAGE at no additional cost to the VILLAGE. As noted above VILLAGE will not ask the CONSULTANT to violate and promise of anonymity to participants in survey works conducted by the CONSULTANT outside of public meetings.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed, by their duly authorized officers as of the dates below indicated.

Executed by the VILLAGE, this ____ day of _____, 2023.

VILLAGE OF VILLA PARK

By _____
Matthew Harline, Village Manager

ATTEST

By _____
Hosanna Korynecky, Village Clerk

Executed by the CONSULTANT, this ____ day of _____, 2023.

CP² Consulting, Inc.

By _____
Cory Poris Plasch, President

EXHIBIT A
Comprehensive Strategic Planning Services Proposal
Dated August 8, 2023
Prepared by CP² Consulting, Inc.

DRAFT

Village of Villa Park, IL.

Proposal for Comprehensive
Strategic Planning Services



AUGUST 2023

Prepared by: CP² Consulting



Strategic Plan Proposal for Villa Park, IL.

August 8, 2023

Village President Nick Cuzzone
Village Manager Matt Harline
Village of Villa Park

RE: Comprehensive Strategic Plan Services Proposal

Dear Village President Cuzzone and Village Manager Harline,

CP² Consulting is pleased to submit our qualifications to assist the community and Village Board with strategic planning services. The following proposal outlines how CP² Consulting can address the following needs:

- Review and modify the organization's mission and long-term vision to set organizational priorities and the Village's overall strategic direction;
- Conduct internal and external stakeholder engagement activities via varied methods such as focus groups, online surveys, and interviews;
- Facilitate strategic planning session(s) with the Village's elected officials and senior leadership to develop organizational goals that can be monitored;
- Facilitate a strategic implementation strategy including quarterly updates with staff to deliver progress reports on organizational goals and initiatives;
- Provide a final summary report of the strategic planning process and outcomes for use by the Village Board of Trustees, staff, and broader community.

As our proposal reflects, we have consi_____ engagements like the one envisioned for the Village of Villa Park. CP² Consulting specializes in serving public sector clients. Cory Poris Plasch will be the lead consultant for this project, and her career has been focused on roles either in local government or those serving local government, including as the former Executive Director of the Wisconsin City County Management Association. She started her career as a 911 dispatcher and has served in several roles, including in the city manager's office, in several communities. Her Master of Public Administration (MPA) degree includes a specialization in strategic public management and leadership. She grew up in Lombard and understands the legislative environment in the state of Illinois. Most importantly, CP² Consulting has a long-standing commitment to strategic thinking and results that show measurable impact.

Thank you for the opportunity to serve the Village of Villa Park.

Sincerely,



Cory Poris Plasch
CP² Consulting, Inc.

Table of Contents

Project Approach..... 4

 Stage 1: Project Launch 4

 Stage 2: Environmental Assessment 4

 Stage 3: Strategic Plan Formulation 6

 Stage 4: Implementation Strategy and Plan 7

Project Timeline 8

 Sample Project Plan* 8

Budget 9

 Breakdown of Costs 9

Qualifications 10

 Company History 10

 Project Members 10

Vendor Information..... 10

 Contact Information..... 10

References 11

Project Approach

Strategic planning, at its core, is establishing a clear direction forward for the organization in alignment with its vision, mission, and core values.

The CP² Consulting strategic planning methodology is based upon leading practices in strategic planning, refined and continually updated based upon industry trends and knowledge gained through client engagements. Organizational culture is a key component in meeting strategic goals, and we employ and promote strategies to create a Learning Culture, where growth, curiosity and authenticity prevail. Our methodology is comprehensive and thorough, while remaining flexible enough to meet the specific needs of our clients.

In the following proposal, CP² Consulting recommends a multi-stage, participative format to engage Village leadership and staff as well as broader community members to shape the desired future direction of the Village.

Stage 1: Project Launch

This Stage involves project start-up activities which include:

1. Project review meetings with key Village project staff to confirm scope of work and expected outcomes;
2. Provide an overview of the strategic planning process;
3. Review history and current fit of mission, vision and values of the organization and determine the need for any adjustments;
4. Identify and confirm internal and external stakeholder involvement and the overall environmental scanning process elements; and,
5. Discuss current organizational culture.

The purpose of this Stage is to confirm the overall project scope and intended outcomes, make any necessary refinement to the project plan and budget, and enhance CP²'s understanding of any challenges with previous strategic plans as well as the strategic gains made.

Stage 2: Environmental Assessment

The introductory step in the strategic planning process is to understand the operating environment. This is accomplished in four ways: (1) Stakeholder Engagement; (2) an Environmental Scan; (3) an Internal Assessment; and (4) a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

Stage 2A: Stakeholder Engagement

Stakeholder engagement is a key component of the strategic planning effort as it allows you to understand your organization from a variety of perspectives. This effort seeks to understand community needs and expectations as well as the needs and expectations of internal stakeholders, who have an "insider view" of the organization.

- Internal stakeholders—refers to individuals or groups who are within the organization as they have been elected to or employed/appointed by the organization. This includes employees or groups at all levels, including the governing body and Councils, Boards or Commissions. Internal stakeholders are essential to successful implementation of the strategic plan and their input should be incorporated into the planning process.

- **External stakeholders**— includes those who are outside of the organization but are impacted by the actions of the organization. These include, but are not limited to: area businesses, residents of all backgrounds and ages, historically marginalized populations, special interest groups, community associations, area nonprofits, education providers including K-12 schools and higher ed, and other taxing authorities.

There are several avenues for collecting stakeholder data proposed for this project, which include:

- **Invitational Focus groups.** These groups are facilitated by the consulting team with groups identified and invited by the client. Sessions run approximately 90 minutes and consist of 8-12 individuals from each of the selected stakeholder groups. Groups can be either internal or external stakeholders. *For this project, six focus groups are recommended, including a group for Villa Park businesses, two with civic organizations, faith-based organizations, and/or nonprofits, and the remaining with groups of residents from various backgrounds and time of residency within Villa Park.*
- **Online survey of stakeholders.** These surveys can be targeted to internal or external stakeholder groups, a subsection of internal or external stakeholder groups, and/or the entire community. A semi-custom survey is developed collaboratively between the Administrator and/or other key staff and the consultant. The survey is administered by the consultant and the raw data is owned by the consultant but upon request will be anonymized and shared with the client. *For this project, both an internal stakeholder and open participation external stakeholder (community) survey are recommended.*
- **Individual Interviews.** Interviews with members of the governing body will be conducted to introduce the consultant and acquire the perspective of the elected officials regarding the current environment, challenges, and issues.

All stakeholder engagement activities include:

- a. Discussion and finalization of methods to be used (e.g., focus groups – number and types, type of survey, etc.).
- c. Facilitation of the process with selected approaches.
- d. Summarization and presentation of thematic results derived from the raw data.

It is the responsibility of the Village to secure any facilities or meeting rooms as well as coordinate invites needed for stakeholder engagement. The Village will coordinate with CP² Consulting for room arrangements/set-up, participant list, and refreshments for all workshops, focus groups, and project sessions. The Village should check with its legal counsel to make sure all meeting postings are consistent with any open meetings act procedures. The Village is responsible for reviewing and securing facilities including technology or equipment, supplies and/or other ancillary logistical items; as well as refreshments and any associated costs.

Stage 2B: Conduct an Environmental Scan

An environmental scan is a thoughtful analysis and evaluation of the external environment facing the organization. Environmental factors affecting the organization's operating environment should be reviewed, including: societal and community trends, political and intergovernmental relations, economic climate, resident and stakeholder needs, employee needs, technology factors, and the regulatory environment. It is prepared by staff with guidance from the consultant.

Stage 2C: Develop an Internal Assessment

An internal assessment is a snapshot of your organization and its strategic environment. It describes key organizational characteristics, including services provided, workforce profile, assets, the regulatory environment, governance, and organizational relationships. The internal assessment provides an overview of important challenges and influences on the organization. It is prepared by staff with guidance from the consultant.

Stage 2D: SWOT Analysis

SWOT stands for: Strength, Weakness, Opportunity, Threat. A SWOT analysis assists in identifying the organization's strengths and weaknesses (S-W), as well as broader opportunities and threats (O-T) to provide a leadership perspective on the internal and external environment. Elected and staff leadership will be asked to take an anonymous SWOT survey prior to the retreat and the data generated will be used at the strategic planning retreat.

Stage 3: Strategic Plan Formulation

Strategic Planning Session #1- Review Stakeholder Feedback, Environmental Scan, and Organizational Profile

This session includes the governing Council and leadership team and is dedicated to reviewing the results of the internal and external stakeholder feedback, the environmental scan, financial analysis, and the organizational profile. The consultants will present focus group and survey results (if applicable); the staff will present the organizational profile and environmental scan. The session concludes with a facilitated discussion amongst the governing body regarding issues raised. (This session is typically 60-90 minutes in length and while generally is a standalone session can be combined with Sessions #2 and #3 if required)

Strategic Planning Session #2 – Facilitate Strategic Discussion, Mission, and Vision Review, and Strategic Goal Development

This session focuses on reviewing and confirming the organization's value proposition, discussing the operating environment, and establishing strategic goals. The current mission, vision, and values will be reviewed, and updated as appropriate. A facilitated process using cross-functional teams comprised of staff and elected officials is held to review SWOT and other collected data, generate a list of organizational challenges, and determine strategic goals. (This session is typically 3-4 hours and can be combined with Session #3)

Strategic Planning Session #3 –Establish Outcomes, Key Indicators, Targets

This session includes the governing body and leadership team and is dedicated to defining a set of outcomes, key performance indicators, and measurable targets to gauge progress towards the strategic goals established in Session #2. Measures are systematically established to provide a clear line of sight from broader strategic goals to more specific targets, resulting in clarity around organizational priorities as the strategic plan is cascaded all levels of the organization. (This session is typically 3-4 hours and can be combined with Session #2)

Stage 4: Implementation Strategy and Plan

Achieving strategic goals can be a daunting challenge unless deadlines and accountability measures are put into place. As a result, many strategic plans that are initiated are never fully realized. CP² Consulting, in collaboration with the Village, will focus on building buy-in throughout the organization to ensure full adoption and implementation of the plan. CP² Consulting will also work to develop an implementation strategy that clearly demonstrates how each employee throughout the organization plays a role in breathing life into the strategic goals and overall strategic plan that is intended to guide the community forward over the next 3-5 years.

CP² Consulting will work with the Village to assemble an Implementation Team, representing staff from multiple levels and job functions throughout the organization. The Implementation Plan development process aligns efforts to ensure that every department works together in a complementary fashion as they achieve measurable progress towards common goals. We will discuss resources for tracking progress using systems ranging from spreadsheets to software, depending on your organizational preference.

Strategic Plan Implementation Session #1—Develop Strategic Initiatives/Strategic Implementation Plan

This session is conducted with the Implementation Team and focuses on cascading the strategic plan throughout the organization through the development of initiatives and project plans. A Strategic Implementation Plan will be developed to include milestones to measure progress on initiatives, providing accountability. Options to manage the Strategic Implementation Plan progress, including internal tracking or using external software, will be determined with the leadership team. A Strategic Plan Final Report that includes an Executive Summary will be submitted to the Administrator once initiatives are established.

Strategic Plan Implementation Session #2- Strategic Implementation Plan refinement and integration

This session is conducted with the Implementation Team and focuses on further cascading of the strategic plan throughout the organization to achieve integration of effort across service areas. It includes development of the Strategic Implementation Plan, including a first year's workplan with deadlines and task responsibilities. Development of a Learning Culture will be introduced via a facilitated conversation and key elements incorporated in the Strategic Implementation Plan. A Communication Plan will be established to roll out both the Strategic Plan (including the Strategic Implementation Plan) to the full organization.

Quarterly Check-ins

Three one-hour sessions are conducted remotely with the Implementation Team to discuss progress on strategic goals and building of organizational culture. The sessions are conducted remotely via Zoom with the Implementation Team and focus on sharing successes and finding solutions for obstacles. Progress on both the Strategic Implementation Plan and the development of a Learning Culture will be discussed.

Project Timeline

The strategic planning meeting activities and workshops will be held on dates that are mutually convenient for both the Village's participants and CP² Consulting. The anticipated start for the project will be August, 2023. The completion date will be dependent on the timing and sequence of the various planning components and leadership workshops. The Village has requested a compact timeline so that strategic goals can be utilized for the upcoming budget year. The following is an estimated timeline for the recommended multi-stage approach:

Sample Project Plan*

STEP	POTENTIAL DATES	ACTIVITIES
Project Initiation	August 15 th	Project planning, interviews, Kick-off senior management session
Development of Environmental Scan, Organizational Profile	August 15 th - September 10 th	Environmental Scan, Organizational Profile
Stakeholder Engagement	August 15 th - September 8 th	Stakeholder Engagement including surveys and focus groups
Data review, preparation	September 1 st - September 10 th	Synthesis of stakeholder data, Internal SWOT
Strategic Planning Session #1-	September 11 th	Review Stakeholder Feedback, Environmental Scan, Organizational Profile
Strategic Planning Sessions #2 and #3**	September 16 th	Strategic planning sessions including review and updating of mission, vision, and values as appropriate
Strategy implementation Session #1	September 28 th	Management & staff sessions Initiatives, action plans, performance management
Strategy Implementation Session #2	October 11 th	Project Plan, Communication Plan
Summary Report including Executive Summary	October 11 th	Report submitted for client review
Quarterly Check-Ins (3)	January, April and July 2023	Consultant-client review, strategy session

*Dates to be confirmed after initial project meeting between the Village project staff and CP² Consulting

**Option to have one full day or two half days

Budget

Breakdown of Costs

The fee for this project (not including stakeholder engagement) is:		\$23,000
Stakeholder Engagement Options:		
Focus groups (up to 3 per day, 6 total over 2 days recommended)	\$2500/day	\$5,000
Semi-Custom Internal Stakeholder Survey (recommended)		\$2000
Semi-Custom External Stakeholder Survey (recommended)		\$2500
Total		<u>\$32,500</u>

Payments shall occur according to the following schedule:

1. Twenty-five percent (25%), upon execution of this agreement.
 2. Twenty-five percent (25%) upon completion of stakeholder engagement
 3. Twenty-five percent (25%) upon completion of strategic planning sessions
 4. Twenty-five percent (25%) upon submittal of final report
 5. Payments shall be made upon receipt of an itemized invoice
- If this proposal is acceptable, please sign below and return one copy to Cory Poris Plasch at cory@cp2consulting.net



Cory Poris Plasch

Date

Approval:

Village of Villa Park

Date

Qualifications

Company History

CP2 Consulting is a strategic planning and organizational culture development company that works with local governments to create and implement strategic plans that achieve measurable outcomes. CP2 Consulting is a woman-owned business founded by Cory Poris Plasch, an experienced local government and 501(c)3 nonprofit leader passionate about helping the public sector and nonprofits achieve significant impact and measurable results. Our company provides data-based solutions that enable organizations to actively engage stakeholders, define future outcomes with significant impact and implement result-oriented strategies to meet those goals. We incorporate leading performance management practices to help our clients measure and analyze performance data and implement strategies to achieve results with considerable impact.

CP² Consulting has worked with numerous municipalities and nonprofits to develop strategic plans with measurable results. Cory Poris Plasch would be working directly with Village leadership on this project, and she has been assisting local governments with stakeholder engagement, developing performance measures, and establishing a learning culture since 2015.

Project Members

Cory Poris Plasch, MPA, President/CEO of CP² Consulting. Cory has served in variety of leadership positions in the public and private sector including Executive Director of the Wisconsin City/County Management Association, Membership Director for the Alliance for Innovation, and most recently as Vice President of Strategic Development at POLCO. Her local government experience ranges from 911 Dispatcher to the City Manager's Office in several communities. She speaks across the country on topics including the use of data, civic engagement, engaging hard-to-reach populations, and innovation in local government. She has a master's degree in public administration with a specialization in strategic public management and leadership from Northern Illinois University. She is a member of the International Association for Strategy Professionals and in mid-August will complete the Strategic Management Performance System certification from George Washington University (Center for Excellence in Public Leadership), co-endorsd by The Baldrige Foundation Institute for Performance Excellence.

Vendor Information

Contact Information

CP² Consulting
25 N River Lane, Suite 25431
Geneva, IL 60134
cory@cp2consulting.net
630-476-0763

References

CP² Consulting has worked with numerous communities on strategic plans, organizational development, and/or strategic plan implementation throughout the Midwest including Illinois. Relevant strategic planning references include:

Nolan Ming, City Administrator, McMinnville, TN

E-mail: nming@mcminnvilletn.gov 931-473-1203 (O)

Ben McCready, Assistant City Administrator, Geneva, IL

Email: bmccready@geneva.il.us 630-938-4540 (O)

Mark Maloney, Village President, Weston, WI

E-mail: mmaloney@westonwi.gov 715-410-2756 (C)

Keith Donner, Village Administrator, Weston, WI

E-mail: kdonner@westonwi.gov 715-359-6114 (O)



MEMORANDUM

TO: Village Board of Trustees

FROM: Mike Rivas, Police Chief

DATE: October 23, 2023

SUBJECT: A Resolution to Approve the Purchase of One 2023 GMC Acadia Police Vehicle through The Haggerty Auto Group located in Villa Park, Illinois, in the Total Amount of \$37,977.83.

RECOMMENDED ACTION:

Staff recommends approval for the purchase of one (1) 2023 GMC Acadia police vehicle to replace an aging detective car. Funds are available for the sale of the 2018 Dodge Charger Hellcat. The total purchase cost will be paid in the amount of \$37,977.83 from the DUI Technology Capital Fund, 19.520.01.401.

This vehicle will require additional police equipment (lights, sirens, etc.) to be purchased later. Some equipment will be transferred from the surplus retired police vehicles.

BACKGROUND:

On June 7th, 2023, the Village authorized the sale of a 2018 Dodge Charger SRT Hell Cat. This vehicle was seized and was intended to be used for investigation purposes. The vehicle's design proved challenging to install the necessary equipment for its intended use. With the vehicle being declared surplus property and the sale being complete, we are now seeking to utilize the funds to purchase a vehicle for investigation purposes. The 2018 Dodge Charger Hellcat sold for the amount of \$56,600.

DISCUSSION:

Staff conducted a search of local joint purchasing agreements for a replacement detective vehicle with negative results. Staff found an in-stock 2023 GMC Acadia available for sale for a limited time at Haggerty Auto Group located in Villa Park, IL for the total cost of \$37,977.83 see the attached quote. Haggerty Auto Group has agreed to hold this vehicle for our department pending village approval for purchase. The staff could not locate any other in-stock police vehicles within our specifications.

RESOLUTION NO. _____

**A RESOLUTION TO APPROVE THE PURCHASE OF ONE
2023 GMC ACADIA POLICE VEHICLE FROM THE HAGGERTY AUTO GROUP
LOCATED IN VILLA PARK, ILLINOIS, IN THE TOTAL AMOUNT OF \$37,977.83**

WHEREAS, the Village of Villa Park is a municipal corporation duly organized and existing under the laws of the State of Illinois; and

WHEREAS, Section 2-220(a) (3) of the Villa Park Municipal Code provides an exemption from bidding requirements wherein: “All purchase orders or contracts of whatever nature for labor, services or work, the purchase, lease or sale of personal property, materials, equipment of supplies, wherein the board of trustees, by a two-thirds majority affirmative vote of the members of the village board then holding office, waive the requirements of open and competitive bidding, except in such instances where open and competitive bidding are required by the provisions of section 8-9-1 of the Illinois Municipal Code”; and

WHEREAS, Section 8-9-1 of the Illinois Municipal Code provides that “...any work or other public improvement which is not to be paid for in whole or in part by special assessment or special taxation, when the expense thereof will exceed \$25,000, shall be constructed either (1) by a contract let to the lowest responsible bidder after advertising for bids, in the manner prescribed by ordinance, except that any such contract may be entered into by the proper officers without advertising for bids if authorized by a vote of two-thirds of all the alderpersons or trustees then holding office...” (65 ILCS 5/8-9-1); and

WHEREAS, the Villa Park Police Department has exhausted all means to locate a police vehicle, and the vendor, Haggerty Auto Group, 300 W Roosevelt Road, Villa Park, IL 60181, is currently the only vendor that has one (1) 2023 GMC Acadia available for purchase; and

WHEREAS, it has been determined by the Village Manager that it is in the best interests of the health, safety, and welfare of the citizens of the Village of Villa Park to purchase one (1) 2023 GMC Acadia police vehicle through Haggerty Auto Group, 300 W Roosevelt Road, Villa Park, IL 60181.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows;

Section 1. That the purchase of one (1) 2023 GMC Acadia police vehicle from

Resolution No: _____

Haggerty Auto Group, 300 W Roosevelt Road, Il 60181, for use by the Villa Park Police Department, is approved and the requirement of competitive bidding under Section 2-220(a)(3) of the Villa Park Municipal Code is hereby waived.

Section 2. That the Village Manager is authorized to execute a purchase order in the total amount of \$37,977.83, and such other documents as may be necessary, for the purchase of one (1) 2023 GMC Acadia police vehicle from Haggerty Auto Group, 300 W Roosevelt Road, Villa Park, Il, 60181,

Section 3. This resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED AND APPROVED this _____ day of _____, 2023.

VILLAGE OF VILLA PARK

President, Village of Villa Park

ATTEST:

Clerk, Village of Villa Park

ADOPTED this _____ day of _____, 2023 pursuant to a roll call vote, as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____



Haggerty Buick GMC
300 W Roosevelt Rd
VILLA PARK, IL 60181
Ph: (866) 255-7440

DATE 10/13/2023 Salesman Paul Bianchi
NAME VILLA PARK POLICE DEPARTMENT STOCK # B46088
CO-BUYER _____ EMAIL _____
ADDRESS 40 S ARDMORE CELL PHONE (630) 280-6082
CITY VILLA PARK STATE IL ZIP 60181 HOME PHONE (630) 834-7447
HOME PHONE (630) 834-7447
please enter my order for the following: ☒ New ☐ Demo ☐ Used

	YEAR	NAME	MODEL	COLOR	MILEAGE	SERIAL #
BOUGHT	2023	GMC	Acadia	Sterling Metallic	35	1GKKKNKL42PZ250225
TRADED						

CASH	
SELLING PRICE	37,279.83
TRADE	
DISCOUNT	
CASH	
DIFFERENCE	37,279.83
TAXES	
LICENSE & TITLE	351.00
ADMINISTRATIVE	
FEES & CHARGES	347.00
SUB	
TOTAL	37,977.83
PAYOFF	
ON TRADE	
SUB	
TOTAL	37,977.83
FACTORY	
REBATE	
SERV CONT	
DEPOSIT	
BALANCE DUE	
ON DELIVERY	37,977.83

ADMINISTRATIVE FEES AND CHARGES; AN ADMINISTRATIVE FEE IS NOT AN OFFICIAL FEE. AN ADMINISTRATIVE FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS AND PERFORMING SERVICES RELATING TO CLOSING OF A SALE. THE BASE ADMINISTRATIVE FEE ENDING JANUARY 1, 1992 WAS \$40.00. THE MAXIMUM AMOUNT THAT MAY BE CHARGED FOR ADMINISTRATIVE FEES & CHARGES IS THE BASE ADMINISTRATIVE FEE OF \$40.00 WHICH SHALL BE SUBJECT TO AN ANNUAL ADJUSTMENT EQUAL TO THE PERCENTAGE OF CHANGE IN THE BUREAU OF LABOR STATISTICS CONSUMER PRICE INDEX. THIS NOTICE IS REQUIRED BY LAW.

NOTICE: THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS, WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.

No Public Liability or Property Damage Insurance Issued With This Transaction.

ALL WARRANTIES, IF ANY, BY MANUFACTURERS OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF. DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. (A) ON ALL GOOD AND SERVICES SOLD BY DEALER; AND (B) ON ALL USED VEHICLES WHICH ARE SOLD AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED.

This is a non-binding order.

☐ NOTICE - If the box to the left is checked, the automobile purchased herein is a demonstrator which has been pre-used and may have incurred certain body repairs as a result of such usage.

The purchaser represents and warrants that he is of legal age; that he has title to and good right to sell and dispose of the used car traded in described above, that there are no liens, claims and /or encumbrances thereon, and agrees to furnish good and sufficient title and hereby grants Haggerty Buick GMC power of attorney to assign and endorse said title for him, and to sign any and all applications which would be necessary to register title to car being purchased in any state or territory. After careful inspection and demonstration, the undersigned purchases the above vehicle with equipment at the prices and on the terms specified above.

TRANSFER OF TITLE TO ABOVE AUTOMOBILE IS SUBJECT TO FINAL, PAYMENT OF ANY AND ALL CHECKS CLEARING BANK UPON WHICH IS DRAWN.

SIGNED _____ PURCHASER

SIGNED _____ CO-BUYER



MEMORANDUM

TO: Village Board of Trustees
FROM: Suzanne McVey
DATE: October 23, 2023
SUBJECT: Resolution of the Village of Villa Park, DuPage County, Illinois Authorizing the Village's 2024 Employee Health Insurance Program

RECOMMENDED ACTION:

Agreements with the Village's medical dental, vision, and life insurance plan providers expire December 31, 2023. Staff recommends the Village continue its agreement with Blue Cross Blue Shield of Illinois (BCBSIL) for employee and retiree health insurance effective January 1, 2024 with an overall 1.19 percent increase to premiums. BCBSIL offered a 1.5 percent bundled discount for including coverage for dental, life insurance, voluntary life, short term disability, and critical illness plus a \$30,000 wellness credit. With this discount, staff is recommending moving the above ancillary lines with BCBSIL. Vision will be moved to EyeMed. Employee wellness and employee assistance programs will remain with their current providers. The overall estimated increase across all lines of coverage is 4.16 percent. Staff recommends approval of the 2024 benefit package.

BACKGROUND:

For the current plan year, the Village maintains major medical coverage with Blue Cross Blue Shield of Illinois (BCBSIL), dental coverage, vision and life insurance with SunLife. Some major considerations when evaluating renewal options for the upcoming plan year include keeping plan options as similar to current offerings as possible, contractual obligations with the Village's collective bargaining units, ensuring any plan changes have minimal impact on staff, and keeping premium costs as low as possible.

DISCUSSION:

Major Medical

The Village offers three fully insured plans with BCBSIL; a preferred-provider organization plan (PPO), a health maintenance organization (HMO) and a high deductible health saving account (HSA). In October, the Village received 2024 renewal rates from BCBSIL at a 14.8 percent increase from the current rates. Horton Group, the Village's health insurance broker, conducted an employee benefit census and requested quotes from other major medical providers for similar plan offerings. Horton Group also requested rate relief from BCBSIL to reduce the premium increases. Following negotiations, BCBSIL offered a 1.5 percent bundled discount based on ancillary lines being added and a \$30,000 wellness credit. With these discounts, the overall increase for

2024 is 1.19 percent.

Retiree Medical

For 2024, the Village is going to offer a retiree medical plan provided by United American Insurance Company and an Employer Group Waiver Plan (PDP) provided by Express Scripts for post-65 retirees of the Village with coverage effective January 1, 2024. We will also allow post-65 retirees, with spouses not yet 65, to move to the retiree medical plan while the spouse remains on the Village employer-sponsored insurance coverage as an individual only. Implementation and ongoing plan servicing will be provided by Benistar Admin Services, a third party administrator located in Avon, Connecticut. Benistar is specifically focused on the administration of retiree medical and prescription drug plans and has the expertise to administer these plans as a totally integrated and seamless solution for eligible retirees. At this time, we are not requiring post-65 retirees to join the plan, but believe that these plan offerings will be a more cost-friendly plan for retirees versus the Village's full employer-sponsored insurance plans.

Ancillary Benefits

For 2023, the Village offered ancillary benefits of dental, vision, life insurance, and voluntary life insurance through SunLife. After disappointing administration of the benefits, and increasing rates, the Village has opted to change providers for the above listed benefits for 2024. Staff is recommending moving dental and life insurance to BCBSIL based on the 1.5 percent bundled savings to major medical of approximately \$49,000 annually. Life insurance coverage is proposed to increase from \$20,000 for employees to \$50,000 in coverage. The Village will offer additional voluntary benefits such as short-term disability, voluntary life, accident, critical illness and hospital indemnity at no cost to the Village. Vision coverage will move to EyeMed with a 14 percent decrease in annual costs compared to current vision coverage.

Flexible Spending Account

The Village currently offers a flexible spending account (FSA) and dependent care accounts for individual medical expenses and eligible dependent care through WEX. The FSA is funded by the employee through payroll deductions and the Village is responsible for administering the program. The FSA provider is evaluated annually based on employee experience and ease of administration. Staff would like to continue utilizing WEX as the FSA provider in 2024.

Employee Wellness Programs

Staff is proposing to continue with current employee wellness programs through CHC and Virgin Pulse at no additional increase. The employee assistance program will remain with Linden Oaks for 2024 at a rate of \$5.75 per employee.

RESOLUTION NO. _____

**RESOLUTION OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS,
AUTHORIZING THE VILLAGE'S 2024 EMPLOYEE HEALTH INSURANCE
PROGRAM**

WHEREAS, the Village of Villa Park (the "Village") is a municipal corporation duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Village has provided certain benefits to its employees, including health insurance and wellness programs; and

WHEREAS, Village staff, with the assistance of the Village's health insurance broker Horton Group, requested, reviewed, and analyzed competitive health insurance quotes compared to the incumbent renewal quote for recommendation to the Village Board; and

WHEREAS, the Village received a no rate increase renewal quote for 2024 from Blue Cross Blue Shield of Illinois for medical health insurance; and

WHEREAS, the Village received competitive quotes from ancillary benefit providers and has determined that Blue Cross Blue Shield of Illinois provided the best rates for dental and life insurance and EyeMed for vision insurance; and

WHEREAS, the Village maintains a comprehensive wellness program throughout the year and wishes to maintain employee wellness offerings in 2024; and

WHEREAS, the corporate authorities of the Village find that it is in the best interests of the Village to offer these benefits to full-time Village employees and qualified retirees;

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: The Village hereby accepts the proposals, attached hereto as Exhibit A, for the period of January 1, 2024, to December 31, 2024, as follows: BlueCross BlueShield of Illinois for medical health insurance, dental insurance, life insurance, additional voluntary life insurance, and critical illness, EyeMed for vision insurance and WEX Inc. for Flexible Spending Account and Cobra Administration.

Section 2: The Village Manager is hereby authorized to maintain employee wellness programs, as allowed for in the 2024 Village Budget, for the period January 1, 2024, to December 31, 2024, as follows: Linden Oaks Behavioral Health for the Employee Assistance Program, CHC Wellness for employee wellness clinics, and Virgin Pulse for the employee wellness incentive program.

Resolution No. _____

Section 2: The Village Manager is hereby authorized to enter into the renewal agreement for the renewals listed in Section 1 and outlined in Exhibit A.

Section 4: The resolution shall be in full force and effect from and after its passage and approval according to law.

Passed and approved this ____ day of October, 2023.

President, Village of Villa Park

ATTEST:

Clerk, Village of Villa Park

Adopted this 23rd day of October 2023, pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Resolution No. _____

Exhibit A:
2024 Health Insurance Renewal Proposals

Insurance / Risk Advisory / Employee Benefits

HORTON

The Horton Group's

Marketing Proposal

Prepared for: **Village of Villa Park**
January 2024

Presented By:
Michael E. Wojcik
mike.wojcik@thehortongroup.com
Phone: 708-845-3126 / Cell: 708-650-1557

Village of Villa Park

January 1, 2024

The following Medical markets were approached:

<i>Carrier</i>	<i>Status</i>
Aetna	Declined
Blue Cross Blue Shield of IL	Incumbent
Cigna	Declined
United Healthcare	Quoted

Village of Villa Park
Health Review
January 1, 2024

	EE	EE + 1	Family	Medicare Primary	Med + Sp	Total
HMO	25	12	42	0	2	81
PPO	28	27	29	3	1	88
HSA	0	0	0	0	0	0
TOTAL	53	39	71	3	3	169

Presented By: Mike Wojcik

Renegotiated 10.2

Benefits	CURRENT BCBS			RENEWAL BCBS			RENEWAL BCBS		
	BAHMO	PPO	HSA (EMB)	BAHMO	PPO	HSA (EMB)	BAHMO	PPO	HSA (EMB)
Type of Plan	GRANDFATHERED		Non-GF	GRANDFATHERED		Non-GF	GRANDFATHERED		Non-GF
In Network Benefits									
Individual Deductible	\$0	\$500	\$3,000	\$0	\$500	\$3,200	\$0	\$500	\$3,200
Family Deductible	\$0	\$1,500	\$6,000	\$0	\$1,500	\$6,400	\$0	\$1,500	\$6,400
Co-Insurance	100%	90%	100%	100%	90%	100%	100%	90%	100%
Individual Medical Out of Pocket	\$1,500	\$1,500	\$3,000	\$1,500	\$1,500	\$3,200	\$1,500	\$1,500	\$3,200
Family Medical Out of Pocket	\$3,000	\$4,500	\$6,000	\$3,000	\$4,500	\$6,400	\$3,000	\$4,500	\$6,400
Emergency Room Co-pay	\$50	\$50	100% After Ded	\$50	\$50	100% After Ded	\$50	\$50	100% After Ded
Hospital Inpatient Co-pay	n/a	90% After Ded	100% After Ded	n/a	90% After Ded	100% After Ded	n/a	90% After Ded	100% After Ded
Retail Rx Co-pay	\$10/20/35	\$10/20/35	100% After Ded	\$10/20/35	\$10/20/35	100% After Ded	\$10/20/35	\$10/20/35	100% After Ded
Mail Order Rx Co-pay	2 x Retail	2 x Retail	100% After Ded	2 x Retail	2 x Retail	100% After Ded	2 x Retail	2 x Retail	100% After Ded
Individual Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med
Family Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med
Primary Physician Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded
Specialists Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded
Telemedicine	N/A	\$20	Subject to Ded and Coinsurance	N/A	\$20	Subject to Ded and Coinsurance	N/A	\$20	Subject to Ded and Coinsurance
Preventative Services	\$15 Co-pay	100%	100%	\$15 Co-pay	100%	100%	\$15 Co-pay	100%	100%
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Out of Network Benefits									
Individual Deductible		\$1,000	\$5,200		\$1,000	\$5,200		\$1,000	\$5,200
Family Deductible		\$3,000	\$10,400		\$3,000	\$10,400		\$3,000	\$10,400
Co-Insurance		70%	80%		70%	80%		70%	80%
Individual Out of Pocket		\$3,000	\$10,400		\$3,000	\$10,400		\$3,000	\$10,400
Family Out of Pocket		\$9,000	\$20,800		\$9,000	\$20,800		\$9,000	\$20,800
Emergency Co-pay		\$50	100% After Ded		\$50	100% After Ded		\$50	100% After Ded
Hospital Inpatient Co-pay		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded
Physician Office Visit Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded		70% After Ded	80% After Ded
Preventative Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded		70% After Ded	80% After Ded
Lifetime Maximum		Unlimited	Unlimited		Unlimited	Unlimited		Unlimited	Unlimited
Medical Premium									
Employee	\$647.56	\$901.48	\$811.34	\$743.40	\$1,034.90	\$884.33	\$676.70	\$942.05	\$804.98
Employee + 1	\$1,278.30	\$1,779.56	\$1,601.60	\$1,467.49	\$2,042.93	\$1,745.68	\$1,335.82	\$1,859.64	\$1,589.06
Family	\$1,830.68	\$2,548.52	\$2,293.67	\$2,101.62	\$2,925.70	\$2,500.01	\$1,913.06	\$2,663.20	\$2,275.71
Medicare Employee	\$485.71	\$676.11	\$608.20	\$557.60	\$776.17	\$662.91	\$507.57	\$706.53	\$603.44
Medicare Family	\$1,295.19	\$1,802.99	\$1,622.64	\$1,486.88	\$2,069.83	\$1,768.62	\$1,353.47	\$1,884.12	\$1,609.94
Monthly Premium	\$111,007.54	\$151,027.96	\$0.00	\$127,436.68	\$173,379.95	\$0.00	\$116,002.80	\$157,824.19	\$0.00
Total Monthly Premium		\$262,035.50			\$300,816.63			\$273,826.99	
Total Annual Premium		\$3,144,426.00			\$3,609,799.56			\$3,285,923.88	
Premium Change					\$465,373.56			\$141,497.88	
Percent Change					14.80%			4.50%	

	EE	EE + 1	Family	Medicare Primary	Med + Sp	Total
HMO	25	12	42	0	2	81
PPO	28	27	29	3	1	88
HSA	0	0	0	0	0	0
TOTAL	53	39	71	3	3	169

Presented By: Mike Wojcik

Renegotiated 10.19
2.25% Discount for BCBS Den, Life, Vliffe, STD, Acc, CI, HI
Approximate rates; pending final underwriting

Benefits	CURRENT BCBS			RENEWAL BCBS		
Type of Plan	BAHMO	PPO	HSA (EMB)	BAHMO	PPO	HSA (EMB)
	GRANDFATHERED		Non-GF	GRANDFATHERED		Non-GF
In Network Benefits						
Individual Deductible	\$0	\$500	\$3,000	\$0	\$500	\$3,200
Family Deductible	\$0	\$1,500	\$6,000	\$0	\$1,500	\$6,400
Co-Insurance	100%	90%	100%	100%	90%	100%
Individual Medical Out of Pocket	\$1,500	\$1,500	\$3,000	\$1,500	\$1,500	\$3,200
Family Medical Out of Pocket	\$3,000	\$4,500	\$6,000	\$3,000	\$4,500	\$6,400
Emergency Room Co-pay	\$50	\$50	100% After Ded	\$50	\$50	100% After Ded
Hospital Inpatient Co-pay	n/a	90% After Ded	100% After Ded	n/a	90% After Ded	100% After Ded
Retail Rx Co-pay	\$10/20/35	\$10/20/35	100% After Ded	\$10/20/35	\$10/20/35	100% After Ded
Mail Order Rx Co-pay	2 x Retail	2 x Retail	100% After Ded	2 x Retail	2 x Retail	100% After Ded
Individual Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med
Family Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med
Primary Physician Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded
Specialists Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded
Telemedicine	N/A	\$20	Subject to Ded and Coinsurance	N/A	\$20	Subject to Ded and Coinsurance
Preventative Services	\$15 Co-pay	100%	100%	\$15 Co-pay	100%	100%
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Out of Network Benefits						
Individual Deductible		\$1,000	\$5,200		\$1,000	\$5,200
Family Deductible		\$3,000	\$10,400		\$3,000	\$10,400
Co-Insurance		70%	80%		70%	80%
Individual Out of Pocket		\$3,000	\$10,400		\$3,000	\$10,400
Family Out of Pocket		\$9,000	\$20,800		\$9,000	\$20,800
Emergency Co-pay		\$50	100% After Ded		\$50	100% After Ded
Hospital Inpatient Co-pay		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded
Physician Office Visit Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded
Preventative Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded
Lifetime Maximum		Unlimited	Unlimited		Unlimited	Unlimited
Medical Premium						
Employee	\$647.56	\$901.48	\$811.34	\$661.47	\$920.85	\$786.87
Employee + 1	\$1,278.30	\$1,779.56	\$1,601.60	\$1,305.76	\$1,817.80	\$1,553.31
Family	\$1,830.68	\$2,548.52	\$2,293.67	\$1,870.02	\$2,603.28	\$2,224.51
Medicare Employee	\$485.71	\$676.11	\$608.20	\$496.15	\$690.63	\$589.86
Medicare Family	\$1,295.19	\$1,802.99	\$1,622.64	\$1,323.02	\$1,841.73	\$1,573.72
Monthly Premium	\$111,007.54	\$151,027.96	\$0.00	\$113,392.75	\$154,273.14	\$0.00
Total Monthly Premium		\$262,035.50			\$267,665.89	
Total Annual Premium		\$3,144,426.00			\$3,211,990.68	
Premium Change					\$67,564.68	
Percent Change					2.15%	
One-time Premium Credit					-\$30,000.00	
Total Annual Premium					\$3,181,990.68	
Percent Change					1.19%	

Village of Villa Park
Health Review
January 1, 2024

	EE	EE + 1	Family	Medicare Primary	Med + Sp	Total
HMO	25	12	42	0	2	81
PPO	28	27	29	3	1	88
HSA	0	0	0	0	0	0
TOTAL	53	39	71	3	3	169

Presented By: Mike Wojcik

Non-Grandfathered Plans

Non-Grandfathered Plans

Benefits	CURRENT BCBS			RENEWAL BCBS			RENEWAL BCBS		
	BAHMO	PPO	HSA (EMB)	BAHMO	PPO	HSA (EMB)	BAHMO	Blue Choice Options PPO	HSA (EMB)
Type of Plan	GRANDFATHERED		Non-GF	Non-GF	Non-GF	Non-GF	Non-GF	Non-GF	Non-GF
In Network Benefits				MIBAH2020	MIBPP2020		MIBAH2020	MIBCO2000	
Individual Deductible	\$0	\$500	\$3,000	\$0	\$500	\$3,200	\$0	Tier 1 \$500	\$3,200
Family Deductible	\$0	\$1,500	\$6,000	\$0	\$1,500	\$6,400	\$0	\$1,500	\$6,400
Co-Insurance	100%	90%	100%	100%	90%	100%	100%	90%	100%
Individual Medical Out of Pocket	\$1,500	\$1,500	\$3,000	\$1,500	\$1,500	\$3,200	\$1,500	\$4,000	\$3,200
Family Medical Out of Pocket	\$3,000	\$4,500	\$6,000	\$3,000	\$4,500	\$6,400	\$3,000	\$10,200	\$6,400
Emergency Room Co-pay	\$50	\$50	100% After Ded	\$250	\$150	100% After Ded	\$250	\$400, then 90% After Ded	100% After Ded
Hospital Inpatient Co-pay	n/a	90% After Ded	100% After Ded	n/a	90% After Ded	100% After Ded	n/a	\$250, then 90% After Ded	100% After Ded
Retail Rx Co-pay	\$10/20/35	\$10/20/35	100% After Ded	\$0/10/50/ 100/150/250	Preferred Rx: \$0/10/50/ 100/150/250 Non-preferred: 2 x Retail Included in Med Included in Med	100% After Ded	\$0/10/50/ 100/150/250	Preferred Rx: \$0/10/35/75/150/250 Non-preferred: \$10/20/55/95/150/250	100% After Ded
Mail Order Rx Co-pay	2 x Retail	2 x Retail	100% After Ded	2 x Retail	2 x Retail	100% After Ded	2 x Retail	2 x Retail	100% After Ded
Individual Rx Out of Pocket	No Limit	No Limit	Included in Med	Included in Med	Included in Med	Included in Med	Included in Med	Included in Med	Included in Med
Family Rx Out of Pocket	No Limit	No Limit	Included in Med	Included in Med	Included in Med	Included in Med	Included in Med	Included in Med	Included in Med
Primary Physician Office Visit Co-pay	\$15	\$20	100% After Ded	\$20	\$20	100% After Ded	\$20	\$20	100% After Ded
Specialists Office Visit Co-pay	\$15	\$20	100% After Ded	\$40	\$40	100% After Ded	\$40	\$40	100% After Ded
Telemedicine	N/A	\$20	Subject to Ded and Coinsurance	N/A	\$0	Subject to Ded and Coinsurance	N/A	\$20	Subject to Ded and Coinsurance
Preventative Services	\$15 Co-pay	100%	100%	100%	100%	100%	100%	100%	100%
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Out of Network Benefits									
Individual Deductible		\$1,000	\$5,200		\$1,000	\$5,200		\$3,000	\$5,200
Family Deductible		\$3,000	\$10,400		\$3,000	\$10,400		\$9,000	\$10,400
Co-Insurance		70%	80%		70%	80%		50%	80%
Individual Out of Pocket		\$3,000	\$10,400		\$4,500	\$10,400		\$16,800	\$10,400
Family Out of Pocket		\$9,000	\$20,800		\$13,500	\$20,800		\$30,600	\$20,800
Emergency Co-pay		\$50	100% After Ded		\$150	100% After Ded		\$400, then 90% After Ded	100% After Ded
Hospital Inpatient Co-pay		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded		\$300, then 70% after Ded	\$300 Co-pay, then 80% after Ded		\$600, then 50% after Ded	\$300 Co-pay, then 80% after Ded
Physician Office Visit Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded		50% After Ded	80% After Ded
Preventative Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded		50% After Ded	80% After Ded
Lifetime Maximum		Unlimited	Unlimited		Unlimited	Unlimited		Unlimited	Unlimited
Medical Premium									
Employee	\$647.56	\$901.48	\$811.34	\$665.69	\$926.72	\$791.89	\$619.07	\$861.81	\$736.43
Employee + 1	\$1,278.30	\$1,779.56	\$1,601.60	\$1,314.09	\$1,829.39	\$1,563.21	\$1,222.05	\$1,701.26	\$1,453.72
Family	\$1,830.68	\$2,548.52	\$2,293.67	\$1,881.94	\$2,619.88	\$2,238.69	\$1,750.13	\$2,436.39	\$2,081.89
Medicare Employee	\$485.71	\$676.11	\$608.20	\$499.31	\$695.04	\$593.62	\$464.34	\$646.36	\$552.04
Medicare Family	\$1,295.19	\$1,802.99	\$1,622.64	\$1,331.46	\$1,853.47	\$1,583.75	\$1,238.20	\$1,723.66	\$1,472.82
Monthly Premium	\$111,007.54	\$151,027.96	\$0.00	\$114,115.73	\$155,256.80	\$0.00	\$106,123.21	\$144,382.75	\$0.00
Total Monthly Premium		\$262,035.50			\$269,372.53			\$250,505.96	
Total Annual Premium		\$3,144,426.00			\$3,232,470.36			\$3,006,071.52	
Premium Change					\$88,044.36			-\$138,354.48	
Percent Change					2.80%			-4.40%	

	EE	EE + 1	Family	Medicare Primary	Med + Sp	Total
HMO	25	12	42	0	2	81
PPO	28	27	29	3	1	88
BCO PPO	0	0	0	0	0	0
HSA	0	0	0	0	0	0
TOTAL	53	39	71	3	3	169

Presented By: Mike Wojcik

Non-Grandfathered Plans

Benefits	CURRENT BCBS			RENEWAL BCBS			
	BAHMO GRANDFATHERED	PPO GRANDFATHERED	HSA (EMB) Non-GF	BAHMO GRANDFATHERED	PPO GRANDFATHERED	Blue Choice Options PPO Non-GF MIBCO2000	HSA (EMB) Non-GF
In Network Benefits							
Individual Deductible	\$0	\$500	\$3,000	\$0	\$500	Tier 1 \$500	Tier 2 \$1,500 \$3,200
Family Deductible	\$0	\$1,500	\$6,000	\$0	\$1,500	\$1,500	\$4,500 \$6,400
Co-Insurance	100%	90%	100%	100%	90%	90%	70% 100%
Individual Medical Out of Pocket	\$1,500	\$1,500	\$3,000	\$1,500	\$1,500	\$4,000	\$5,600 \$3,200
Family Medical Out of Pocket	\$3,000	\$4,500	\$6,000	\$3,000	\$4,500	\$10,200	\$10,200 \$6,400
Emergency Room Co-pay	\$50	\$50	100% After Ded	\$50	\$50	\$400, then 90% After Ded	100% After Ded
Hospital Inpatient Co-pay	n/a	90% After Ded	100% After Ded	n/a	90% After Ded	\$250, then 90% After Ded	100% After Ded
Retail Rx Co-pay	\$10/20/35	\$10/20/35	100% After Ded	\$10/20/35	\$10/20/35	Preferred Rx: \$0/10/35/75/150/250 Non-preferred: \$10/20/55/95/150/250	100% After Ded
Mail Order Rx Co-pay	2 x Retail	2 x Retail	100% After Ded	2 x Retail	2 x Retail	2 x Retail	100% After Ded
Individual Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med	Included in Med
Family Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med	Included in Med
Primary Physician Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	\$20	100% After Ded
Specialists Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	\$40	\$100 100% After Ded
Telemedicine	N/A	\$20	Subject to Ded and Coinsurance	N/A	\$20	\$20	Subject to Ded and Coinsurance
Preventative Services	\$15 Co-pay	100%	100%	\$15 Co-pay	100%	100%	100%
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Out of Network Benefits							
Individual Deductible		\$1,000	\$5,200		\$1,000	\$3,000	\$5,200
Family Deductible		\$3,000	\$10,400		\$3,000	\$9,000	\$10,400
Co-Insurance		70%	80%		70%	50%	80%
Individual Out of Pocket		\$3,000	\$10,400		\$3,000	\$16,800	\$10,400
Family Out of Pocket		\$9,000	\$20,800		\$9,000	\$30,600	\$20,800
Emergency Co-pay		\$50	100% After Ded		\$50	\$400, then 90% After Ded	100% After Ded
Hospital Inpatient Co-pay		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded		\$250 Co-pay, then 70% after Ded	\$600, then 50% after Ded	\$300 Co-pay, then 80% after Ded
Physician Office Visit Services		70% After Ded	80% After Ded		70% After Ded	50% After Ded	80% After Ded
Preventative Services		70% After Ded	80% After Ded		70% After Ded	50% After Ded	80% After Ded
Lifetime Maximum		Unlimited	Unlimited		Unlimited	Unlimited	Unlimited
Medical Premium							
Employee	\$647.56	\$901.48	\$811.34	\$770.31	\$846.49	\$709.19	\$685.66
Employee + 1	\$1,278.30	\$1,779.56	\$1,601.60	\$1,520.62	\$1,671.01	\$1,399.97	\$1,353.52
Family	\$1,830.68	\$2,548.52	\$2,293.67	\$2,177.68	\$2,393.06	\$2,004.91	\$1,938.38
Medicare Employee	\$485.71	\$676.11	\$608.20	\$577.73	\$634.87	\$531.89	\$514.24
Medicare Family	\$1,295.19	\$1,802.99	\$1,622.64	\$1,540.64	\$1,693.01	\$1,418.40	\$1,371.34
Monthly Premium	\$111,007.54	\$151,027.96	\$0.00	\$132,049.03	\$141,815.35	\$0.00	\$0.00
Total Monthly Premium		\$262,035.50				\$273,864.38	
Total Annual Premium		\$3,144,426.00				\$3,286,372.56	
Premium Change						\$141,946.56	
Percent Change						4.51%	

	EE	EE + 1	Family	Medicare Primary	Med + Sp	Total
HMO	25	12	42	0	2	81
PPO	28	27	29	3	1	88
HSA	0	0	0	0	0	0
TOTAL	53	39	71	3	3	169

Presented By: Mike Wojcik

Non-Grandfathered Plans

Benefits	CURRENT BCBS			RENEWAL BCBS			OPTION UHC		
Type of Plan	BAHMO	PPO	HSA (EMB)	BAHMO	PPO	HSA (EMB)	HMO	PPO	HSA (EMB)
	GRANDFATHERED		Non-GF	GRANDFATHERED		Non-GF	BFC4	CF2E	DJ3F
							Navigate	Core	Core
In Network Benefits									
Individual Deductible	\$0	\$500	\$3,000	\$0	\$500	\$3,200	\$0	\$500	\$3,200
Family Deductible	\$0	\$1,500	\$6,000	\$0	\$1,500	\$6,400	\$0	\$1,500	\$6,400
Co-Insurance	100%	90%	100%	100%	90%	100%	100%	90%	100%
Individual Medical Out of Pocket	\$1,500	\$1,500	\$3,000	\$1,500	\$1,500	\$3,200	\$1,500	\$1,000	\$3,200
Family Medical Out of Pocket	\$3,000	\$4,500	\$6,000	\$3,000	\$4,500	\$6,400	\$3,000	\$3,000	\$6,400
Emergency Room Co-pay	\$50	\$50	100% After Ded	\$50	\$50	100% After Ded	\$50	\$50	100% After Ded
Hospital Inpatient Co-pay	n/a	90% After Ded	100% After Ded	n/a	90% After Ded	100% After Ded	n/a	90% After Ded	100% After Ded
Retail Rx Co-pay	\$10/20/35	\$10/20/35	100% After Ded	\$10/20/35	\$10/20/35	100% After Ded	\$15/35/60	\$10/40/75/125	100% After Ded
Mail Order Rx Co-pay	2 x Retail	2 x Retail	100% After Ded	2 x Retail	2 x Retail	100% After Ded	2.5 x Retail	2.5 x Retail	100% After Ded
Individual Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med	Unlimited	Unlimited	Included in Med
Family Rx Out of Pocket	No Limit	No Limit	Included in Med	No Limit	No Limit	Included in Med	Unlimited	Unlimited	Included in Med
Primary Physician Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded
Specialists Office Visit Co-pay	\$15	\$20	100% After Ded	\$15	\$20	100% After Ded	\$30	\$20	100% After Ded
Telemedicine	N/A	\$20	Subject to Ded and Coinsurance	N/A	\$20	Subject to Ded and Coinsurance	\$0	\$0	Subject to Ded and Coinsurance
Preventative Services	\$15 Co-pay	100%	100%	\$15 Co-pay	100%	100%	\$15 Co-pay	100%	100%
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Out of Network Benefits									
Individual Deductible		\$1,000	\$5,200		\$1,000	\$5,200		\$1,000	\$5,200
Family Deductible		\$3,000	\$10,400		\$3,000	\$10,400		\$3,000	\$10,400
Co-Insurance		70%	80%		70%	80%		70%	80%
Individual Out of Pocket		\$3,000	\$10,400		\$3,000	\$10,400		\$2,000	\$10,400
Family Out of Pocket		\$9,000	\$20,800		\$9,000	\$20,800		\$6,000	\$20,800
Emergency Co-pay		\$50	100% After Ded		\$50	100% After Ded		\$50	100% After Ded
Hospital Inpatient Co-pay		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded		\$250 Co-pay, then 70% after Ded	\$300 Co-pay, then 80% after Ded		70% After Ded	80% After Ded
Physician Office Visit Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded		70% After Ded	80% After Ded
Preventative Services		70% After Ded	80% After Ded		70% After Ded	80% After Ded		70% After Ded	80% After Ded
Lifetime Maximum		Unlimited	Unlimited		Unlimited	Unlimited		Unlimited	Unlimited
Medical Premium									
Employee	\$647.56	\$901.48	\$811.34	\$676.70	\$942.05	\$804.98	\$731.07	\$875.86	\$655.94
Employee + 1	\$1,278.30	\$1,779.56	\$1,601.60	\$1,335.82	\$1,859.64	\$1,589.06	\$1,443.15	\$1,728.97	\$1,294.84
Family	\$1,830.68	\$2,548.52	\$2,293.67	\$1,913.06	\$2,663.20	\$2,275.71	\$2,066.77	\$2,476.09	\$1,854.37
Medicare Employee	\$485.71	\$676.11	\$608.20	\$507.57	\$706.53	\$603.44	\$731.07	\$875.86	\$655.94
Medicare Family	\$1,295.19	\$1,802.99	\$1,622.64	\$1,353.47	\$1,884.12	\$1,609.94	\$1,443.15	\$1,728.97	\$1,294.84
Monthly Premium	\$111,007.54	\$151,027.96	\$0.00	\$116,002.80	\$157,824.19	\$0.00	\$125,285.19	\$147,369.43	\$0.00
Total Monthly Premium		\$262,035.50			\$273,826.99			\$272,654.62	
Total Annual Premium		\$3,144,426.00			\$3,285,923.88			\$3,271,855.44	
Premium Change					\$141,497.88			\$127,429.44	
Percent Change					4.50%			4.05%	
One-time Premium Credit								-\$15,000.00	
Total Annual Premium								\$3,256,855.44	
Percent Change								3.58%	

Horton Benefit Solutions Disclaimer Notice

Exposure Evaluation

All terms of this proposal are based on the evaluation of material provided by you or your employees. Horton expressly disclaims all liability for the content of such evaluation material, including but not limited to, any errors or omissions contained therein or arising therefrom. The terms of this proposal are subject to change if you provide new or revised evaluation material to Horton.

Coverage Terms & Conditions

All coverage terms and conditions in the preceding pages are intended as a reference only. Actual policies will contain full coverage exclusions or limitations, terms and conditions, and other wordings that are not summarized herein.

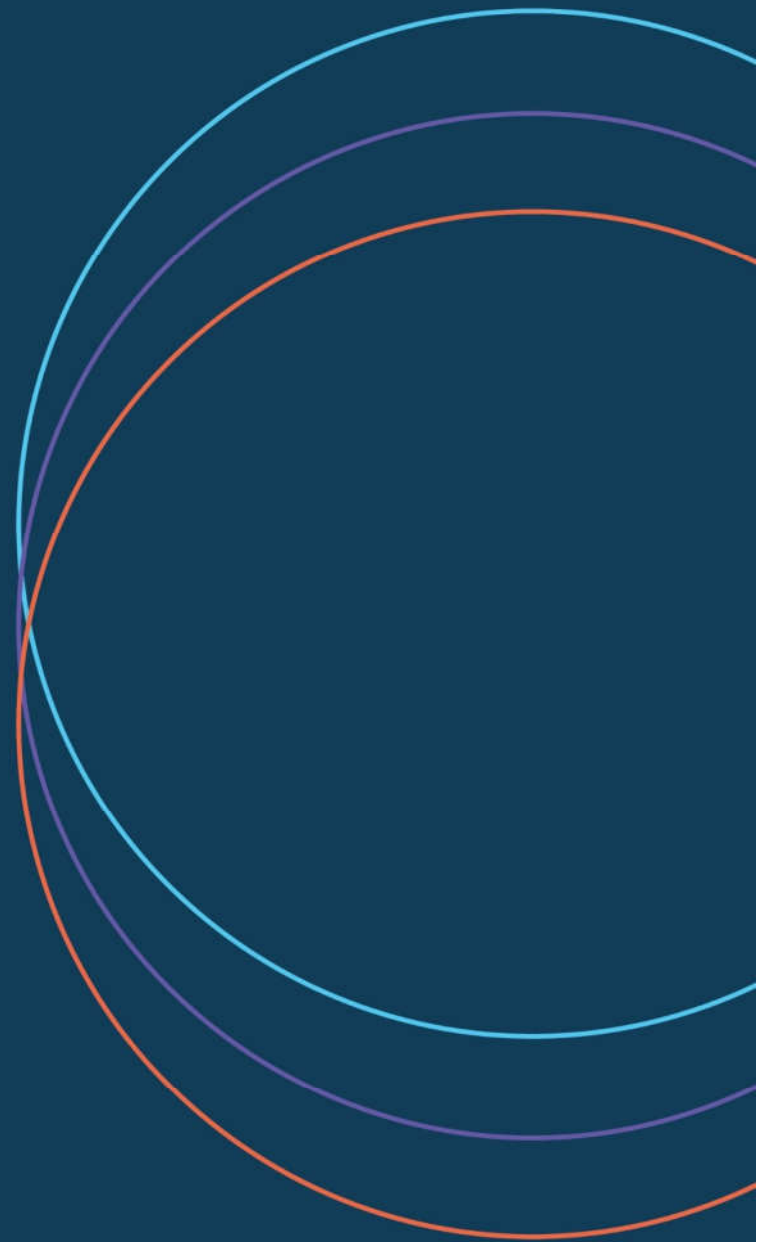


The Horton Group's

Marketing Proposal Additional Lines Coverage

Prepared for: Village of Villa Park
January 2024

Presented By:
Michael E. Wojcik
wojcik@thehortongroup.com
Phone: 708-845-3126 / Cell: 708-650-1557



Client Profile

Village of Villa Park	
Address	20 South Ardmore Avenue
	Villa Park, IL 60180
Broker Name/Producer Name	Horton Extended 100+ / Mike Wojcik
Account Manager/ RFP Contact	Bill Blake
Lines of Coverage	Dental PPO, Dental DHMO, Vision, Voluntary Short-Term Disability, Basic Life AD&D & Dependent Life, Voluntary Life & AD&D, Accident, Critical Illness, Hospital Indemnity
Number of Eligible Lives	208 including retirees
Effective Date	1/1/2024

Carrier Financial Ratings

Carrier	S&P	A.M. Best	Moody's
SunLife	AA	A+	Aa3
Guardian	AA+	A++	Aa2
MetLife	AA-	A+	Aa3
Principal	A+	A+	A1
The Standard	A+	A	A1
United Healthcare	A+	A	A3
BCBS of IL	N/A	A	N/A
Delta	N/A	N/A	N/A
EyeMed	AA-	A	N/A

Carrier Response

Carrier	Dental PPO	Dental DHMO	Vision	Voluntary Short-Term Disability	Basic Life AD&D & Dependent Life	Voluntary Life & AD&D	Accident	Critical Illness	Hospital Indemnity
Guardian	X	X	X	DTQ	DTQ	DTQ	X	X	X
MetLife	X	Not Offered	X	X	X	X	X	X	X
Principal	DTQ - Uncompetitive								
The Standard	X	Not Offered	X	X	X	X	X	X	X
United Healthcare	X	X	X	X	X	X	X	X	X
BCBS of IL	X	X	X	X	X	X	X	X	Not Offered
Delta	X	X	X	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
EyeMed	Not Offered	Not Offered	X	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered

Carrier Notes

Carrier	Notes
Guardian	* Rates are quoted as a package. * Declined to quote Life and Disability and can only provide an Off Job Accident quote due to the industry. * Quoted highest possible commission on Hospital Indemnity. * Quoted a second Hospital Indemnity plan for consideration. See proposal in zip file for details. * Included a Spring Health quote for consideration. See proposal in zip file for details.
MetLife	* <i>Pending updated proposal with implants removed from Dental</i> * <i>Pending if tech credits are included</i>
The Standard	* Rates are packaged, but may be able to be unbundled. * Maximum rollover on Dental can be removed, but there is no load and it doesn't negatively impact pricing. * All current vol life amounts can be grandfathered.
United Healthcare	* All plans are quoted standalone with the exception of Vol Life which must be sold with Basic Life. * Tech credits will coordinate with medical. * Will grandfather prior carrier vol life amounts up to quoted plan maximums. * <i>Pending alternative Basic Life/AD&D quotes.</i>
BCBS of IL	* The following discounts can be given annually off the medical rates to add ancillary lines: 0.5% for Life, 0.25% for Vol STD, 0.5% for Vision, 0.25% for CI/Accident. This will total 1.5% annually. * By adding BCBSIL fully insured dental alongside BCBSIL fully insured medical, group is eligible to receive an ongoing 1% medical reduction on the annual renewal premium. * Provided a second vision option with higher copays for Progressive lenses. See proposal in zip file. * Vol Life amounts up to \$500,000 can be grandfathered. * Included a second Accident plan for consideration. See proposal in zip file for details. * Access to virtual dental visits, powered by Teledentistry.com. See flyer in zip file. * Access to worksite dental pop-up clinics, powered by Jet Dental. See flyer in zip file.
Delta	* Included quotes for a 1-year rate guarantee. See zip file for proposals with those rates and details. * Quoted insured dental rates can be lowered by 2% if a DeltaVision plan is also included, multi-line discount, information in zip file. * Included GEO Access information. See zip file for that information.
EyeMed	* Included a quote that includes 10% commission without any additional for a tech subsidy. See proposal in zip file for details.

Financial Summary

<i>Dental PPO</i>	≡ SunLife - Current	SunLife - Renewal	MetLife	The Standard	United Healthcare	BCBS of IL
Annual Premium	\$163,339	\$182,462	\$168,923	\$230,808	\$163,555	\$184,638
Variance to current/renewal		12%	3% / -8%	41% / 30%	0% / -12%	13% / 1%
Dollar Savings to current/renewal		\$19,124	\$5,585 / -\$13,539	\$67,469 / \$48,345	\$216 / -\$18,907	\$21,299 / \$2,175

<i>Vision</i>	≡ SunLife - Current	SunLife - Renewal	MetLife	The Standard	United Healthcare	BCBS of IL
Annual Premium	\$34,480	\$36,305	\$24,192	\$34,480	\$31,032	\$34,949
Variance to current/renewal		5%	-30% / -35%	0% / -5%	-10% / -15%	1% / -4%
Dollar Savings to current/renewal		\$1,826	-\$10,287 / -\$12,113	\$0 / -\$1,826	-\$3,448 / -\$5,274	\$469 / -\$1,357

<i>Basic Life AD&D & Dependent Life</i>	≡ SunLife - Current	SunLife - Renewal	MetLife	The Standard	United Healthcare	BCBS of IL
Annual Premium	\$13,343	\$13,343	\$10,351	\$10,725	\$13,537	\$9,985
Variance to current/renewal		0%	-22% / -22%	-20% / -20%	1% / 1%	-25% / -25%
Dollar Savings to current/renewal		\$0	-\$2,992 / -\$2,992	-\$2,618 / -\$2,618	\$194 / \$194	-\$3,358 / -\$3,358

<i>Voluntary Life/AD&D</i>	≡ SunLife - Current	SunLife - Renewal	MetLife	The Standard	United Healthcare	BCBS of IL
Annual Premium	\$24,501	\$24,501	\$24,162	\$24,501	\$24,999	\$24,999
Variance to current/renewal		0%	-1% / -1%	0% / 0%	2% / 2%	2% / 2%
Dollar Savings to current/renewal		\$0	-\$339 / -\$339	\$0 / \$0	\$498 / \$498	\$498 / \$498

<i>Total</i>	Current	Renewal	MetLife	The Standard	United Healthcare	BCBS of IL
Total Annual Premium with Credits Applied	\$235,663	\$256,612	\$227,629	\$300,513	\$233,123	\$254,570
Variance to current/renewal		9%	-3% / -12%	28% / 19%	-1% / -10%	8% / -1%
Dollar Savings to current/renewal		\$20,949	-\$8,034 / -\$28,983	\$64,850 / \$43,901	-\$2,540 / -\$23,489	\$18,907 / -\$2,042

* If a carrier cannot offer or declined to quote a line of coverage, the applicable current or renewal premium is assumed.

Dental DHMO - PPO Dual Option

Carrier Name	Current - SunLife				Guardian				MetLife				The Standard				United Healthcare				BCBS of IL				Delta				
	DHMO		PPO		DHMO		PPO		Low PPO		High PPO		Low PPO		High PPO		DHMO		PPO		DHMO		PPO		DHMO		PPO		
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network	PPO Network	Out of Network	In Network	Out of Network	PPO Network	Premier Network	Out of Network
Individual Deductible	N/A		\$50	\$50	N/A		\$50	\$50	\$50	\$75	\$50	\$50	\$50	\$50	\$50	\$50	N/A	\$50	\$50	N/A	\$50	\$50	\$50	\$50	N/A	\$50	\$50	\$50	\$50
Family Deductible	N/A		\$150	\$150	N/A		\$150	\$150	\$150	\$225	\$150	\$150	No Max	No Max	\$150	\$150	N/A	\$150	\$150	N/A	\$150	\$150	\$150	\$150	N/A	\$150	\$150	\$150	\$150
Waived for Preventive	N/A		Yes		N/A		Yes		Yes		Yes		\$5 per Visit charge for Preventive		Yes		N/A		Yes		N/A		Yes		N/A		Yes		Yes
Deductible - Calendar Year or Lifetime	N/A		Calendar Year		N/A		Calendar Year		Calendar Year		Calendar Year		Calendar Year		Calendar Year		N/A	Calendar Year		N/A		Calendar Year			N/A		Calendar Year		
Annual Maximum	Unlimited		\$1,200		Unlimited		\$1,200		\$1,000	\$500	\$1,200		\$750		\$1,200		Unlimited		\$1,200	Unlimited		\$1,200			Unlimited		\$1,200		
Preventive - Type 1	N/A		100%	100%	N/A		100%	100%	90%	60%	100%	100%	100%	100%	100%	100%	N/A	100%	100%	N/A	100%	100%	100%	100%	N/A	100%	100%	100%	100%
Basic - Type 2	N/A		80%	80%	N/A		80%	80%	70%	40%	80%	80%	60%	60%	80%	80%	N/A	80%	80%	N/A	80%	80%	80%	80%	N/A	80%	80%	80%	80%
Major - Type 3	N/A		50%	50%	N/A		50%	50%	50%	25%	50%	50%	50%	50%	50%	50%	N/A	50%	50%	N/A	50%	50%	50%	50%	N/A	50%	50%	50%	50%
Ortho - Type 4	Copay Schedule		50%		Copay Schedule		50%		Not Included		50%		Not Included		50%		Copay Schedule		50%		Copay Schedule		50%		Copay Schedule		50%		50%
Ortho Age Limit	Subject to Schedule		Child(ren) Only - age not disclosed		Subject to Schedule		Child(ren) Only - Age 19		Not Included		Child(ren) Only - Age 19		Not Included		Child(ren) Only - Age 19		Subject to Schedule		Child(ren) Only - Age 19	Subject to Schedule		Child(ren) Only - Age 19		Subject to Schedule		Child(ren) Only - Age 19	Child(ren) Only - Age 19		
Ortho Maximum	Copay Schedule		\$1,000		Copay Schedule		\$1,000		Preventive		\$1,000		Preventive		\$1,000		Copay Schedule		\$1,000	Copay Schedule		\$1,000		Copay Schedule		\$1,000	\$1,000		
Oral Exams	Copay Schedule		Preventive		Copay Schedule		Preventive		Preventive		Preventive		Preventive		Preventive		Copay Schedule		Preventive	Copay Schedule		Preventive		Copay Schedule		Preventive	Preventive		
Oral Exam Frequency	Subject to Schedule		2 in 12 months		Subject to Schedule		2 in 12 months		1 in 6 months		2 in 12 months		2 in 12 months		2 in 12 months		Subject to Schedule		2 in 12 months	Subject to Schedule		Pending		Subject to Schedule		2 in 12 months	2 in 12 months		
Cleaning Frequency	Subject to Schedule		2 in 12 months		Subject to Schedule		2 in 12 months		1 in 6 months		2 in 12 months		2 in 12 months		2 in 12 months		Subject to Schedule		2 in 12 months	Subject to Schedule		Pending		Subject to Schedule		2 in 12 months	2 in 12 months		
Full Mouth X-rays	Copay Schedule		Preventive		Copay Schedule		Preventive		Basic		Preventive		Basic		Preventive		Copay Schedule		Preventive	Copay Schedule		Preventive		Copay Schedule		Preventive	Preventive		
Full Mouth X-Rays Frequency	Subject to Schedule		1 per 60 mo.		Subject to Schedule		1 per 60 mo.		1 per 60 mo.		1 per 60 mo.		1 per 60 mo.		1 per 60 mo.		Subject to Schedule		1 per 36 mo.	Subject to Schedule		Pending		Subject to Schedule		1 per 60 mo.	1 per 60 mo.		
Sealants	Copay Schedule		Preventive		Copay Schedule		Preventive		Basic		Preventive		Preventive		Preventive		Copay Schedule		Preventive	Copay Schedule		Preventive		Copay Schedule		Preventive	Preventive		
Space Maintainers	Copay Schedule		Preventive		Copay Schedule		Preventive		Basic		Preventive		Preventive		Preventive		Copay Schedule		Preventive	Copay Schedule		Preventive		Copay Schedule		Preventive	Preventive		
Simple Extractions	Copay Schedule		Basic		Copay Schedule		Basic		Basic		Basic		Basic		Basic		Copay Schedule		Basic	Copay Schedule		Basic		Copay Schedule		Basic	Basic		
Endodontics	Copay Schedule		Basic		Copay Schedule		Basic		Major		Basic		Major		Basic		Copay Schedule		Basic	Copay Schedule		Basic		Copay Schedule		Basic	Basic		
Periodontics - Non-Surgical	Copay Schedule		Basic		Copay Schedule		Basic		Major		Basic		Major		Basic		Copay Schedule		Basic	Copay Schedule		Basic		Copay Schedule		Basic	Basic		
Periodontics - Surgical	Copay Schedule		Major		Copay Schedule		Major		Major		Major		Major		Major		Copay Schedule		Major	Copay Schedule		Major		Copay Schedule		Major	Major		
Oral Surgery	Copay Schedule		Basic		Copay Schedule		Basic		Major		Basic		Major		Basic		Copay Schedule		Basic	Copay Schedule		Basic		Copay Schedule		Basic	Basic		
Implants	Copay Schedule		Not Included		Copay Schedule		Not Included		Major		Major		Not Included		Not Included		Copay Schedule		Not Included	Copay Schedule		Not Included		Copay Schedule		Not Included	Not Included		
Out-of-Network Reimbursement	In-Network Only		90th UCR		In-Network Only		90th UCR		Fee Schedule		90th UCR		Fee Schedule		90th UCR		In-Network Only		90th UCR	In-Network Only		90th UCR		In-Network Only		90th UCR	90th R&C		
Maximum Rollover	N/A		Not Included		N/A		Not Included		Not Offered		Not Offered		Included		Included		N/A		Not Included	N/A		Not Included		N/A		Not Included	Not Included		
Waiting Periods	None		None		None		None		None		None		None		None		None		None	None		None		None		None	None		
Eligibility Hours	30 hours		30 hours		30 hours		30 hours		30 hours		30 hours		30 hours		30 hours		30 hours		30 hours	30 hours		30 hours		30 hours		30 hours	30 hours		
Employer Contribution	Contributory				Contributory				Contributory				Contributory				Contributory				Contributory				Contributory				
Participation Requirement	Assumes current				89% of eligible employees				92% and at least 10 covered lives				Greater of 60% or 10 lives between Low and High plans				75% of eligible employees				75% of eligible employees				89% of eligible employees				
Rate Guarantee / Rate Caps	1 year				1 year				1 year with 2nd year rate cap of 6% and 3rd year rate cap of 8%				2 years				1 year				2 years				2 years				
DHMO Weighted Average Out-of-Pocket	\$7.61		N/A		\$5.48		N/A		N/A		N/A		N/A		N/A		\$7.37		N/A		\$11.18		N/A		\$5.49		N/A		
Endnote: Illustrated from SunLife Renewal Rate Summary	DHMO	PPO	Current	Renewal	DHMO	PPO	Low PPO	High PPO	Low PPO	High PPO	Low PPO	High PPO	DHMO (\$11.14)	PPO	DHMO	PPO	DHMO	PPO	DHMO	PPO	DHMO	PPO	DHMO	PPO	DHMO	PPO	DHMO	PPO	
Employee Only	4	73	\$14.15	\$14.15	\$34.85	\$38.75	\$15.22	\$38.96	\$14.63	\$36.03	\$22.20	\$47.24	\$15.00	\$34.85	\$16.91	\$39.17	\$17.42	\$44.51											
Full Family	8	100	\$30.49	\$30.49	\$107.67	\$119.73	\$32.78	\$120.38	\$31.53	\$111.36	\$65.08	\$151.76	\$32.32	\$107.67	\$44.68	\$121.02	\$40.83	\$130.38											
Monthly Premium	\$301	\$301	\$13,311	\$14,802	\$323	\$14,882	\$311	\$13,766	\$609	\$18,625	\$319	\$13,311	\$425	\$14,961	\$396	\$16,287													
Annual Premium	\$3,606	\$3,606	\$159,733	\$177,621	\$3,877	\$178,585	\$3,729	\$165,194	\$7,313	\$223,494	\$13,630	\$223,494	\$13,630	\$159,733	\$5,101	\$179,537	\$4,756	\$195,447											
CURRENT: Total Monthly Premium	\$13,612				\$15,205				\$14,077				\$19,234				\$13,630				\$15,386				\$16,684				
CURRENT: Total Annual Premium	\$163,339				\$182,462				\$168,923				\$230,808				\$163,555				\$184,638				\$200,203				
RENEWAL: Total Monthly Premium	\$15,102																												
RENEWAL: Total Annual Premium	\$181,227																												

Variance to current	11%	12%	3%	41%	0%	13%	23%
Variance to renewal		1%	-8%	30%	-11%	2%	12%
Variance to current - total annual premium	\$17,888	\$19,124	\$5,585	\$67,469	\$216	\$21,299	\$36,864
Variance to renewal - total annual premium		\$1,235	-\$12,304	\$49,580	-\$17,672	\$3,411	\$18,975

Dental DHMO

Carrier Name		SunLife - Current	Guardian	United Healthcare	BCBS of IL	Delta
		Member Cost	Member Cost	Member Cost	Member Cost	Member Cost
ADA Code	Service					
D0120	Clinical Oral Evaluation - Periodic oral evaluation	\$0	\$0	\$0	\$0	\$0
D0150	Clinical Oral Evaluation - Comprehensive oral evaluation	\$0	\$0	\$0	\$0	\$0
D1110	Prophylaxis - Adult	\$5	\$0	\$0	\$0	\$0
D1120	Prophylaxis - Child	\$5	\$0	\$20	\$0	\$0
D1206	Topical Fluoride - Topical application (w/o prophylaxis) - child	\$0	\$0	\$15	\$0	\$0
D1351	Sealant Per Tooth Molars	\$15	\$10	\$0	\$0	\$10
D2140	Amalgam Restorations - one surface, primary/permanent	\$20	\$20	\$0	\$25	\$13
D2150	Amalgam Restorations - two surfaces, primary/permanent	\$25	\$27	\$0	\$35	\$22
D2160	Amalgam Restorations - three surfaces, primary/permanent	\$35	\$33	\$0	\$45	\$26
D2161	Amalgam Restorations - four +surfaces, primary/permanent	\$45	\$40	\$0	\$50	\$29
D2751	Crowns - Porcelain fused to predominantly base metal	\$265	\$430	\$245	\$410	\$297
D2752	Crowns - Porcelain fused to noble metal	\$265	\$430	\$245	\$410	\$297
D3310	Root Canal Therapy - Anterior (excluding final restoration)	\$125	\$130	\$110	\$250	\$97
D3320	Root Canal Therapy - Bicuspid (excluding final restoration)	\$220	\$150	\$195	\$400	\$119
D3330	Root Canal Therapy - Molar (excluding final restoration)	\$275	\$195	\$245	\$500	\$275
D3410	Apicoectomy/Periradicular Surgery - Anterior	\$150	\$255	\$100	\$260	\$260
D4210	Gingivectomy - 4+ Teeth/Quad	\$150	\$150	\$175	\$185	\$165
D4341	Non-Surgical Periodontal - Scaling/root planing - four +	\$65	\$55	\$50	\$120	\$45
D4910	Non-Surgical Periodontal - Periodontal maintenance	\$45	\$31	\$50	\$45	\$32
D5110	Complete Dentures - Complete denture - upper	\$365	\$550	\$325	\$625	\$380
D5120	Complete Dentures - Complete denture - lower	\$365	\$550	\$325	\$625	\$380
D5213	Partial Dentures - Upper w/ metal base, resin saddles, etc.	\$465	\$600	\$425	\$760	\$420
D7111	Extraction, coronal remnants - deciduous tooth	\$20	\$15	\$50	\$65	\$18
D7140	Extractions - Erupted tooth or exposed root	\$20	\$20	\$20	\$85	\$18
D7210	Surgical Extractions - extraction of tooth; erupted	\$55	\$50	\$30	\$95	\$65
D8080/8090	Orthodontia -Treatment (Child/Adult)	25% Discount	\$1,895/\$2,195	\$2,250/\$2,350	\$4,600/\$4,600 (includes retention)	\$2,125/\$2,625
	Waiting Periods	None	None	None	None	None
	Eligibility Hours	30 hours	30 hours	30 hours	30 hours	30 hours
	Employer Contribution	Contributory	Contributory	Contributory	Contributory	Contributory
	Participation Requirement	Assumes current	89% of eligible employees	75% of eligible employees	75% of eligible employees	89% of eligible employees
	Rate Guarantee / Rate Caps	1 year	1 year	1 year	2 years	2 years
Weighted Avg Out of Pocket		\$7.61	\$5.48	\$7.37	\$11.18	\$5.49

Vision

Carrier Name	SunLife - Current		Guardian	MetLife	The Standard	United Healthcare	BCBS of IL	Delta	EyeMed			
	In-Network Copays & Allowances		In-Network Copays & Allowances	In-Network Copays & Allowances	In-Network Copays & Allowances	In-Network Copays & Allowances	In-Network Copays & Allowances	In-Network Copays & Allowances	In-Network Copays & Allowances			
Network	VSP Signature		VSP Signature	Davis Vision	VSP Choice	Spectera	EyeMed Select	EyeMed Insight	EyeMed Insight			
Exam Copay	\$10		\$10	\$10	\$10	\$10	\$10	\$10	\$10 \$0 at PLUS providers			
Materials Copay	\$10		\$10	\$10	\$10	\$10	\$10	\$10	\$10			
Frequency - Exam / Lenses / Frames	12/12/12		Calendar Year/Calendar Year/Calendar Year	12/12/12	12/12/12	12/12/12	12/12/12	12/12/12	12/12/12			
Single Lenses	Covered in full after copay		Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full after copay			
Bifocal Lenses												
Trifocal Lenses												
Standard Progressive	\$50		\$50	\$55	Up to provider's contracted fee for Lined Trifocal Lenses. Patient is responsible for the difference between the base lens & the progressive lens charge	Tier 1: \$55	\$10 copay	\$65	\$65			
Premium Progressive	\$80-\$160		\$80-\$160	\$110 - \$225		Tiers 2-5: \$100-\$250	\$30-\$120	\$95-\$120	\$95-\$185			
Frames - After Copay	\$150 + 20% off balance Costco & Walmart: \$80		\$150 + 20% off balance Costco, Walmart, Sam's Club: \$80	\$150 + 20% off balance Costco, Walmart, Sam's Club: \$150	\$150 + 20% off balance *The Costco & Walmart allowance will be the wholesale equivalent	Up to \$150 + 30% off balance	\$150 + 20% off balance	\$130 + 20% off balance	\$150 + 20% off balance \$200 + 20% off balance at PLUS providers			
Conventional	\$150		\$150	\$150 + 15% off balance	\$150		\$150 + 15% off balance	\$130 + 15% off balance	\$150 + 15% off balance			
Disposable							\$150	\$130	\$150			
Employer Contribution	Contributory		Contributory	Contributory	Contributory	Contributory	Contributory	Contributory	Contributory			
Eligibility Hours	30 hours		30 hours	30 hours	30 hours	30 hours	30 hours	30 hours	30 hours			
Participation Requirement	Assumes current		88% of eligible employees	91% participation	Greater of 60% or 10 lives	75% of eligible employees	10 enrolled	Greater of 15% of eligible employees or 10 enrollees	10 enrolled lives			
Rate Guarantee	1 year		2 years	4 years	2 years	3 years	4 years	2 years	4 years			
Rate Summary alliment illustrated from SunLife Renewal/Census (4-tier)			Current	Renewal	Vision is sold with Dental						Option 2: 4-tier rates only	
Employee Only	79	79	\$10.70	\$11.27	\$11.75	\$7.51	\$10.70	\$9.63	\$8.74	\$6.25	\$9.19	
Employee & Spouse	-	34	-	-	-	-	-	-	\$16.59	-	-	
Employee & Child	-	17	-	-	-	-	-	-	\$17.46	-	-	
Full Family	104	53	\$19.50	\$20.53	\$28.25	\$13.68	\$19.50	\$17.55	\$25.68	\$15.61	\$16.75	
Monthly Premium	\$2,873		\$3,025	\$3,866	\$2,016	\$2,873	\$2,586	\$2,912	\$2,912	\$2,117	\$2,468	
Annual Premium	\$34,480		\$36,305	\$46,395	\$24,192	\$34,480	\$31,032	\$34,949	\$34,949	\$25,406	\$29,616	
Variance to current			5%	35%	-30%	0%	-10%	1%	-26%	-14%		
Variance to renewal				29%	-35%	-5%	-15%	-4%	-32%	-19%		
Variance to current - total annual premium			\$1,826	\$11,915	-\$10,287	\$0	-\$3,448	\$469	-\$9,073	-\$4,863		
Variance to renewal - total annual premium				\$10,090	-\$12,113	-\$1,826	-\$5,274	-\$1,357	-\$10,899	-\$6,689		

Voluntary Short-Term Disability

Carrier Name		MetLife	The Standard	United Healthcare	BCBS of IL
Eligibility / Class Description		All active, full-time employees	Regular Employees	All active, full-time Union & Non-Union employees excluding retirees	All active, full-time employees
Eligibility Hours		30 hours	30 hours	30 hours	30 hours
Benefit Amount		60%	60%	60%	60%
Minimum Benefit		Greater of \$25 and 10%	\$15	\$25	\$25
Maximum Amount		\$2,000	\$2,000	\$2,000	\$2,000
First Day Hospital		Not Included	Not Included	Not Included	Not Included
Definition of Disability		Loss of duites AND Earnings	Loss of duites AND Earnings	Loss of duites AND Earnings	Loss of duites AND Earnings
Partial Disability Formula		Able to earn up to 100% of predisability earnings for the 1st 24 months of disability	Formula not disclosed	Residual	Proportionate Loss
Earnings Test		80%	80%	80%	80%
Elimination Period - Accident		7 days	7 days	7 days	7 days
Elimination Period - Illness		7 days	7 days	7 days	7 days
Benefit Duration		12 weeks	90 days	12 weeks	12 weeks
Pre-existing Condition		3/12	None	None	3/12
Portability		Not Included	Not Included	Not Included	Not Included
Rehabilitative Incentive Benefit		10% increase	Included	Not Included	Not Included
Definition of Earnings		Salary + Comm (avg. 12 mo)	Salary + Comm (avg. 12 mo)	Salary + Bonus (avg. 12 mo)	Salary + Bonus (avg. 12 mo)
FICA Match		Not included	Not included	Not included	Not included
W-2 Prep		Can be requested	Included	Included, a Limited Agency Agreement will need to be completed	Included
Claims Intake		Paper, telephonic or through MetLink. *MetLink and telephonic are only with a file feed	Paper or electronic	Paper or online via employee claims portal	Telephonic, email, fax, mail or online
Employer Contribution		Voluntary	Voluntary	Voluntary	Voluntary
Participation Requirement		25% participation	Greater of 25% or 10 lives	25% participation	20% participation
Rate Guarantee		1 year	3 years	2 years	2 years
Rate Summary					
Enrolled Lives		TBD	TBD	TBD	TBD
Age	Volume				
<20		\$0.410	\$0.490	\$0.608	\$0.415
20-24		\$0.410	\$0.490	\$0.608	\$0.417
25-29		\$0.410	\$0.490	\$0.603	\$0.434

Voluntary Short-Term Disability

30-34	Coverage Not Currently in Place	\$0.440	\$0.540	\$0.557	\$0.404
35-39		\$0.400	\$0.420	\$0.469	\$0.384
40-44		\$0.430	\$0.390	\$0.536	\$0.404
45-49		\$0.520	\$0.460	\$0.479	\$0.433
50-54		\$0.650	\$0.540	\$0.577	\$0.535
55-59		\$0.790	\$0.740	\$0.676	\$0.710
60-64		\$0.940	\$0.910	\$0.795	\$0.893
65-69		\$1.130	\$0.910	\$0.893	\$0.913
70-74		\$1.130	\$0.910	\$0.893	\$1.032
75+		\$1.130	\$0.910	\$0.893	\$1.032

Life AD&D & Dependent Life

Carrier Name	SunLife - Current	MetLife	The Standard	United Healthcare	BCBS of IL
Eligibility / Class Description	Class 1: All eligible Fraternal Order of Police Lieutenants and Sergeants and Metropolitan Alliance of Police Class 2: All other eligible employees	Class 1: All active, full time Lieutenants & Sergeants Class 2: All other active, full time employees	Class 1: All eligible Fraternal Order of Police Lieutenants and Sergeants and Metropolitan Alliance of Police Class 2: All other eligible employees	Class 1: All active, full time Fraternal Order of Police Lieutenants and Sergeants and Metropolitan Alliance of Police Class 2: All other active, full time employees	Class 1: All full time Fraternal Order of Police Lieutenants and Sergeants and Metropolitan Alliance of Police Class 2: All other active, full time employees
Eligibility Hours	30 hours	30 hours	30 hours	30 hours	30 hours
Benefit Amount	Class 1: 1x Salary up to \$125,000 Class 2: Flat \$20,000	Class 1: 1x Salary up to \$125,000 Class 2: Flat \$20,000	Class 1: 1x Salary up to \$125,000 Class 2: Flat \$20,000	Class 1: 1x Salary up to \$125,000 Class 2: Flat \$20,000	Class 1: 1x Salary up to \$125,000 Class 2: Flat \$20,000
Guarantee Issue	Class 1: \$125,000 Class 2: \$20,000	Class 1: \$125,000 Class 2: \$20,000	Class 1: \$110,000 Class 2: \$20,000	Class 1: \$125,000 Class 2: \$20,000	\$125,000
Spouse/Child Benefit	Spouse: \$5,000 Child(ren): 14 days to <6 months: \$100 6 months to 19 years/23 years if FT student: \$2,000	Spouse: \$5,000 Child(ren): 15 days to 6 months: \$100 6 months to 26 years/26 years if FT student: \$2,000	Spouse: \$5,000 Child(ren): Live birth through Age 25: \$2,000	Spouse: \$5,000 Child(ren): 14 days to 6 months: \$100 6 months to 26 years: \$2,000	Spouse: \$5,000 Child(ren): 15 days to 6 months: \$100 6 months to 26 years/26 years if FT student: \$2,000
Age Reduction Schedule	50% at 70	50% at 70	50% at 70	50% at 70	50% at 70
Definition of Earnings	Salary + Comm (avg. 12 mo)	Base Salary	Salary + Comm (avg. 12 mo)	Base Salary	Salary + Comm (avg. 12 mo)
Portability (with or w/o EOI)	Included	Included	Included	Included	Included
Conversion	Included	Included	Included	Included	Included
Accelerated Death Benefit	75% to \$500,000	80% to \$500,000	75% to \$500,000	75% of applicable benefit	75% to \$250,000
Waiver of Premium - Eligibility	Age 70	Age 60	Age 60	Age 60	Age 65
Waiver of Premium Waiting Period	6 months	6 months	6 months	9 months	6 months
Waiver of Premium - Duration	Later of Age 65 or 12 months	Age 70	SSNRA	Age 65	Age 70
Air Bag	Included	Included	Included	Included	Included
Common Carrier	Included	Included	Included	Not Included	Not Included
Repatriation	Included	Not Included	Included	Not Included	Included
Seat Belt	Included	Included	Included	Included	Included
Travel Aid	Not Disclosed	Included	Included	Included	Included
Employer Contribution	100% Employer-Paid	100% Employer Paid	100% Employer Paid	100% Employer Paid	100% Employer Paid
Rate Guarantee	Through 12/31/2024	2 years	2 years	3 years	2 years
Rate Summary <i>Volume illustrated from SunLife Renewal/Census</i>	Current	Renewal			
Enrolled Lives	159	159	159	159	159
Insured Volume	\$5,382,000	\$5,382,000	\$5,382,000	\$5,382,000	\$5,382,000
Life Rate per \$1,000	\$0.158	\$0.158	\$0.118	\$0.120	\$0.165
AD&D Rate per \$1,000	\$0.027	\$0.027	\$0.023	\$0.027	\$0.023
Dependent Units	114	114	114	114	114
Dependent Rate Per Unit	\$1.02	\$1.02	\$0.91	\$0.90	\$1.02
Monthly Premium	\$1,112	\$1,112	\$863	\$894	\$1,128
Annual Premium	\$13,343	\$13,343	\$10,351	\$13,537	\$9,985
Variance to current	0%	-22%	-20%	1%	-25%
Variance to renewal		-22%	-20%	1%	-25%
Variance to current - total annual premium	\$0	-\$2,992	-\$2,618	\$194	-\$3,358
Variance to renewal - total annual premium		-\$2,992	-\$2,618	\$194	-\$3,358

Basic Life AD&D (\$50K Alt)

Carrier Name	MetLife	The Standard	BCBS of IL
Eligibility / Class Description	Class 1: All active, full time Lieutenants & Sergeants Class 2: All other active, full time employees	Class 1: All active, full time Lieutenants & Sergeants Class 2: All other active, full time employees	All active, full time employees
Eligibility Hours	30 hours	30 hours	30 hours
Benefit Amount	Class 1: 1x Salary up to \$125,000 Class 2: Flat \$25,000	Class 1: 1x Salary up to \$125,000 Class 2: Flat \$25,000	Class 1: 1x Salary up to \$150,000 Class 2: Flat \$25,000
Guarantee Issue	Class 1: \$125,000 Class 2: \$25,000	Class 1: \$110,000 Class 2: \$25,000	\$150,000
Age Reduction Schedule	50% at 70	50% at 70	50% at 70
Definition of Earnings	Base Salary	Salary + Comm (avg. 12 mo)	Salary + Comm (avg. 12 mo)
Portability (with or w/o EOI)	Included	Included	Included
Conversion	Included	Included	Included
Accelerated Death Benefit	80% to \$500,000	75% to \$500,000	75% to \$250,000
Waiver of Premium - Eligibility	Age 60	Age 60	Age 65
Waiver of Premium Waiting Period	6 months	6 months	6 months
Waiver of Premium - Duration	Age 70	SSNRA	Age 70
Air Bag	Included	Included	Included
Common Carrier	Included	Included	Not Included
Repatriation	Not Included	Included	Included
Seat Belt	Included	Included	Included
Travel Aid	Included	Included	Included
Employer Contribution	100% Employer Paid	100% Employer Paid	100% Employer Paid
Rate Guarantee	2 years	2 years	2 years
Rate Summary <i>Volume illustrated from MetLife proposal</i>			
Enrolled Lives	159	159	159
Insured Volume	\$5,948,000	\$5,948,000	\$5,948,000
Life Rate per \$1,000	\$0.121	\$0.122	\$0.110
AD&D Rate per \$1,000	\$0.023	\$0.027	\$0.027
Monthly Premium	\$857	\$886	\$815
Annual Premium	\$10,278	\$10,635	\$9,779

Voluntary Life & AD&D

Carrier Name	SunLife - Current		MetLife		The Standard		United Healthcare		BCBS of IL				
Eligibility / Class Description	All full-time employees		All active, full time employees		All active Employees		All active, full time employees		All active, full time employees				
Eligibility Hours	30 hours		30 hours		30 hours		30 hours		30 hours				
Benefit Description - EE	Increments of \$10,000		Increments of \$10,000		Increments of \$10,000		Increments of \$10,000		Increments of \$10,000				
Benefit Maximum - EE	\$500,000 or 5x BAE		\$500,000 or 5x BAE		\$500,000		\$500,000, not to exceed 5x BAE		\$500,000				
Guarantee Issue - EE	\$100,000		\$100,000		\$100,000		\$100,000		\$100,000				
Age Reductions - EE	33% at 70 50% at 75		None		33% at 70 50% at 75		33% at 70 50% at 75		33% at 70 50% at 75				
Benefit Description - SP	Increments of \$5,000		Increments of \$5,000		Increments of \$5,000		Increments of \$5,000		Increments of \$5,000				
Benefit Maximum - SP	\$150,000		\$150,000		\$150,000		\$150,000		\$150,000				
Amount Not To Exceed	50% of EE Amount		50% of EE Amount		50% of EE Amount		50% of EE Amount		50% of EE Amount				
Guarantee Issue - SP	\$30,000		\$30,000		\$30,000		\$30,000		\$30,000				
Age Reductions - SP	Not disclosed		None		33% at 70 50% at 75		33% at 70 50% at 75		33% at 70 50% at 75				
Benefit Description & Ages - CH	Birth to 14 days: \$0 14 days to 6 months: \$500 6 months - 19 years/23 years if FT student: Increments of \$1,000		15 days to 6 months: \$100 6 months - 26 years/26 years if FT student: Options of \$1,000, \$2,000, \$4,000, \$5,000 or \$10,000		Live birth through Age 25: Increments of \$1,000		Birth to 14 days: \$500 14 days to 6 months: \$1,000 6 months - 26 years: Increments of \$1,000		Birth to 14 days: \$0 15 days to 6 months: \$500 6 months - 26 years/26 years if FT student: Increments of \$1,000				
Student Status Requirement	Included		Included		Not Included		Not Included		Included				
Benefit Maximum - CH	\$10,000		\$10,000		\$10,000		\$10,000		\$10,000				
Amount Not To Exceed	50% of EE Amount		Not Disclosed		100% of EE Amount		50% of EE Amount		50% of EE Amount				
AD&D Included	Included		Included		Included		Included		Included				
AD&D Tied to Vol Life Election	Yes		Yes		Yes		Yes		Yes				
Portability	Included		Included		Included		Included		Included				
Conversion	Included		Included		Included		Included		Included				
Accelerated Death Benefit	75% to \$500,000		80% to \$500,000		75% to \$500,000		75% of applicable benefit		75% to \$250,000				
Waiver of Premium - Eligibility	Age 70		Age 60		Age 60		Age 60		Age 65				
Waiver of Premium Waiting Period	6 months		6 months		6 months		9 months		6 months				
Waiver of Premium - Duration	Later of Age 65 or 12 months		Age 70		SSNRA		Age 65		Age 70				
Air Bag	Included		Included		Included		Included		Included				
Common Carrier	Included		Included		Included		Not Included		Not Included				
Repatriation	Included		Not Included		Included		Not Included		Included				
Seat Belt	Included		Included		Included		Included		Included				
Participation Requirement	Assumes current		36% and at least 10 covered lives		Greater of 20% or 10 lives		20% participation		36% participation				
Open Enrollment	Not disclosed		Not Included		Included		included		Not disclosed				
Rate Guarantee	Through 12/31/2024		2 years		2 years		3 years		2 years				
Rate Summary <i>Volume illustrated from SunLife Renewal</i>	Current/Renewal												
Enrolled Lives				55		55		55		55		Add'l Age Bands exist	
Age	EE Volume	SP Volume	Table I Rates	Employee	Spouse	Employee	Spouse	Employee	Spouse	Employee	Spouse	Employee	Spouse
<20	\$0	\$0	\$0.05	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.110
20-24	\$350,000	\$1,000	\$0.05	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.110
25-29	\$200,000	\$0	\$0.06	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.110
30-34	\$560,000	\$210,000	\$0.08	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.080	\$0.110	\$0.110	\$0.110	\$0.110
35-39	\$1,380,000	\$310,000	\$0.09	\$0.131	\$0.111	\$0.131	\$0.131	\$0.131	\$0.111	\$0.131	\$0.131	\$0.131	\$0.131
40-44	\$1,090,000	\$220,000	\$0.10	\$0.181	\$0.166	\$0.181	\$0.181	\$0.181	\$0.166	\$0.181	\$0.181	\$0.181	\$0.181
45-49	\$970,000	\$215,000	\$0.15	\$0.299	\$0.270	\$0.299	\$0.299	\$0.299	\$0.270	\$0.299	\$0.299	\$0.299	\$0.299
50-54	\$470,000	\$120,000	\$0.23	\$0.446	\$0.386	\$0.446	\$0.446	\$0.446	\$0.386	\$0.446	\$0.446	\$0.446	\$0.446
55-59	\$540,000	\$50,000	\$0.43	\$0.714	\$0.608	\$0.714	\$0.714	\$0.714	\$0.608	\$0.714	\$0.714	\$0.714	\$0.714
60-64	\$130,000	\$40,000	\$0.66	\$1.103	\$0.930	\$1.103	\$1.103	\$1.103	\$0.930	\$1.103	\$1.103	\$1.103	\$1.103
65-69	\$0	\$0	\$1.27	\$1.593	\$1.450	\$1.593	\$1.593	\$1.593	\$1.450	\$1.593	\$1.593	\$1.593	\$1.593
70-74	\$0	\$0	\$2.06	\$3.341	N/A	\$3.341	\$3.341	\$3.341	\$5.512	\$3.341	\$3.341	\$3.341	\$3.341
75+	\$0	\$0	\$2.06	\$7.215	N/A	\$3.341	\$3.341	\$3.341	\$5.512	\$7.215	\$7.215	\$7.215	\$7.215
Child	\$184,000		N/A	\$0.201		\$0.201		\$0.201		\$0.201		\$0.201	
EE AD&D	\$5,690,000		N/A	\$0.030		\$0.020		\$0.030		\$0.030		\$0.030	
SP AD&D	\$1,166,000			\$0.028		\$0.020		\$0.028		\$0.028		\$0.028	
CH AD&D	\$184,000			\$0.070		\$0.051		\$0.070		\$0.070		\$0.070	
Monthly Premium				\$2,042		\$2,014		\$2,042		\$2,083		\$2,083	
Annual Premium			\$24,501		\$24,162		\$24,501		\$24,999		\$24,999		
Variance to current				0%		-1%		0%		2%		2%	
Variance to renewal						-1%		0%		2%		2%	
Variance to current - total annual premium				\$0		-\$339		\$0		\$498		\$498	

Voluntary Life & AD&D

<i>Variance to renewal - total annual premium</i>	-\$339	\$0	\$498	\$498
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Accident

Carrier Name	Guardian	MetLife	The Standard	United Healthcare	BCBS of IL
Coverage Type	Off Job Only	On & Off Job	On & Off Job	On & Off Job	On & Off Job
Hospital/ ICU Admission	\$1,000/\$2,000	\$500/\$1,000	\$1,000/\$750 (CCU)	\$500/\$1,000	\$1,200/\$2,000
Daily Hospital/ ICU Confinement	\$250/\$500	\$200/\$200	\$200/\$200	\$250/\$500	\$250/\$500
Ambulance - Air/Ground	\$1,000 / \$200	\$1,000/\$120	\$800/\$300	\$1,800/\$300	\$1,500/\$200
<u>Emergency & Office Visits</u>					
Emergency Treatment (ER)	\$200	\$75	\$150	\$75	\$150
Urgent Care	\$100	\$50	\$50	\$50	\$150
Initial Physician's Office Visit	\$100	\$25	\$50	\$50	\$50
<u>Additional Benefits</u>					
Dislocations	Schedule up to \$5,000	Up to \$4,000/\$8,000 (non-surgical/surgical)	Up to \$2,500/\$5,000 (non-surgical/surgical)	Up to \$3,000/\$6,000 (non-surgical/surgical)	Up to \$1,500/\$4,000 (non-surgical/surgical)
Fractures	Schedule up to \$6,000	Up to \$4,000/\$8,000 (non-surgical/surgical)	Up to \$4,000/\$8,000 (non-surgical/surgical)	Up to \$3,000/\$6,000 (non-surgical/surgical)	Up to \$2,000/\$5,000 (non-surgical/surgical)
Enhanced Benefit for Organized Sports-Related Accident	Included	Included	Included	Included	Not Included
Portability	Included	Included	Included	Included	Included
Wellness	\$50	\$50	\$50	\$50	\$50
Age Reductions	None	None	None	None	None
Eligibility Hours	30 hours	30 hours	30 hours	30 hours	30 hours
Participation Requirement	5 enrolled employees	5% participation	10 enrolled employees	Waived	10 enrolled employees
Rate Guarantee	2 years	3 years	3 years	3 years	2 years
Rate Summary					Plan 2
Employee	\$11.35	\$16.31	\$9.27	\$7.20	\$11.41
Employee + Spouse	\$18.96	\$32.23	\$14.72	\$11.49	\$18.92
Employee + Child	\$19.94	\$38.79	\$17.49	\$13.99	\$21.97
Family	\$27.55	\$45.79	\$27.45	\$21.68	\$34.47

Critical Illness

Carrier Name	Guardian			MetLife				The Standard			United Healthcare			BCBS of IL		
Benefit Amount/Maximum - EE	Increments of \$10,000 up to \$20,000			Increments of \$5,000 up to \$25,000				Increments of \$5,000 up to \$20,000			Options of \$5,000, \$15,000 or \$25,000			Increments of \$5,000 up to \$20,000		
Guarantee Issue - EE	\$20,000			\$25,000				\$20,000			\$25,000			\$20,000		
Benefit Amount/Maximum - SP	Increments of \$5,000 up to \$10,000			50% of employee benefit				Increments of \$5,000 up to \$20,000			Options of \$2,500, \$7,500 or \$12,500; not to exceed 100% of employee benefit			Increments of \$2,500 up to \$10,000; not to exceed employee benefit		
Guarantee Issue - SP	\$10,000			\$12,500				\$20,000			\$12,500			\$10,000		
Child Benefit Amount	25% of employee benefit			25% of employee benefit				25% of employee benefit			Options of \$1,250, \$3,750 or \$6,250; not to exceed 100% of employee benefit			Increments of \$2,500 up to \$10,000; not to exceed EE benefit		
Invasive / Malignant Cancer	100%			100%				100%			100%			100%		
Category 1 -Vascular heart attack, heart failure, stroke	Heart Attack, Heart Failure, Severe Stroke: 100%			100%				100%			100%			100%		
Organ/Kidney Failure	100%			100%				100%			100%			100%		
Maximum Payout	Will not pay benefits for 3rd or later occurrence			No limit				No limit			No lifetime limit			3x critical illness benefit amount		
Occurrence of a Different Illness (Covered / Waiting Period)	Included - 0 months between unrelated conditions; 3 months between related conditions			Included - 30 days				Included - 90 days			Included - 0 months			Included for Invasive Cancer, Heart Attack, Stroke, Benign Brain Tumor and Coma - 180 days		
Additional Occurrence of Same Illness (Covered / Waiting Period)	Included - 6 months			Included - 90 days				Included - 6 months treatment free			Included - 6 months			Included - 180 days		
Age Reduction	50% at 70			None				None			None			35% at 65 50% at 70		
Pre-Existing Condition	3/12			None				3/12			Waived			12/12		
Portability	Included			Included				Included			Included			Included		
Wellness Benefit	\$50			\$50				\$50			\$50			\$50		
Eligibility Hours	30 hours			30 hours				30 hours			30 hours			30 hours		
Participation Requirement	Greater of 15% or 10 enrolled employees			5% participation				10 enrolled employees			Waived			Greater of 15% or 10 lives		
Rate Guarantee	2 years			3 years				3 years			3 years			2 years		
Age Basis (Issue or Attained)	Attained Age			Attained Age				Attained Age			Attained Age			Attained Age		
Rate Summary																
	Per \$1,000 Unit Rate			Per \$1,000 Unit Rate				Per \$1,000 Unit Rate			Per \$1,000 Unit Rate			Per \$1,000 Unit Rate		
At Attained Age Of	Employee	Spouse	Child(ren)	EE Only	EE+SP	EE+CH(N)	Family	Employee	Spouse	Child(ren)	Employee	Spouse	Child(ren)	Employee	Spouse	Child(ren)
25	\$0.580	\$0.580	Included with EE election	\$0.900	\$1.480	\$1.220	\$1.80	\$0.350	\$0.350	Included at no add'l cost	\$0.320	\$0.400	\$0.490	\$0.449	\$0.686	\$0.240
35	\$0.960	\$0.960		\$1.320	\$2.130	\$1.640	\$2.45	\$0.560	\$0.560		\$0.560	\$0.670		\$0.682	\$0.930	
45	\$1.870	\$1.870		\$2.350	\$3.670	\$2.670	\$3.99	\$1.180	\$1.180		\$1.430	\$1.420		\$1.289	\$1.571	
55	\$3.730	\$3.730		\$4.380	\$6.540	\$4.700	\$6.86	\$2.470	\$2.470		\$3.100	\$3.060		\$2.567	\$2.869	
65	\$6.400	\$6.400		\$7.760	\$11.310	\$8.080	\$11.62	\$4.610	\$4.610		\$5.250	\$6.710		\$4.345	\$4.817	
Rider Charge	N/A			N/A				N/A			N/A			N/A		

* Rates illustrated above are a sample based on the specific age noted. See proposals for complete rate table.

Hospital Indemnity

Carrier Name	Guardian	MetLife	The Standard	United Healthcare
Hospital/ICU Admissions	\$1,000	\$500	\$500	\$500
Hospital/ICU Confinement	\$100	\$100	\$500	\$100
Pre-existing Condition	None	None	3/12	None
Portability	Included	Included	Included	Included
Wellness	Not Included	\$50	\$50	\$50
Eligibility Hours	30 hours	30 hours	30 hours	30 hours
Participation Requirement	Greater of 15% or 10 enrolled lives	5% participation	10 enrolled employees	Waived
Rate Guarantee	2 years	3 years	3 years	3 years
Rate Summary	Plan #1			
Employee	\$13.89	\$14.09	\$22.86	\$7.27
Employee + Spouse	\$31.88	\$32.95	\$38.55	\$16.03
Employee + Child	\$24.59	\$23.89	\$33.95	\$13.62
Family	\$42.58	\$42.75	\$59.30	\$23.62

Hospital Indemnity

Carrier Name	BCBS of IL
Hospital/ICU Admissions	\$500
Hospital/ICU Confinement	\$100
Pre-existing Condition	None
Portability	Included
Wellness	\$50
Eligibility Hours	Not Included
Participation Requirement	15%
Rate Guarantee	2 years
Rate Summary	
Employee	\$11.78
Employee + Spouse	\$24.93
Employee + Child	\$25.84
Family	\$42.07

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Exposure Evaluation

All terms of this proposal are based on the evaluation of material provided by you or your employees. Horton expressly disclaims all liability for the content of such evaluation material, including but not limited to, any errors or omissions contained therein or arising therefrom. The terms of this proposal are subject to change if you provide new or revised evaluation material to Horton.

Coverage Terms & Conditions

All coverage terms and conditions in the preceding pages are intended as a reference only. Actual policies will contain full coverage exclusions or limitations, terms and conditions, and other wordings that are not summarized herein.



Contribution Exhibit

January 2024

Prepared for: Village of Villa Park

Presented By: Mike Wojcik
Mike.Wojcik@thehortongroup.com

p | c | 708.845.3126
708.650.1557

Village of Villa Park

Medical Contribution Exhibit

Current Monthly Rates

	EE	EE+1	Family
BA HMO	\$647.56	\$1,278.30	\$1,830.68
PPO	\$901.48	\$1,779.56	\$2,548.52
HSA	\$811.34	\$1,601.60	\$2,293.67

Months 12 Pay Period 26

Renewal Monthly Rates (pending final UW)

	EE	EE+1	Family
BA HMO	\$661.47	\$1,305.76	\$1,870.02
PPO	\$920.85	\$1,817.80	\$2,603.28
HSA	\$786.87	\$1,553.31	\$2,224.51

Current		Proposed	Current Monthly Contributions				Renewal Monthly Contributions				Total Current Contributions		Total Renewal Contributions	
BA HMO														
Union			EE Percentage of Total				EE Percentage of Total							
Participation			ER	EE		ER	EE		/26	\$ Change/26	ER	EE	ER	EE
18	18	EE	\$550.42	\$97.14	15.00%	\$562.24	\$99.23	15.00%	\$45.80	\$0.96	\$118,890.72	\$20,982.24	\$121,444.57	\$21,432.95
10	10	EE + 1	\$1,086.55	\$191.75	15.00%	\$1,109.89	\$195.87	15.00%	\$90.40	\$1.90	\$130,386.00	\$23,010.00	\$133,186.91	\$23,504.29
38	38	Family	\$1,556.07	\$274.61	15.00%	\$1,589.51	\$280.51	15.00%	\$129.47	\$2.72	\$709,567.92	\$125,222.16	\$724,816.03	\$127,913.09
Non-Union														
Participation			ER	EE		ER	EE				ER	EE	ER	EE
7	7	EE	\$531.00	\$116.56	18.00%	\$542.41	\$119.06	18.00%	\$54.95	\$1.16	\$44,604.00	\$9,791.04	\$45,562.12	\$10,001.36
2	2	EE + 1	\$1,048.21	\$230.09	18.00%	\$1,070.73	\$235.03	18.00%	\$108.48	\$2.28	\$25,157.04	\$5,522.16	\$25,697.45	\$5,640.79
4	4	Family	\$1,501.16	\$329.52	18.00%	\$1,533.42	\$336.60	18.00%	\$155.35	\$3.27	\$72,055.68	\$15,816.96	\$73,604.10	\$16,156.86
PPO														
Union														
Participation			ER	EE		ER	EE				ER	EE	ER	EE
13	13	EE	\$766.25	\$135.23	15.00%	\$782.71	\$138.14	15.00%	\$63.75	\$1.34	\$119,535.00	\$21,095.88	\$122,103.44	\$21,549.16
18	18	EE + 1	\$1,512.62	\$266.94	15.00%	\$1,545.12	\$272.68	15.00%	\$125.85	\$2.65	\$326,725.92	\$57,659.04	\$333,746.76	\$58,898.04
22	22	Family	\$2,166.24	\$382.28	15.00%	\$2,212.79	\$390.49	15.00%	\$180.23	\$3.79	\$571,887.36	\$100,921.92	\$584,175.49	\$103,090.43
Non-Union														
Participation			ER	EE		ER	EE				ER	EE	ER	EE
15	15	EE	\$739.22	\$162.26	18.00%	\$755.10	\$165.75	18.00%	\$76.50	\$1.61	\$133,059.60	\$29,206.80	\$135,918.64	\$29,834.36
9	9	EE + 1	\$1,459.24	\$320.32	18.00%	\$1,490.60	\$327.20	18.00%	\$151.02	\$3.18	\$157,597.92	\$34,594.56	\$160,984.46	\$35,337.94
7	7	Family	\$2,089.78	\$458.74	18.00%	\$2,134.68	\$468.60	18.00%	\$216.28	\$4.55	\$175,541.52	\$38,534.16	\$179,313.38	\$39,362.14
HSA														
Union														
Participation			ER	EE		ER	EE				ER	EE	ER	EE
0	0	EE	\$689.63	\$121.71	15.00%	\$668.83	\$118.04	15.00%	\$54.48	-\$1.69	\$0.00	\$0.00	\$0.00	\$0.00
0	0	EE + 1	\$1,361.35	\$240.25	15.00%	\$1,320.30	\$233.01	15.00%	\$107.54	-\$3.34	\$0.00	\$0.00	\$0.00	\$0.00
0	0	Family	\$1,949.63	\$344.04	15.00%	\$1,890.84	\$333.67	15.00%	\$154.00	-\$4.79	\$0.00	\$0.00	\$0.00	\$0.00
Non-Union														
Participation			ER	EE		ER	EE				ER	EE	ER	EE
0	0	EE	\$665.30	\$146.04	18.00%	\$645.23	\$141.64	18.00%	\$65.37	-\$2.03	\$0.00	\$0.00	\$0.00	\$0.00
0	0	EE + 1	\$1,313.32	\$288.28	18.00%	\$1,273.72	\$279.59	18.00%	\$129.04	-\$4.01	\$0.00	\$0.00	\$0.00	\$0.00
0	0	Family	\$1,880.81	\$412.86	18.00%	\$1,824.10	\$400.41	18.00%	\$184.81	-\$5.75	\$0.00	\$0.00	\$0.00	\$0.00
Total Enrollment														
163	163													

Affordability Test	Union		Non-Union	
8.39%	Employee Only	Family	Employee Only	Family
Renewal Monthly Contribution	\$99.23	\$280.51	\$119.06	\$336.60
Annual Contribution	\$1,190.72	\$3,366.13	\$1,428.77	\$4,039.21
Annual Salary	\$14,192.13	\$40,120.79	\$17,029.38	\$48,143.19

Legend
ER - Employer
EE - Employee
SP - Spouse
CH - Child(ren)

Premium	\$2,585,008.68	\$482,356.92	\$2,640,553.34	\$492,721.42
Cost Share			\$55,544.66	\$10,364.50
Cost Share Percentage	84.27%	15.73%	84.27%	15.73%
Grand Total	\$3,067,365.60		\$3,133,274.76	
Difference			\$65,909.16	
Projected Renewal Cost PEY	\$15,858.95		\$16,199.71	

Notes
Medicare Primary Retirees excluded from illustration

Village of Villa Park

Disclaimer Notice

Exposure Evaluation

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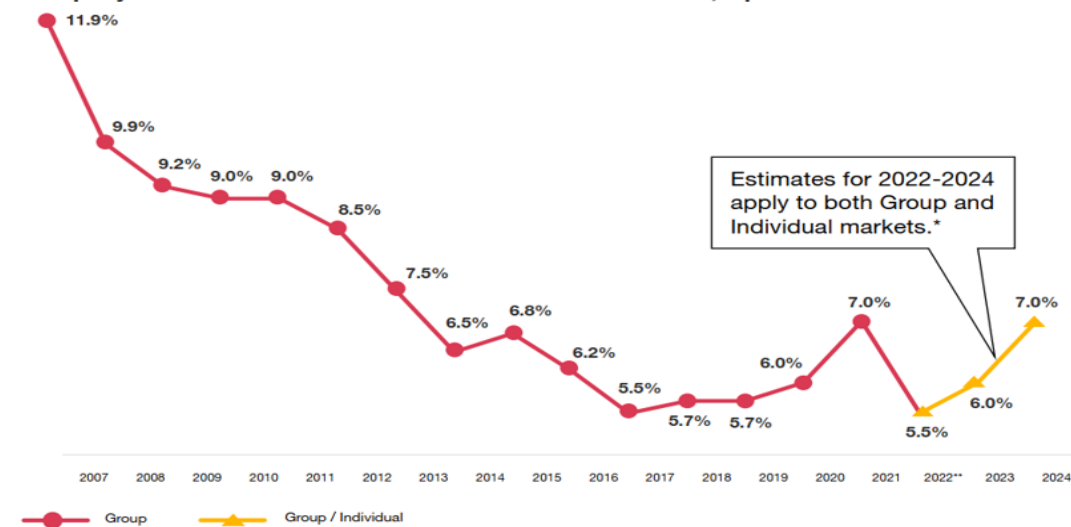
Coverage Terms & Conditions

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**Village of Villa Park
Medical & Rx Cost Increase Comparison to PWC Trend**

Plan Year	PWC Medical Trend	Trend Notes	Increase From 2015	Initial Renewal Increase %	Cumulative Initial Renewal Increase From 2015	Final Renewal Increase % After Horton Market Analysis & Negotiations	Cumulative Final Renewal Increase % After Horton Market Analysis & Negotiations From 2015
7/15-6/16	6.80%		6.80%	6.73%	6.73%	2.71%	2.71%
7/16-6/17	6.20%		13.42%	3.60%	10.57%	0.00%	2.71%
7/17-6/18	5.50%		19.66%	0.30%	10.90%	-1.00%	1.68%
7/18-6/19	5.70%		26.48%	0.00%	10.90%	0.00%	1.68%
7/19-12/19	2.85%	6 Months	30.09%	8.00%	19.78%	6.00%	7.78%
2020	6.00%		37.89%	0.00%	19.78%	0.00%	7.78%
2021	7.00%		47.54%	8.52%	29.98%	7.52%	15.89%
2022	5.50%		55.66%	3.00%	33.88%	-0.46%	15.36%
2023	6.00%		65.00%	6.28%	42.29%	-1.10%	14.09%
2024	7.00%		76.55%	14.80%	63.35%	1.19%	15.44%
Average Increase	5.86%			5.12%		1.49%	
Difference from PWC							-79.82%
Difference from Initial Renewal							-75.62%

Figure 1: PwC Health Research Institute medical cost trends, 2009-2024
HRI projects medical cost trend to be 7.0% in 2024, up from 6.0% in 2023



Source: PwC Health Research Institute medical cost trends, 2009-2024



MEMORANDUM

TO: Village Board of Trustees
FROM: Matthew Harline, Village Manager
DATE: October 23, 2023
SUBJECT: Resolution Approving Agreement with Villa Park Youth Baseball

RECOMMENDED ACTION:

Although the youth baseball season is complete and the Village has received payment from Villa Park Youth Baseball Association (VPYBA) in the amount of \$15,000 as agreed to in principle at the beginning of the year, it is desirable for the Village's records to have an agreement on file to explain the payment for the auditors. VPYBA declined to enter into the three-party agreement with School District 45 (D45) and so this agreement is essentially the same agreement that the Village and VPYBA have entered into every year for decades. Staff recommends approval of the agreement.

BACKGROUND:

As early as March, representatives of the Village, VPYBA and D45 met to hammer out details of an agreement or agreements to provide for maintenance of baseball fields owned by D45 and the Village for the VPYBA. Initially the framework of the deal would have arranged for the Village to do all maintenance on our fields, plus baseball-specific field preparation on D45 fields. VPYBA would pay the Village \$15,000 the Village would relieve D45 of a significant amount of labor, and the Village would have extensive access to indoor recreation facilities in D45 buildings for volleyball and other indoor recreation programming in the fall and winter.

D45 and the Village came to an agreement and signed a three-party agreement. VPYBA had a leadership change and the new leadership did not want to sign the three-party agreement. VPYBA is pursuing an arrangement where they will do field preparation on D45 fields and enter into a separate agreement with the Village whereby the Village would continue to do the vast majority of field maintenance and pre-game preparation of fields for play. This will need to be sorted out this summer. Village staff prefers bilateral agreements with both parties if the Village is asked to work on D45 fields.

DISCUSSION:

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
AGREEMENT BETWEEN THE VILLAGE OF VILLA PARK
AND VILLA PARK YOUTH BASEBALL ASSOCIATION**

WHEREAS, the Village of Villa Park (the “Village”) desires to promote participation in sporting activities, including baseball and softball, and has agreed to maintain certain baseball facilities for the Villa Park Youth Baseball Association (the “Baseball Association”) for the spring, summer and fall seasons of 2023, in return for payment from the Baseball Association, and upon the terms and conditions set forth in the Agreement, attached hereto as “Exhibit A”; and

WHEREAS, in the opinion of the majority of the corporate authorities of the Village, it is advisable, necessary and in the public interest that the Village enter into an agreement with the Baseball Association regarding the maintenance and use of certain baseball facilities during the spring, summer and fall seasons of 2023.

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

Section 1: The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2: That the *Agreement Between the Village of Villa Park and Villa Park Youth Baseball Association*, is hereby approved in substantially the form as attached hereto as “Exhibit A” and incorporated herein, and the Village Manager is hereby authorized to execute same on behalf of the Village of Villa Park, the execution thereof to constitute conclusive evidence of the approval of such changes, if any.

Section 3: This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

PASSED AND APPROVED THIS ____ DAY OF _____, 2023.

VILLAGE OF VILLA PARK

Nick Cuzzone, Village President

ATTEST:

Hosanna Korynecky, Village Clerk

AYES:

NAYS:

ABSENT:

ABSTAINING:

EXHIBIT A

Agreement Between the Village of Villa Park and Villa Park Youth Baseball Association

**AGREEMENT BETWEEN
THE VILLAGE OF VILLA PARK
PARKS AND RECREATION DEPARTMENT
AND
VILLA PARK YOUTH BASEBALL**

The agreement, made this ____ day of _____, 2023 between THE VILLAGE OF VILLA PARK, herein referred to as "THE VILLAGE", and the VILLA PARK YOUTH BASEBALL ASSOCIATION, herein referred to as "THE BASEBALL ASSOCIATION", is subject to the following terms and conditions.

USAGE

THE VILLAGE, in cooperation with School District 45 (for Dist. 45 owned fields), shall allow THE BASEBALL ASSOCIATION to practice and schedule baseball games, based on field availability, at Jefferson Middle School, Rotary Park, Jackson Middle School, Franklin Park, Lions Park, and High Ridge as needed, beginning April 1, 2023, ending October 2023. THE VILLAGE, at its sole discretion, shall allow THE BASEBALL ASSOCIATION to practice and schedule baseball games, based on field availability at Twin Lakes Park annually. THE BASEBALL ASSOCIATION shall submit the following information to THE VILLAGE by the end of March/April each year:

- A complete field request schedule.
- A complete schedule of games, practice dates and times by field.
- The length of bases and pitcher mounds for all fields.
- The field priorities for maintenance during inclement weather.
- A certificate of Insurance naming THE VILLAGE and District 45 as additionally insured.
- Receive scoreboard controllers and return at the conclusion of each season.
- Regarding lights at Lions Park: a *light-use* fee of \$30 for any part of 1 hour, and \$60 for any time over 1 hour, per day.

THE VILLAGE, after consultation with THE BASEBALL ASSOCIATION, will determine the playability of ballfields due to rain or other conditions. The fields will receive maintenance according to the inclement weather priority list submitted by THE BASEBALL ASSOCIATION.

COMMUNICATION

The appointed BASEBALL ASSOCIATION representative will be the main point of contact to submit game schedules and rain-out-make-up games in the pre-arranged format to **VILLA PARK • Parks and Recreation** no later than 48 business hours prior to the game.

IOWA COMMUNITY CENTER/COMMUNITY RECREATION BUILDING

Space may be requested at either the Iowa Community Center or Community Recreation Building for meetings or registration at no charge during the custodian's normal work schedule. If space is needed when a custodian is not normally scheduled, THE VILLAGE will assess a building use fee. A Building Use Request Form must be submitted to THE VILLAGE OF VILLA PARK, PARKS AND RECREATION DEPARTMENT in advance of each request. All rules governing use of the Village's Recreation Facilities must be followed.

PAYMENT OF FEES

Fees will be assessed according to the schedule below. It is agreed THE BASEBALL ASSOCIATION shall remit, to THE VILLAGE OF VILLA PARK, \$15,000 for the 2023 baseball field maintenance. This cost includes labor to drag, grade, stripe

and locate base pegs on each field on a regular basis. Materials included in the cost are ballfield mix to fill low areas, surface, paint and ballfield chalk, pitching rubbers and home plates. THE BASEBALL ASSOCIATION shall provide base pegs and bases for their league use. Fees will be paid on a semi-annual basis:

2023 payment due Oct. 12, 2023	\$15,000.00
--------------------------------	-------------

Payments shall be submitted to: VILLAGE OF VILLA PARK
ATTENTION: Director of Parks and Recreation
338 N. Iowa Ave., Villa Park, Illinois 60181

FALL FIELD-PREPARATION FEES

There will be no additional fee for fall season field prep during the 2023 season.

CAPITAL IMPROVEMENTS

THE BASEBALL ASSOCIATION and THE VILLAGE shall attempt to enhance the ballfields within the Corporate Limits of Villa Park on a regular basis. Any major improvements to the fields will be completed through the joint efforts of THE VILLAGE and THE BASEBALL ASSOCIATION. These enhancements will be completed if and when funds are available to either or both parties. Each improvement will be a separate Agreement pending the availability of funds.

INSURANCE

The BASEBALL ASSOCIATION shall provide Certificates of Insurance by April 30, of each year, naming THE VILLAGE OF VILLA PARK and School District 45 as additional insured. The insurance shall be in effect for the current contractual year. Limits of Liability shall be combined single limit (for Bodily Injury and Property Damage) of \$2,000,000.00 per each occurrence.

SIGNED:

SIGNED:

VILLA PARK YOUTH BASEBALL ASSOCIATION

VILLAGE OF VILLA PARK
VILLAGE HALL

DATE _____

DATE _____

**AGREEMENT BETWEEN
THE VILLAGE OF VILLA PARK
PARKS AND RECREATION DEPARTMENT
AND
VILLA PARK YOUTH BASEBALL**

The agreement, made this _____ day of _____, 2023 between THE VILLAGE OF VILLA PARK, herein referred to as “THE VILLAGE”, and the VILLA PARK YOUTH BASEBALL ASSOCIATION, herein referred to as “THE BASEBALL ASSOCIATION”, is subject to the following terms and conditions.

USAGE

THE VILLAGE, in cooperation with School District 45 (for Dist. 45 owned fields), shall allow THE BASEBALL ASSOCIATION to practice and schedule baseball games, based on field availability, at Jefferson Middle School, Rotary Park, Jackson Middle School, Franklin Park, Lions Park, and High Ridge as needed, annually beginning April 1, of the current contract year and ending October of said year. THE VILLAGE, at its sole discretion, shall allow THE BASEBALL ASSOCIATION to practice and schedule baseball games, based on field availability at Twin Lakes Park annually. THE BASEBALL ASSOCIATION shall submit the following information to THE VILLAGE by the end of March/April each year:

- A complete field request schedule.
- A complete schedule of games, practice dates and times by field.
- The length of bases and pitcher mounds for all fields.
- The field priorities for maintenance during inclement weather.
- A certificate of Insurance naming THE VILLAGE and District 45 as additionally insured.
- Receive scoreboard controllers and return at the conclusion of each season.
- Regarding lights at Lions Park: a *light-use* fee of \$30 for any part of 1 hour, and \$60 for any time over 1 hour, per day.

THE VILLAGE, after consultation with THE BASEBALL ASSOCIATION, will determine the playability of ballfields due to rain or other conditions. The fields will receive maintenance according to the inclement weather priority list submitted by THE BASEBALL ASSOCIATION.

COMMUNICATION

The appointed BASEBALL ASSOCIATION representative will be the main point of contact to submit game schedules and rain-out-make-up games in the pre-arranged format to **VILLA PARK • Parks and Recreation** no later than 48 business hours prior to the game.

IOWA COMMUNITY CENTER/COMMUNITY RECREATION BUILDING

Space may be requested at either the Iowa Community Center or Community Recreation Building for meetings or registration at no charge during the custodian’s normal work schedule. If space is needed when a custodian is not normally scheduled, THE VILLAGE will assess a building use fee. A Building Use Request Form must be submitted to THE VILLAGE OF VILLA PARK, PARKS AND RECREATION DEPARTMENT in advance of each request. All rules governing use of the Village’s Recreation Facilities must be followed.

PAYMENT OF FEES

Fees will be assessed according to the schedule below. It is agreed THE BASEBALL ASSOCIATION shall remit, to THE VILLAGE OF VILLA PARK, \$15,000 for the 2023 baseball field maintenance. This cost includes labor to drag, grade, stripe

and locate base pegs on each field on a regular basis. Materials included in the cost are ballfield mix to fill low areas, turface, paint and ballfield chalk, pitching rubbers and home plates. THE BASEBALL ASSOCIATION shall provide base pegs and bases for their league use. Fees will be paid on a semi-annual basis:

2023 payment due Oct. 12, 2023

\$15,000.00

Payments shall be submitted to: VILLAGE OF VILLA PARK
ATTENTION: Director of Parks and Recreation
338 N. Iowa Ave., Villa Park, Illinois 60181

FALL FIELD-PREPARATION FEES

There will be no additional fee for fall season field prep during Park Division's operating hours: M-F 7am-3pm. \$50 will be assessed for games on Saturday and Sunday (1 or 2 infield prep for each 2-hour time period).

CAPITAL IMPROVEMENTS

THE BASEBALL ASSOCIATION and THE VILLAGE shall attempt to enhance the ballfields within the Corporate Limits of Villa Park on a regular basis. Any major improvements to the fields will be completed through the joint efforts of THE VILLAGE and THE BASEBALL ASSOCIATION. These enhancements will be completed if and when funds are available to either or both parties. Each improvement will be a separate Agreement pending the availability of funds.

INSURANCE

The BASEBALL ASSOCIATION shall provide Certificates of Insurance by April 30, of each year, naming THE VILLAGE OF VILLA PARK and School District 45 as additional insured. The insurance shall be in effect for the current contractual year. Limits of Liability shall be combined single limit (for Bodily Injury and Property Damage) of \$2,000.000.00 per each occurrence.

SIGNED:

SIGNED:

VILLA PARK YOUTH BASEBALL ASSOCIATION

VILLAGE OF VILLA PARK
VILLAGE HALL

DATE _____

DATE _____



MEMORANDUM

TO: Village Board of Trustees
FROM: Marc McLaughlin, Director
DATE: October 23, 2023
SUBJECT: A Resolution Authorizing the Execution of a Lease Termination and Mutual Release Agreement by and between Debra Szandrok and Eclipse Dog Grooming and the Village of Villa Park for the Property Commonly Known as 110 S. Villa Ave, Villa Park, Illinois

RECOMMENDED ACTION:

At the direction of the Board by consensus, staff has prepared an agreement to buy-out and terminate the existing lease with Eclipse Dog Grooming at 110 S Villa Ave. Staff recommends passage of the resolution approving the agreement.

BACKGROUND:

When the Village acquired the property at 110 S Villa Ave, it came with an active lease for Eclipse Dog Grooming, which has an expiration date of June 30, 2025. In order to facilitate the proposed development on this property, the lease needs to be terminated. The leaseholder has agreed to a buy-out of \$50,000. The tenant is prepared to vacate the premises by December 31, 2023.

DISCUSSION:

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE EXECUTION OF A
LEASE TERMINATION AND MUTUAL RELEASE AGREEMENT
BY AND BETWEEN DEBRA SZWANDROK AND ECLIPSE DOG GROOMING
AND THE VILLAGE OF VILLA PARK FOR THE PROPERTY
COMMONLY KNOWN AS 110 S. VILLA AVENUE, VILLA PARK, ILLINOIS**

WHEREAS, the Village of Villa Park (the “Village”) is the successor Landlord under a certain Lease dated July 1 2015 (“Lease”), with Debra Szwandrok and Eclipse Dog Grooming (“Tenant”) for a dog grooming and boarding establishment at the property commonly known as 110 S. Villa Avenue, Villa Park, Illinois (“Property”); and

WHEREAS, neither the Village nor Tenant are in default under the terms of the Lease, but both desire to terminate the Lease and to mutually release the other; and

WHEREAS, Tenant desires to terminate the Lease on the terms and conditions of the Lease Termination and Mutual Release Agreement (“Agreement”), attached hereto as Exhibit “A”; and

WHEREAS, in the opinion of the majority of the corporate authorities of the Village, it is advisable, necessary and in the public interest that the Village terminate the Lease prior to its expiration, pursuant to the terms and conditions of the Agreement.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2: It is hereby determined that it is advisable, necessary and in the public interest that the Village terminate the Lease with Tenant, pursuant to the terms and conditions of the Lease Termination and Mutual Release Agreement (“Agreement”), attached hereto as Exhibit

Resolution No. _____

“A”, and incorporated herein, subject to the prior receipt of an executed copy of the Agreement by Tenant.

Section 3: The Village President is hereby authorized and directed to execute, on behalf of the Village, with the Village Clerk to attest, the Agreement, executed prior hereto by Tenant.

Section 4: This Resolution shall be in full force and effect from and after its passage and approval in accordance with law.

PASSED AND APPROVED This _____ Day of October, 2023.

VILLAGE OF VILLA PARK

Nick Cuzzone, Village President

ATTEST:

Hosanna Korynecky, Village Clerk

ADOPTED this _____ Day of October, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

Resolution No. _____

EXHIBIT A
Lease Termination and Mutual Release Agreement

Resolution No. _____

LEASE TERMINATION AND MUTUAL RELEASE AGREEMENT

THIS LEASE TERMINATION AND MUTUAL RELEASE AGREEMENT ("Agreement") dated as of October 23, 2023 is entered into by and between the VILLAGE OF VILLA PARK ("Landlord") and DEBRA SZWANDROK, individually and d/b/a ECLIPSE DOG GROOMING ("Tenant"). Reference is hereby made to that certain Lease Agreement dated July 1, 2015 which is currently in effect between the parties (the "Lease") located at the property commonly known as 110 S. Villa Avenue, Villa Park, Illinois (the "Leased Premises").

WHEREAS, Landlord and Tenant are parties to a certain Commercial Lease dated July 1, 2015, attached hereto and incorporated herein as Exhibit A;

WHEREAS, the Lease is set to expire on June 30, 2025;

WHEREAS, Landlord has requested to terminate the Lease prior to its expiration; and

WHEREAS, neither the Landlord nor Tenant are in default under the terms of the Lease, but both desire to terminate the Lease effective October 31, 2023, with a vacation date of no later than December 31, 2023.

NOW, THEREFORE, for and in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Incorporation of Recitations. The above-stated recitations are important and material to this Agreement and are incorporated herein. Any and all defined terms not otherwise defined in this Agreement shall have the same defined meaning as in the Lease.

2. Termination of Lease and Vacation Date. The Lease shall terminate on October 31, 2023 (the "Termination Date"), and Tenant shall vacate the Leased Premises and cease business operations by December 31, 2023 (the "Vacation Date"). Landlord will allow Tenant to continue to occupy the Leased Premises after the Termination Date and until the Vacation Date on a no fee basis (the "Post Termination Occupancy"). Tenant shall vacate and surrender the Leased Premises to Landlord on or before Vacation Date. Tenant shall deliver the Leased Premises to Landlord and Landlord shall accept the Leased Premises in the "As-Is" condition existing as of the Vacation Date. From and after the Termination Date, neither party shall have any obligations under the Lease, except as provided for in paragraph 3 of this Agreement.

3. Obligations under Post Termination Occupancy. During the Post Termination Occupancy, Landlord shall continue to perform all obligations under paragraphs 7, 8, 10, 11, 12, 13, and 18 of the Lease, including but not limited to not interfering with Tenant's business.

4. Lease Buy-Out Payment. Landlord agrees to buy out the twenty (20) remaining months on the Lease by issuing a one lump sum payment of Fifty Thousand and 00/100 Dollars (\$50,000.00) to Tenant within seven (7) days of Tenant's actual vacation of the Leased Premises and conditioned upon Tenant's vacation of the property on or before the Vacation Date.

Resolution No. _____

5. Mutual Release. Provided that the parties comply with their obligations under this Agreement, the parties agree to release each other as follows:

a. Tenant's Release: Tenant, for herself and for her successors and assigns, hereby releases, forever discharges, and agrees not to sue Landlord and Landlord's attorneys, agents, agents, trustees, beneficiaries, guarantors, officers and employees, successors and assigns from, on account of, or with respect to any demands, causes of action, liabilities, obligations, damages or claims of any and every kind or nature whatsoever at law, in equity or otherwise, known or unknown, suspected or unsuspected, disclosed or undisclosed, in tort, contract, or otherwise which Tenant has, had, or may hereafter have from the beginning of time to the Lease Termination Date of the Lease, by reason of any matter, cause, thing, document or agreement, including but not limited to Lease.

b. Landlord's Release: Landlord, for itself and for its agents, successors and assigns, hereby releases, forever discharges, and agrees not to sue Tenant and each of its successors and assigns from, on account of, or with respect to any demands, causes of action, liabilities, obligations, damages or claims of any and every kind or nature whatsoever at law, in equity or otherwise, known or unknown, suspected or unsuspected, disclosed or undisclosed, in tort, contract, or otherwise which Landlord has, had, or may hereafter have from the beginning of time to the Lease Termination Date of the Lease, by reason of any matter, cause, thing, document or agreement, including but not limited to Lease.

6. Agreement Conflict. If there is any conflict between the Lease and this Agreement, the terms of this Agreement shall control. Except as otherwise provided in this Agreement, the Lease remains in full force and effect and is to be read in a manner that is consistent with the terms of the Agreement.

7. Governing Laws. This Agreement shall be governed and construed in accordance with the laws of the State of Illinois, and any dispute arising therefrom shall be brought in the Circuit Court of DuPage County, Illinois.

8. Counterparts. This Agreement may be executed in one or more counterparts which shall be deemed to be an original but all of which together shall constitute one and the same instrument and will take effect only when fully executed copies have been exchanged by and between the parties. The effective date of this Agreement shall be the date stated above, even if a party shall have executed the document earlier or later. Facsimile signatures hereon shall have the same effect as original signatures.

9. Inconsistencies. In the event there are any inconsistencies between the terms of the Lease and this Agreement, the terms of this Agreement shall prevail and be deemed to have superseded said printed portion of the Lease to the extent that such inconsistency may exist.

10. Attorneys' Fees and Costs. In the event legal action is instituted to interpret or enforce the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party the prevailing party's costs and attorney's fees, including, without limitation, all costs and fees that are incurred in any trial, on any appeal and/or in any bankruptcy proceeding.

Resolution No. _____

11. Security Deposit. Within seven (7) days of Tenant's actual vacation of the Leased Premises, Landlord shall refund Tenant's security deposit in the amount of \$2,000.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year set forth hereinabove.

Landlord:

Tenant:

VILLAGE OF VILLA PARK,
an Illinois Municipal Corporation

ECLIPSE DOG GROOMING

Nick Cuzzone, Village President

Debra Szwandrok, Individually and doing
business as ECLIPSE DOG GROOMING

ATTEST:

Hosanna Korynecky, Village Clerk

Resolution No. _____

EXHIBIT A
COMMERCIAL LEASE DATED JULY 1, 2015

Resolution No. _____

COMMERCIAL LEASE

THIS LEASE is made on the 1 day of July, 2015

The Landlord hereby agrees to lease to the Tenant, and the Tenant hereby agrees to hire and take from the Landlord, the Leased Premises described below pursuant to the terms and conditions specified herein:

LANDLORD: G.C. Properties

TENANT(S): Eclipse Dog Grooming

Address: 110 S. Villa Ave
Villa Park, IL 60181

Address: 110 S. Villa Ave
Villa Park, IL 60181

1. **Leased Premises.** The Leased Premises are those premises described as:

110 S. Villa Ave Villa Park, IL 60181

2. **Term.** The term of the Lease shall be for a period of 10 year(s) commencing on the 1 day of July, 2015 ending on the 30 day of June, 2025 unless sooner terminated as hereinafter provided. If Tenant remains in possession of the Leased Premises with the written consent of the Landlord after the lease expiration date stated above, this Lease will be converted to a month-to-month Lease and each party shall have the right to terminate the Lease by giving at least one month's prior written notice to the other party.

3. **Rent.** The Tenant agrees to pay the ANNUAL RENT of \$32,400 Dollars (\$ _____) payable in equal installments of \$2700 in advance on the first day of each and every calendar month during the full term of this Lease.

4. **Rent Adjustment.** If in any tax year commencing with the fiscal year _____, the real estate taxes on the land and buildings, of which the Leased Premises are a part, are in excess of the amount of the real estate taxes thereon for the fiscal year (hereinafter called the "Base Year"), Tenant will pay to Landlord as additional rent hereunder, when and as designated by notice in writing by Landlord, _____ per cent of such excess that may occur in each year of the term of this Lease or any extension or renewal thereof and proportionately for any part of a fiscal year.

5. **Security Deposit.** The sum of \$2000 held from previous lease Dollars (\$ _____) is deposited by the Tenant with the Landlord as security for the faithful performance of all the covenants and conditions of the lease by the said Tenant. If the Tenant faithfully performs all the covenants and conditions on his part to be performed, then the sum deposited shall be returned to the Tenant.

6. **Delivery of Possession.** If for any reason the Landlord cannot deliver possession of the leased property to the Tenant when the lease term commences, this Lease shall not be void or voidable, nor shall the Landlord be liable to the Tenant for any loss or damage resulting therefrom. However, there shall be an abatement of rent for the period between the commencement of the lease term and the time when the Landlord delivers possession.

7. **Use of Leased Premises.** The Leased Premises may be used only for the following purpose(s):

Dog grooming and boarding

8. **Utilities.** Except as specified below, the Tenant shall be responsible for all utilities and services that are furnished to the Leased Premises. The application for and connecting of utilities, as well as all services, shall be made by and only in the name of the Tenant: (List exceptions, if any)

Garbage is included in rent price

9. **Condition of Leased Premise; Maintenance and Repair.** The Tenant acknowledges that the Leased Premises are in good order and repair. The Tenant agrees to take good care of and maintain the Leased Premises in good condition throughout the term of the Lease.

The Tenant, at his expense, shall make all necessary repairs and replacements to the Leased Premises, including the repair and replacement of pipes, electrical wiring, heating and plumbing systems, fixtures and all other systems and appliances and their appurtenances. The quality and class of all repairs and replacements shall be equal to or greater than the original worth. If Tenant defaults in making such repairs or replacements, Landlord may make them for Tenant's account, and such expenses will be considered additional rent.

10. **Compliance with Laws and Regulations.** Tenant, at its expense, shall promptly comply with all federal, state, and municipal laws, orders, and regulations, and with all lawful directives of public officers, which impose any duty upon it or Landlord with respect to the Leased Premises. The Tenant at its expense, shall obtain all required licenses or permits for the conduct of its business within the terms of this lease, or for the making of repairs, alterations, improvements, or additions. Landlord, when necessary, will join with the Tenant in applying for all such permits or licenses.

11. **Alterations and Improvements.** Tenant shall not make any alterations, additions, or improvements to, or install any fixtures on, the Leased Premises without Landlord's prior written consent. If such consent is given, all alterations, additions, and improvements made, and fixtures installed by Tenant shall become Landlord's property at the end of the Lease term. Landlord may, however, require Tenant to remove such fixtures, at Tenant's expense, at the end of the Lease term.

Resolution No. _____

12. **Assignment/Subletting Restrictions.** Tenant may not assign this agreement or sublet the Leased Premises without the prior written consent of the Landlord. Any assignment, sublease or other purported license to use the Leased Premises by Tenant without the Landlord's consent shall be void and shall (at Landlord's option) terminate this Lease.

13. **Insurance.**

(i) **By Landlord.** Landlord shall at all times during the term of this Lease, at its expense, insure and keep in effect on the building in which the Leased Premises are located fire insurance with extended coverage. The Tenant shall not permit any use of the Leased Premises which will make voidable any insurance on the property of which the Leased Premises are a part, or on the contents of said property or which shall be contrary to any law or regulation from time to time established by the applicable fire insurance rating association. Tenant shall on demand reimburse the Landlord, and all other tenants, the full amount of any increase in insurance premiums caused by the Tenant's use of the premises.

(ii) **By Tenant.** Tenant shall, at its expense, during the term hereof, maintain and deliver to Landlord public liability and property damage and plate glass insurance policies with respect to the Leased Premises. Such policies shall name the Landlord and Tenant as

insureds, and have limits of at least \$2,000,000 for injury or death to any one person and \$5,000 for any one accident, and

\$5,000 with respect to damage to property and with full coverage for plate glass. Such policies shall be in whatever form and with such insurance companies as are reasonably satisfactory to Landlord, shall name the Landlord as additional insured, and shall provide for at least ten days' prior notice to Landlord of cancellation.

14. **Indemnification of Landlord.** Tenant shall defend, indemnify, and hold Landlord harmless from and against any claim, loss, expense or damage to any person or property in or upon the Leased Premises, arising out of Tenant's use or occupancy of the Leased Premises, or arising out of any act or neglect of Tenant or its servants, employees, agents, or invitees.

15. **Condemnation.** If all or any part of the Leased Premises is taken by eminent domain, this lease shall expire on the date of such taking, and the rent shall be apportioned as of that date. No part of any award shall belong to Tenant.

16. **Destruction of Premises.** If the building in which the Leased Premises is located is damaged by fire or other casualty, without Tenant's fault, and the damage is so extensive as to effectively constitute a total destruction of the property or building, this Lease shall terminate and the rent shall be apportioned to the time of the damage. In all other cases of damage without Tenant's fault, Landlord shall repair the damage with reasonable dispatch, and if the damage has rendered the Leased Premises wholly or partially untenantable, the rent shall be apportioned until the damage is repaired. In determining what constitutes reasonable dispatch, consideration shall be given to delays caused by strikes, adjustment of insurance, and other causes beyond the Landlord's control.

17. **Landlord's Rights upon Default.** In the event of any breach of this lease by the Tenant, which shall not have been cured within TEN (10) DAYS, then the Landlord, besides other rights or remedies it may have, shall have the immediate right of reentry and may remove all persons and property from the Leased Premises; such property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of, the Tenant. If the Landlord elects to reenter as herein provided, or should it take possession pursuant to any notice provided for by law, it may either terminate this Lease or may, from time to time, without terminating this lease, relet the Leased Premises or any part thereof, for such term or terms and at such rental or rentals and upon such other terms and conditions as the Landlord in Landlord's own discretion may deem advisable. Should rentals received from such reletting during any month be less than that agreed to be paid during the month by the Tenant hereunder, the Tenant shall pay such deficiency to the Landlord monthly. The Tenant shall also pay to the Landlord, as soon as ascertained, the cost and expenses incurred by the Landlord, including reasonable attorneys fees, relating to such reletting.

18. **Quiet Enjoyment.** The Landlord agrees that if the Tenant shall pay the rent as aforesaid and perform the covenants and agreements herein contained on its part to be performed, the Tenant shall peaceably hold and enjoy the said rented premises without hindrance or interruption by the Landlord or by any other person or persons acting under or through the Landlord.

19. **Landlord's Right to Enter.** Landlord may, at reasonable times, enter the Leased Premises to inspect it, to make repairs or alterations, and to show it to potential buyers, lenders or tenants.

20. **Surrender upon Termination.** At the end of the lease term the Tenant shall surrender the leased property in as good condition as it was in at the beginning of the term, reasonable use and wear excepted.

21. **Subordination.** This lease, and the Tenant's leasehold interest, is and shall be subordinate, subject and inferior to any and all liens and encumbrances now and thereafter placed on the Leased Premises by Landlord, any and all extensions of such liens and encumbrances and all advances paid under such liens and encumbrances.

22. **Additional Provisions:**

23. **Miscellaneous Terms.**

(i) **Notices.** Any notice, statement, demand or other communication by one party to the other, shall be given by personal delivery or by mailing the same, postage prepaid, addressed to the Tenant at the premises, or to the Landlord at the address set forth above.

(ii) **Severability.** If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

(iii) **Waiver.** The failure of either party to enforce any of the provisions of this lease shall not be considered a waiver of that provision or the right of the party to thereafter enforce the provision.

(iv) **Complete Agreement.** This Lease constitutes the entire understanding of the parties with respect to the subject matter hereof and may not be modified except by an instrument in writing and signed by the parties.

(v) **Successors.** This Lease is binding on all parties who lawfully succeed to the rights or take the place of the Landlord or Tenant.

24. **[FOR LEASED PREMISES IN FLORIDA ONLY]: RADON GAS:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

IN WITNESS WHEREOF the parties have set their hands and seals on this 1 day of July, 2015

Landlord or Landlord's Authorized Agent

Tenant

Tenant

Resolution No. _____

LEASE TERMINATION AND MUTUAL RELEASE AGREEMENT

THIS LEASE TERMINATION AND MUTUAL RELEASE AGREEMENT ("Agreement") dated as of October 23, 2023 is entered into by and between the VILLAGE OF VILLA PARK ("Landlord") and DEBRA SZWANDROK, individually and d/b/a ECLIPSE DOG GROOMING ("Tenant"). Reference is hereby made to that certain Lease Agreement dated July 1, 2015 which is currently in effect between the parties (the "Lease") located at the property commonly known as 110 S. Villa Avenue, Villa Park, Illinois (the "Leased Premises").

WHEREAS, Landlord and Tenant are parties to a certain Commercial Lease dated July 1, 2015, attached hereto and incorporated herein as Exhibit A;

WHEREAS, the Lease is set to expire on June 30, 2025;

WHEREAS, Landlord has requested to terminate the Lease prior to its expiration; and

WHEREAS, neither the Landlord nor Tenant are in default under the terms of the Lease, but both desire to terminate the Lease effective October 31, 2023, with a vacation date of no later than December 31, 2023.

NOW, THEREFORE, for and in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Incorporation of Recitations. The above-stated recitations are important and material to this Agreement and are incorporated herein. Any and all defined terms not otherwise defined in this Agreement shall have the same defined meaning as in the Lease.

2. Termination of Lease and Vacation Date. The Lease shall terminate on October 31, 2023 (the "Termination Date"), and Tenant shall vacate the Leased Premises and cease business operations by December 31, 2023 (the "Vacation Date"). Landlord will allow Tenant to continue to occupy the Leased Premises after the Termination Date and until the Vacation Date on a no fee basis (the "Post Termination Occupancy"). Tenant shall vacate and surrender the Leased Premises to Landlord on or before Vacation Date. Tenant shall deliver the Leased Premises to Landlord and Landlord shall accept the Leased Premises in the "As-Is" condition existing as of the Vacation Date. From and after the Termination Date, neither party shall have any obligations under the Lease, except as provided for in paragraph 3 of this Agreement.

3. Obligations under Post Termination Occupancy. During the Post Termination Occupancy, Landlord shall continue to perform all obligations under paragraphs 7, 8, 10, 11, 12, 13, and 18 of the Lease, including but not limited to not interfering with Tenant's business.

4. Lease Buy-Out Payment. Landlord agrees to buy out the twenty (20) remaining months on the Lease by issuing a one lump sum payment of Fifty Thousand and 00/100 Dollars (\$50,000.00) to Tenant within seven (7) days of Tenant's actual vacation of the Leased Premises and conditioned upon Tenant's vacation of the property on or before the Vacation Date.

5. Mutual Release. Provided that the parties comply with their obligations under this Agreement, the parties agree to release each other as follows:

a. **Tenant's Release:** Tenant, for herself and for her successors and assigns, hereby releases, forever discharges, and agrees not to sue Landlord and Landlord's attorneys, agents, agents, trustees, beneficiaries, guarantors, officers and employees, successors and assigns from, on account of, or with respect to any demands, causes of action, liabilities, obligations, damages or claims of any and every kind or nature whatsoever at law, in equity or otherwise, known or unknown, suspected or unsuspected, disclosed or undisclosed, in tort, contract, or otherwise which Tenant has, had, or may hereafter have from the beginning of time to the Lease Termination Date of the Lease, by reason of any matter, cause, thing, document or agreement, including but not limited to Lease.

b. **Landlord's Release:** Landlord, for itself and for its agents, successors and assigns, hereby releases, forever discharges, and agrees not to sue Tenant and each of its successors and assigns from, on account of, or with respect to any demands, causes of action, liabilities, obligations, damages or claims of any and every kind or nature whatsoever at law, in equity or otherwise, known or unknown, suspected or unsuspected, disclosed or undisclosed, in tort, contract, or otherwise which Landlord has, had, or may hereafter have from the beginning of time to the Lease Termination Date of the Lease, by reason of any matter, cause, thing, document or agreement, including but not limited to Lease.

6. Agreement Conflict. If there is any conflict between the Lease and this Agreement, the terms of this Agreement shall control. Except as otherwise provided in this Agreement, the Lease remains in full force and effect and is to be read in a manner that is consistent with the terms of the Agreement.

7. Governing Laws. This Agreement shall be governed and construed in accordance with the laws of the State of Illinois, and any dispute arising therefrom shall be brought in the Circuit Court of DuPage County, Illinois.

8. Counterparts. This Agreement may be executed in one or more counterparts which shall be deemed to be an original but all of which together shall constitute one and the same instrument and will take effect only when fully executed copies have been exchanged by and between the parties. The effective date of this Agreement shall be the date stated above, even if a party shall have executed the document earlier or later. Facsimile signatures hereon shall have the same effect as original signatures.

9. Inconsistencies. In the event there are any inconsistencies between the terms of the Lease and this Agreement, the terms of this Agreement shall prevail and be deemed to have superseded said printed portion of the Lease to the extent that such inconsistency may exist.

10. Attorneys' Fees and Costs. In the event legal action is instituted to interpret or enforce the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party the prevailing party's costs and attorney's fees, including, without limitation, all costs and fees that are incurred in any trial, on any appeal and/or in any bankruptcy proceeding.

11. Security Deposit. Within seven (7) days of Tenant's actual vacation of the Leased Premises, Landlord shall refund Tenant's security deposit in the amount of \$2,000.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year set forth hereinabove.

Landlord:

Tenant:

VILLAGE OF VILLA PARK,
an Illinois Municipal Corporation

ECLIPSE DOG GROOMING

Nick Cuzzone, Village President

Debra Szwandrok, Individually and doing
business as ECLIPSE DOG GROOMING

ATTEST:

Hosanna Korynecky, Village Clerk

EXHIBIT A

COMMERCIAL LEASE DATED JULY 1, 2015

COMMERCIAL LEASE

THIS LEASE is made on the 1 day of July, 2015

The Landlord hereby agrees to lease to the Tenant, and the Tenant hereby agrees to hire and take from the Landlord, the Leased Premises described below pursuant to the terms and conditions specified herein:

LANDLORD: G.C. Properties
Address: 110 S. Villa Ave
Villa Park, IL 60181

TENANT(S): Eclipse Dog Grooming
Address: 110 S. Villa Ave
Villa Park, IL 60181

1. **Leased Premises.** The Leased Premises are those premises described as:

110 S. Villa Ave Villa Park, IL 60181

2. **Term.** The term of the Lease shall be for a period of 10 year(s) commencing on the 1 day of July, 2015 ending on the 30 day of June, 2025 unless sooner terminated as hereinafter provided. If Tenant remains in possession of the Leased Premises with the written consent of the Landlord after the lease expiration date stated above, this Lease will be converted to a month-to-month Lease and each party shall have the right to terminate the Lease by giving at least one month's prior written notice to the other party.

3. **Rent.** The Tenant agrees to pay the ANNUAL RENT of \$32,400 Dollars (\$ _____) payable in equal installments \$ 2700 in advance on the first day of each and every calendar month during the full term of this Lease.

4. **Rent Adjustment.** If in any tax year commencing with the fiscal year _____, the real estate taxes on the land and buildings, of which the Leased Premises are a part, are in excess of the amount of the real estate taxes thereon for the fiscal year (hereinafter called the "Base Year"), Tenant will pay to Landlord as additional rent hereunder, when and as designated by notice in writing by Landlord, _____ per cent of such excess that may occur in each year of the term of this Lease or any extension or renewal thereof and proportionately for any part of a fiscal year.

5. **Security Deposit.** The sum of \$2000 held from previous lease Dollars (\$ _____) is deposited by the Tenant with the Landlord as security for the faithful performance of all the covenants and conditions of the lease by the said Tenant. If the Tenant faithfully performs all the covenants and conditions on his part to be performed, then the sum deposited shall be returned to the Tenant.

6. **Delivery of Possession.** If for any reason the Landlord cannot deliver possession of the leased property to the Tenant when the lease term commences, this Lease shall not be void or voidable, nor shall the Landlord be liable to the Tenant for any loss or damage resulting therefrom. However, there shall be an abatement of rent for the period between the commencement of the lease term and the time when the Landlord delivers possession.

7. **Use of Leased Premises.** The Leased Premises may be used only for the following purpose(s):

Dog grooming and boarding

8. **Utilities.** Except as specified below, the Tenant shall be responsible for all utilities and services that are furnished to the Leased Premises. The application for and connecting of utilities, as well as all services, shall be made by and only in the name of the Tenant: (List exceptions, if any)

Garbage is included in rent price

9. **Condition of Leased Premise; Maintenance and Repair.** The Tenant acknowledges that the Leased Premises are in good order and repair. The Tenant agrees to take good care of and maintain the Leased Premises in good condition throughout the term of the Lease.

The Tenant, at his expense, shall make all necessary repairs and replacements to the Leased Premises, including the repair and replacement of pipes, electrical wiring, heating and plumbing systems, fixtures and all other systems and appliances and their appurtenances. The quality and class of all repairs and replacements shall be equal to or greater than the original worth. If Tenant defaults in making such repairs or replacements, Landlord may make them for Tenant's account, and such expenses will be considered additional rent.

10. **Compliance with Laws and Regulations.** Tenant, at its expense, shall promptly comply with all federal, state, and municipal laws, orders, and regulations, and with all lawful directives of public officers, which impose any duty upon it or Landlord with respect to the Leased Premises. The Tenant at its expense, shall obtain all required licenses or permits for the conduct of its business within the terms of this lease, or for the making of repairs, alterations, improvements, or additions. Landlord, when necessary, will join with the Tenant in applying for all such permits or licenses.

11. **Alterations and Improvements.** Tenant shall not make any alterations, additions, or improvements to, or install any fixtures on, the Leased Premises without Landlord's prior written consent. If such consent is given, all alterations, additions, and improvements made, and fixtures installed by Tenant shall become Landlord's property at the end of the Lease/term. Landlord may, however, require Tenant to remove such fixtures, at Tenant's expense, at the end of the Lease term.

12. **Assignment/Subletting Restrictions.** Tenant may not assign this agreement or sublet the Leased Premises without the prior written consent of the Landlord. Any assignment, sublease or other purported license to use the Leased Premises by Tenant without the Landlord's consent shall be void and shall (at Landlord's option) terminate this Lease.

13. **Insurance.**

(i) **By Landlord.** Landlord shall at all times during the term of this Lease, at its expense, insure and keep in effect on the building in which the Leased Premises are located fire insurance with extended coverage. The Tenant shall not permit any use of the Leased Premises which will make voidable any insurance on the property of which the Leased Premises are a part, or on the contents of said property or which shall be contrary to any law or regulation from time to time established by the applicable fire insurance rating association. Tenant shall on demand reimburse the Landlord, and all other tenants, the full amount of any increase in insurance premiums caused by the Tenant's use of the premises.

(ii) **By Tenant.** Tenant shall, at its expense, during the term hereof, maintain and deliver to Landlord public liability and property damage and plate glass insurance policies with respect to the Leased Premises. Such policies shall name the Landlord and Tenant as

insureds, and have limits of at least \$ 2,000,000 for injury or death to any one person and \$ 5,000 for any one accident, and \$ 5,000 with respect to damage to property and with full coverage for plate glass. Such policies shall be in whatever form and with such insurance companies as are reasonably satisfactory to Landlord, shall name the Landlord as additional insured, and shall provide for at least ten days' prior notice to Landlord of cancellation.

14. **Indemnification of Landlord.** Tenant shall defend, indemnify, and hold Landlord harmless from and against any claim, loss, expense or damage to any person or property in or upon the Leased Premises, arising out of Tenant's use or occupancy of the Leased Premises, or arising out of any act or neglect of Tenant or its servants, employees, agents, or invitees.

15. **Condemnation.** If all or any part of the Leased Premises is taken by eminent domain, this lease shall expire on the date of such taking, and the rent shall be apportioned as of that date. No part of any award shall belong to Tenant.

16. **Destruction of Premises.** If the building in which the Leased Premises is located is damaged by fire or other casualty, without Tenant's fault, and the damage is so extensive as to effectively constitute a total destruction of the property or building, this Lease shall terminate and the rent shall be apportioned to the time of the damage. In all other cases of damage without Tenant's fault, Landlord shall repair the damage with reasonable dispatch, and if the damage has rendered the Leased Premises wholly or partially untenantable, the rent shall be apportioned until the damage is repaired. In determining what constitutes reasonable dispatch, consideration shall be given to delays caused by strikes, adjustment of insurance, and other causes beyond the Landlord's control.

17. **Landlord's Rights upon Default.** In the event of any breach of this lease by the Tenant, which shall not have been cured within TEN (10) DAYS, then the Landlord, besides other rights or remedies it may have, shall have the immediate right of reentry and may remove all persons and property from the Leased Premises; such property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of, the Tenant. If the Landlord elects to reenter as herein provided, or should it take possession pursuant to any notice provided for by law, it may either terminate this Lease or may, from time to time, without terminating this lease, relet the Leased Premises or any part thereof, for such term or terms and at such rental or rentals and upon such other terms and conditions as the Landlord in Landlord's own discretion may deem advisable. Should rentals received from such reletting during any month be less than that agreed to be paid during the month by the Tenant hereunder, the Tenant shall pay such deficiency to the Landlord monthly. The Tenant shall also pay to the Landlord, as soon as ascertained, the cost and expenses incurred by the Landlord, including reasonable attorneys fees, relating to such reletting.

18. **Quiet Enjoyment.** The Landlord agrees that if the Tenant shall pay the rent as aforesaid and perform the covenants and agreements herein contained on its part to be performed, the Tenant shall peaceably hold and enjoy the said rented premises without hindrance or interruption by the Landlord or by any other person or persons acting under or through the Landlord.

19. **Landlord's Right to Enter.** Landlord may, at reasonable times, enter the Leased Premises to inspect it, to make repairs or alterations, and to show it to potential buyers, lenders or tenants.

20. **Surrender upon Termination.** At the end of the lease term the Tenant shall surrender the leased property in as good condition as it was in at the beginning of the term, reasonable use and wear excepted.

21. **Subordination.** This lease, and the Tenant's leasehold interest, is and shall be subordinate, subject and inferior to any and all liens and encumbrances now and thereafter placed on the Leased Premises by Landlord, any and all extensions of such liens and encumbrances and all advances paid under such liens and encumbrances.

22. **Additional Provisions:**

23. **Miscellaneous Terms.**

(i) **Notices.** Any notice, statement, demand or other communication by one party to the other, shall be given by personal delivery or by mailing the same, postage prepaid, addressed to the Tenant at the premises, or to the Landlord at the address set forth above.

(ii) **Severability.** If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

(iii) **Waiver.** The failure of either party to enforce any of the provisions of this lease shall not be considered a waiver of that provision or the right of the party to thereafter enforce the provision.

(iv) **Complete Agreement.** This Lease constitutes the entire understanding of the parties with respect to the subject matter hereof and may not be modified except by an instrument in writing and signed by the parties.

(v) **Successors.** This Lease is binding on all parties who lawfully succeed to the rights or take the place of the Landlord or Tenant.

24. **[FOR LEASED PREMISES IN FLORIDA ONLY]: RADON GAS:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

IN WITNESS WHEREOF the parties have set their hands and seals on this 1 day of July, 2015.

Landlord or Landlord's Authorized Agent

Tenant

Tenant



MEMORANDUM

TO: Village Board of Trustees
FROM: Matthew Harline, Village Manager
DATE: October 23, 2023
SUBJECT: Practices and Procedures for the Video Production Commission

RECOMMENDED ACTION:

A draft set of policies and procedures is presented to the Board of Trustees for discussion and direction to staff. Staff recommends a consensus vote to suggest edits and to send the draft back to the Video Production Commission for comment and a recommendation to the Board of Trustees for final adoption of new policies and procedures for the Commission.

BACKGROUND:

The Board of Trustees has approved substantial changes to the Video Production Commission (fka the Cable TV Commission) at the Commission's request. These include increasing the number of members of the Commission in July of 2022 (Ord. 4289), and changing the name and focus of the Commission in March of this year (Ord. 4337 - attached). The latter change acknowledged the fact that streaming and online content was becoming the primary source for information as the Cable TV audience dwindles. Ordinance 4337 also made it clear that part of the mandate of the Commission was to allow and provide resources for Educational and Public Access programming.

The Commission drafted a set of proposed policies and procedures back in April and sent them to me. They are attached as proposed I have revised and made some substantial proposed changes that further defines the separation between the government content, the educational content, and the public access content.

DISCUSSION:

The division of the G (government) from the P (public access) and E (educational) side of the PEG channel will actually provide the Commission and other members of the public the opportunity to provide video of youth sporting events, local news and events, and original programming, without the strict boundaries Village staff has sometimes suggested. If properly labeled and with clear disclaimer, the Village should be protected even though the Commission, a branch of the Village government would be primarily in charge of what is scheduled of TV.

The critical issue is to keep specific boundaries and proper labeling of the different material. For Cable TV staff suggests making specific time slots for Village and other government programming,

and the rest of the time would be available for educational and public access programming. The public access and educational programming would not be permitted to use the Village logo or seal and a disclaimer should be added. For online content, anything that uses the Village logo or is Village content should be on a website where Village staff have administrative access and rights so as to be able to meet Freedom of Information Act requirements, but the other sites should be independent and while Commission members can assist with providing content, they should not be labeled or operated at the Village or the Commission's site/page/content. Any site for the Village, which includes the Commission must be available to the Village FOIA Officer. Any content would also be subject to any regulations or risk profile of the Village as a whole and would require oversight by the Village Manager's Office.

Policies and Procedures

Village of Villa Park Video Production Commission

PURPOSE. (See Sec 2-3002 of the Village Code) It shall be the intent and purpose of the Video Production Commission to work with the Village Manager to oversee production, delivery and scheduling of local public, educational and government programming to cable television channels including Comcast/Xfinity Channel 6 and AT&T U-Verse channel 99.

The Video Production Commission (the Commission) will also oversee the production and delivery of programming to streaming video services on the Internet including a dedicated streaming channel of public, education and government (P.E.G.) programs.

The Commission will coordinate with third-party production services contracted by the Village, and Village staff, for the live broadcast of government programming – including, but not limited to, Board of Trustee meetings and Villa Park Planning and Zoning Commission meetings.

The Commission will operate under a set of guidelines approved by the Board of Trustees that specifies how content will be evaluated for broadcast. Day-to-day operation of the Village cable and video streaming services will be the responsibility of the Village Manager or his/her designee, but the Video Production Commission members that have been trained to use the Castus scheduling software or its successor software/technology and internet sites may be employed as volunteers to perform the same service.

This policy setting forth rules of procedure shall apply to the Video Production Commission (the Commission) of the Village of Villa Park, which is part of the Village municipal government and subject to all laws, rules and regulations that govern the Village.

ORGANIZATION.

1. As per Section 2-3004 of the Village Code: the Commission shall include a Chair, elected every two years.
 - a. The Commission may elect a Secretary but shall record minutes.
 - b. The Commission may elect a Vice Chair, but it shall name a presiding officer for any meeting when the Chair is absent. If the elected Chair resigns from the Commission or is removed from the Commission, the Commission members shall elect a new Chair at the beginning of the next official meeting of the Commission and the newly elected Chair shall serve out the remaining term of the previous Chair.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure. Meetings shall generally follow Robert's Rules of Order.
3. No single member of the Commission shall have authority to represent or act on behalf of the Commission unless, by majority vote, the Commission has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.

4. Motions made by members of the Commission require a second. The chair of the Commission may make motions and may vote on all questions before the Commission. A motion will only pass if it receives the votes of a majority of the total membership present of the Commission.
5. There is no limit to the number of times a member of the Commission may speak to a question. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will be entertained.
6. Any member of the Commission may request a roll call vote.
7. Meetings may be recessed to a time and place certain.
8. These rules may be amended by two thirds vote of the Commission and may be readopted annually. In any conflict arises between the rules of the Commission and the Village Code or policies of the Board of Trustees, the Code and then the policy of the Trustees prevails.

MEETINGS.

1. All policies in this section are governed by Section 2-3004 of the Village Code. Regular meetings shall take place on the second Wednesday of each month at 6:30 PM at Village Hall – second floor production studio. All meetings and notices of meetings shall adhere to the Illinois Open Meetings Act (5 ILCS 120/1 et seq.).
2. Special meetings shall be publicly announced at least 48 hours in advance by giving notice to all members of the Commission and advertised on the Village website (<https://www.invillapark.com/>) . In addition, notices shall be posted on the bulletin board near south entrance of Village Hall (20 South Ardmore, Villa Park, IL).
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the Villa Park Video Production Commission.
4. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the Commission.
5. Remote attendance at Commission meetings must follow State Laws and Regulations. If allowed under State Law, the use of remote participation is discouraged except in case

where the additional member is needed to reach a quorum and the member who is participating remotely is ill and could transmit illness to others, or if they are out of driving range.

6. All meetings of the Commission are open to the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the Commission, so long as order is maintained according to these rules. At the beginning of each agenda item, but before any action is taken by the public Commission at each meeting, there may be 3 minutes afforded per person for open public comment.
7. Board of Trustee Liaisons and members of the Village staff assigned to the Commission shall be considered ex-officio members of the Commission and afforded the same rights to speak as Commission members, but shall not vote.
8. Meeting minutes shall be taken and preserved by the Village Clerk or his/her designee. If required by the Board of Trustees, meetings shall be recorded in the manner prescribed by the Board.

VIDEO PRODUCTION AND CONTENT.

The Powers and Duties of the Commission are set forth in Section 2-3008 of the Village Code.

(1) To prepare and recommend to the corporate authorities, procedures for the planning, execution and implementation of the intents and purposes of the commission. (2) To receive training to operate television and video cameras and associated equipment and to keep a schedule of programming for cable television channels. The Commission will also upload video to Internet streaming services to provide public, education and government programming to citizens not subscribing to cable TV providers. (3) To develop guidelines for the production and broadcast, and dissemination of third-party material, for the purpose of providing appropriate public, education and government information. (4) To produce educational and informational material in support of Village activities and programs to enhance transparency of Village operations under the direction of the Village Manager or his designee. (5) To make other such recommendations to the village board which the Commission considers necessary to implement the spirit and the intent of this article.

PLANNING AND IMPLEMENTATION

VIDEO CONTENT.

The Commission shall facilitate the production of and distribution of local public, educational and government programming across all platforms in accordance with the guidance of the Board of Trustees, Village Policies (including any Village Communications Policy, Village Social Media Policy, and Village Internet Policy). Media platforms include Comcast/Xfinity Channel 6 and AT&T U-Verse channel 99. The Video Production Commission will also oversee the production and delivery of programming to streaming video services on the Internet including a dedicated streaming channel of public, education and government (P.E.G.)

programs.

All Internet services including YouTube, Facebook, Instagram or other hosting services on the Internet where programming authorized by the Video Production Commission is posted shall be accessible by the Village Manager or his designee for archiving purposes and for adherence to the Illinois Freedom of Information statutes. Video produced by or distributed by the Video Production Commission shall fall within the content guidelines deemed suitable for viewing by all age groups as described below:

The video contains nothing in theme, language, nudity, sex, violence or other matters that would offend parents whose younger children view the video. Some snippets of language may go beyond polite conversation but they are common everyday expressions. No stronger words are present in approved videos. No nudity, sex scenes or drug use are present in the video.

The following material is prohibited:

- Material which constitutes libel, slander, invasions of privacy or publicity rights, or which might violate any other local, state or federal law.
- Program material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement or other governmental functions or services; the deprivation of any person by threat, threat of force or physical action of a legal right or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance.
- The direct or indirect presentation of lotteries or lottery information, except for announcements pertaining to state sponsored lotteries.
- Programs containing material that violates copyright or trademarks.
- For Comcast/Xfinity & AT&T cable networks - Federal law and FCC policies prohibit commercial use of public access channels.

ADDITIONAL CONTENT PROVISIONS

Time on the Comcast/Xfinity & AT&T cable networks or their successors shall be divided into distinct time slots by the Video Production Commission.

Half of the time must be allotted the Government Programming and follow the priorities described below.

Government programing on behalf of the Village shall be approved by the Village Manager's Office. All public meetings are approved without further notice required. All programming produced by the Village staff shall be considered as approved by the Village Manager. Material produced by the Commission, contractors or other parties must be approved by the Village Manager, her/his designee, or the Board of Trustees at an official meeting. Village material should be clearly noted with the Village logo, Village seal or other Village insignia. Other programming serving a useful informational purpose produced by DuPage County, the State of Illinois, the

United States government, or other governmental unit may be scheduled by the Commission, the Village Manager's Office, or the Village Contractor during the Governmental time slot or on the Village YouTube channel or Village identified internet sites (including the Village website) but NOT on the Public Access or Educational time slot or internet sites.

Any internet, social media or any other media with this material shall be accessible by the Commission members, contractors or any other actor acting on behalf of the Village to Village Manager's Office in accordance with (5 ILCS 140/3).

[who owns VPTV? And Al Stasch's library of videos?]

Public Access Programming shall be programmed and run exclusively by the Commission within the policies established herein and approved by the Board of Trustees and administered by the Village Manager's Office. The content during the Public Access time slot shall follow the guidelines described above. The Public Access content shall not contain any Village of Villa Park logo, seal or insignia and it shall be made clear that the content does not express the policies, opinions, or endorsement of the Village of Villa Park unless expressly approved by the Village Manager or the Board of Trustees by a vote at a public meeting for broadcast or streaming or internet presence.

Education Programming shall be programmed and run exclusively by the Commission within the policies established herein and approved by the Board of Trustees and administered by the Village Manager's Office. The content during the Education time slot shall follow the guidelines described above. The Education content shall not contain any Village of Villa Park logo, seal or insignia and it shall be made clear that the content does not express the policies, opinions, or endorsement of the Village of Villa Park unless expressly approved by the Village Manager or the Board of Trustees by a vote at a public meeting for broadcast or streaming or internet presence.

USE OF PRODUCTION EQUIPMENT.

The Village of Villa Park maintains a production studio and video production equipment that is only available to Video Production Commissioners operating in an official capacity, designated contractors by the Village of Villa Park, and employees of the Village of Villa Park operating in an official capacity.

Scheduling of the studio space is to be managed by the Video Production Commission with the exception of scheduled live broadcasts of public meetings by contracted producers.

Use of all video, sound and lighting equipment shall be managed by the Video Production Commission. A sign out procedure shall be used to maintain accurate records of all equipment removed from the studio for production purposes. Village staff will have access to all Village-owned equipment.

SCHEDULING

The Commission in cooperation with the Village Manager's Office will produce a broadcast

schedule for the Comcast/Xfinity & AT&T cable networks (and any additional sources or successors) that will give preference in order to Government, Education and Public Access Programming in the following order:

1. Live public meetings of the Village Board of Trustees
2. Live public meetings of the Village Commissions
3. Other live public meetings of Village business
4. Programs and video that feature Village content, promotion of Village events, and Village business (e.g slide presentations of upcoming events and job openings)
5. Rebroadcast of meetings described in items 1 – 3. All meetings should be rebroadcast at least twice at regularly scheduled times.
6. Other public programs of State, County and Township or other government.
7. Programming from School District 45, 48 and 88.
8. Public Access Programs – At least one evening per week should be available for Public Access Programs

ADOPTED:

Signatures

Date

Policies and Procedures

Village of Villa Park Video Production Commission

PURPOSE. The Video Production Commission of the Village of Villa Park, is required by law to conduct its meetings following the Illinois Open Meeting Law. Meetings of the Video Production Commission of the Village of Villa Park must be always open to the public.

APPLICATION. This policy setting forth rules of procedure shall apply to the Video Production Commission of the Village of Villa Park, referred to below as “the public body.” These rules shall apply to all regular, special, and emergency meetings of the body and video production activities.

ORGANIZATION.

1. The body shall annually elect a chair. The chair of the body or, in the chair’s absence, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership present of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will be entertained.
7. Any member of the body may request a roll call vote.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by two thirds vote of the body and must be readopted annually.

AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda.

2. At least 48 hours prior to a regular meeting, a meeting agenda shall be posted in or near the Village office and at the following designated public places in the Village: bulletin board near south entrance of Village Hall. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on invillapark.com. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

MEETINGS.

1. Regular meetings shall take place on the second Wednesday of each month at 6:30 PM at the Village Hall – second floor production studio.
2. Special meetings shall be publicly announced at least 48 hours in advance by giving notice to all members of the body and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office and at the following designated places in the Village of Villa Park: bulletin board near south entrance of Village Hall.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the Villa Park Video Production Commission.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the beginning of each agenda item, but before any action is taken by the public body at each meeting, there may be 3 minutes afforded for open public comment.

VIDEO PRODUCTION.

The purpose of the Villa Park Video Production Commission is to facilitate the production of and distribution of local public, educational and government programming to cable television channels including Comcast/Xfinity Channel 6 and AT&T U-Verse channel 99. The Video Production Commission will also oversee the production and delivery of programming to streaming video services on the Internet including a dedicated streaming channel of public, education and government (P.E.G.) programs.

All Internet services including YouTube, Facebook, Instagram or other hosting services on the Internet where programming authorized by the Video Production Commission is posted shall be accessible by the Village of Villa Park for archiving purposes and for adherence to the Illinois Freedom of Information statutes.

VIDEO CONTENT.

Video produced by or distributed by the Video Production Commission shall fall within the content guidelines deemed suitable for viewing by all age groups as described below:

The video contains nothing in theme, language, nudity, sex, violence or other matters that would offend parents whose younger children view the video. Some snippets of language may go beyond polite conversation but they are common everyday expressions. No stronger words are present in approved videos. No nudity, sex scenes or drug use are present in the video.

The following material is prohibited:

- Material which constitutes libel, slander, invasions of privacy or publicity rights, or which might violate any other local, state or federal law.
- Program material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement or other governmental functions or services; the deprivation of any person by threat, threat of force or physical action of a legal right or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance.
- The direct or indirect presentation of lotteries or lottery information, except for announcements pertaining to state sponsored lotteries.
- Programs containing material that violates copyright or trademarks.
- For Comcast/Xfinity & AT&T cable networks - Federal law and FCC policies prohibit commercial use of public access channels.

USE OF PRODUCTION EQUIPMENT.

The Village of Villa Park maintains a production studio and video production equipment that is only available to Video Production Commissioners, designated contractors by the Village of Villa Park and employees of the Village of Villa Park operating in an official capacity.

Scheduling of the studio space is to be managed by the Video Production Commission with the exception of scheduled live broadcasts of public meetings by contracted producers.

Use of all video, sound and lighting equipment shall be managed by the Video Production Commission. A sign out procedure shall be used to maintain accurate records of all equipment removed from the studio for production purposes.

ADOPTED:

Signatures

Date

ORDINANCE NO. 4337

**AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS,
AMENDING THE VILLAGE CODE REGARDING THE NAME AND MISSION OF THE
VILLA PARK CABLE TV COMMISSION**

WHEREAS, the Village of Villa Park, DuPage County, Illinois (the "*Village*") is a duly organized and validly existing non-home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of this State; and,

WHEREAS, pursuant to Section 2-3001 of Chapter 2, Article XXX of the Villa Park Municipal Code, the Cable TV Commission (the "*Commission*") was created; and

WHEREAS, the nature and technology to produce and broadcast information in support of the Village of Villa Park and its interests; and,

WHEREAS, the Village Board has considered a request to amend the Village Code to change the name and the mission of the Commission and is prepared to proceed as hereinafter set forth.

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

Section 1. That Chapter 2, Article XXX of the Villa Park Municipal Code is deleted and replaced as follows:

Sec.2.3001. – Created.

~~There is hereby created the Villa Park Cable TV Commission.~~

There is hereby created the Villa Park Video Production Commission, formerly known the Villa Park Cable TV Commission.

(Ord. No 2352, & 1, 6-12-89)

Sec.2-3002. - Intent; purpose.

~~It shall be the intent and purpose of the village cable TV commission to oversee the training and scheduling of camera operators to televise village board meetings for the benefit of the citizens of the village.~~

It shall be the intent and purpose of the Video Production Commission to oversee production, delivery and scheduling of local public, educational and government programming to cable television channels including Comcast/Xfinity Channel 6 and AT&T U-Verse channel 99.

The Video Production Commission will also oversee the production and delivery of programming to streaming video services on the Internet including a dedicated streaming channel of public, education and government (P.E.G.) programs.

The village Video Delivery Commission will coordinate with third party production services contracted by the village, and Village staff, for the live broadcast of government programming – including, but not limited to, Board of Trustee meetings and Villa Park Planning and Zoning Commission meetings.

The Commission will operate under a set of guidelines approved by the Board of Trustees that specifies how content will be evaluated for broadcast. Day to day operation of the Village cable and video streaming services will be the responsibility of the Village Manager or his/her designee.

(Ord. No 2352, & 2, 6-12-89)

Sec. 2-3003. - Membership.

(a) The commission created herein shall consist of seven (7) members including the chairperson, appointed by the village president and with the advice and consent of the board of trustees, to serve without compensation. To be eligible to serve on the commission, persons shall be either qualified electors of the village who have resided therein for (1) one year immediately preceding their appointment, or have a place of business within the corporate limits of the village, or be employed within the corporate limits of the village. Members shall be appointed for a term of (3) three years with staggered terms so the terms of (2) two members shall expire the first year and (2) members shall expire the second year and the terms of (3) three members shall expire the third year.

(b) All appointments shall expire the thirtieth (30th) of April of the appropriate year. Any member of the commission may resign at any time during the term for which he/she was appointed, which resignation shall be addressed to the village president. Vacancies on the commission shall be filled for the unexpired term of the member whose position becomes vacant in the manner provided herein.

(c) If any member of the commission shall cease to maintain the status qualifying him/**her** for appointment to the commission, or shall fail to attend three (3) consecutive meetings of the commission without being excused by a vote of a majority of the members of the commission, such member may be considered as having resigned his/**her** membership. Report of such change of status or failure of attendance may be reported to the corporate authorities and, if such report is accepted by the corporate authorities, the membership in question shall be declared vacant and it shall be the duty of the president to appoint a qualified successor to such membership in the manner provided herein. Any member of the commission

Ordinance No.:4337

may be removed for cause by the president with the advice and consent of the board of trustees.

(Ord. No. 2352, & 3, 6-12-89; Ord. No. 3469, & 2. 4-14-08; Ord. No. 3865, § 3, 5-11-15; Ord. No. 4235, &1A, 7-12-21)

A ~~chairman~~ **chairperson** of the commission created herein shall be elected by the members of the commission for a term of two (2) years. The commission may designate one (1) of its members to act as secretary, together with such other officers as it deems fit.

(Ord. No 2352, & 4, 6-12-89; Ord. No. 3469, & 3. 4-14-08, **ORD #**)

Sec. 2-3005. – Meetings.

(a) Regular meetings of the commission shall be held at least monthly on a certain day and at the time determined by the chairperson.

(b) Special meetings of the commission may be called by the chairperson or any two (2) voting members with at least forty-eight (48) hours written notice prior to the special meeting. Notice of any special meeting shall be provided in accordance with the Illinois Open Meetings Act and shall be posted in the Village Hall.

(c) The action of the majority of members present at a meeting at which a quorum is present shall be the action of the members

(d) The presence of four (4) commission members shall constitute a quorum to transact any commission business at a regular or special meeting of the commission.

(Ord. No. 2352, & 5, 6-12-89; Ord. No. 2941, & 4. 5-18-98; Ord. No. 3469, § 4, 4-14-08; Ord. No. 3865, &4, 5-11-15; Ord. No. 4055, § 1, 10-22-18; Ord No. 4129, & 9, 1-13-20; Ord. No. 42235, &1B, 7-12-21, add last change)

Sec. 2-3006. – Expenditures.

Expenses for the operation and transaction of the affairs of the commission shall be paid from such funds as may be provided for such purpose in the annual appropriation and budget ordinances of the village; provided, however, that the village manager has approved the same prior to the expense being incurred.

(Ord. No 2352, & 6, 6-12-89; Ord. No. 3469, & 5. 4-14-08)

Sec. 2-3007. Reports and records.

(a) The commission created herein shall keep permanent minutes of the meetings, which shall include topics discussed, the motions and vote of each member upon each topic submitted to it.

(b) The commission shall prepare and submit minutes of each meeting within a reasonable time after each of its meetings, and the chairperson shall forward copies of the minutes, together with any special reports regard matters or issues of concern, to the manager.

(Ord. No 2352, & 7, 6-12-89; Ord. No. 3469, & 6. 4-14-08)

SEC. 2-3008. – Powers and duties.

~~The village cable TV commission shall have the following powers and duties:~~

The village Video Production commission shall have the following powers and duties:

(1) To prepare and recommend to the corporate authorities procedures for the planning, execution and implementation of the intents and purposes of the commission.

~~(2) To receive training to operate television and video cameras and to keep a schedule of operators to use cameras and related equipment for televising public meetings of the village board for broadcast to the citizens of the village.~~

(2) To receive training to operate television and video cameras and associated equipment and to keep a schedule of programming for cable television channels. The Commission will also upload video to Internet streaming services to provide public, education and government programming to citizens not subscribing to cable TV providers.

(3) To develop guidelines for the production and broadcast, and dissemination of third-party material, for the purpose of providing appropriate public, education and government information.

(4) To produce educational and informational material in support of Village activities and programs to enhance transparency of Village operations under the direction of the Village Manager or his designee.

~~(3)~~ **(5)** To make other such recommendations to the village board which the Commission considers necessary to implement the spirit and the intent of this article.

Ordinance No.:4337

(Ord. No 2352, & 8, 6-12-89)

Secs. 2-3009 ----2-3100. - Reserved

Section 2. That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED this 27th day of March, 2023, pursuant to a roll call vote as follows:

AYES:	6
NAYS:	0
ABSENT:	1

APPROVED this 27th day of March, 2023


Village President

Attest:


Village Clerk





MEMORANDUM

TO: Village Board of Trustees
FROM:
DATE: October 23, 2023
SUBJECT: Discussion Regarding a Sewer Rehabilitation Program

RECOMMENDED ACTION:

Staff has prepared drafts of two specific policy recommendations. The first is to update and enhance the Sewer Rehabilitation Program by increasing the reimbursement amount, eliminating the "once in a lifetime" clause and other edits. The second is to add a second independent program to encourage upgrading old properties to the modern building code with an "overhead" system from one that runs under the foundation of the house. Staff recommends draft ordinances to enact the proposed updates after the Board after discussion and any further direction.

BACKGROUND: In May, the Public Works staff brought forward recommendations to enhance the Sewer Reimbursement Program. The Board of Trustees gave directions for some modifications and asked the staff to bring back revisions. This is the updated recommendation.

The Village of Villa Park assists residents with reimbursing a portion of sanitary work performed on their private sewer lateral. Currently the assistance is a 50% match up to a maximum of \$1,000. This assistance can be used for the following:

- Sanitary Sewer lateral repair – this includes repairs of the sanitary lateral from the house to the Village Sewer Main.
- Check Valves – this includes the installation of a back flow check valve on the buildings sanitary sewer lateral to help prevent backups into the home when the main Village Sewer is surging during peak flows, typically this is for connections or combination sewers.
- Driveway, Stairwell, or Area Drain Corrections – this includes the rerouting of fresh or surface water drains that connect to the sanitary sewer and routing them to a sump pump or discharging into the yard to allow for compliance with the Village Code

Per the current Village's Building Sewer Upgrade/Repair Reimbursement Policy, the maximum reimbursement per address or building sewer is \$1,000. Due to the cost of repairs, the residents are only eligible for one reimbursement for the location. In addition to the reimbursement, the Village also provides the stone for backfill for trenches in the Right of Way and provides any pavement repairs along with parkway restoration. The homeowner is responsible for the restoration of their property beyond the back edge of the right-of-way.

Over the past three years the Village has received the following applications:

	2020			2021			2022		
	Application s	Total Cost of Repairs	Avg Repai r Cost	Application s	Total Cost of Repairs	Avg Repai r Cost	Application s	Total Cost of Repairs	Avg Repai r Cost
Building Sewer Repair	17	\$123,797	\$7,282	12	\$72,900	\$6,075	10	\$60,014	\$6,001
Clean and Check Installatio n	9	\$51,930	\$5,770	2	\$8,900	\$4,450	3	\$14,900	\$4,967
Area Drain	6	\$26,635	\$4,439	9	\$31,683	\$3,520	12	\$26,170	\$2,181
Total	32	\$202,362		23	\$113,483		25	\$101,084	
Village Budget	\$35,000			\$40,000			\$40,000		

The current Village policy is attached to this memo for your information, which was last updated in 2013.

OTHER COMMUNITIES

- **Lombard**

Offers residents 75% reimbursement to install a preapproved system to protect basements from backups. Maximum reimbursement of \$1,000 for interior or exterior check valve. Maximum reimbursement of \$2,000 for a combination of clean out and check valve. Maximum reimbursement of \$5,000 for an overhead sewer installation. All programs require the separation of fresh water from the sanitary service and that cost is eligible for the reimbursement program.

- **Elmhurst**

Offers residents 50% reimbursement of eligible costs to install either a check valve or an overhead sewer. Maximum reimbursement of \$3,000 for check valve installation. Maximum reimbursement of \$5,000 for an overhead sewer installation. All programs require the separation of fresh water from the sanitary service and that cost is eligible for reimbursement program.

- **Roselle**

Offers residents a 50% reimbursement for eligible costs for their backflow prevention program. Maximum reimbursement of \$2,500 for an external check valve. Maximum reimbursement of \$5,000 for external flood control system or an overhead sewer installation. All programs require the separation of fresh water from the sanitary service and that cost is eligible for the reimbursement program.

DISCUSSION:

The Village Staff is proposing modifications to the existing policy due to cost increases that residents are experiencing. This limits each address or building sewer lateral to one for the lifetime of the property. Therefore, staff is recommending the following changes:

Creation of the Building Sewer Inflow and Infiltration Removal Reimbursement Program:

- Each residence should be eligible for one Inflow & Infiltration correction (Driveway, Stairwell, Area Drain, downspouts, disconnection to sanitary sewer) to reduce the amount of surface water entering the Village Sanitary Sewers. This reimbursement will be independent of the other sanitary sewer work with reimbursement up to \$1,500.

Building Sewer Repair/Upgrade Reimbursement:

- Building Sewer Repair and Clean and Check Installation maximum reimbursement increased to \$3,500. This will help bring the Village's participation to closer to 50% for most of the applications. Repairs to the sewer lateral from the sewer main to the edge of the right-of-way may be required. This will encourage residents to repair the section of their lateral under the Village right of way which will limit the number of road openings in the future for repairs, along with limiting the possibility of roots entering the sewer. The Village currently does not allow for spot repairs in the sewer section under the roadway, so this will also offset the additional cost for residents.
- Increase the maximum lifetime reimbursement per address or building sewer to \$5,000.
- Each residence would be eligible for Building Sewer Repair and Clean and Check Installation reimbursements every 15 years.

Additional Programs

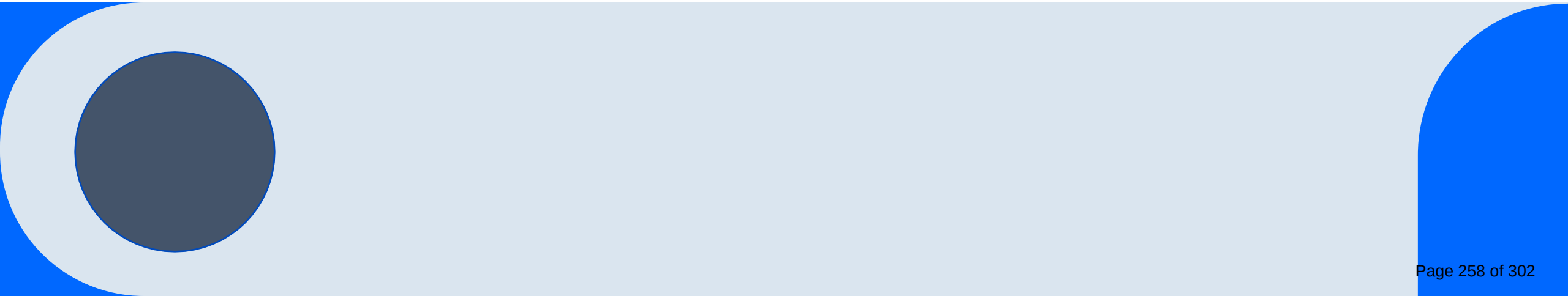
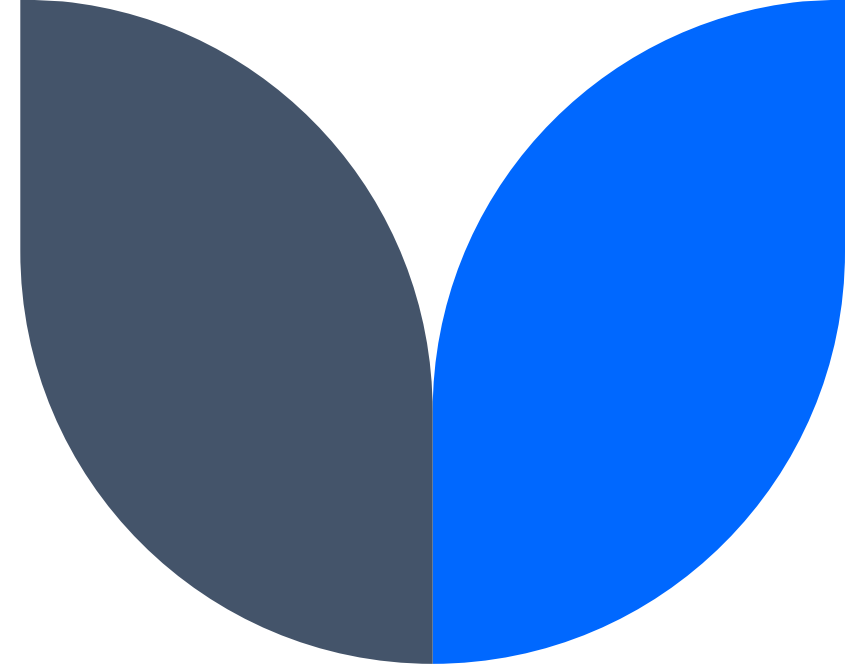
- Offer an additional reimbursement program that will reimburse residents up to \$5,000 if they convert from foundation sanitary sewer to overhead sewers. Overhead sewers are what is required for new construction which would help bring older buildings up to current codes. Additionally, this will help reduce the amount of sewer backups into homes due when sanitary sewers are surging due to wet weather.

These recommendations are independent of each other and could be implemented on their own based on the decision of the Village Board. Staff does not recommend taking over full responsibility of the sewer system at the edge of the right-of-way. The expected additional costs would require a sewer rate increase of at least 60%.



Park Sanitary Sewer Assistance Program

October 23, 2023



Typical Sewer Connections

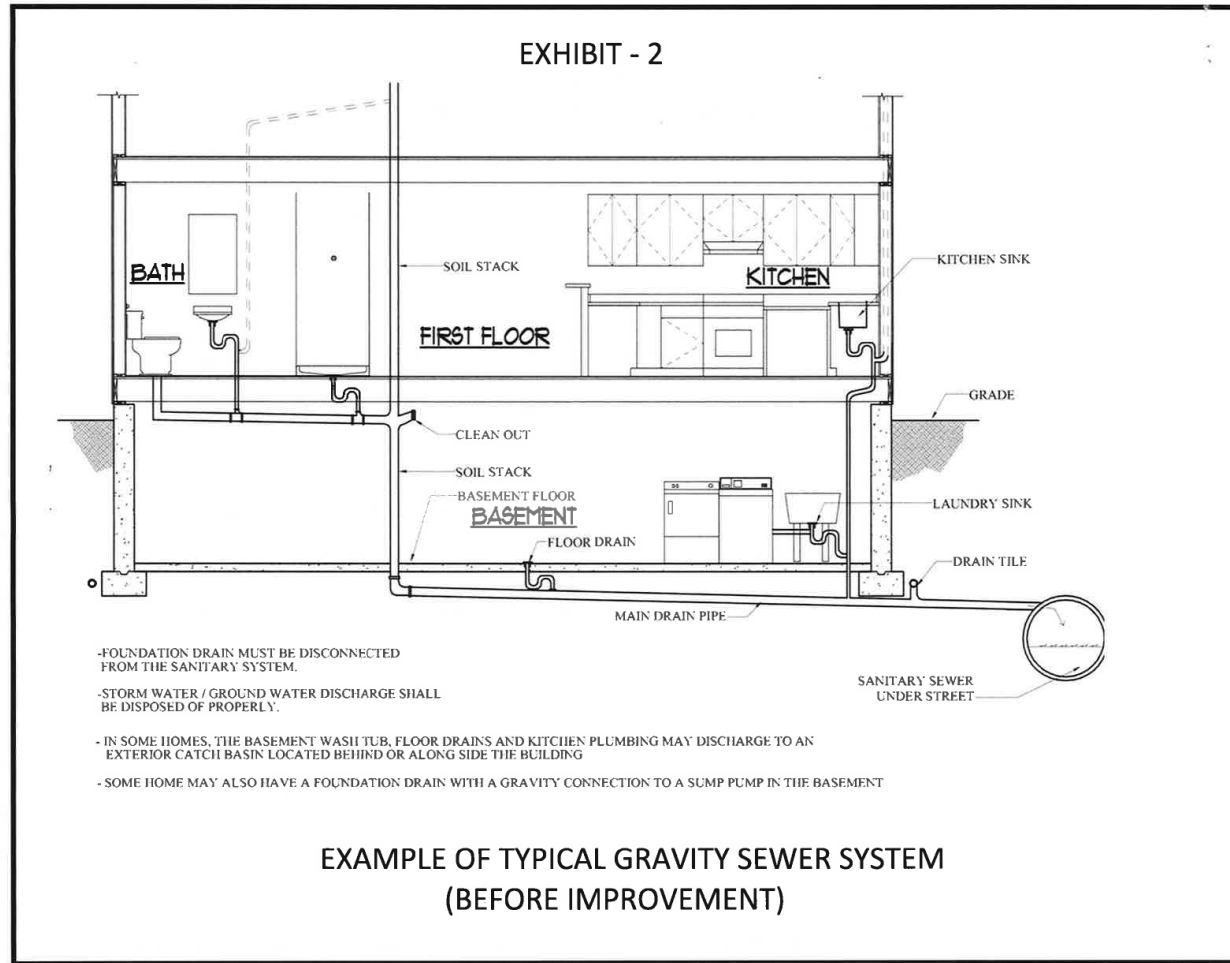


Photo: Village of Roselle Program
package

Village of Villa Park
Sanitary Sewer Assistance Program

Existing Program

The Village offers 50% reimbursement up to a lifetime maximum of \$1,000 for the following:

- Building sewer repair/upgrade (repairs to sanitary laterals in ROW)
- Installation of Clean and Check Valves
- Driveway, Stairwell, or Area Drain Corrections – removal of storm/ground water to the sanitary sewer (Inflow and Infiltration) as per IEPA.
- Village will provide stone backfill, pavement and parkway restorations for portion of repairs in the right-of-way.



Program Use

	2018			2019			2020			2021			2022		
	Applications	Total Cost of Repairs	Avg Repair Cost	Applications	Total Cost of Repairs	Avg Repair Cost	Applications	Total Cost of Repairs	Avg Repair Cost	Applications	Total Cost of Repairs	Avg Repair Cost	Applications	Total Cost of Repairs	Avg Repair Cost
Building Sewer Repair	7	\$47,295	\$6,756	10	\$61,200	\$6,120	17	\$123,797	\$7,282	12	\$72,900	\$6,075	10	\$60,014	\$6,001
Clean and Check Installation	6	\$24,245	\$4,041	2	\$5,000	\$2,500	9	\$51,930	\$5,770	2	\$8,900	\$4,450	3	\$14,900	\$4,967
Area Drain	8	\$20,406	\$2,551	6	\$17,585	\$2,931	6	\$26,635	\$4,439	9	\$31,683	\$3,520	12	\$26,170	\$2,181
Total	21	\$91,946		18	\$83,785		32	\$202,362		23	\$113,483		25	\$101,084	
Village Budget	\$35,000			\$35,000			\$35,000			\$40,000			\$40,000		



Other Communities

Lombard

- 75% reimbursement up to a max of \$1,000 for interior or exterior Check Valve
- 75% reimbursement up to a max of \$2,000 for a combination of clean out and check valve
- 75% reimbursement up to max of \$5,000 for overhead sewer



Other Communities

Elmhurst

- 50% reimbursement up to a max of \$3,000 for interior or exterior check valve
- 50% reimbursement up to max of \$5,000 for overhead sewer



Other Communities

Villages that owns the sanitary lateral from main to the edge of ROW

Cost implementations for Villa Park to adopt

- 4 yr avg of sanitary sewer repair – 75 permits (anticipate 40% increase if Village responsibility)
- Average cost per repair - \$9,400
- Estimated additional annual cost - \$1.0 Million (71% increase to budget)
- Replacement of lateral with capital project – \$200,000 per block additional cost (avg 24 services per block at \$8,000)
- Estimated rate increase of \$2+ per 1000 Gal

Proposed Changes

Modify the existing Driveway, Stairwell or Area Drain Program to be a stand-alone program for reduction of Inflow and Infiltration (I&I).

- Create a Separate Driveway, Stairwell, or Area Drain Corrections – removal of fresh water to the sanitary sewer (Inflow and Infiltration) Program to help remove illegal connections.
- Improvements of Driveway, Stairwell, or Area Drain separation to reduce I&I from the sanitary sewer would be eligible to a 50% reimbursement up to \$1,500.
- \$1,500 lifetime benefit per property



Proposed Changes

Modifications to the Sewer Reimbursement program including check valve installation.

- Increase the 50% participation to \$3,500 with the requirements that repairs must go from the ROW line to curb and/or if in roadway pavement, repairs will extend from the curb to the sanitary sewer main.
- Allow for additional eligibility for residence for program after 15 years.
- Create a maximum lifetime reimbursement per residence/building connection to \$5,000.



Clean – Check Valve Installation

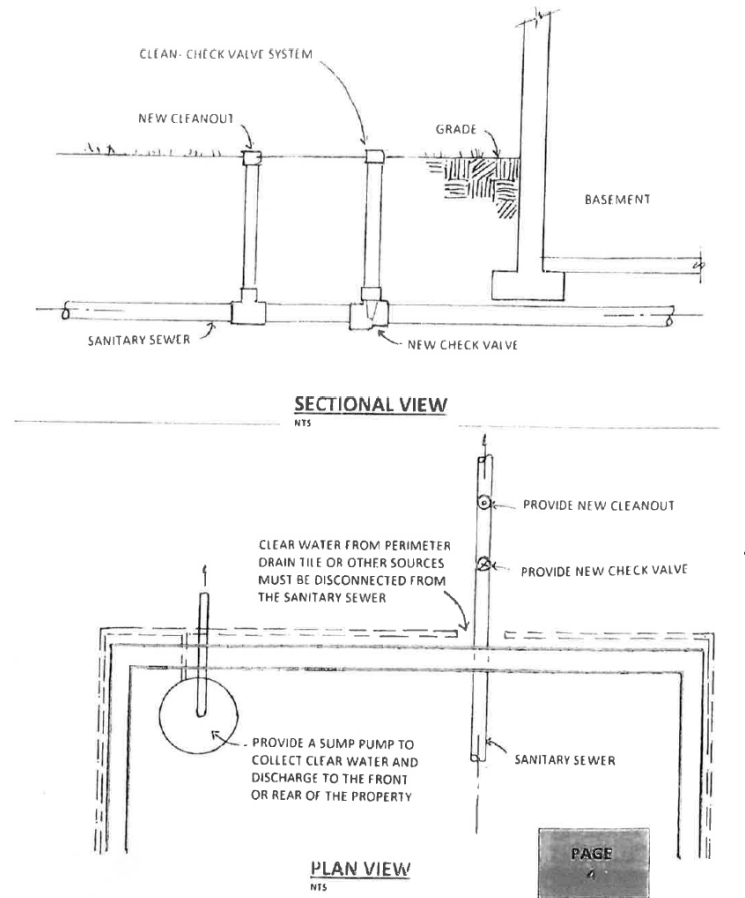


Photo: City of Elmhurst

Village of Villa Park
Sanitary Sewer Assistance Program

Proposed Changes

Creation of an Overhead Sewer Conversion Program in addition to check

- Provide a 75% participation up to \$5,000
- Provides better protection for residence against sewer main backups.



Overhead Sewer Installation

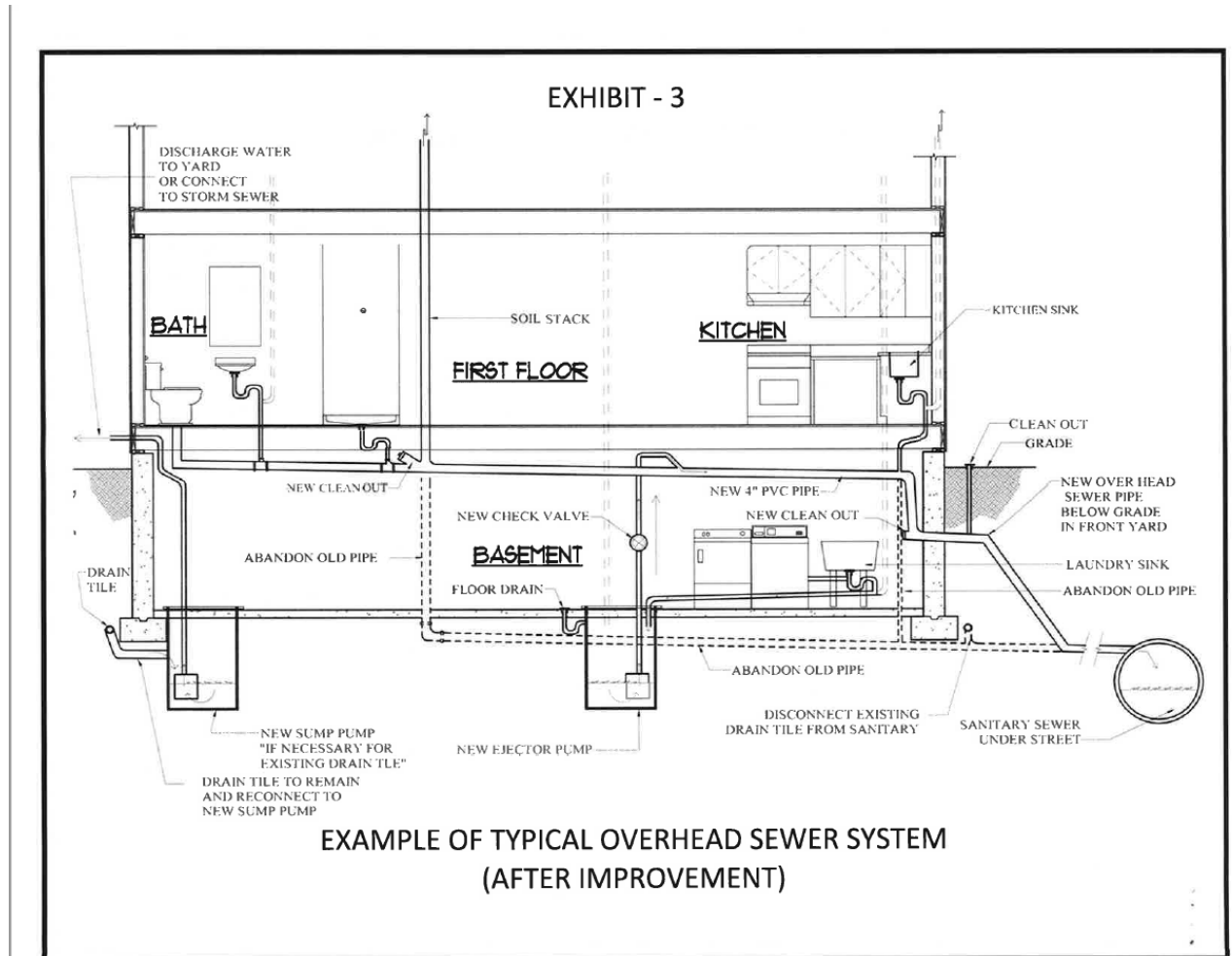


Photo: Village of Roselle Program package

Questions

**BUILDING SEWER UPGRADE/REPAIRINFLOW AND
INFILTRATION REMOVAL
REIMBURSEMENT POLICY
EFFECTIVE 3/11/20136/1/2023**

1. Residents with sanitary or combined sewer problems should contact the Public Works Department before calling a contractor. An authorized Public Works Department representative will verify whether there is a problem with the Village's sewer main. If the problem is not in the Village's sewer main but is in the building sewer (sewer service line), the owner will be advised of several options, including (1) rodding the sewer service at their own expense, (2) rodding and televising the sewer service at their own expense, or (3) using the contractor hired by the Village to rod and televise the sewer service. The building owner shall pay for rodding and the Village would pay for televising. An authorized Public works Department representative may waive, in writing, the pre-repair televising requirement. All corrective work must be performed by bonded and licensed contractors.

2. If the building owner wishes to participate in the "Building Sewer Inflow and Infiltration Removal Reimbursement Program", they will be given a packet containing the reimbursement program requirements by the Village. To apply for funding, the resident (or contractor) must complete and submit a "request for participation" form and provide a copy of the video tape (unless waived) to the Public Works Department. The Public Works Department will review the video tape to determine the extent of recommended repairs and to determine if any sources of storm water infiltration/inflow exist (foundation drains or area drains). The Public Works Department will also inspect the building for other possible storm water connections into the sanitary sewer system (downspouts, sum pumps, diverter valves).

3. Any illegal storm water connections to the sanitary sewer system must be disconnected as required by Village ordinance. ~~This corrective work can be done separately or included with the sewer service upgrade or repair work.~~

4. Once the Public Works Department staff verifies all information and determines the scope of needed repairs, they will prepare a "Work Rights Agreement". The agreement will identify the scope of work for which the Village will provide reimbursement. Eligible work can include repair or replacement of the sanitary service, installation of a check valve, ~~and removal of area, yard, or stairwell drain connections to~~

~~the building sewer.~~ Reimbursements for agreed upon repairs will be a maximum total reimbursement based on ~~the following schedule:~~the lowest estimate for the following work:

A. Removal of foundation drain to the sanitary sewer:

~~B. With removal of foundation drain: _____~~

~~BC. Point~~ Disconnect area, yard, downspouts, or stairwell drain:

~~D. Disconnect area, yard, or stairwell drain:~~

Reimbursement for items A-B will be 50 % of the lowest qualified estimate up to an amount of \$1,500.

~~Total maximum reimbursement for items A—E (per address or building sewer) is:~~
~~_____ \$1,000.00~~

5. Repairs completed without a “work rights agreement” signed by the Village will not be eligible for reimbursement. The owner or their contractor will be responsible for obtaining all necessary permits and licenses, paying all required fee, and posting all required bonds or securities.

6. The residents will be required to obtain at least two cost estimates for the proposed work from a qualified contractor. The owner or their contractor will be responsible for obtaining all necessary permits and licenses, paying all required fees, and posting all required bonds or securities. The Public Works Department will reserve the right to perform and repair or replacement work on Villa right-of-way in lieu of the reimbursement.

7. An authorized Public Works Department representative must be present to inspect the work and verify the repair. The contractor must obtain a written sign-off from the authorized Public Works Department employee that the repair work is satisfactory.

8. After completion of the work, the building owner will have 90 days to submit necessary documentation to the to the Public Works Department for reimbursement.

9.. The total maximum lifetime reimbursement will be \$~~1~~1,500.00 per building sewer or address.-

10. The resident will continue to be responsible for the maintenance of the building sewer and or area/stairwell/driveway drain upon the completion of the repair or replacement

RESOLUTION NO.

~~A Resolution Amending the Building Sewer Reimbursement Policy for the Village of Villa Park~~

~~WHEREAS, the Village of Villa Park is a municipal corporation duly organized and existing under the laws of the State of Illinois; and~~

~~WHEREAS, the Village of Villa Park has previously established a reimbursement policy pursuant to Resolution 07-40 regarding correction of building sewer problems on private and/or public property within the Village of Villa Park and wishes to amend such policy; and~~

~~WHEREAS, the President and the Board of Trustees of the Village of Villa Park desire to provide a means of addressing storm water infiltration and inflow (I/I) problems as well as building sewer problems on private and /or public property in order to provide for the health, safety, and welfare, and to preserve the quality of life for the residents of Villa Park; and~~

~~WHEREAS, the President and Board of Trustees of the Village of Villa Park deem it advisable to adopt a uniform policy in regard to the investigation, evaluation and correction of building sewer and storm water infiltration and inflow (I/I) problems on property within the Village;~~

~~NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:~~

SECTION 1: ~~That the procedures, methods and standards outlined in the Building Sewer Reimbursement Policy, a copy of which is attached hereto and incorporated herein by reference as Exhibit A, is hereby approved, and the Village Manager and the Director of Public Works are hereby authorized and directed to implement the Building Sewer Reimbursement Policy in the name and on behalf of the Village of Villa Park, but only to the extent the same is practicable, and then in accordance with resources that are or may become available from time to time.~~

~~**SECTION 2:** That the attached policy is intended only as a general guideline to be utilized in addressing repairs to building sewers on public and/or private property within the corporate limits of the Village of Villa Park, and the criteria set forth therein may be varied by the President and Board of Trustees of the Village of Villa Park as they may determine is in the best interests of the Village. While the Village will endeavor to address building sewer issues in accordance with the policy, the Village may modify or amend the policy at any time as the best interests of the Village may require.~~

~~**SECTION 3:** That this resolution shall be in full force and effect from and after its passage and approval according to law.~~

PASSED and **APPROVED** this _____ day of _____, 2013.

VILLAGE OF VILLA PARK

President, Village of Villa Park

ATTEST:

Clerk, Village of Villa Park

|

**BUILDING SEWER UPGRADE/REPAIR
REIMBURSEMENT POLICY
EFFECTIVE ~~3/11/2013~~6/1/2023**

1. Residents with sanitary or combined sewer problems should contact the Public Works Department before calling a contractor. An authorized Public Works Department representative will verify whether there is a problem with the Village's sewer main. If the problem is not in the Village's sewer main but is in the building sewer (sewer service line), the owner will be advised of several options, including (1) rodding the sewer service at their own expense, (2) rodding and televising the sewer service at their own expense, or (3) using the contractor hired by the Village to rod and televise the sewer service. The building owner shall pay for rodding and the Village would pay for televising. An authorized Public [W](#)works Department representative may waive, in writing, the pre-repair televising requirement. All corrective work must be performed by bonded and licensed contractors.

2. If the building owner wishes to participate in the "Building Sewer Reimbursement Program", they will be given a packet containing the reimbursement program requirements by the Village. To apply for funding, the resident (or contractor) must complete and submit a "request for participation" form and provide a copy of the video tape (unless waived) to the Public Works Department. The Public Works Department will review the video tape to determine the extent of recommended repairs and to determine if any sources of storm water infiltration/inflow exist (foundation drains or area drains). The Public Works Department will also inspect the building for other possible storm water connections into the sanitary sewer system (downspouts, sum pumps, diverter valves).

3. Any illegal storm water connections to the sanitary sewer system must be disconnected as required by Village ordinance. This corrective work can be done separately [with Inflow and Infiltration Removal Program](#) or included with the sewer service upgrade or repair work.

4. Once the Public Works Department staff verifies all information and determines the scope of needed repairs, they will prepare a "Work Rights Agreement". The agreement will identify the scope of work for which the Village will provide reimbursement. Eligible work can include repair or replacement of the sanitary service, installation of a check valve, ~~and removal of area, yard, or stairwell drain connections to the building sewer.~~ Reimbursements for agreed upon repairs will be a maximum total reimbursement based on ~~the following schedule:~~[the lowest estimate for the following work:](#)

A. Complete replacement of building sewer:

~~B. With removal of foundation drain: _____~~

~~BC. Point-Limited~~ repair to building sewer in Village right-of-way:

~~D. Disconnect area, yard, or stairwell drain:~~

~~EC.~~ Install check valve:

~~Reimbursement for items A-C will be 50 % of the lowest qualified estimate up to an amount of \$3,500.~~

~~D. Replacement of the building sewer to comply with an overhead Sewer, including both internal and external rerouting of the main sanitary sewer collection for the building.~~

~~Reimbursement for items D will be 75% of lowest qualified estimate up to an amount of \$5,000~~

~~Total maximum reimbursement for items A—E (per address or building sewer) is:
_____ \$1,000.00~~

5. Repairs completed without a “work rights agreement” signed by the Village will not be eligible for reimbursement. The owner or their contractor will be responsible for obtaining all necessary permits and licenses, paying all required fee, and posting all required bonds or securities.

6. The residents will be required to obtain at least two cost estimates for the proposed work from a qualified contractor. The owner or their contractor will be responsible for obtaining all necessary permits and licenses, paying all required fees, and posting all required bonds or securities. The Public Works Department will reserve the right to perform and repair or replacement work on Villa right-of-way in lieu of the reimbursement.

7. An authorized Public Works Department representative must be present to inspect the work and verify the repair. The contractor must obtain a written sign-off from the authorized Public Works Department employee that the repair work is satisfactory.

8. After completion of the work, the building owner will have 90 days to submit necessary documentation to the to the Public Works Department for reimbursement.

9. ~~The If the~~ Public Works Department ~~receives will allow~~ a second request form the same address for a repair under this program after 15 years from prior approved applications, the building owner will be required to completely replace all remaining portions of the building sewer. If the building was previously notified of major sewer defects on his property, these must be corrected before any further requests for reimbursement will be considered. The total maximum lifetime reimbursement will be \$~~51~~,000.00 per building sewer or address excluding work associated with an overhead sewer conversion.

10. The resident will continue to be responsible for the maintenance of the building sewer and or area/stairwell/driveway drain upon the completion of the repair or replacement

RESOLUTION NO.

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~~WHEREAS, the Village of Villa Park is a municipal corporation duly organized and existing under the laws of the State of Illinois; and~~

~~WHEREAS, the Village of Villa Park has previously established a reimbursement policy pursuant to Resolution 07-40 regarding correction of building sewer problems on private and/or public property within the Village of Villa Park and wishes to amend such policy; and~~

~~WHEREAS, the President and the Board of Trustees of the Village of Villa Park desire to provide a means of addressing storm water infiltration and inflow (I/I) problems as well as building sewer problems on private and /or public property in order to provide for the health, safety, and welfare, and to preserve the quality of life for the residents of Villa Park; and~~

~~WHEREAS, the President and Board of Trustees of the Village of Villa Park deem it advisable to adopt a uniform policy in regard to the investigation, evaluation and correction of building sewer and storm water infiltration and inflow (I/I) problems on property within the Village;~~

~~NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:~~

SECTION 1: That the procedures, methods and standards outlined in the Building Sewer Reimbursement Policy, a copy of which is attached hereto and incorporated herein by reference as Exhibit A, is hereby approved, and the Village Manager and the Director of Public Works are hereby authorized and directed to implement the Building Sewer Reimbursement Policy in the name and on behalf of the Village of Villa Park, but only to the extent the same is practicable, and then in accordance with resources that are or may become available from time to time.

SECTION 2: That the attached policy is intended only as a general guideline to be utilized in addressing repairs to building sewers on public and/or private property within the corporate limits of the Village of Villa Park, and the criteria set forth therein may be varied by the President and Board of Trustees of the Village of Villa Park as they may determine is in the best interests of the Village. While the Village will endeavor to address building sewer issues in accordance with the policy, the Village may modify or amend the policy at any time as the best interests of the Village may require.

SECTION 3: That this resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED and APPROVED this _____ day of _____, 2013.

VILLAGE OF VILLA PARK

President, Village of Villa Park

ATTEST:

Clerk, Village of Villa Park

Memo



To: Mathew Harline, Village Manager

From: Michael Guerra, P.E., Director of Public Works *mlg*

Date: October 19, 2023

Re: Village of Villa Park Sanitary Sewer Assistance Programs

BACKGROUND

The Village of Villa Park assists residents with reimbursing a portion of sanitary work performed on their private sewer lateral. Currently the assistance is a 50% match up to a maximum of \$1,000. This assistance can be used for the following:

- Sanitary Sewer lateral repair – this includes repairs of the sanitary lateral from the house to the Village Sewer Main.
- Check Valves – this includes the installation of a back flow check valve on the buildings sanitary sewer lateral to help prevent backups into the home when the main Village Sewer is surging during peak flows, typically this is for connections on combination sewers.
- Driveway, Stairwell, or Area Drain Corrections – this includes the rerouting of fresh or surface water drains that connect to the sanitary sewer and routing them to a sump pump or discharging into the yard to allow for compliance with Village Code.

Per the current Village's Building Sewer Upgrade/Repair Reimbursement Policy the maximum reimbursement per address or building sewer is \$1,000. Due to the cost of repairs the residents are only eligible for one reimbursement for the location. In addition to the reimbursement, the Village also provides the stone for backfill for trenches in the Right of Way and provides any pavement repairs along with parkway restoration. The homeowner is responsible for the restoration of their property beyond the back edge of the right-of-way.

Over the past three years the Village has received the following applications:

	2020			2021			2022		
	Applications	Total Cost of Repairs	Avg Repair Cost	Applications	Total Cost of Repairs	Avg Repair Cost	Applications	Total Cost of Repairs	Avg Repair Cost
Building Sewer Repair	17	\$123,797	\$7,282	12	\$72,900	\$6,075	10	\$60,014	\$6,001
Clean and Check Installation	9	\$51,930	\$5,770	2	\$8,900	\$4,450	3	\$14,900	\$4,967
Area Drain	6	\$26,635	\$4,439	9	\$31,683	\$3,520	12	\$26,170	\$2,181
Total	32	\$202,362		23	\$113,483		25	\$101,084	
Village Budget	\$35,000			\$40,000			\$40,000		

The current Village policy is attached to this memo with changes for your information which was last updated in 2013.

OTHER COMMUNITIES

- Lombard
 - Offers residents 75% reimbursement to install a preapproved system to protect basements from backups. Maximum reimbursement of \$1,000 for interior or exterior check valve. Maximum reimbursement of \$2,000 for a combination of clean out and check valve. Maximum reimbursement of \$5,000 for an overhead sewer installation. All programs require the separation of fresh water from the sanitary service and that cost is eligible for reimbursement program.
- Elmhurst
 - Offers residents 50% reimbursement of eligible costs to install either a check valve or an overhead sewer. Maximum reimbursement of \$3,000 for check valve installation. Maximum reimbursement of \$5,000 for an overhead sewer installation. All programs require the separation of fresh water from the sanitary service and that cost is eligible for reimbursement program.
- Roselle
 - Offers residents a 50% reimbursement for eligible costs for their backflow prevention program. Maximum reimbursement of \$2,500 for an external check valve. Maximum reimbursement of \$5,000 for external flood control system or an overhead sewer installation. All programs require the separation of fresh water from the sanitary service and that cost is eligible for reimbursement program.

RECOMMENDATION

Staff are proposing modifications to the existing policy due to cost increases that residents are experiencing. This limits each address or building sewer lateral to one for the lifetime of the property. Therefore, staff is recommending the following changes:

Creation of the Building Sewer Inflow and Infiltration Removal Reimbursement Program:

- Each residence should be eligible for one Inflow & Infiltration correction (Driveway, Stairwell, Area Drain, downspouts disconnection to sanitary sewer) to reduce the amount of surface water entering the Village Sanitary Sewers. This reimbursement will be independent of the other sanitary sewer work with reimbursement up to \$1,500.

Building Sewer Repair/Upgrade Reimbursement:

- Building Sewer Repair and Clean and Check Installation maximum reimbursement increased to \$3,500. This will help bring the Village's participation to closer to 50% for most of the applications. Repairs to the sewer lateral from the sewer main to the edge of the right-of-way may be required. This will encourage residents to repair the section of their lateral under the Village right of way which will limit the amount of road openings in the future for repairs, along with limiting the possibility of roots entering the sewer. The Village currently does not allow for spot repairs in the roadway section so will also offset the additional cost for residents.
- Increase the maximum lifetime reimbursement per address or building sewer to \$5,000.
- Each residence would be eligible for Building Sewer Repair and Clean and Check Installation reimbursements every 15 years.

Additional Programs

- Offer an additional reimbursement program that will reimburse residents up to \$5,000 if they convert from under foundation sanitary sewer to overhead sewers. Overhead sewers are what is required for new construction which would help bring older buildings up to current codes. Additionally, this will help reduce the amount of sewer backups into homes due when sanitary sewers are surging due to wet weather.

These recommendations are independent of each other and could be implemented on their own based on the decision of the Village Board.



MEMORANDUM

TO: Village Board of Trustees
FROM: Greg Gola, Director
DATE: October 23, 2023
SUBJECT: Discussion Regarding Loan & Approving Budget for Sugar Creek Golf Course

RECOMMENDED ACTION:

Staff will present for discussion the request from the Sugar Creek Golf Course (SCGC) to forgive the amount of money invested by the Village of Villa Park in the Golf Course. The SCGC management team would like to use the funds that would go to the Village to pay down that debt to go toward deferred maintenance issues instead. SCGC has a prioritized list of capital needs. Greg Gola serves as the Village representative on the SCGC Board. If the Board would like to proceed toward debt forgiveness, SCGC can finalize their budget and bring it to the Board for approval.

BACKGROUND:

DISCUSSION:



MEMORANDUM

TO: Village Board of Trustees
FROM: Nick Cuzzone, Village President
DATE: October 23, 2023
SUBJECT: Discussion about Liquor License Upgrade

RECOMMENDED ACTION:

President Cuzzone is seeking input on one or two potential liquor license applications

BACKGROUND:

None

DISCUSSION:

None

F.U.N. Commission Meeting minutes from Tuesday, August 22, 2023 held at the Village Hall, Committee of the Whole Room, 20 S. Ardmore Avenue, Villa Park, IL 60181.

1. Call to order: 5:37 pm Roll Call: Leslie Allison-Seei, Mary Brunner-Hintze, Eliza Diederich, Kathy Halloran, Carla Graf (note: Dave Samples arrived late at 6:23 pm. Azana Jackson and her mother, Kimberly Jackson arrived late at 6:30 pm. Azana turned in her F.U.N. Commission application to Leslie)
2. Public Comments on Agenda Items – none
3. Amendments to the Agenda – none
4. Approval of Minutes. Minutes were approved from July 25, 2023 meeting. Carla motioned and Mary seconded
5. Business
 - 5A. Discussion re: audio recordings of Commission meetings. Gina Racanelli recorded this meeting. Per Brian – IT Manager, Board to use as a reference. Gina is not uploading any recording. Gina will give recording to Cheryl Wagner and will have answers soon as to procedures.
 - 5B. Vote on August Landscape Award. There were 3 submissions for August.
 - 5C. Discussion re: Commission Description and Mission. Kathy/Mary handed out mission statement they worked on: To promote friendship and to foster community spirit by providing opportunities for social, educational and volunteer pursuits that support the Village of Villa Park. The F.U.N. Commission needs to list **responsibilities** and **duties**. Next meeting we will discuss old code, add things we would like and then submit to board. Note: We have 7 voting positions and 2 junior positions.
 - 5D. Update on Autumn Jubilee plans.
 - a. Per Gina, mykidlist.com had our information of event but it was wrong. Gina was able to get it corrected. East Seals has an event on the Prairie Path the same day but it is between Addison and Summit and should not interfere.
 - b. Carla suggested we set up at 10 am – 4 hours before the event. Certificate of Insurance, still needed County permit added as additional insured, pay \$50 online.
 - c. Mary asked about receipts/purchases for event. Gina will make sure we will be under budget (printing of flyers, signage – banners 3 x 5 is standard banner (3).

One for Addison fence, sign on Pavilion – Gina will check, Iowa Center. Fire Department – sharing space on electronic sign).

- d. Garbage cans (4).
 - e. Barricades for entrance to parking lot – Gina will decide.
 - f. Vendor Fee – how do they pay for those vendors who do not have checks? Credit Card? Pay at Iowa Community Center? Gina will check as the Village does not have PayPal. Money Order or Cashiers Check is ok.
 - g. Letters to Businesses – letterhead. Carla to email Gina and her office will print by tomorrow, 8/23.h
 - h. There will be no rock painting.
 - i. Per Laura at Chamber of Commerce, Walmart is now a chamber member. Will Walmart donate to our event? Can we get stickers, washable markers at a discount?
 - j. Gina will drop plywood at Mary's house.
 - k. Participation ribbons for participants.
 - l. Dave will do a google form with QR code for registration for bike/scooter/wagon parade. Registration to include name, age, type of vehicle/email address/town. Suggested we make this parade part of our graphics.
6. Public Comments on Non-Agenda Items – none
7. Commissioner Comments – Mary \$25 gift cards. We need to solicit (8). We have (3) \$10 dollar gift certificates from HighView
8. Chairman Comments – Announcement of the older tree contest winner will be presented at Village Board Meeting on Monday, August 28 at 7 pm. Gerard – DuCap – adopt a day at Iowa Community Center on Thursday's 9/7 – 12/14 from 3:15 pm to 5:15 pm. 3 or more volunteers are needed to supervise.
9. Village Board Liaison Comments – There will be a Zoom Meeting on new agenda software
10. Village Staff Comments – Gina requested to change F.U.N. Commission meeting date to 1st Tuesday or 3rd Tuesday of the month due a conflict she has with 4th Tuesday.
11. Adjournment – 7:08 pm. Carla motioned and Mary seconded.

Respectfully submitted,

Kathy Halloran
F.U.N. Commission Secretary

Village of Villa Park
Minutes
Bike, Pedestrian & Transit Advisory Sub-Committee
of the Environmental Concerns Commission
August 24, 2023: 6:00 PM

Approved 9/28/2023

1. **Call to Order - Roll Call:** The meeting was called to order at 6:13 PM
Present: Robert Wagner, Marianne Greco, Allan Leishman
Absent: Joe Amore (excused)

Since the chair was absent, RW nominated MG to chair, but she respectfully declined. RW then nominated AL to chair the meeting. It was seconded by MG. AL was appointed as acting chair by voice vote.

2. **Public Comments:** None

3. **Amendments to the Agenda:** None

4. **Approval of Minutes of the July 27, 2023 Meeting:** 1st RW, 2nd AL: RW motioned to approved the minutes of the previous meeting. AL seconded that. The minutes from the July 27, 2023 meeting were approved by voice vote.

5. **Business**

- a) Banner Purchase Status: RW received the banner and has used it at the Aug 5th D45 back to school event and at the 8/18 North School Back to School event. RW has submitted the invoice and request for reimbursement. It was well under the approved \$150.
- b) Suicide Prevention Signs Update: No new information.
- c) Rail Safety Week (9/18-9/24): RW asked the Vice Chair of the DuPage Rail Safety Council, Deborah Hare, to put this committee's members on their mailing list. There is nothing additional to report.
- d) Bicycle Friendly Application (deadline 8/30/23): RW has done some work on the application, we will ask public works director Guerra for a meeting to provide the necessary information. There was a meeting hosted by the League of Cyclists about the application, but no one from the committee was able to attend. RW noted that there are no extensions if we miss the deadline and that we would have to wait until next year. AL also looked through the application, making some contributions, but found that many of the fields were for information most readily available to Village staff.
- e) BPT Guidelines: No discussion. Tabled for the next meeting.
- f) VP Comprehensive Plan/Map Social Participation: AL brought up the DIY meeting option for running a public input meeting. RW noted that the Kiwanis are having a meeting to discuss the comprehensive plan with the public – likely 8/30 or 8/31 - and is hoping to attend; not only to contribute our comments, but also to get ideas for this committee to host a meeting. Marc McLaughlin (Community Development Director) and Village Manager Harline are expected to be facilitating Kiwanis gathering. RW suggested that

we participate with the Kiwanis meeting. AL will also try to go, but thought it should not be as representing this committee.

RW pointed out that generally the meetings don't focus on one item everyone brings their own contribution.

MG thinks that if we control a meeting, we should steer the meeting to our areas of concern. AL will look into how other meetings go. RW reminded us to read the meeting guidelines put out by the Comprehensive Plan website.

AL feels it would be beneficial to have our own public meeting that focuses on environmental and transportation concerns.

AL looked into Map Social: He made one that was BPT focused and one with Environmental issues.

He showed his maps and explained that anyone can highlight spots that are important or need improvement. His map shows suggested bike lanes etc. and encouraged the committee to review his map and contribute. RW suggested doing one of the maps with traffic and safety. RW will reach out to traffic and safety about a joint meeting to create a map.

AL noted that map.dot social also allows the public to view what others have posted. As he reviewed others' maps he noted that there are allies in the community who also brought up bike and pedestrian safety.

- g) PACE Bus Route 313: RTAMS statistics, route info and issues: RW gathered information and the location of the public record of statistics for bus routes. He found disappointing ridership stats; it has not fully rebounded from COVID. He noted that PACE is trying different transportation options, such as ride shares.

RW shared notes from the latest Active Transportation Alliance advocacy meeting. They are concerned about the region's transit funding – fearing that money will dry up in 2025 (“fiscal cliff”). RW also noted the Plan of Action for Regional Transit , recently developed by a regional leaders.

The committee had a brief discussion about whether public transit should be self-funded and whether self-funding is an achievable goal.

AL only learned recently that 313 existed until a few months ago, which led to a discussion about how this committee can encourage people to ride. One suggestion is to ask PACE to make the buses more convenient (i.e find the budget). RW suggest going to a PACE directors meeting which are held monthly at the Arlington Heights headquarters.

- h) Illinois Highway and Multimodal Improvement Program/Budget: MG did not yet find out how much of the budget is set aside for Bike/Ped, but it was agreed to find out more about how we can take advantage of the program.
- i) Bike/Walk to School Day (5/8/24): RW did fill out a FOIA regarding a previous grant application for Safe Routes to School. In 2018 there was a grant application for addressing sidewalk gaps around North school. He'll share it with the commission.

At a recent back to school event RW mentioned it to the officials and PTA of North school. AL was collecting names and schools in order to gauge interest. Al suggested for the first year pick one school to focus our efforts. The committee should advertise, reach out to parents, PTA etc. at least for the first year. RW noted that when planning, there may be a need for Police support, volunteers etc.. Claudia Garcia, community outreach for district did respond to Bob's communication, but her answer focused on the safety events. RW can reach out to Sara Freund of the North School PTA. They meet the 3rd Thursday of every month at 6:00 PM.

- j) IDOT Bicycle Maps: RW looked at IDOT site – the e-version is up to date. Maggie Swinski from Active Trans provided JA with contact names for fixing it.
- k) Villa Avenue Improvement Project: No new info about Villa Avenue improvement project
- l) TriTrail Connector: RW stated that the contract was approved at last Village Board Meeting. Commissioner Amore reminded staff that we be kept informed of the progress. Construction is expected to start this year.
- m) Rail Under/Overpass(es)/Grade Separation: RW noted there was at least one stakeholder meeting. RW sent an email to the engineering group but wasn't able to get the survey results (160 responses) and the PowerPoint presentation (showing the various options) from that meeting.
- n) Community Outreach/Education: RW was at the D45 Back to school event. He handed out the bike safety quiz card and took bus safety activity books to the North school event.
- o) New Business: None

6. **Commissioner, Village Board Liaison, and Village Staff Comments**: RW purchased the Urban Bikeway Design Guide book. It's very applicable.

RW part of America Walk's walking college. Has a project that has to be finalized by 9/27 – this will be a "Walking Club" that is about walking and advocacy. (e.g. walk audits).

MG has been checking Walk Friendly Community application. As of 8/20 still not open.

7. **Adjournment:**

Al motioned to adjourn the meeting. 2nd by MG. Approved by voice vote. The meeting was adjourned at 7:09 PM.



MEMORANDUM

TO: Village Board of Trustees
FROM:
DATE: October 23, 2023
SUBJECT: Environmental Concerns Commission

RECOMMENDED ACTION:

Acceptance of the Minutes of the Environmental Concerns Commission's Regular Meeting of August 24, 2023 and Special Comprehensive Plan Meeting on September 16, 2023.

BACKGROUND:

DISCUSSION:

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three (3) minutes.**

VILLAGE OF VILLA PARK
Village Hall, Committee of the Whole Room
20 S. Ardmore Avenue
Villa Park, IL 60181

Environmental Concerns Commission

August 24, 2023

7:00 PM

Chairperson: Robert Wagner

Commissioners: Joe Amore, Marianne Greco, Sandra Hill, Ellen Jurkonis, Tamara Lambert-Wasilewski and Allan Leishman

1. **Call to Order - Roll Call** – The meeting was called to order at 7:14 p.m. and a quorum was established with the attendance of Commissioners Greco, Jurkonis, Leishman, and Chairman Wagner. Commissioner Amore was an excused absence and Commissioner Hill was able to attend at 7:25. Audio recording of the meeting began at the call to order.
2. **Public Comments on Agenda Items - none**
3. **Amendments to the Agenda - none**
4. **Approval of Minutes - Meeting held on July 27, 2023** – The minutes of the July 27th ECC meeting were approved by voice vote.
5. **Business**
 - a. **Report of the Bike, Pedestrian and Transit Subcommittee** – Chairman pro-tem Leishman reported that a full meeting of the BPTS included discussion on many topics including future events, participation in the Village Comprehensive Plan, use of the new banner, and mapping.
 - b. **Follow-up on Goal Setting Session (2023 - 2024)** – Commissioners reviewed progress on the goals they had selected.
 - Chairman Wagner will work on developing the water goal and is considering adding the cooking oil collection to his work.
 - Commissioner Greco will continue to work on walking with some focus on snow shoveling.
 - Commissioner Hill's work will look at bringing speakers on trees and pollinators.
 - Commissioner Leishman plans to work on the advocacy side of climate change including a possible petition and use of the Climate Action Plan. Chairman Wagner reminded the ECC that the Village Board endorsed the use of the CAP and actions should reflect that. Commissioner Hill encouraged the ECC to consider a family event near Earth Day focusing on environmental issues.
 - Commissioner Jurkonis indicated that work on the end-of-the-year school recycling project will be a focus for late spring. She shared details of the goal to provide more educational items for citizen information.

- Commissioner Jurkonis asked that development of an ECC calendar be placed on the September agenda and Commissioner Leishman offered to begin the calendar as a Google doc. He will share what he has completed and that can be used as a base for additions presented in the future.
 - A short discussion on the No Mow May project was held with agreement on the need to clarify and educate the citizenry on this program.
- c. **Discussion of Commission Slogan** – With discussion and use of the white board, Commissioners offered ideas for an ECC slogan to be used with the current ECC design. *Creating (or Building, or Growing) a Greener (Garden) Village and Helping Villa Park Help the Earth* were options. Commissioner Jurkonis asked that this discussion continue with a decision at the September meeting of the ECC.
- d. **Electrical Aggregation - Green Energy Option – Update** – Commissioners Leishman and Greco and Chairman Wagner attended the National Night Out event and shared information with and answered questions from the citizens on the new Aggregation program. Manager Harline reported that 35% of the residents opted-out and there are various reasons including misinformation. Residents may opt-in and continued Village and ECC support of this program is encouraged.
- e. **Water Quality Monitoring (Dissolved Oxygen) – Update** – Chairman Wagner reported that the completion of his water study of Village ponds and lakes indicates that the water oxygen levels are good and he will send a report to the Parks and Recreation Department.
- f. **Communication / Community Outreach - Halloween Happenings, Pumpkin Smash, Cooking Oil Collection** – Chairman Wagner provided materials for the Village Matters issue and it was included. He is seeking Commissioner input on participation in Halloween Happenings (Oct. 20th from 5 – 7), the Pumpkin Smash, and the Cooking Oil Collection. Discussion on this will be included on the September agenda. Commissioner Greco suggested enhancement of the Pumpkin Smash event to add to the fun for children attending.

6. Public Comments on Non-Agenda Items - none

7. **Commissioner Comments** – Commissioner Leishman has used the website *www.map.social* to create maps for Villa Park focusing on areas of need. He encouraged members to try it out and indicated it would be a worthwhile tool for the ECC Comprehensive Plan meeting.
8. **Chairman Comments** - Chairman Wagner shared information on the Kiwanis Club's upcoming meeting on the Comprehensive Plan and encouraged members to attend to learn more about the procedures the ECC will need to follow when the ECC Comprehensive Plan meeting is held. A suggested date for that meeting is September 16th in the morning at the Library. He also encouraged members to take the online survey.

9. Village Board Liaison Comments - none

10. Village Staff Comments - none

11. **Adjournment** – A motion to adjourn was made by Commissioner Greco and seconded by Commissioner Hill. The meeting was adjourned by voice vote at 8:48 p.m.

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.

Village of Villa Park
Villa Park Public Library
305 S. Aredmore, Villa Park, Illinois 60181

Environmental Concerns Commission – Special Meeting

Saturday, September 16, 2023

9:30 A.M.

Chairman: Robert Wagner

Commissioners: Joe Amore, Marianne Greco, Sandra Hill, Ellen Jurkonis,
Allan Leishman and Tamara Lambert-Wasilewski

1. **Call To Order** – The meeting was called to order at 9:37 a.m. by Chairman Wagner. A quorum was established with the attendance of Commissioners Leishman, Amore, Hill and Jurkonis. The agenda for the meeting was the Villa Park Comprehensive Plan DIY Workshop Kit Questionnaire. Chairman Wagner will submit the results of this meeting to the Village upon completion.
2. **Business** –
 - a. **Identify five issues or concerns confronting the Villa Park Community** – Participants completed the question independently and discussion followed.
 - b. **List in order of importance, the three most important issues discussed so far.** Participants completed the question independently and discussion followed. Members listed the following as important issues:
 - i. Strong Economic Development
 - ii. Underpass
 - iii. Trees, gardens and general beautification
 - iv. Infrastructure Development
 - v. Environmental Focus – prioritizing green improvements
 - vi. Community involvement and pride through periodicals delivered in hard copy to each resident
 - vii. More senior living options
 - viii. Green Spaces
 - ix. Modernize public buildings
 - c. **Identify three (3) specific projects or actions that you would like to see undertaken in Villa Park.** Participants completed the question independently and discussion followed.
 - d. **What are the primary strengths and assets of Villa Park?** Participants completed the question independently and discussion followed.
 - e. **Extra Thoughts** – Statements were shared on the hopes for the future of Villa Park including the use of the Comprehensive Plan.
3. **Meeting adjourned at 10:35.**



MEMORANDUM

TO: Village Board of Trustees
FROM:
DATE: October 23, 2023
SUBJECT: Parks and Recreation Advisory Commission

RECOMMENDED ACTION:

Acceptance of the Minutes from the Parks and Recreation Advisory Commission Meeting on September 12, 2023

BACKGROUND:

DISCUSSION:

MINUTES OF PARKS & RECREATION ADVISORY COMMISSION
September 12, 2023
ROOM 11 AT THE IOWA COMMUNITY CENTER
338 N. IOWA AVE, VILLA PARK ILLINOIS

COMMISSIONERS: S. Bousum, S. Collentine, C. Murphy, D. Noxon, M. Storino, C. Tucker.

PARKS & RECREATION LIASON: Director G. Gola

VILLAGE BOARD LIAISON: J. Cordova

COMMISSION CHAIRPERSON: S. Bousum

COMMISSION VICE-CHAIR: C. Tucker

SECRETARY: M. Storino

RECORDER OF MINUTES: Y. Clark

1) CALL TO ORDER: Vice Chair Tucker called meeting to order at 7:05 pm.

ROLL CALL: M. Storino, D. Noxon, C. Murphy, C. Tucker.

2) PUBLIC COMMENTS ON AGENDA ITEMS: N/A

3) AMENDMENTS TO THE AGENDA: N/A

4) APPROVAL OF MINUTES:

Motion for the approval of the August 8, 2023, meeting minutes was made by Comm. Noxon and second by Comm. Murphy. Acclamation vote was taken with all ayes.

5) DEPARTMENT STAFF UPDATES:

a) Recreation Division- Assistant Director Gina M. Racanelli:

Summer Programs and Events Wrap-Up

- Camp
 - Junior and Senior Adventure Camp: 57 individuals, 47 families vs. 76 individuals, 55 families in 2022.
 - Mini Adventure Camp: 39 individuals, 32 families vs. 16 individuals, 16 families in 2022.
 - Total Camp Revenue: About \$88K vs \$62K in 2022.
 - New this year, Afternoon Fun: 22 individuals, 19 families, \$7,982 in revenue.
- Summer Concerts
 - 10 concerts in 2023 vs 9 in 2022
 - Attendance: 4,600 vs 2,900 in 2022
 - Average attendance per concert: 460 vs 320 in 2022
- Super Sensational Saturdays
 - 3 in 2023 and 2022
 - Attendance: 700 vs 400 in 2022
 - Average attendance per event: 230 vs 130 in 2022
- Movies in the Park
 - 2 in 2023 and 2022
 - Attendance: 180 vs 50 in 2022
 - Average attendance per event: 90 vs 25 in 2022
- Adults and Seniors
 - 49 programs/bus trips in 2023 vs 38 in 2022
 - Participation: 756 vs 599 in 2022
 - Birthday Bunch & Lunch is moving back to ICC from its summer home at the library on September 14th.
- Martial Arts
 - 52 participants in 2023 vs 40 in 2022
 - \$4,960.00 in 2023 vs \$3,649.00 in 2022

Aquatics

- Swimmable Days: 65 in 2023 vs 86 days in 2022
 - Weather had a big impact
- Revenue: \$98,784 vs \$96,097 in 2022
 - Includes pool passes, admissions, learn to swim, Mariners swim team.
 - Pool passes was down about \$2,000
- Staffing was better than in 2022
- Closed during the week in 2023 once school back in session
- Closed the Sunday before Labor Day this year
 - Summer staff able to enjoy one summer holiday in the season
 - Staff able to have one day off before going back to school
 - Staff was willing to work and finish the season

Other Recreation Updates:

- Brewfest
 - October 7, 2023
 - Cortesi Veterans Memorial Park
 - Still recruiting volunteers. Email me if you are interested.
 - Tickets on sale now – 147 sold (153 last year)
 - 2-5:30 pm (1-2 Gold Pass Only)
 - General Admission \$50
 - Gold Pass \$70
 - Designated Driver \$15
 - About 15 brewers confirmed, goal is typically about 20.
 - 3 food trucks confirmed – Spoon Burger, Flavor Frenzy, Hat Trick BBQ
 - Freezer and ice for event confirmed
 - DJ Carl Sundstrom
- Halloween Happenings
 - October 20, 5-7 pm.
 - Iowa Community Center grounds and gym
 - Registration for booth sponsors has started
 - Still recruiting community groups to participate in outdoor portion
 - Co-sponsored with Villa Park Lions Club
 - Scarecrow Decorating Contest
 - Tuesday, October 24
 - Scarecrows displayed at Village Hall
 - \$15 starter kit to be picked up by 10/11
 - Co-sponsored with Villa Park Ace Hardware
- Athletics
 - Villa Park Youth Soccer League now has 147 participants. We had 108 participants in the fall of 2022.
 - Soccer games started on Saturday, September 9 at ICC and Twin Lakes.
 - Villa Park Women's Volleyball League has 15 teams in 3 competition levels. Games start Thursday, September 14 at Jackson Middle School. We had 13 teams in 2022-2023.
 - Conquer the Court 3v3 Youth Basketball League registration has started, with 17 registered as of Monday, September 11. We had 2 people registered at the same time in 2022. This season, we are teaming up with Lombard Park District to offer 5v5 basketball to our grades 6-8 teams.
- Early Childhood

- Preschool
 - 4-year-old-8 participants
 - 3-year-olds- 8 participants
 - 2.5-year-olds (NEW)-6 participants
- New this year, Little Learners Club, scheduled to run from 8 am- 4 pm Tuesday, Wednesday, Thursday.
- Adults & Seniors
 - Endless Pawssibilities Dog Training to resume is October
 - Four Casino trips
 - Birthday Bunch & Lunch meets once per month; Donut Bingo twice a month; National Days each month!
 - Ice Cream Social
 - 2 FREE programs-Rules of the Road and RTA travel presentation
 - 3 Co-Op trips with Oakbrook Park District: 2 destinations in Wisconsin: Apple Holler Orchard and Titanic the Musical at the Fireside Theatre
 - 9 trips already filled to bus capacity with wait lists

b) Parks, Buildings & Grounds Division- Superintendent Brian Roche:

Current/Completed Park and Facility Projects

Lions Update

- Demolition is completed and the Johler demolition fence came down today.
- Temporary fence is now up and still stay until new construction fencing is installed, on Thursday by Federal Rent A Fence.
- Greengard performing survey and layout services at the site, they are laying out for silt fencing, staking the site off, and identifying construction layout as per the plans prior to start of construction.
- “Coming soon” sign displaying project rendering and companies is coming soon.

Facility Assessments

- Continue working with Kluber, provided blueprint plans for the initial assessments of Village buildings to begin.
- Met with them on site, worked with them to get initial architectural assessment to help verify facility layouts and plans.
- Upcoming will be additional walkthroughs with engineers which will be more in depth as well as a drone fly over of facilities to assess exteriors.

Jefferson Pool

- The pool is closed for the season, we are working to shut everything down and have it drained out, we are looking to identify any needed repairs or replacements that may need to be made before next pool season
- We are also intending to budget for a liner for the pool for 2024, we will discuss with companies on timing of the liner install (spring/fall)

Village Hall HVAC units

- Working with Acitelli Heating and Piping to replace the rooftop HVAC units at Village Hall which service the upper level.

- Old units supplied only cooling to the upper level, the new units will supply heating and cooling to the upper level.
- Initial work has started and is expected it to be completed by the end of the week.
- Radiators in the upper level will not be needed and will be removed before winter.

Upcoming projects

- Will be removing baseball material from field 1 at Lions and moving to other Village fields in need, as well as remove any remaining items that are being reused.

c) Director's Report- Director Gola: Director Gola was not present.

6) BUSINESS:

a) Lufkin Park - Superintendent Brian Roche:

Three bids for the project were submitted and are being reviewed in effort to reduce some of the costs and perform some work in house, similar to the North Terrace project. We budgeted estimated costs for this project roughly 2 years ago and as things have changed, some labor costs were higher than expected in these bids. Trying to work with the lowest bidder to make some adjustments, and are looking to have this project on the September 25 or October 9 board agenda for approval to proceed.

b) Recreation Center - Superintendent Brian Roche:

Lowest bids for the new rec center have all been approved by the Village Board. Application for the OSLAD grant for the other outdoor site amenities, playground, basketball court, senior area, baseball field, etc., has been submitted, and we have received confirmation back from the DNR that it was received. We are hopeful to hear back on award of the grants in January, as we had typically in past at our annual park and rec conference, but with last grant awards the DNR was short staffed and notifications came out around early summer. Please save the date for a groundbreaking ceremony for the new building, September 28 or 29 at 5 or 530pm, Village Manager Harline is talking with the Village Board to set date and time and we will let everyone know.

We are looking for construction to begin the first or second week of October

Assistant Director Gina M. Racanelli: Due to the bids coming in lower than projected, we now know the walking track will be part of the project, we are excited for the great news! Membership types, fees and rates were discussed; some of the different types of memberships include: access to the weight room, yearly fee, monthly fee, track only, single person or two people in a house hold, senior rate, all access drop in, open gym drop in, etc. Survey of surrounding area facilities revealed that many yearly fees are over \$200, staff would like to stay under \$200 for the year, and allow guests to select the type of membership that works for them. Incentives would also be a great way to attract people to come try our brand new facility. Discussion was had regarding facilities and areas that should be included in fees survey. The Board would like to a recommendation from the Commission on fees, and staff would like to start promoting a few months prior to doors opening. The feasibility study revealed most facilities like this are not sustainable over the first couple of years.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS: Board Liaison J. Cordova spoke regarding naming rights for the new rec building. The Board would like further information specifically regarding 1) Difference between sponsorship and naming rights, 2) What, specifically and how many total, can be sponsored at the new rec center (a hall, a room, a wing)? 3) How much money do we need to be able to determine how many areas should be sponsored 4) Business Plan including programming and growth opportunities.

8) COMMISSIONER COMMENTS:

- Comm. Noxon: *Happy to be here!*
- Comm. Murphy: *Thank you for putting this information together.*
- Secretary Storino: *Good to hear we are moving along with the projects.*
- Vice Chair Tucker: *Thank you for putting the information together and thank you, Jorge.*

9) CHAIRPERSON COMMENTS: N/A

10) VILLAGE STAFF COMMENTS:

- Assistant Dir. Racanelli: *Thank you for being here, see you next month!*
- Sup. Roche: *No comment.*
- Sup. Earl: *Thank you all for your efforts.*

11) ADJOURNMENT: Vice Chair Tucker called for meeting to adjourn at 8:50pm. Comm. Noxon made motion and was second by Comm. Storino. Acclamation vote was taken with all ayes.

NEXT MEETING: October 10, 2023.



MEMORANDUM

TO: Village Board of Trustees
FROM:
DATE: October 23, 2023
SUBJECT: Planning and Zoning Commission

RECOMMENDED ACTION:

Acceptance of the Planning and Zoning Commission Chairperson's Report dated October 12, 2023.

BACKGROUND:

DISCUSSION:

**Village of Villa Park
Planning and Zoning Commission
Report of the Chair for October 12, 2023**

Chairman: Jason Jarrett

Commissioners Present: Larry Calvert, Ed Hofstra,
Dominic Romano, Justin Shlensky

Village Staff: Marc McLaughlin, Stephanie Barajas

Board Liaison: President Nick Cuzzone

Public Hearings

PZ-23-11 / 1 Ovaltine Court / Zoning Map Amendment from PUD-R to MX-T

PZ-23-12 / 1500 S. Ardmore Avenue / Zoning Map Amendment from PUD-R & O-R to RM-9

PZ-23-13 / 1535-1545 S. Ardmore Avenue / Zoning Map Amendment from PUD-R to RM-9

PZ-23-14 / 50 E. North Avenue / Zoning Map Amendment from PUD-C to C-3

PZ-23-15 / 206-306 W. North Avenue / Zoning Map Amendment from PUD-C to C-3

PZ-23-16 / 712-724 N. Villa Avenue / 346 E. Hill Street / 345 E. Schiller Street / Zoning Map Amendment from PUD-R to RM-9

PZ-23-17 / 851 N. Villa Avenue / Zoning Map Amendment from PUD-C to O-R

PZ-23-18 / 880 N. Addison Road / Zoning Map Amendment from PUD-I to M-1

PZ-23-19 / 900 S. Illinois Route 83 / Zoning Map Amendment from PUD-C to C-3

The Petitioner in all above referenced cases, Village of Villa Park, requested Public Hearings to consider granting Zoning Map Amendments for the referenced properties to cure errors related to the lack of underlying zoning for previously approved Planned Unit Development ordinances.

The commission recommended approval of all petitions by a vote of 5-0. A memorandum and transcript will be forwarded to the Village Board with additional relevant application materials.

Non-Agenda Items: Update on status of Comprehensive Plan.

Respectfully,



Jason Jarrett, Chairman