

**VILLAGE OF HINSDALE
VILLAGE BOARD OF TRUSTEES
MINUTES OF THE MEETING
January 5, 2010**

The Hinsdale Village Board of Trustees regularly scheduled meeting was called to order by President Tom Cauley in Memorial Hall of the Memorial Building on Tuesday, January 5, 2009 at 7:30 p.m.

Present: President Tom Cauley, Trustees J. Kimberley Angelo, Bob Saigh, Laura LaPlaca, Doug Geoga, Cindy Williams and Bob Schultz

Absent: None

Also Present: Village Attorney Ken Florey, Village Manager Dave Cook, Assistant Village Manager/Director of Finance Darrell Langlois, Building Commissioner Robb McGinnis, Police Chief Brad Bloom, Fire Chief Mike Kelly and Deputy Village Clerk Christine Bruton

Also Present: Christine Cuthbert with The Hinsdalean, Amy Deis representing The Doings, Christine Martin with the Tribune and Don Grigus from the Suburban Life

PLEDGE OF ALLEGIANCE

President Cauley led those in attendance in the recitation of the Pledge of Allegiance.

APPROVAL OF MINUTES

Trustee Williams moved to **approve the minutes of the Special Meeting of November 23, 2009**. Trustee Schultz seconded the motion.

AYES: Trustees Angelo, Saigh, LaPlaca, Williams, Geoga, Schultz

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

Trustees Geoga and LaPlaca made corrections to the submitted minutes. Trustee Geoga moved to **approve the minutes of the Regular Meeting of December 15, 2009, as amended**. Trustee Saigh seconded the motion.

AYES: Trustees Angelo, Saigh, LaPlaca, Williams, Geoga, Schultz

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

CITIZENS' PETITIONS

None.

VILLAGE PRESIDENT'S REPORT

None.

APPOINTMENTS TO BOARDS AND COMMISSIONS

President Cauley asked for a motion to approve his recommendation of Mr. Luke Stifflear to the Plan Commission. He outlined his credentials. He also noted that as the Plan Commission has already had one length hearing on the hospital matter, Mr. Stifflear would not participate with hospital discussions since it's well under way. Trustee LaPlaca moved to **approve the appointment of Luke Stifflear to complete the unexpired term of Dennis Parsons to the Plan Commission through April 30, 2010, as recommended by the Village President.** Trustee Angelo seconded the motion.

AYES: Trustees Angelo, Saigh, LaPlaca, Geoga

NAYS: Trustees Williams and Schultz

ABSTAIN: None

ABSENT: None

Motion carried.

CONSENT AGENDA

Items Recommended by Zoning & Public Safety Committee

Item A: Refer to the Plan Commission for Review and Consideration of a Text Amendment to Sections 5-102 (Permitted Uses) and 12-206 (Definitions) of the Hinsdale Zoning code to Allow Professional, Home-Based, Supplemental Education Program Centers as Permitted Uses in the B-1 Community Business District (Omnibus vote)

Items Recommended by Administration & Community Affairs Committee

Item B: Approve Bid #1463 for Annual Landscape Maintenance to Classic Landscape for \$92,440 (Item removed)

President Cauley explained that the ACA Committee had directed Park & Recreation Director Hassett to ask Classic Landscape for a better price if the Village contracted them for two years, so this item is pulled from the Consent Agenda. President Cauley read the Consent Agenda, as amended. Trustee Williams moved to **approve the Consent Agenda, as amended**. Trustee Saigh seconded the motion.

AYES: Trustees Angelo, Saigh, LaPlaca, Williams, Geoga, Schultz

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

ADMINISTRATION AND COMMUNITY AFFAIRS

Trustee Schultz moved **Approval and Payment of the Accounts Payable for the period of December 12, 2009 through December 30, 2009 in the aggregate amount of \$362,905.66 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk**. Trustee Geoga seconded the motion.

AYES: Trustees Angelo, Saigh, LaPlaca, Williams, Geoga, Schultz

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

ENVIRONMENT AND PUBLIC SERVICES

No report.

ZONING AND PUBLIC SAFETY

No report.

REPORTS FROM ADVISORY BOARDS AND COMMISSIONS

No report.

STAFF REPORTS

No report.

CITIZENS' PETITIONS

None.

TRUSTEE COMMENTS

None.

ADJOURNMENT

There being no further business before the Village Board of Trustees, President Cauley moved to adjourn the meeting of December 15, 2009 into closed session and not to reconvene according to 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. Trustee Saigh seconded the motion.

AYES: Trustees Angelo, Saigh, LaPlaca, Williams, Geoga, Schultz

NAYS: None

ABSTAIN: None

ABSENT: None


Motion carried.

Meeting adjourned at 7:37 p.m.

ATTEST: _____
Christine M. Bruton, Deputy Village Clerk

DATE: January 07, 2010

REQUEST FOR BOARD ACTION

AGENDA: Environment and Public Services Committee	ORIGINATING DEPARTMENT Police Department
SECTION NUMBER	
ITEM Ordinance Authorizing the Sale by Auction of Personal Property owned by the Village of Hinsdale	APPROVAL Chief Bradley Bloom 

The Village of Hinsdale has various properties known as personal property that are no longer necessary or useful to the Village and find that the best interests of the Village of Hinsdale will be served by its sale. Those items are as follows:

2001 Ford Expedition
2006 Ford Crown Victoria
2003 Ford Crown Victoria
2003 Ford Crown Victoria
2000 Chevy Silverado 1500 w/plow
1998 Ford Taurus
6 Station Chairs
Sofa
Stairmaster Step Mill 7000 PT
Hydraulic Generator 725 Amps Kw/ P.T.O.
9 Sets of Turnout Gear of various sizes
22 Safari-Land .40 Caliber Holsters

APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL
COMMITTEE ACTION: On January 4, 2010, the Environment and Public Services Committee unanimously passed the motion as recommended.				
BOARD ACTION: Motion: To recommend that the Village Board approve the listed property as surplus and authorizing the sale by auction of said personal property by the Village of Hinsdale.				

Village of Hinsdale
Ordinance No. _____

**An Ordinance Authorizing the Sale by Auction
of Personal Property Owned by the Village of Hinsdale**

WHEREAS, in the opinion of at least a simple majority of the corporate authorities of the Village of Hinsdale, it is no longer necessary or useful to or for the best interests of the Village of Hinsdale, to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of Hinsdale to sell said property on the E-Bay Auction website (www.ebay.com) or another auction service approved by the Village Manager open to public auction to be held on or after the week of January 20, 2010.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HINSDALE:

Section One: Pursuant to 65 ILCS 5/11-76-4, the President and Board of Trustees of the Village of Hinsdale find that the personal property listed on the form attached (Exhibit A) to this Ordinance and now owned by the Village of Hinsdale, is no longer necessary or useful to the Village of Hinsdale and the best interests of the Village of Hinsdale will be served by its sale.

Section Two: Pursuant to said 65 ILCS 5/11-76-4, the Village Manager is hereby authorized and directed to sell the aforementioned personal property now owned by the Village of Hinsdale on the E-Bay Auction website (www.ebay.com) or another auction service approved by the Village Manager open to public auction, on or after Wednesday January 20, 2010, to the highest bidder on said property.

Section Three: The Village Manager is hereby authorized and may direct E-Bay or other auction services to advertise the sale of the aforementioned personal property electronically published on the Internet before the date of said public auction.

Section Four: No bid which is less than the minimum price set forth in the list of property to be sold shall be accepted except as authorized by the Village Manager or his agent.

Section Five: The Village Manager is hereby authorized and may direct E-Bay or another auction service to facilitate an agreement for the sale of said personal property. E-Bay or another auction service will charge an administrative fee, which will come out of the proceeds from the sale of surplus vehicles and equipment.

Section Six: Upon payment of the full auction price, the Village Manager is hereby authorized and directed to convey and transfer title to the aforesaid personal property, to the successful bidder.

Section Seven: This Ordinance shall be in force and effect from and after its passage, by a simple majority vote of the corporate authorities, and approval in the manner provided by law.

PASSED

AYES:

NAYS:

ABSENT:

APPROVED

Village President Thomas Cauley

ATTEST:

Village Clerk Christine Bruton

EXHIBIT A
INVENTORY FORM*

Municipality: Hinsdale

Contact Person: David Cook

Phone Number : (630) 789-7013

FAX Number: (630) 789-7015

YEAR	MAKE	MODEL/STYLE	MILEAGE	VIN NUMBER	MINIMUM BID
2001	Ford	Expedition		1FMPU16L32LA53394	\$2,000.00
2006	Ford	Crown Victoria		2FAHP71W06X139989	\$4,500.00
2003	Ford	Crown Victoria 4.6L SOHC V8 (Leaking Antifreeze	79,582	2FAFP71WX3X176356	\$500.00
2003	Ford	Crown Victoria 4.6L SOHC V8	88,921	2FAFP71W33X176358	\$500.00
2000	Chevy	Silverado 1500 w/Plow 4.8L V8 4 Wheel Drive	50,093	1GCEK14V6YZ278047	\$1,000.00
1998	Ford	Taurus 3.0L V6	95,948	1FAF52U9WG271941	\$1,000.00
4		Station Chairs			\$25.00/each
2		Station Chairs			No Value
1		Sofa			\$50.00
1		Stairmaster Step Mill 7000 PT			No Value
1		Amps 7.5 Kw Generator Hydraulic/ P.T.O.			\$200.00
9		Sets of Turnout Gear Various Sizes			No Value
22		Safari-Land .40 Caliber Holsters			\$10.00/each

*This Inventory Form, the Resposne Form, and copies of titles must be returned to reserve space. Items are accepted on a first-come, first-served basis.

DATE: January 25, 2010

REQUEST FOR BOARD ACTION

AGENDA SECTION NUMBER	ORIGINATING DEPARTMENT Community Development
ITEM A-30-2009 - 920 N. York Road – The Doings – Design Review Permit for Site Plan and Exterior Appearance Review – Signage and Exterior Appearance Approval	APPROVAL

REQUEST

The petitioner is requesting design review approval, to allow for the installation of a wall sign for The Doings at 920 N. York Road, which is located in the O-2 Limited Office District. The building is located on the west side of York Road, just north of Ogden, and is located within the "Historic Graue Mill Gateway" Design Overlay District, which requires a public hearing for any exterior alteration to the property. Article VIII of the Zoning Code provides information regarding the purpose of the district and Section 11-605 provides additional information for procedures and review criteria.

The Doings Newspaper has relocated to the second floor of the building at 920 N. York and the petitioner is proposing to install a new wall sign to identify their business.

SIGN PERMIT REVIEW

Subsection 9-106J of the Zoning Code provides the requirements for signage in the O-2 Limited Office District and allows two signs at a maximum square footage for all signs of "one square foot per foot of building frontage, up to a maximum of 100 square feet". The maximum overall height of a wall sign is not more than 20 feet or no higher than the bottom of any second floor window, whichever is less. As such, the proposed signage meets the requirements of Section 9-106-Signs of the Zoning Code.

At the December 9, 2009 Plan Commission meeting the commission reviewed the application submitted by The Doings, and unanimously recommended approvals (8-0, 1 absent) of the requests for site plan and exterior appearance for the requested wall sign with the following condition:

1. The applicant shorten the proposed sign to fit within the projecting wall element on the façade.

Review Criteria

In review of the application submitted the Commission must review the following criteria as stated in the Zoning Code:

1. Subsection 11-604F pertaining to Standards for site plan disapproval; and
2. Subsection 11-606E pertaining to Standards for building permits (exterior appearance review), which refers to Subsection 11-605E Standards and considerations for design review permit.

Attached are the approved findings and recommendation from the Plan Commission and the ordinance.

MOTION: Move that the Board of Trustees approve an "Ordinance Approving a Design Review Permit for Site Plan and Exterior Appearance Plan Modifications at 920 N. York Road."

APPROVAL 	APPROVAL 	APPROVAL	APPROVAL	MANAGER'S APPROVAL
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COMMITTEE ACTION: On January 5, 2010, the Zoning and Public Safety Committee unanimously moved to recommend approval of the above motion.

BOARD ACTION:

HINSDALE PLAN COMMISSION

RE: 920 N. York Road – The Doings – Design Review Permit for replacement of signage

DATE OF PLAN COMMISSION REVIEW: December 9, 2009

DATE OF ZONING AND PUBLIC SAFETY REVIEW: January 5, 2010

FINDINGS AND RECOMMENDATION

I. FINDINGS

1. White Way Sign (the "Applicant") submitted an application on behalf of The Doings, to the Village of Hinsdale for a Design Review Permit to allow for the installation of a wall sign at 920 N. York Road (the "Subject Property").
2. The Subject Property is zoned in the O-2 Limited Office District and in the Design Review Overlay District.
3. The petitioner is proposing to install a new wall sign.
4. The Plan Commission expressed concerns with the scale of the sign and the way it was positioned on the façade. The Commission recommended shortening the sign to fit within the projecting wall element on the façade.
5. The Plan Commission finds that the application complies with the standards set forth in Section 9-106 of the Hinsdale Zoning Code governing signage.
6. The Plan Commission finds that the application complies with the standards set forth in Section 11-605 of the Hinsdale Zoning Code pertaining to the Design Overlay District.

II. RECOMMENDATION

The Village of Hinsdale Plan Commission, on a vote of eight "Ayes," zero "Nays," and one "Absent" recommends that the President and Board of Trustees approve the site plan and exterior appearance plans for 920 N. York, The Doings, with the following condition:

1. The applicant shorten the proposed length of the sign to fit within the projecting wall element on the façade.

THE HINSDALE PLAN COMMISSION

By: _____

Chairman

Dated this 14th day of January, 2010.

VILLAGE OF HINSDALE

ORDINANCE NO. _____

**AN ORDINANCE APPROVING A DESIGN REVIEW PERMIT FOR SITE
PLAN AND EXTERIOR APPEARANCE PLAN MODIFICATIONS AT 920
NORTH YORK ROAD**

WHEREAS, White Way Signs (the "Applicant") filed an application for site plan approval and exterior appearance approval (the "Application") to authorize the installation of a new wall sign at 920 North York Road in the Village of Hinsdale ("Subject Property"); and

WHEREAS, the Subject Property is zoned O-2 Limited Office District and is located in the Design Review Overlay District; and

WHEREAS, the Applicant proposes to install a new wall sign for The Doings Newspaper; and

WHEREAS, the Hinsdale Plan Commission conducted a public hearing to consider the Application on December 9, 2009; and

WHEREAS, the Zoning and Public Safety Committee of the Board of Trustees of the Village of Hinsdale ("Zoning and Public Safety Committee"), at a public meeting on January 5, 2010, considered the Application and the recommendation of the Plan Commission; and

WHEREAS, the President and Board of Trustees of the Village of Hinsdale have determined that the Application satisfies the standards established in Sections 11-604 and 11-606 of the Hinsdale Zoning Code governing site plans and exterior appearance plans, subject to the conditions stated in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the President and Board of Trustees.

Section 2. Approval of Site Plans and Exterior Appearance Plans. The Board of Trustees, acting pursuant to the authority vested in it by laws of the State of Illinois and Sections 11-604 and 11-606 of the Hinsdale Zoning Code, approves the site plans and exterior appearance plans attached to and, by this reference, incorporated into this Ordinance as Exhibit A (the "Approved Plans"), subject to the conditions stated in Section 3 of this Ordinance.

Section 3. Conditions. The approvals granted in Section 2 of this Ordinance are expressly subject to all of the following conditions:

- A. **Compliance with Plans.** All work on the Subject Property shall be undertaken in strict compliance with the Approved Plans.
- B. **Compliance with Codes, Ordinances, and Regulations.** Except as specifically set forth in this Ordinance, the provisions of the Hinsdale Municipal Code and the Hinsdale Zoning Code shall apply and govern all development on, and improvement of, the Subject Property. All such development and improvement shall comply with all Village codes, ordinances, and regulations at all times.
- C. **Building Permits.** The Applicant shall submit all required building permit applications and other materials in a timely manner to the appropriate parties, which materials shall be prepared in compliance with all applicable Village codes and ordinances.
- D. **Ground Monument Sign.** The Applicant shall install the replacement ground monument sign without the cap as reflected in Option B presented to the Plan Commission.

Section 4. Violation of Condition or Code. Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the immediate rescission by the Board of Trustees of the approvals made in this Ordinance.

Section 5. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance, and all ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 6. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this _____ day of _____ 2010.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____ 2010.

Thomas K. Cauley, Jr., Village President

ATTEST:

Christine M. Bruton, Deputy Village Clerk

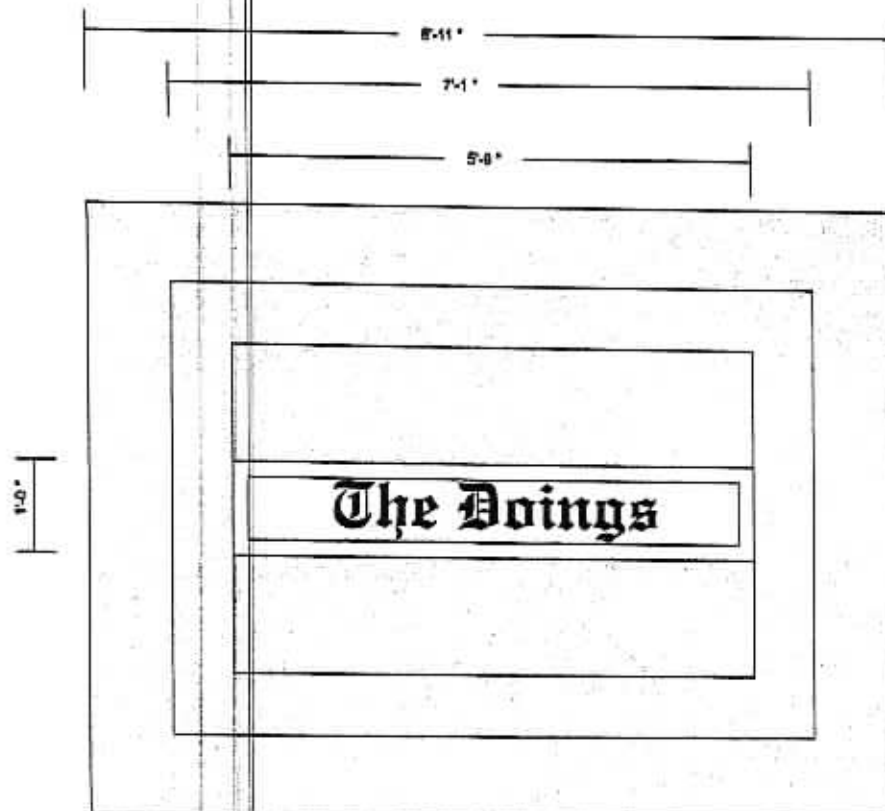
**ACKNOWLEDGEMENT AND AGREEMENT BY THE APPLICANT TO THE
CONDITIONS OF THIS ORDINANCE:**

By:

Its:

Date: _____, 2010

Z:\PLS\Village of Hinsdale\Ordinances\2009\09-xx 920 North York Road 04-20-09.doc



DRYVIT WALL

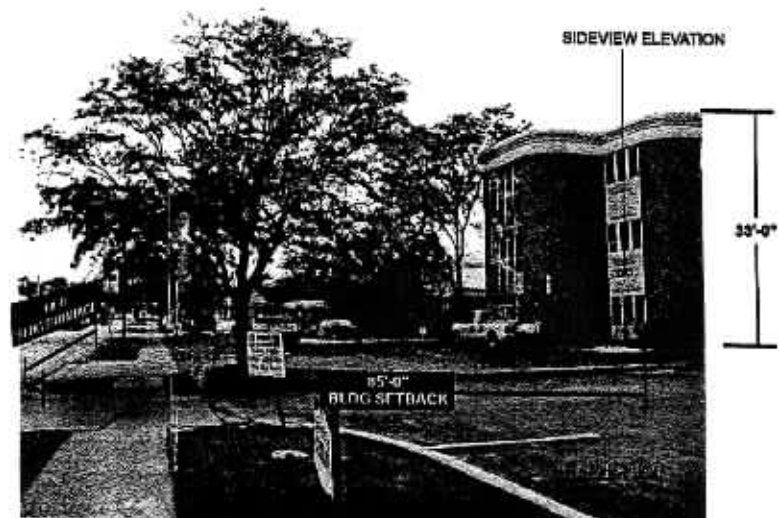
RELOCATE EXISTING INT ILLUM S/F DISPLAY
1" = 1'-0"

TAKE DOWN EXISTING INT ILLUM DISPLAY W/ LEXAN FACE
AND VDC COPY READING "THE DOINGS" AT 440 E. OGDEN AVE.,
HINSDALE, IL AND RELOCATE TO NEW LOCATION AT
920 N. YORK RD., HINSDALE, IL.

PATCH AND REPAIR HOLES AT TAKE DOWN LOCATION.

COLOR PRINTS MAY NOT ACCURATELY REPRESENT
SPECIFIED COLORS.
FOR ACCURATE COLOR ASSESSMENT REFER TO
COLOR SPECIFICATIONS AND UTILIZE STANDARD
VINYLAND PANTONE COLOR CHARTS.

PHOTO RENDERINGS MAY NOT
REFLECT SCALE ACCURATELY.
REFER TO SPECIFIED DIMENSIONS
FOR CORRECT SIZES.



SIDEVIEW ELEVATION

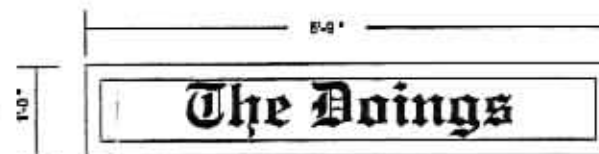
33'-0"

8'-5'-0"
BLDG SETBACK

YORK RD. ELEVATION



11'-0"
TO GRADE



SIGN DEPTH
10"

Customer Approval	NOTES: The representations on this drawing are for presentation purposes only and subject to finalization after field verification. Dimensions MAY CHANGE from those indicated herein. Complete layouts should not be construed as indications of display capability. All graphics, text, spacing, information, and any other information identified on this drawing are subject to change.	This is an original drawing created by White Way Sign Company. It is not to be used to create copies and reproductions, nor applied, submitted, or otherwise to any authority.	WHITE WAY SIGN COMPANY 481 KINGSTON CT, MOUNT PROSPECT, IL 60056 847791-4300 FAX 847791-0099	<table border="1"> <tr> <td> <table border="1"> <tr> <td></td> <td>CAMERA READY ART REQUIRED</td> </tr> <tr> <td></td> <td>FIELD SURVEY REQUIRED</td> </tr> </table> </td> <td> <table border="1"> <tr> <td>B</td> <td>RESIZED LENGTH OF SIGN</td> <td>12-14-09</td> <td>RB</td> </tr> <tr> <td>A</td> <td>ADDED SURVEY DIMENSIONS</td> <td>9-24-09</td> <td>RB</td> </tr> <tr> <td>LETTER</td> <td>REVISION</td> <td>DATE</td> <td>APPROVAL</td> </tr> </table> </td> </tr> </table>	<table border="1"> <tr> <td></td> <td>CAMERA READY ART REQUIRED</td> </tr> <tr> <td></td> <td>FIELD SURVEY REQUIRED</td> </tr> </table>		CAMERA READY ART REQUIRED		FIELD SURVEY REQUIRED	<table border="1"> <tr> <td>B</td> <td>RESIZED LENGTH OF SIGN</td> <td>12-14-09</td> <td>RB</td> </tr> <tr> <td>A</td> <td>ADDED SURVEY DIMENSIONS</td> <td>9-24-09</td> <td>RB</td> </tr> <tr> <td>LETTER</td> <td>REVISION</td> <td>DATE</td> <td>APPROVAL</td> </tr> </table>	B	RESIZED LENGTH OF SIGN	12-14-09	RB	A	ADDED SURVEY DIMENSIONS	9-24-09	RB	LETTER	REVISION	DATE	APPROVAL
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LETTER	REVISION	DATE	APPROVAL																			
Product No. 3586	THE DOINGS	Scale 1" = 1'-0"	Design JAMES																			
Approved for Production	920 N. YORK ROAD	Date 8/14/09	Maker KRUMIN																			
Drawn by	HINSDALE	State IL	Sheet No. B4851																			

Isolight A

REQUEST FOR BOARD ACTION

AGENDA SECTION NUMBER	ORIGINATING DEPARTMENT Community Development
ITEM 48 S. Washington Street – John Cahill – Site Plan and Exterior Appearance Review and Signage – Façade Modifications	APPROVAL

REQUEST

The applicant is requesting approval of exterior appearance and site plans to allow for a building façade improvement. The site is improved with a two-story commercial building in the B-2 Central Business District. On, October 8th, 2008 the Plan Commission recommended approval of the application for site plan and exterior appearance review at 48 S. Washington Street, to allow for the requested façade improvements. Since that approval, the applicant has decided to split the tenant space to allow for two new tenants. Because the tenant space has been divided, the applicant is requesting minor façade alterations from the original approvals to accommodate two tenants rather than one.

The applicant is proposing the following changes to the approved building façade elevations:

- The shutters have been removed from both sets of windows.
- A minor alteration to the separation of the front entrance to accommodate separate entrances for each tenant.
- Window trim/treatment has been raised to accommodate new tenant signage for both tenants as opposed to the single tenant signage above the main entrance.
- Removal of the wall sconces on either side of the entrance.
- The gooseneck lighting above the main entrance to be removed and three new goose neck lights are proposed for each tenant sign. The petitioner has been informed and has confirmed that no portion of the goose neck lights, or their standards, may extend from the façade of the building more than 18".

In addition, to the aforementioned physical alterations, the petitioner is also proposing a new wall signs for each tenant. While tenants have not yet been determined for the retail spaces, the petitioner would like to get the wall sign approved for the building under the agreement that the new tenant would utilize the approved backing and the prospective tenants will utilize similar font, color and general text size as the previous "Schoen's" sign. General compliance to these design standards can be approved by the Zoning Administrator. Should the Zoning Administrator determine that the sign fails to meet general compliance, the petitioner shall be required to reappear in front of the Plan Commission for sign approval.

Subsection 9-106J of the Zoning Code provides the requirements for wall and window signage in the B-2 District "one square foot per foot of building frontage, up to a maximum of 100 square feet" for the entire building.

At the December 9, 2009 Plan Commission meeting the commission reviewed the application submitted for 48 S. Washington, and unanimously recommended approvals (8-0, 1 absent) of the requests for site plan and exterior appearance for the requested façade modifications.



Review Criteria

In review of the application submitted the Commission must review the following criteria as stated in the Zoning Code:

1. Subsection 11-604F pertaining to Standards for site plan disapproval; and
2. Subsection 11-606E pertaining to Standards for building permits (exterior appearance review), which refers to Subsection 11-605E Standards and considerations for design review permit.

Attached are the approved findings and recommendation from the Plan Commission and the ordinance.

MOTION: Move that the Board of Trustees approve an "Ordinance Approving Site Plans and Exterior Appearance Plans for Modifications to a Commercial Building at 48 S. Washington Street."

APPROVAL 	APPROVAL 	APPROVAL	APPROVAL	MANAGER'S APPROVAL
COMMITTEE ACTION: On January 5, 2010, the Zoning and Public Safety Committee unanimously moved to recommend approval of the above motion.				
BOARD ACTION:				

HINSDALE PLAN COMMISSION

RE: 48 S. Washington Street – John W. Cahill – Exterior Appearance/Site Plan Review

DATE OF PLAN COMMISSION REVIEW: December 9, 2009

DATE OF ZONING AND PUBLIC SAFETY REVIEW: January 5, 2010

FINDINGS AND RECOMMENDATION

I. FINDINGS

1. John W. Cahill, (the “Applicant”) submitted an application to the Village of Hinsdale for exterior appearance and site plan review at 48 S. Washington (the “Subject Property”).
2. The Subject Property is located in the B-2 Central Business District and is improved with a multiple-story commercial building.
3. The applicant received Site Plan/Exterior Appearance approval on October 8th, 2008.
4. The applicant is proposing several changes to the approved plans including the following:
 - The shutters have been removed from both sets of windows.
 - A minor alteration to the separation of the front entrance to accommodate separate entrances for each tenant.
 - Window trim/treatment has been raised to accommodate new tenant signage for both tenants as opposed to the single tenant signage above the main entrance.
 - Removal of the wall sconces on either side of the entrance.
 - The gooseneck lighting above the main entrance to be removed and three new goose neck lights are proposed *for each* tenant sign. The petitioner has been informed and has confirmed that no portion of the goose neck lights, or their standards, may extend from the façade of the building more than 18”.
5. The petitioner shall be required to reappear in front of the Plan Commission for sign approval.
6. The Plan Commission finds that the plan submitted by the Applicant complies with the standards set forth in Section 11-604 of the Zoning Code governing site plan review.

7. The Plan Commission finds that the plan submitted by the Applicant complies with the standards set forth in Section 11-606 of the Zoning Code governing exterior appearance review.

II. RECOMMENDATION

The Village of Hinsdale Plan Commission, on a vote of eight (8) "Ayes," zero (0) "Nays," and one (1) "Absent" recommends that the President and Board of Trustees approve the site plan and exterior appearance plans for 48 S. Washington Street.

THE HINSDALE PLAN COMMISSION

By:



Chairman

Dated this 14th day of January, 2010.

VILLAGE OF HINSDALE

ORDINANCE NO. _____

**AN ORDINANCE APPROVING SITE PLANS
AND EXTERIOR APPEARANCE PLANS FOR MODIFICATIONS
TO A COMMERCIAL BUILDING AT 48 S. WASHINGTON STREET**

WHEREAS, John W. Cahill (the "Applicants") filed an application for site plan approval and exterior appearance approval (the "Application") to authorize exterior modifications to the commercial building located on the property commonly known as 48 S. Washington Street in the Village of Hinsdale (the "Subject Property"); and

WHEREAS, the Hinsdale Plan Commission conducted a public meeting to consider the Application on December 9, 2009, and, after considering all of the matters related to the Application, recommended approval of the Application; and

WHEREAS, the Zoning and Public Safety Committee of the Board of Trustees of the Village of Hinsdale, at a public meeting on January 5, 2010, considered the Application and the recommendation of the Plan Commission and made its recommendation to the Board of Trustees; and

WHEREAS, the President and Board of Trustees of the Village of Hinsdale have determined that the Application satisfies the standards established in Sections 11-604 and 11-606 of the Hinsdale Zoning Code governing site plans and exterior appearance plans, subject to the conditions stated in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the President and Board of Trustees.

Section 2. Approval of Site Plans and Exterior Appearance Plans. The Board of Trustees, acting pursuant to the authority vested in it by laws of the State of Illinois and Sections 11-604 and 11-606 of the Hinsdale Zoning Code, approves the site plans and exterior appearance plans attached to and, by this reference, incorporated into this Ordinance as Exhibit A (the "Approved Plans"), subject to the conditions stated in Section 3 of this Ordinance.

Section 3. Conditions. The approvals granted in Section 2 of this Ordinance are expressly subject to all of the following conditions:

- A. **Compliance with Plans.** All work on the Subject Property shall be undertaken in strict compliance with the Approved Plans.
- B. **Compliance with Codes, Ordinances, and Regulations.** Except as specifically set forth in this Ordinance, the provisions of the Hinsdale Municipal Code and the Hinsdale Zoning Code shall apply and govern all development on, and improvement of, the Subject Property. All such development and improvement shall comply with all Village codes, ordinances, and regulations at all times.
- C. **Building Permits.** The Applicants shall submit all required building permit applications and other materials in a timely manner to the appropriate parties, which materials shall be prepared in compliance with all applicable Village codes and ordinances.

Section 4. Violation of Condition or Code. Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the immediate rescission by the Board of Trustees of the approvals made in this Ordinance.

Section 5. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance, and all ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 6. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this _____ day of _____ 2010.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____ 2010.

Thomas K. Cauley, Jr., Village President

ATTEST:

Christine M. Bruton, Deputy Village Clerk

**ACKNOWLEDGEMENT AND AGREEMENT BY THE APPLICANT TO
THE CONDITIONS OF THIS ORDINANCE:**

By:

Its:

Date: _____, 2010

MODIFICATIONS TO ORIGINAL SCOPE OF WORK:

- THE SHUTTERS ON EITHER SIDE OF THE WINDOWS WERE OMITTED.
- THE DOUBLE ENTRANCE DOOR HAS BEEN REPLACED WITH (2) SEPERATE ENTRANCE DOORS FOR TWO TENANT SPACES.
- THE TRIM OVER THE WINDOWS HAS INCREASED IN HEIGHT TO ACCOMMODATE FUTURE INDIVIDUAL TENANT SIGNAGE.
- THE (3) GOOSENECK LIGHTS OVER THE MAIN ENTRANCE HAVE BEEN ELIMINATED.
- (3) GOOSENECK LIGHTS HAVE BEEN PROPOSED OVER EACH STOREFRONT WINDOW.
- (2) SCONCES WERE ELIMINATED BY THE ORIGINAL ENTRANCE DOORS IN ORDER TO ACCOMMODATE THE (2) NEW TENANT ENTRANCE DOORS.

NOTE: THE BUILDING HAS DEVIDED INTO TWO SEPERATE TENANT SPACES AFTER THE INITIAL PLAN COMMISSION REVIEW APPROVAL.



MATOCCHA ASSOCIATES
Architect, Development, and Program Management
1714 N. 2ND STREET, SUITE 500
CHICAGO, ILLINOIS 60614-4481
VOICE 800 330-2862
FAX 800 330-2205
EMAIL matoccha@matoccha.com
WWW SITE www.matoccha.com


HINSDALE RETAIL STORE
REVISED PROPOSAL FOR STOREFRONT RENOVATION
48 SOUTH WASHINGTON STREET, HINSDALE, ILLINOIS
REVISED STOREFRONT ELEVATION
Sheet Title
Drawing Scale 1/8" = 1'-0"
Drawing No. 10-01
Project No.

Project Number: 00000001
Date: 10/15/10
By: [Signature]
Project/Revision:
Drawing File:

Project/Sheet Number:
A3
Copyright 2010 MATOCCHA ASSOCIATES

Exhibit "A"

DATE January 15, 2010

AGENDA SECTION ACA	ORIGINATING DEPARTMENT Finance			
ITEM Accounts Payable	APPROVED Darrell Langlois Assistant Village Manager/Director of Finance			
<p>At the meeting of January 19, 2010 staff respectfully requests the presentation of the following motion to approve the accounts payable:</p> <p>Motion: To move approval and payment of the accounts payable for the period of December 30, 2009 through January 15, 2010 in the aggregate amount of <u>\$1,425,488.43</u> as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.</p>				
STAFF APPROVALS				
APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION:				
BOARD ACTION:				

VILLAGE OF HINSDALE

ACCOUNTS PAYABLE WARRANT REGISTER #1473

FOR PERIOD December 30, 2009 through January 15, 2010

The attached Warrant Summary by Fund and Warrant Register listing **TOTAL DISBURSEMENTS FOR ALL FUNDS** of \$1,425,488.43 has been reviewed and approved by the below named officials.

APPROVED BY _____ DATE _____
ASSISTANT VILLAGE MANAGER/DIRECTOR OF FINANCE

APPROVED BY  DATE 1/15/2010
VILLAGE MANAGER

APPROVED BY  DATE 1/15/2010
VILLAGE TREASURER

APPROVED BY _____ DATE _____
VILLAGE TRUSTEE

**Village of Hinsdale
Warrant # 1473
Summary By Fund**

Recap By Fund	Fund	Regular Checks	Pension Checks	ACH/Wire Transfers	Total
Corporate Fund	10000	548,059.59	-	222,493.93	770,553.52
Motor Fuel Tax Fund	23000	15,377.50	-	-	15,377.50
Water & Sewer Operations	61061	182,814.02	-	-	182,814.02
Water & Sewer Capital	61062	114,943.48	-	-	114,943.48
Police Pension Fund	71100	-	60,988.89	-	60,988.89
Firefighter's Pension Fund	71200	-	57,368.76	-	57,368.76
Escrow Funds	72100	19,480.00	-	-	19,480.00
Payroll Revolving Fund	79000	11,057.73	-	136,490.53	147,548.26
Capital Special Reserve	95000	56,414.00	-	-	56,414.00
Total		948,146.32	118,357.65	358,984.46	1,425,488.43

PAYEE VCU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
AFLAC-FLEXONE			
48583 ALFAC OTHER	010810000000000	405.67	
48584 AFLAC OTHER	010810000000000	310.73	
48585 AFLAC SLAC	010810000000000	271.20	
	CHECK NO. 81206		987.65
ANDRES MEDICAL BILLING LT			
48598 DEC CHARGES	25654	2054.56	
	CHECK NO. 81207		2054.56
CHASE			
48599 INT PAYMENT	4651	16557.47	
	CHECK NO. 81208		16557.47
COLONIAL LIFE & ACCIDENT			
48572 COLONIAL S L A C	010810000000000	70.47	
48573 COLONIAL OTHER	010810000000000	27.63	
	CHECK NO. 81209		98.10
COMED			
48591 VESCK PARK	345403903012/09	818.52	
48592 WASHINGTON PARKING LOT	237802901512/09	41.68	
48593 VINE STREET	06390320451209	15.08	
48594 CLOCK TOWER	03810571011209	24.40	
	CHECK NO. 81210		899.68
COSI INC			
48597 OVERPAYMENT LIQ LICENSE	3004612	500.00	
	CHECK NO. 81211		500.00
FEDERAL RESERVE BANK			
48574 SAVINGS BONDS	010810000000000	50.00	
	CHECK NO. 81212		50.00
GLENN STEARNS			
48575 WAGE GARNISHMENT	010810000000000	250.00	
	CHECK NO. 81213		250.00
HUTABARAT			
48595 WATER REFUND	0507121	364.29	
	CHECK NO. 81214		364.29
ILLINOIS FRATERNAL ORDER			
48577 UNION DUES	010810000000000	760.00	
	CHECK NO. 81215		760.00
LSNB AS TRUSTEE FOR POST			

PAYEE VENDOR DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
LSNB AS TRUSTEE FOR POST			
48586 PEHP COMPTIME PD	0108100000000000	334.36	
48587 PEHP REGULAR	0108100000000000	2446.76	
48588 PEHPPD	0108100000000000	591.08	
	CHECK NO. 81216		3372.20
MANGANIELLO, JIM			
48590 METER READINGS	128832-12/09	1288.32	
	CHECK NO. 81217		1288.32
MAVON INSURANCE			
48600 4 RED PARKING REFUND	209/213/270/271	720.00	
	CHECK NO. 81218		720.00
NATIONWIDE RETIREMENT SOL			
48578 USCM/PEBSCO	0108100000000000	1755.00	
48579 USCM/PEBSCO	0108100000000000	50.00	
	CHECK NO. 81219		1805.00
NCPERS GRP LIFE INS 3105			
48576 LIFE INS	0108100000000000	256.00	
	CHECK NO. 81220		256.00
STATE DISBURSEMENT UNIT			
48589 CHILD SUPPORT	0108100000000000	1653.70	
	CHECK NO. 81221		1653.70
TURCAN, MICHAEL			
48596 WATER REFUND	1708437	244.46	
	CHECK NO. 81222		244.46
VILLAGE OF HINGSDALE			
48580 MEDICAL REIMBURSEMENT	0108100000000000	869.77	
48581 DEP CARE REIMBURSEMENT	0108100000000000	324.81	
48582 MEDICAL REIMBURSEMENT	0108100000000000	630.50	
	CHECK NO. 81223		1825.08
5 STAR SOCCER CAMPS INC			
48548 SOCCER *REIM EXP**	312063A	4608.00	
	CHECK NO. 81224		4608.00
A & B LANDSCAPING			
48609 MOWING	20090263/0264	5971.25	
	CHECK NO. 81225		5971.25
ABC COMMERCIAL MAINT SERV			
48522 KIM CLEANING	027	1508.00	

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
ABC COMMERCIAL MAINT SERV	CHECK NO. 81226		1506.00
ACCURINT #1301751			
48665 SEARCHES	130175120091231	150.50	
	CHECK NO. 81227		150.50
ADT SECURITY SERVICE INC			
48547 KLM FIRE PANEL	06029520	285.00	
	CHECK NO. 81228		285.00
AIRGAS NORTH CENTRAL			
48527 AIR SUPPLIES	105191057	179.36	
	CHECK NO. 81229		179.36
ALEX CONSTRUCTION			
48681 CONT BD/5633 S OAK	18675	250.00	
	CHECK NO. 81230		250.00
AM REGIONAL TAXI, INC.			
48611 SR TAXI PROGRAM	1585	165.50	
	CHECK NO. 81231		165.50
AMERICAN MESSAGING			
48569 PAGERS	U1153710KA-01/10	383.68	
	CHECK NO. 81232		381.68
ANBACH, KELLY			
48560 BOOTS	57919	64.19	
	CHECK NO. 81233		64.19
ATLAS RESTORATION LLC			
48667 CONT BD/411 BIRCHWOOD	19133/19127	1000.00	
	CHECK NO. 81234		1000.00
AVAYA FINANCIAL SERVICES			
48554 RENEWAL AUTO SIGNAL	92794361-12/09	141.30	
	CHECK NO. 81235		141.30
BARNHOLT, DONNA			
48693 KLM REFUND	EN291211/19072	500.00	
	CHECK NO. 81236		500.00
BEACON SSI INCORPORATED			
48555 TRAVEL/LABOR	64724	170.00	
	CHECK NO. 81237		170.00

PAYEE YOU, DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
BOSSERT RICHARD 48566 JACKET	58282 CHECK NO. 81238	69.99	69.99
CAMBRIDGE COURT CONDO 48674 CCNT BD/453-469 OLD SURRE 19100	CHECK NO. 81239	500.00	500.00
CASE LOTS INC 48529 CUPS 48734 PAPER GOODS	020157 020324 CHECK NO. 81240	225.60 341.45	567.05
CCR GROUP INC 48676 CONT BD/8 E HINSDALE	19142 CHECK NO. 81241	500.00	500.00
CDW-GOVERNMENT INC. 48543 COMP/WARRANTY 48735 MONITOR	RDW3600/RGN 5855 RHT3899 CHECK NO. 81242	1982.97 113.00	2095.97
CERTIFIED POWER INC. 48661 PUMP	11336672 CHECK NO. 81243	2010.94	2010.94
CHICAGO COMMUNICATION LLC 48642 REPAIR 48702 MAINTENANCE	196924 197205 CHECK NO. 81244	142.50 225.30	367.80
CHICAGO INTERNATIONAL 48556 OIL HOSE	101069995 CHECK NO. 81245	38.65	38.65
CINTAS 48526 RUGS TOWELS ETC 48700 RUGS TOWELS ETC	769351217 769355069 CHECK NO. 81246	161.31 242.81	404.12
CLARK DIETZ ENGINEERS 48606 2011 ROAD PROJECT 48607 VEECK PARK 48608 VEECK PARK 48737 4/09 VEECK PARK	405623 405440 405604 404143-1 CHECK NO. 81247	15377.50 24236.33 15526.42 4073.99	59214.24

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
COMCAST			
48570 POOL	0202382-01/10	125.00	
48707 KLM LODGE	0201715-01/10	95.00	
48708 PD/SD	0201559-01/10	150.00	
48709 VILLAGE HALL	0201640-01/10	150.00	
48710 WP/PW CABLE	0201723-01/10	99.95	
	CHECK NO. 81248		639.95
COMED			
48616 VEECK PARK	242506800812/09	3427.42	
48617 SAFETY TOWN	726162000512/09	15.82	
48618 ROBBINS PARK	852108300712/09	314.59	
48619 TRAIN STATION	852134200112/09	788.53	
48620 WATER PLANT	852140000812/09	30.41	
48621 BROOK PARK	860517400512/09	183.45	
48622 POOL	860543700712/09	511.63	
48623 ELEANOR PARK	863920600212/09	28.21	
48624 STOUGH PARK	863948000812/09	14.85	
48625 BURNSFIELD	863964000412/09	17.93	
48626 RR	701115700812/09	80.42	
48627 PIERCE PARK	701137800712/09	89.24	
48628 WALNUT STREET	701148100912/09	26.00	
48629 KLM LODGE	70935510081209	1336.34	
48630 WARMING HOUSE	020301705612/09	320.92	
48631 CHESTNUT	020306510512/09	109.59	
48632 FOUNTAIN	047109506612/09	73.55	
48633 VEECK PARK	2425068008 12/09	10931.33	
48634 STREET LIGHTS	337309900912/09	10343.89	
48673 TRAFFIC SIGNALS	1653148069-12/09	1122.08	
48722 SPINNING WHEEL	1131101044-12/09	347.82	
48723 SALT CREEK	1917116003-12/09	25.61	
48724 WASHINGTON PKING LOT	2838114008-12/09	55.59	
	CHECK NO. 81249		30245.23
DANMAR			
48658 CUSTODIAL	1812	4114.00	
	CHECK NO. 81250		4114.00
DOCU-SHRED, INC.			
48703 SHREDDING	21970	60.00	
	CHECK NO. 81251		60.00
DUNCAN PARKING TECH, INC			
48639 LEASE CHARGES	000810	2250.00	
	CHECK NO. 81252		2250.00
DUPAGE COUNTY CLERK			

PAYEE VENDOR DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
DUPAGE COUNTY CLERK 48548 BILE RACKS	07 CHECK NO. 81253	7540.00	7540.00
DUPAGE COUNTY RECORDER 48636 RECORDING FEES	0253/0117/0062 CHECK NO. 81254	126.00	126.00
EAGLE UNIFORMS INC 48657 UNIFORMS	198284 CHECK NO. 81255	10.00	10.00
EMBASSY COFFEE SERVICE 48535 COFFEE SUPPLIES 48641 COFFEE SUPPLIES	67830 68355 CHECK NO. 81256	128.40 91.17	219.57
ENVIRO-TEST/PERRY LABORAT 48716 LAB SERVICES	10-126698 CHECK NO. 81257	150.00	150.00
	CHECK NO. 81258 VOID		
FACTORY AUTHORIZED PARTS 48603 HEAT REPAIR	555118 CHECK NO. 81259	171.18	171.18
FCWRD 48561 NOVEMBER USAGE	130340-12/09 CHECK NO. 81260	1371.39	1371.39
FIRESTONE STORES 48534 TIRES	076327 CHECK NO. 81261	378.40	378.40
FRED GLINKE PLUMBING AND 48568 PKS BLDG REPAIRS	25763 CHECK NO. 81262	127.80	127.80
FULLERS HOME & HARDWARE 48656 ASST HARDWARE	96293/96400 CHECK NO. 81263	589.71	589.71
FULLERS SERVICE CENTER IN 48646 DT PLOWING	388992/386702	1900.00	

PAYEE	INVOICE	CHECK
VOU. DESCRIPTION	VENDOR INVOICE	AMOUNT
FULLERS SERVICE CENTER IN		
48647 CAR WASHES/REPAIRS	664111/662905	448.66
	CHECK NO. 81264	2348.66
G & K SERVICES		
48542 UNIFORMS	1028389853	258.87
	CHECK NO. 81265	258.87
GAMMA TECHNOLOGIES		
48687 KLM REFUND	EN291212/13828	337.50
	CHECK NO. 81266	337.50
GARDEN STUDY CLUB		
48695 KLM REFUND	EN291214/18839	250.00
	CHECK NO. 81267	250.00
GENES TIRE SERVICE		
48731 TIRE REPAIR	093888	30.60
	CHECK NO. 81268	30.60
GEORGE ADAMS & COMPANY		
48677 SITE MNGR/557 N VINE ST	17973/17972	13000.00
	CHECK NO. 81269	13000.00
GIULIANOS		
48664 EMERGENCY DINNERS	11283	112.83
	CHECK NO. 81270	112.83
GRAINGER, INC.		
48672 PLOGS	9149501893	24.12
	CHECK NO. 81271	24.12
GUERRA, FRANK		
48691 KLM REFUND	EN291231/19068	337.50
	CHECK NO. 81272	337.50
HD SUPPLY WATERWORKS		
48537 WATER MAIN MATERIALS	9947320	119.40
	CHECK NO. 81273	119.40
HOBBY LOBBY CORPORATE		
48729 SUPPLIES	25324012/2555133	40.45
	CHECK NO. 81274	40.45
HOLTON BROTHERS INC		
48544 CHIMNEY REPAIRS	IVC09672	1050.00
48545 MASORNARY REPAIRS	IVC09674	8875.00

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
HOLTON BROTHERS INC 48567 CHIMNEY REPAIRS	IVC09674-1 CHECK NO. 81275	500.00	10425.00
HOMER TREE SERVICE 48718 TREES	11575 CHECK NO. 81276	1686.00	1686.00
HR BLUEPRINT 48651 PRINTING	77011/19 CHECK NO. 81277	30.49	30.49
HUFF & HUFF INC 48558 PROFESSIONAL SERVICES	912070 CHECK NO. 81278	131.75	131.75
IBM 48653 SERVER	1025275 CHECK NO. 81279	645.00	645.00
ICE MOUNTAIN WATER 48715 WATER	09L0120706023 CHECK NO. 81280	37.09	37.09
IDPPR 48736 CPA CERTIFICATION	9000-12/09 CHECK NO. 81281	90.00	90.00
IL ASSOC OF PARK DISTRICT 48649 DUES	61439 CHECK NO. 81282	614.99	614.99
ILLINOIS ASSOCIATION OF 48645 RENEWAL	370 CHECK NO. 81283	370.00	370.00
ILLINOIS PAPER DIVISION 48523 COPIER PAPER	642325 CHECK NO. 81284	1180.00	1180.00
INDUSTRIAL ELECTRIC 48699 IGNITOR	179999 CHECK NO. 81285	182.00	182.00
INDUSTRIAL SYSTEMS, LTD 48662 ROCK SALT	16088 CHECK NO. 81286	1107.40	1107.40

PAYEE VOC. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
INTERNATIONAL EXTERMINATO			
48698 EXT FEES	11055604	208.00	
	CHECK NO. 81287		208.00
IPELRA			
48635 SEMINAR	57190	150.00	
	CHECK NO. 81288		150.00
IPRA			
48605 RENEWAL	57999	225.00	
	CHECK NO. 81289		225.00
IRMA			
48571 IRMA PREMIUM	586531-01/10	586531.00	
	CHECK NO. 81290		586531.00
JOHN BURNS CONSTRUCTION			
48725 VEECK PARK	#11	71106.74	
	CHECK NO. 81291		71106.74
JOHNSTON, MARILYN			
48696 KLM REFUND	EN291219/19070	500.00	
	CHECK NO. 81292		500.00
JULIE INC			
48652 JULIE	112090717	356.25	
	CHECK NO. 81293		356.25
K & K WELL DRILLING			
48678 CONT BD/841 S COUNTY	18991	500.00	
	CHECK NO. 81294		500.00
KARBAN, MICHAEL			
48557 REIMBURSEMENT	54450	544.50	
	CHECK NO. 81295		544.50
KLEIN, MARCIA			
48690 KLM REFUND	EN291230/18559	445.00	
	CHECK NO. 81296		445.00
KRAMER FOODS			
48614 ASST SUPPLIES	5133808/693/222	60.66	
	CHECK NO. 81297		60.66
LANDMARK FORD, INC			
48643 F/U TRUCK	FA03010	27591.00	
	CHECK NO. 81298		27591.00

PAYEE			INVOICE	CHECK
VOU.	DESCRIPTION	VENDOR INVOICE	AMOUNT	AMOUNT
LEHIGH HANSON				
48538	SAND	5141795/1729	1163.66	
48659	STONE	5141385	515.82	
		CHECK NO. 81299		1679.48
LINDEMANN, KURT				
48610	MILEAGE REIMBURSEMENT	57406	110.00	
		CHECK NO. 81300		110.00
MARKING SPECIALIST				
48663	CROSSWALK REPAINTED	14475	508.73	
		CHECK NO. 81301		508.73
MCDONALD				
48692	KLM REFUND	EN291204/19071	500.00	
		CHECK NO. 81302		500.00
MCDONALDS				
48697	KLM REFUND	EN291217/19153	500.00	
		CHECK NO. 81303		500.00
MCFARLANE DOUGLASS & CO				
48712	WINTER LANDSCAPE	166703	13003.00	
		CHECK NO. 81304		13003.00
METZ AERIALS, GMBH				
48540	ANNUAL TEST	10934496	2800.00	
		CHECK NO. 81305		2800.00
MINER ELECTRONICS				
48640	REPAIR SQUADS	232994	95.00	
		CHECK NO. 81306		95.00
MISSY D ALISE				
48650	PADDLE LESSONS	20092	712.80	
		CHECK NO. 81307		712.80
MOTOROLA				
48604	REPAIRS	SR90512	170.00	
		CHECK NO. 81308		170.00
MUNICIPAL EMERGENCY				
48602	TOOLS	32895	74.07	
		CHECK NO. 81309		74.07
NAPA AUTO PARTS				
48713	AUTO PARTS	096427/98302	363.11	

PAYEE YOU. DESCRIPTION.	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
NAPA AUTO PARTS	CHECK NO. 81310		363.11
NEXTEL/SPRINT			
48552 DECEMBER PHONE BILL	9777405150-12/09	2380.70	
	CHECK NO. 81311		2380.70
NICOR GAS			
48562 YOUTH CTR	9007790000-12/09	472.02	
48563 GENERATOR	3846601000-12/09	102.32	
48564 HUMANE SOCIETY	0317010756-12/09	418.33	
48726 350 N VINE	1327011000-12/09	626.97	
	CHECK NO. 81312		1519.64
NORTH AMERICAN SALT CO.			
48654 SALT	70452512	8227.46	
48733 ROAD SALT	70456171/729	12123.70	
	CHECK NO. 81313		20351.16
OFFICEMAX/A BOISE COMPANY			
48539 OFFICE SUPPLIES	633533	112.00	
48732 PD OFFICE SUPPLIES	828252	104.60	
	CHECK NO. 81314		216.60
P F PETTIBONE & CO			
48671 STICKERS	18990	124.20	
	CHECK NO. 81315		124.20
PENOAK, NANCY			
48682 CONT BD/224 S BODIN	18326	250.00	
	CHECK NO. 81316		250.00
PETERSON, CONCETTA			
48683 CONT BD/410 W HICKORY	18295	100.00	
	CHECK NO. 81317		100.00
PHILLIPS FLORIST			
48711 FLOWERS	0601761	44.95	
	CHECK NO. 81318		44.95
PIECZYNSKI, LINDA			
48559 PROSECUTOR	4711	1160.00	
	CHECK NO. 81319		1160.00
PRAXAIR DISTRIBUTION, INC			
48525 POOL	35206915	16.25	
	CHECK NO. 81320		16.25

PAYEE VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
PRO SAFETY INC 48530 ARTIC COAT	2/649140 CHECK NO. 81321	129.45	129.45
PRO TAC POLICE & FIRE 48537 UNIFORMS	008282 CHECK NO. 81322	222.95	222.95
R O LT 48586 KLM REFUND	EN291210/18729 CHECK NO. 81323	200.00	200.00
RANDALL CROAK 48532 PLUMBING INSPECTIONS	1275-12/09 CHECK NO. 81324	1275.00	1275.00
RED WING SHOE STORE 48528 SHOES	450000003483 CHECK NO. 81325	308.22	308.22
REETZ, DENA 48601 REIMBURSEMENT	576947 CHECK NO. 81326	21.44	21.44
RICHARD COURT 48680 CONT BD/122 W WALNUT	18890 CHECK NO. 81327	580.00	580.00
SAMS CLUB 48655 ASST SUPPLIES 48666 ASST SUPPLIES	36254-12/09 4000-12/09 CHECK NO. 81328	322.54 40.00	362.54
SEPS, INC 48533 UPS INSPECTION	1/468120 CHECK NO. 81329	1362.00	1362.00
SERVICE FORMS & GRAPHICS 48714 RECEIPT FORMS JC	130928 CHECK NO. 81330	80.07	80.07
ST THOMAS HOSPICE 48694 KLM REFUND	EN291214/19008 CHECK NO. 81331	250.00	250.00
STANDARD COMPANY 48531 VEHICLE BRUSHES	012262	255.00	

PAYEE VCU, DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
STANDARD COMPANY			
48535 CLEANERS	012263	337.90	
	CHECK NO. 81332		591.90
STERLING CODIFIERS INC			
48524 CODE	9773	500.00	
	CHECK NO. 81333		500.00
SUBURBAN DOOR CHECK			
48553 LOCKS KEYS	393145	25.80	
48704 KEYS	391305	17.00	
48727 KEYS	353412	13.20	
	CHECK NO. 81334		56.00
SUBURBAN LIFE PUBLICATION			
48668 A-35-09	456842	357.68	
48669 A 7 09	456837	153.39	
	CHECK NO. 81335		511.07
SUGAY, ED			
48689 KLM REFUND	EN291221/19074	150.00	
	CHECK NO. 81336		150.00
SUPERSPORT CONSTRUCTION I			
48685 CCNT BD/421 N GRANT	16777	500.00	
	CHECK NO. 81337		500.00
T-2 SYSTEMS INC			
48670 BATTERIES	789	154.84	
	CHECK NO. 81338		154.84
THE HINSDALEAN			
48720 WEEKLY ADS	6599/6751/52/681	1575.00	
	CHECK NO. 81339		1575.00
THE VELVET TOUCH			
48675 CONT BD/110 W CHESTNUT	019101	500.00	
	CHECK NO. 81340		500.00
THIESSEN CONSTRUCTIONING			
48684 CONT BD/306 N MONROE	18269	1800.00	
	CHECK NO. 81341		1800.00
THIRD MILLENIUM			
48660 UTILITY BILLS	12207	1095.90	
	CHECK NO. 81342		1095.90

PAYEE VOC. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
THOMPSON ELEVATOR INSPEC			
48546 PLAN REVIEW	094142	100.00	
	CHECK NO. 81343		100.00
TOTAL ENVIRONMENTAL			
48615 VEECK PARK	649	200.00	
	CHECK NO. 81344		200.00
TOTAL PARKING SOLUTIONS			
48706 REPAIRS	100913	249.00	
	CHECK NO. 81345		249.00
TPI BLDG CODE CONSULTANT			
48719 PLAN REVIEW	4412	849.50	
	CHECK NO. 81346		849.50
TRANS			
48549 FILTERS	3517976R1	174.72	
48550 V BELT	3519534R1	5.92	
48551 V BELT	3514301R1	25.48	
	CHECK NO. 81347		206.12
UNIVERSAL TAXI DISPATCH			
48565 SR TAXI SERVICE	5126	60.00	
	CHECK NO. 81348		60.00
USA BLUE BOOK			
48721 BOOK	960887	42.92	
	CHECK NO. 81349		42.92
VALERIE DELSON/MCDONALDS			
48688 KLM REFUND	EN291218/19067	445.00	
	CHECK NO. 81350		445.00
VERIZON WIRELESS			
48613 POLICE MODEMS	2337378752	765.00	
	CHECK NO. 81351		765.00
VILLAGE OF OAK BROOK			
48612 WATER USAGE	3029	305.96	
	CHECK NO. 81352		305.96
VILLAGE TAXI SERVICE, INC			
48541 SR TAXI PROGRAM	313469	309.50	
	CHECK NO. 81353		309.50
WILLOWBROOK FORD INC			

PAYER VOU. DESCRIPTION	VENDOR INVOICE	INVOICE AMOUNT	CHECK AMOUNT
WILLOWBROOK FORD INC 48633 PARTS	6058629/1 CHECK NO. 81354	844.82	844.82
WODKA, MARK 48705 SUPPLIES	58217 CHECK NO. 81355	37.40	37.40
WOLF CAMERA 48728 BATTERIES	1485006840 CHECK NO. 81356	50.95	50.95
MCCARTHY, LISA 48717 REIMBURSEMENT	0980605M CHECK NO. 81357	250.00	250.00
Total Regular Checks		948,146.32	

HINSDALE POLICE PENSION 1473

CHECK DATE	PAYEE	CHECK NUMBER	CHECK AMOUNT
1/15/2010	VIRGINIA POTEMPA	101271	1,000.00
1/15/2010	DOLORES HERMES	101272	1,087.07
1/15/2010	CAROL BAUMGARTEN	101273	1,047.59
1/15/2010	GEORGE DURFOR	101274	1,678.03
1/15/2010	NORA H RICHIE	101275	1,969.16
1/15/2010	KENNETH FELBINGER	101276	3,468.63
1/15/2010	FRANCINE ANDERSON	101277	1,629.88
1/15/2010	JOSEPH M KOZAK	101278	3,067.35
1/15/2010	DANIEL J HETHERINGTO	101279	3,915.63
1/15/2010	MAE P HARTMAN	101280	1,000.00
1/15/2010	PAUL E TULACKA	101281	1,883.03
1/15/2010	WILLIAM M BLAZEJEWSK	101282	2,976.69
1/15/2010	EDWARD KUBISH	101283	3,440.98
1/15/2010	WILLIAM ZAHALKA	101284	2,888.13
1/15/2010	JAMES ECCARDT	101285	5,357.93
1/15/2010	KELLY WEEKS	101286	3,077.05
1/15/2010	RONALD HOOGSTRA	101287	4,728.80
1/15/2010	PAUL LAMBERT	101288	4,476.77
1/15/2010	ROBERT KRAFT	101289	3,122.08
1/15/2010	RICHARD BIRDSONG	101290	4,190.07
1/15/2010	KAREN O'MALLEY	101291	4,984.02
TOTAL POLICE PENSION CHECKS			<u>60,988.89</u>

HINSDALE FIREFIGHTERS PENSION 1473

CHECK DATE	PAYEE	CHECK NUMBER	CHECK AMOUNT
1/15/2010	KENNETH KASPAR	101292	2,285.87
1/15/2010	LLOYD H HEINEMANN	101293	3,101.13
1/15/2010	ROBERT KASPER	101294	3,316.53
1/15/2010	CALVIN JOHNSON	101295	2,548.46
1/15/2010	JOHN P WARGEN	101296	2,259.11
1/15/2010	JOHN L MILLER	101297	2,384.25
1/15/2010	ROBERT L EVANS	101298	4,079.44
1/15/2010	GEORGE C KERINS	101299	2,126.27
1/15/2010	RAY HENSHAW	101300	2,640.07
1/15/2010	STANLEY BULAT	101301	5,561.37
1/15/2010	WILLIAM P EBY	101302	3,369.26
1/15/2010	PATRICK F HEINEMANN	101303	2,156.16
1/15/2010	MARILYN MUSCH	101304	2,700.22
1/15/2010	JOHN MEJDRECH	101305	4,131.34
1/15/2010	MICHAEL E SPIEL	101306	2,149.86
1/15/2010	RICHARD BOCEK	101307	1,266.02
1/15/2010	SCOTT MILLER	101308	3,758.60
1/15/2010	RICHARD CIRCO	101309	2,226.03
1/15/2010	PATRICK KENNY	101310	5,308.77
TOTAL FIREFIGHTER'S PENSION CHECKS			57,368.76
TOTAL PENSION CHECKS			118,357.65

Village of Hinsdale
Schedule of Bank Wire Transfers and ACH Payments
Warrant Register # 1473

Payee/ Date	Description	Vendor Invoice	Invoice Amount
Intergovernmental Personnel Benefit Cooperative 1/4/2010	January 2010 Contribution	Employee Health Insurance	150,000.00
Electronic Federal Tax Payment Systems 1/4/2010	Pension Payroll # 1 - Calendar Year 2010	1/10 Estimated FWH	10,000.00
Electronic Federal Tax Payment Systems 1/7/2010	Village Payroll # 1-Calendar 2010	FWH	45,148.02
Electronic Federal Tax Payment Systems 1/7/2010	Village Payroll # 1-Calendar 2010	FICA/MCARE	35,771.18
Illinois Department of Revenue 1/7/2010	Village Payroll # 1-Calendar 2010	State Tax Withholding	10,311.75
DuPage Credit Union 1/7/2010	Village Payroll # 1-Calendar 2010	Employee Withholding	6,085.19
ICMA - 457 Plans 1/7/2010	Village Payroll # 1-Calendar 2010	Employee Withholding	13,751.58
HSA Plan Contribution 1/7/2010	Village Payroll # 1-Calendar 2010	Employee Withholding	2,433.33
HSA Plan Contribution 1/7/2010	Village Payroll # 1-Calendar 2010	Employer Withholding	4,875.00
Illinois Municipal Retirement Fund 1/10/2010	Employee/Employer Contributions	December 2009 Wages	72,493.93
Electronic Federal Tax Payment Systems 1/15/2010	Pension Payroll #1 - Calendar Year 2010	1/10 Final FWH	<u>8,114.48</u>
Total Bank Wire Transfers and ACH Payments			<u>358,984.46</u>
Total Regular Checks, Pension Checks and Wire Transfers/ACH Payments			<u><u>1,425,488.43</u></u>

DATE January 4, 2009

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
ITEM Award of Bid – Landscape Maintenance	APPROVED Gina Hassett, Director of Parks & Recreation

AWARD OF BID #1463 – Landscape Maintenance

On December 21, 2009 twelve bids were received for the Landscape Maintenance bid. The work includes three contracts that include mowing and maintenance of the foliage for the parks, community locations and KLM. The contract is for a one year term with an option to renew for a second year. Staff recommended that Classic Landscape be awarded the bid.

Classic Landscape Bid Totals for 2010

Contract A (parks and pool)	\$25,720
Contact B (community parcels)	\$43,020
<u>Contract C (KLM)</u>	<u>\$23,700</u>
Total	\$92,440

At the January 4th ACA meeting the Committee asked staff to inquire if the vendor would offer a discount if the contract was locked in for a 2 term up front. Classic Landscape agreed to discount their bid to \$90,000/year for a term of 2 years. They did ask that the board consider a 3 year term each year at \$90,000.

The FY 2009-10 Budget was based on the prior bid amount of \$89,124. The recommended bid represents an increase of \$876 or 3.7% over the prior amount. If approved, the amount of \$90,000 will be included in the FY 2010-11 Budget.

MOTION: To recommend to the Board of Trustees award of Bid #1463, Landscape Maintenance to Classic Landscaping in the amount of \$90,000 per year for a term of three years.

STAFF APPROVALS

Parks & Recreation APPROVAL	APPROVAL 	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
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COMMITTEE ACTION:

At its meeting on January 6th, the ACA Committee directed staff to discuss a two year contract with Classic Landscape at a cost of \$90,000. In discussions with Classic Landscape, they proposed a three year contract with a locked in cost of \$90,000 per year. Staff recommends approval of the bid for a three year period.

BOARD ACTION:

PROJECT NUMBER: BID # 1463
PROJECT NAME: LANDSCAPE MAINTENANCE

DATE: 12/21/09	Name:	Classic Landscaping	Landscape Concepts	Fox Landscaping	T.L. C Group	Landworks Custom	Addlawn Landscaping
	Address:	N3471PowisRd	31745 N. Alleghany Rd	409 N Cass Ave	751 N Bolingbrook Dr	751 N Bolingbrook Dr	607 W Winthrop Ave #3
		West Chicago 60485	Grayslake 60030	Westmont 60559	Bolingbrook 60440	Bolingbrook 60440	Addison 60101
Bid Security:		Ck 211686 \$9,244	Bib Bond	Ck 18707 \$16,892.77	Bid Bond	Bid Bond	Bid Bond

CONTRACT A			Year 1		Quantity	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
Item#	Description	Eleanor's Park	Unit	Estimate	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	
1	Spring Preparation	Lump	1		225.00	225.00	88.00	88.00	600.00	600.00	1000.00	1000.00	400.00	400.00	420.00	420.00	
2	Mulch	Lump	1		650.00	650.00	500.00	500.00	2100.00	2100.00	1200.00	1200.00	600.00	600.00	7,975.00	7975.00	
3	Shrub & Shrub Bed Maint.	Weeks	30		45.00	1350.00	9.00	270.00	30.00	900.00	17.99	539.70	30.00	900.00	45.00	1350.00	
4	Flower & Flower Bed Maint.	Weeks	30		5.00	150.00	9.00	270.00	20.00	600.00	17.99	539.70	15.00	450.00	20.00	600.00	
5	Fall Cleanup	Lump	1		225.00	225.00	220.00	220.00	600.00	600.00	1000.00	1000.00	500.00	500.00	420.00	420.00	
6	Mowing	Each	30		40.00	1200.00	58.00	1740.00	40.00	1200.00	30.00	900.00	50.00	1500.00	45.00	1350.00	
Extended Total - Eleanor's Park					3,800.00		3,088.00		6,000.00		5,179.40		4,350.00		12,115.00		
Extended Total - Eleanor's Park YEAR 2					3,800.00		3,088.00		No bid		5,179.40		4,685.00		12,720.75		
Swimming Pool																	
1	Spring Preparation	Lump	1		275.00	275.00	196.00	196.00	750.00	750.00	1000.00	1000.00	450.00	450.00	265.00	265.00	
2	Mulch	Lump	1		620.00	620.00	1050.00	1050.00	1750.00	1750.00	1600.00	1600.00	1,100.00	1100.00	6,875.00	6875.00	
3	Shrub & Shrub Bed Maint.	Weeks	30		50.00	1500.00	12.00	360.00	40.00	1200.00		700.00	30.00	900.00	45.00	1350.00	
4	Flower & Flower Bed Maint.	Weeks	30		5.00	150.00	12.00	360.00	20.00	600.00		700.00	30.00	900.00	20.00	600.00	
5	Fall Cleanup	Lump	1		275.00	275.00	340.00	340.00	800.00	800.00		1000.00	450.00	450.00	475.00	475.00	
6	Install Annual Flowers	Flats	10		30.00	300.00	42.00	420.00	30.00	300.00	28.00	280.00	40.00	400.00	25.00	250.00	
7	Mowing	Each	30		30.00	900.00	73.00	2190.00	80.00	2400.00	28.82	864.60	85.00	2550.00	85.00	2550.00	
Extended Total - Swimming Pool					4,020.00		4,916.00		7,800.00		6,144.60		6,750.00		12,365.00		
Extended Total - Swimming Pool YEAR 2					4,020.00		4,916.00		No bid		6,144.60		19,950.00		12,983.25		
Year 1																	
Item#	Description	Veeck Park															
1	Spring Preparation	Lump	1		200.00	200.00	459.00	459.00	800.00	800.00	250.00	250.00	800.00	800.00	105.00	105.00	
2	Mulch	Lump	1		500.00	500.00	450.00	450.00	700.00	700.00	1,200.00	1200.00	800.00	800.00	4,675.00	4675.00	
3	Shrub & Shrub Bed Maint.	Weeks	30		25.00	750.00	7.00	210.00	40.00	1200.00		635.97	80.00	2400.00	45.00	1350.00	
4	Flower & Flower Bed Maint.	Weeks	30		5.00	150.00	7.00	210.00	30.00	900.00		635.97	20.00	600.00	20.00	600.00	
5	Fall Cleanup	Lump	1		200.00	200.00	507.00	507.00	600.00	600.00	250.00	250.00	350.00	350.00	199.00	199.00	
6	Mowing	Each	30		215.00	6450.00	350.00	10500.00	275.00	8250.00	50.00	1500.00	300.00	9000.00	445.00	13350.00	
Extended Total - Veeck Park					8,250.00		12,336.00		12,450.00		4,471.94		13,950.00		20,279.00		
Extended Total - Veeck Park YEAR 2					8,250.00		12,336.00		No bid		4,471.94		14,975.00		21,292.95		

PROJECT NUMBER: BID # 1463
PROJECT NAME: LANDSCAPE MAINTENANCE

DATE: 12/21/09	Name:	Classic Landscaping	Landscape Concepts	Fox Landscaping	T.L. C Group	Landworks Custom	Addlawn Landscaping
	Address:	N3471PowisRd	31745 N. Alleghany Rd	409 N Cass Ave	751 N Bollingbrook Dr	751 N Bollingbrook Dr	607 W Winthrop Ave #3
		West Chicago 60485	Grayslake 60030	Westmont 60559	Bolingbrook 60440	Bolingbrook 60440	Addison 60101

Year 1															
Item#	Description	Burlington Park													
1	Spring Preparation	Lump	1	200.00	200.00	136.00	136.00	600.00	600.00	500.00	500.00	500.00	500.00	105.00	105.00
2	Mulch	Lump	1	500.00	500.00	500.00	500.00	1,400.00	1400.00	1,200.00	1200.00	1,200.00	1200.00	3,300.00	3300.00
3	Shrub & Shrub Bed Maint.	Weeks	30	30.00	900.00	7.00	210.00	30.00	900.00		875.13	35.00	1050.00	45.00	1350.00
4	Flower & Flower Bed Maint.	Weeks	30	5.00	150.00	7.00	210.00	20.00	600.00		875.13	25.00	750.00	45.00	1350.00
5	Fall Cleanup	Lump	1	200.00	200.00	184.00	184.00	600.00	600.00	250.00	250.00	400.00	400.00	199.00	199.00
6	Mowing	Each	30	45.00	1350.00	134.00	4020.00	40.00	1200.00	45.00	1350.00	60.00	1800.00	90.00	2700.00
Extended Total - Burlington Park				3,300.00		5,260.00		5,300.00		5,050.26		5,700.00		9,004.00	
Extended Total - Burlington Park YEAR 2				3,300.00		5,260.00		No bid		5,050.26		6,140.00		9,454.20	
Year 1															
Item#	Description	Memorial Building Grounds													
1	Spring Preparation	Lump	1	450.00	450.00	267.00	267.00	800.00	800.00	500.00	500.00	450.00	450.00	630.00	630.00
2	Mulch	Lump	1	1250.00	1250.00	1,250.00	1250.00	3,850.00	3850.00	2,500.00	2500.00	1,900.00	1900.00	8,580.00	8580.00
3	Shrub & Shrub Bed Maint.	Weeks	30	50.00	1500.00	15.00	450.00	40.00	1200.00		1756.50	30.00	900.00	90.00	2700.00
4	Flower & Flower Bed Maint.	Weeks	30	15.00	450.00	15.00	450.00	30.00	900.00		1756.50	30.00	900.00	25.00	750.00
5	Fall Cleanup	Lump	1	450.00	450.00	411.00	411.00	800.00	800.00	250.00	250.00	450.00	450.00	840.00	840.00
6	Mowing	Each	30	75.00	2250.00	186.00	5580.00	80.00	2400.00		3000.00	61.00	1830.00	175.00	5250.00
Extended Total - Memorial Building				6,350.00		8,408.00		9,950.00		9,763.00		6,430.00		18,750.00	
Extended Total - Memorial Building YEAR 2				6,350.00		8,408.00		No bid		9,763.00		6,810.00		19,687.50	
CONTRACT A															
Extended Total -ALL LOCATIONS YEAR 1				25,720.00		34,008.00		41,500.00		30,609.20		37,180.00		72,513.00	
Extended Total - ALL LOCATIONS - YEAR 2				25,720.00		34,008.00		No bid		30,609.20		52,560.00		76,138.65	

PROJECT NUMBER: BID # 1463
PROJECT NAME: LANDSCAPE MAINTENANCE

DATE: 12/21/09	Name:	Alaniz Landscaping	Kiinsella Landscape	A& B Landscaping	Greeney Land Services
	Address:	115 Oak St Elgin	13821 S Harrison Blue Island 60406	PO Box 344 Riverside 60546	108 Iroquois Clarendon Hills 60514
	Bid Security:	Bid Bond	Ck 1555124 \$11,980	Ck 1181 \$9,539.50	Bid Bond

CONTRACT A			Year 1		Quantity	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
Item#	Description	Eleanor's Park	Unit	Estimate	Price	Total	Price	Total	Price	Total	Price	Total	
1	Spring Preparation		Lump	1	420.00	420.00	216.00	216.00	240.00	240.00	100.00	100.00	
2	Mulch		Lump	1	720.00	720.00	600.00	600.00	360.00	360.00	450.00	450.00	
3	Shrub & Shrub Bed Maint.		Weeks	30	12.00	360.00	36.36	1090.80	30.00	900.00	10.00	300.00	
4	Flower & Flower Bed Maint.		Weeks	30	9.00	270.00	14.16	424.80	12.00	360.00	10.00	300.00	
5	Fall Cleanup		Lump	1	390.00	390.00	300.00	300.00	250.00	250.00	100.00	100.00	
6	Mowing		Each	30	40.00	1200.00	92.36	2770.80	45.00	1350.00	48.00	1440.00	
Extended Total - Eleanor's Park						3,360.00	5,402.40		3,460.00		2,690.00		
Extended Total - Eleanor's Park YEAR 2						3,360.00	5,402.40		3,460.00		2,750.00		
Swimming Pool													
1	Spring Preparation		Lump	1	420.00	420.00	590.00	590.00	350.00	350.00	200.00	200.00	
2	Mulch		Lump	1	920.00	920.00	2217.00	2217.00	475.00	475.00	900.00	900.00	
3	Shrub & Shrub Bed Maint.		Weeks	30	24.00	720.00	172.46	5173.80	60.00	1800.00	20.00	600.00	
4	Flower & Flower Bed Maint.		Weeks	30	19.00	570.00	20.40	612.00	20.00	600.00	10.00	300.00	
5	Fall Cleanup		Lump	1	420.00	420.00	306.00	306.00	350.00	350.00	200.00	200.00	
6	Install Annual Flowers		Flats	10	46.00	460.00	0.00	0.00	16.00	160.00	20.00	200.00	
7	Mowing		Each	30	138.00	4140.00	141.93	4257.90	70.00	2100.00	110.00	3300.00	
Extended Total - Swimming Pool						7,650.00	13,156.70		5,835.00		5,700.00		
Extended Total - Swimming Pool YEAR 2						7,650.00	13,156.70		5,835.00		5,940.00		
			Year 1										
Item#	Description	Veeck Park											
1	Spring Preparation		Lump	1	420.00	420.00	528.00	528.00	530.00	530.00	150.00	150.00	
2	Mulch		Lump	1	920.00	920.00	1,029.00	1029.00	300.00	300.00	900.00	900.00	
3	Shrub & Shrub Bed Maint.		Weeks	30	11.00	330.00	16.30	489.00	45.00	1350.00	20.00	600.00	
4	Flower & Flower Bed Maint.		Weeks	30	9.00	270.00	133.93	4017.90	35.00	1050.00	10.00	300.00	
5	Fall Cleanup		Lump	1	320.00	320.00	389.00	389.00	225.00	225.00	200.00	200.00	
6	Mowing		Each	30	410.00	12300.00	248.47	7454.10	210.00	6300.00	200.00	6000.00	
Extended Total - Veeck Park						14,560.00	13,907.00		9,755.00		8,150.00		
Extended Total - Veeck Park YEAR 2						14,560.00	13,907.00		9,755.00		8,450.00		

PROJECT NUMBER: BID # 1463

PROJECT NAME: LANDSCAPE MAINTENANCE

DATE: 12/21/09

Name:

Address:

Alaniz Landscaping

115 Oak St

Elgin

Kiinsella Landscape

13821 S Harrison

Blue Island 60406

A& B Landscaping

PO Box 344

Riverside 60546

Greeney Land Services

108 Iroquois

Clarendon Hills 60514

Year 1											
Item#	Description	Burlington Park									
1	Spring Preparation	Lump	1	220.00	220.00	236.00	236.00	450.00	450.00	100.00	100.00
2	Mulch	Lump	1	680.00	680.00	396.00	396.00	560.00	560.00	600.00	600.00
3	Shrub & Shrub Bed Maint.	Weeks	30	10.00	300.00	51.03	1530.90	40.00	1200.00	10.00	300.00
4	Flower & Flower Bed Maint.	Weeks	30	8.00	240.00	8.00	240.00	32.00	960.00	10.00	300.00
5	Fall Cleanup	Lump	1	220.00	220.00	277.00	277.00	175.00	175.00	100.00	100.00
6	Mowing	Each	30	54.00	1620.00	59.06	1771.80	45.00	1350.00	110.00	3300.00
Extended Total - Burlington Park				3,280.00		4,451.70		4,695.00		4,700.00	
Extended Total - Burlington Park YEAR 2				3,280.00		4,451.70		4,695.00		4,700.00	
Year 1											
Item#	Description	Memorial Building Grounds									
1	Spring Preparation	Lump	1	480.00	480.00	786.00	786.00	450.00	450.00	100.00	100.00
2	Mulch	Lump	1	1120.00	1120.00	1,782.00	1782.00	700.00	700.00	1,000.00	1000.00
3	Shrub & Shrub Bed Maint.	Weeks	30	13.00	390.00	136.80	4104.00	40.00	1200.00	10.00	300.00
4	Flower & Flower Bed Maint.	Weeks	30	14.00	420.00	15.70	471.00	35.00	1050.00	10.00	300.00
5	Fall Cleanup	Lump	1	390.00	390.00	590.00	590.00	180.00	180.00	100.00	100.00
6	Mowing	Each	30	189.00	5670.00	179.13	5373.90	50.00	1500.00	125.00	3750.00
Extended Total - Memorial Building				8,470.00		13,106.90		5,080.00		5,550.00	
Extended Total - Memorial Building YEAR 2				8,470.00		13,106.90		5,080.00		5,740.00	
CONTRACT A											
Extended Total -ALL LOCATIONS YEAR 1				37,320.00		50,024.70		28,825.00		26,790.00	
Extended Total - ALL LOCATIONS - YEAR 2				37,320.00		50,024.70		28,825.00		27,580.00	

PROJECT NUMBER: BID # 1463

PROJECT NAME: LANDSCAPE MAINTENANCE

CONTRACT B - MOWING

12/21/2009

MOWING SITES

		COMP	QTY	Classic Landscape		Landscape Concepts		Fox Landscaping		T.L. C Group		Landworks Custom		Addlawn Landscaping		Alaniz Landscaping		Kiinsella Landscape		A& B Landscaping		Greeney Land Services	
				UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL
				3N471 Powis Rd		31745 N. Alleghany Rd		409 N Cass Ave		751 N Bolingbrook Dr		751 N Bolingbrook Dr		607 W Winthrop Ave #3		115 Oak St		13821 S Harrison		PO Box 344		108 Iroquois	
				West Chicago 60185		Grayslake 60030		Westmont 60559		Bolingbrook 60440		Bolingbrook 60440		Addison 60101		Elgin		Blue Island 60406		Riverside 60546		Clarendon Hills 60514	
1	SYMONDS DRIVE		30	15	450.00	8.00	240.00	26.00	780.00	12.00	360.00	50.00	1500.00	25.25	757.50	10.00	300.00	8.40	252.00	15.00	450.00		
2	POLICE/FIRE BUILDING		30	6	180.00	12.00	360.00	16.00	480.00	12.00	360.00	24.00	720.00	15.00	450.00	9.00	270.00	2.40	72.00	10.00	300.00	5.00	150.00
3	WATER PLANT		30	30	900.00	24.00	720.00	77.00	2310.00	40.80	1224.00	200.00	6000.00	122.40	3672.00	49.00	1470.00	40.80	1224.00	50.00	1500.00	5.00	150.00
4	PUBLIC WORKS GARAGE		30	6	180.00	12.00	360.00	15.00	450.00	12.00	360.00	24.00	720.00	10.00	300.00	9.00	270.00	2.40	72.00	10.00	300.00	50.00	1500.00
5	BRUSH HILL		30	45	1350.00	60.00	1800.00	102.00	3060.00	54.80	1644.00	250.00	7500.00	165.00	4950.00	69.00	2070.00	54.80	1644.00	60.00	1800.00	5.00	150.00
6	NORTH HIGHLAND STATION		30	6	180.00	12.00	360.00	17.00	510.00	12.00	360.00	24.00	720.00	10.20	306.00	11.00	330.00	3.40	102.00	8.00	240.00	51.00	1530.00
7	PEIRCE PARK		30	135	4050.00	100.00	3000.00	252.00	7560.00	153.00	4590.00	675.00	20250.00	460.00	13800.00	180.00	5400.00	153.20	4596.00	40.00	1200.00	5.00	150.00
8	RAVINE & COUNTY LINE RD		30	6	180.00	6.00	180.00	14.00	420.00	12.00	360.00	20.00	600.00	10.00	300.00	9.00	270.00	0.50	15.00	8.00	240.00	245.00	7350.00
9	RAVINE & OAK		30	6	180.00	8.00	240.00	14.00	420.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	1.40	42.00	15.00	450.00	1.00	30.00
10	MILLS ST-THE LANE NORTH		30	15	450.00	20.00	600.00	42.00	1260.00	21.20	636.00	90.00	2700.00	64.00	1920.00	26.00	780.00	21.20	636.00	30.00	900.00	1.00	30.00
11	DUNCAN FIELD		30	30	900.00	25.00	750.00	59.46	1783.80	33.80	1014.00	140.00	4200.00	100.00	3000.00	40.00	1200.00	33.80	1014.00	20.00	600.00	27.00	810.00
12	"806" FRANKLIN		30	6	180.00	12.00	360.00	17.00	510.00	12.00	360.00	24.00	720.00	10.00	300.00	9.00	270.00	2.40	72.00	8.00	240.00	27.00	810.00
13	YORK & WALKER		30	6	180.00	12.00	360.00	16.00	480.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	1.80	54.00	12.00	360.00	5.00	150.00
14	WEST OF POST CIRCLE		30	6	180.00	12.00	360.00	16.00	480.00	12.00	360.00	24.00	720.00	10.00	300.00	9.00	270.00	2.80	84.00	8.00	240.00	1.00	30.00
15	VILLAGE LOT		30	6	180.00	12.00	360.00	17.00	510.00	12.00	360.00	24.00	720.00	10.00	300.00	10.00	300.00	3.40	102.00	8.00	240.00	5.00	150.00
16	CHESTNUT ST. PARKING LOT		30	6	180.00	6.00	180.00	14.00	420.00	12.00	360.00	20.00	600.00	10.00	300.00	9.00	270.00	1.20	36.00	8.00	240.00	5.00	150.00
17	BURNS FIELD		30	95	2850.00	112.00	3360.00	190.00	5700.00	108.60	3258.00	490.00	14700.00	325.00	9750.00	129.00	3870.00	108.60	3258.00	99.00	2970.00	1.00	30.00
18	MADISON @ OGDEN		30	10	300.00	12.00	360.00	16.00	480.00	12.00	360.00	24.00	720.00	16.00	480.00	11.00	330.00	5.40	162.00	15.00	450.00	107.00	3210.00
19	WASHINGTON @ OGDEN		30	10	300.00	12.00	360.00	17.00	510.00	12.00	360.00	30.00	900.00	16.00	480.00	11.00	330.00	5.80	174.00	15.00	450.00	7.00	210.00
20	ADAMS ST. @ OGDEN		30	6	180.00	8.00	240.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	9.00	270.00	0.80	24.00	10.00	300.00	7.00	210.00
21	BRUNER/NORTH ST TO OGDEN		30	10	300.00	12.00	360.00	17.00	510.00	7.60	228.00	39.00	1170.00	20.00	600.00	14.00	420.00	7.60	228.00	15.00	450.00	1.00	30.00
22	EHRET PARK		30	15	450.00	16.00	480.00	22.00	660.00	11.20	336.00	52.00	1560.00	30.00	900.00	14.00	420.00	11.20	336.00	15.00	450.00	5.00	150.00
23	STOUGH PARK		30	45	1350.00	30.00	900.00	88.46	2653.80	52.40	1572.00	195.00	5850.00	158.00	4740.00	64.00	1920.00	52.40	1572.00	25.00	750.00	60.00	1800.00
24	BURLINGTON AND STOUGH		30	6	180.00	8.00	240.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	0.80	24.00	10.00	300.00	60.00	1800.00
25	WEST HINSDALE STATION		30	6	180.00	18.00	540.00	16.00	480.00	12.00	360.00	25.00	750.00	13.00	390.00	10.00	300.00	4.20	126.00	15.00	450.00	1.00	30.00
26	HINS AVE. GARF STOUGH		30	25	750.00	118.00	3540.00	63.20	1896.00	36.00	1080.00	175.00	5250.00	100.00	3000.00	42.00	1260.00	36.00	1080.00	24.00	720.00	5.00	150.00
27	JACKSON HINSDALE AVE-8TH		30	25	750.00	118.00	3540.00	60.48	1814.40	34.40	1032.00	160.00	4800.00	100.00	3000.00	42.00	1260.00	34.40	1032.00	20.00	600.00	30.00	900.00
28	JACKSON ST. CUL-DE-SAC		30	6	180.00	12.00	360.00	17.00	510.00	12.00	360.00	20.00	600.00	11.50	345.00	9.00	270.00	3.80	114.00	11.00	330.00	30.00	900.00
29	STOUGH AND 9TH		30	15	450.00	14.00	420.00	32.00	960.00	12.00	360.00	65.00	1950.00	35.00	1050.00	13.00	390.00	12.60	378.00	15.00	450.00	2.00	60.00
30	MELIN PARK		30	40	1200.00	52.00	1560.00	77.82	2334.60	44.60	1338.00	195.00	5850.00	135.00	4050.00	51.00	1530.00	44.60	1338.00	22.00	660.00	5.00	150.00
31	DIETZ PARK		30	25	750.00	30.00	900.00	44.16	1324.80	24.80	744.00	110.00	3300.00	75.00	2250.00	29.00	870.00	24.80	744.00	20.00	600.00	55.00	1650.00
32	ROBBINS PARK		30	270	8100.00	392.00	11760.00	431.00	####	286.00	8580.00	####	33900.00	858.00	25740.00	341.00	####	286.00	8580.00	225.00	6750.00	30.00	900.00
33	CLAY ST. AND 8TH		30	5	150.00	6.00	180.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	0.50	15.00	8.00	240.00	270.00	8100.00
34	VINE ST AND 8TH		30	5	150.00	6.00	180.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	0.50	15.00	8.00	240.00	1.00	30.00
35	WASHINGTON CIRCLE		30	15	450.00	15.00	450.00	19.50	585.00	9.20	276.00	45.00	1350.00	30.00	900.00	12.00	360.00	9.20	276.00	15.00	450.00	1.00	30.00
36	LINCOLN LOT		30	6	180.00	8.00	240.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	9.00	270.00	1.20	36.00	8.00	240.00	5.00	150.00
37	PARKWAYS @ HMS		30	6	180.00	8.00	240.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	1.40	42.00	8.00	240.00	1.00	30.00
38	WASHINGTON LOT		30	5	150.00	8.00	240.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	0.60	18.00	8.00	240.00	1.00	30.00
39	4TH ST ISLANDS		30	25	750.00	30.00	900.00	47.00	1410.00	25.20	756.00	110.00	3300.00	75.00	2250.00	30.00	900.00	25.20	756.00	30.00	900.00	1.00	30.00

PROJECT NUMBER: BID # 1463

PROJECT NAME: LANDSCAPE MAINTENANCE

CONTRACT B - MOWING

12/21/2009

		COMP	West Chicago 60185		Grayslake 60030		Westmont 60559		Bollingbrook 60440		Bollingbrook 60440		Addison 60101		Elgin		Blue Island 60406		Riverside 60546		Clarendon Hills 60514	
<u>MOWING SITES</u>		QTY	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL	UNIT	EXT TOTAL
40	CHICAGO AVE GARF-ELM	30	15	450.00	18.00	540.00	24.50	735.00	8.80	264.00	50.00	1500.00	30.00	900.00	11.00	330.00	8.80	264.00	15.00	450.00	27.00	810.00
41	HIGHLAND PARK	30	80	2400.00	127.00	3810.00	149.84	4495.20	89.60	2688.00	420.00	12600.00	269.00	8070.00	104.00	3120.00	89.60	2688.00	25.00	750.00	5.00	150.00
42	CHICAGO & PRINCETON	30	10	300.00	15.00	450.00	17.00	510.00	7.80	234.00	40.00	1200.00	23.40	702.00	11.00	330.00	7.80	234.00	15.00	450.00	110.00	3300.00
43	COUNTY LINE COURT	30	5	150.00	8.00	240.00	17.00	510.00	12.00	360.00	20.00	600.00	10.00	300.00	8.00	240.00	0.50	15.00	8.00	240.00	1.00	30.00
44	1ST & PRINCETON	30	10	300.00	12.00	360.00	17.00	510.00	7.20	216.00	36.00	1080.00	24.00	720.00	11.00	330.00	7.20	216.00	15.00	450.00	1.00	30.00
45	3RD & PRINCETON	30	10	300.00	14.00	420.00	22.00	660.00	6.60	198.00	40.00	1200.00	30.00	900.00	12.00	360.00	8.40	252.00	15.00	450.00	5.00	150.00
46	COLUMBIA 1ST-3RD	30	6	180.00	14.00	420.00	17.00	510.00	6.60	198.00	24.00	720.00	20.00	600.00	11.00	330.00	4.60	138.00	13.00	390.00	1.00	30.00
47	BROOK PARK	30	105	3150.00	145.00	4350.00	181.52	5445.60	108.80	3264.00	480.00	14400.00	326.00	9780.00	128.00	3840.00	108.80	3264.00	103.00	3090.00	110.00	3300.00
48	WOODSIDE & COLUMBIA	30	6	180.00	8.00	240.00	17.00	510.00	6.60	198.00	20.00	600.00	10.00	300.00	8.00	240.00	1.40	42.00	8.00	240.00	1.00	30.00
49	6TH & PRINCETON	30	6	180.00	8.00	240.00	17.00	510.00	6.60	198.00	20.00	600.00	10.00	300.00	9.00	270.00	1.20	36.00	8.00	240.00	1.00	30.00
50	DALEWOOD ISLAND	30	6	180.00	8.00	240.00	17.00	510.00	6.60	198.00	20.00	600.00	10.00	300.00	8.00	240.00	1.80	54.00	8.00	240.00	1.00	30.00
51	BITTERSWEET & COLUMBIA	30	6	180.00	8.00	240.00	17.00	510.00	6.60	198.00	20.00	600.00	10.00	300.00	9.00	270.00	0.50	15.00	11.00	330.00	1.00	30.00
52	7TH & HARDING	30	6	180.00	14.00	420.00	17.00	510.00	6.60	198.00	20.00	600.00	15.00	450.00	10.00	300.00	4.00	120.00	10.00	300.00	1.00	30.00
53	7TH & WILSON	30	6	180.00	8.00	240.00	17.00	510.00	6.60	198.00	20.00	600.00	10.00	300.00	8.00	240.00	0.50	15.00	10.00	300.00	1.00	30.00
54	WOODLAND PARK	30	80	2400.00	116.00	3480.00	152.15	4564.50	91.00	2730.00	380.00	11400.00	275.00	8250.00	108.00	3240.00	91.00	2730.00	103.00	3090.00	110.00	3300.00
55	WOODLAND DRIVE ISLANDS	30	20	600.00	20.00	600.00	28.00	840.00	16.40	492.00	75.00	2250.00	50.00	1500.00	19.00	570.00	16.40	492.00	15.00	450.00	10.00	300.00
56	ELM ROW 9-55TH	30	10	300.00	15.00	450.00	19.50	585.00	7.00	210.00	35.00	1050.00	20.00	600.00	12.00	360.00	7.00	210.00	15.00	450.00	1.00	30.00
57	OAK @ 9TH	30	6	180.00	8.00	240.00	17.00	510.00	6.60	198.00	20.00	600.00	10.00	300.00	8.00	240.00	1.60	48.00	8.00	240.00	1.00	30.00
58	CHARLESTON RD	30	20	600.00	30.00	900.00	62.00	1860.00	22.40	672.00	95.00	2850.00	70.00	2100.00	27.00	810.00	22.40	672.00	30.00	900.00	25.00	750.00
59	59TH ST GIDDINGS - ELM	30	15	450.00	20.00	600.00	29.00	870.00	15.80	474.00	75.00	2250.00	50.00	1500.00	17.00	510.00	15.80	474.00	27.00	810.00	20.00	600.00
EXTENDED MOWING TOTAL			\$43,020.00		\$60,060.00		\$85,427.70		\$49,974.00		\$196,320.00		\$131,452.50		\$56,520.00		\$42,324.00		\$42,390.00		\$46,710.00	
HOURLY MOWING RATE 20 Hours			540.00		24.00		40.00		760.00		900.00		40.00 per man		27.00		33.00		40.00		800.00	
Contract B Mowing Year 2																						
EXTENDED MOWING TOTAL			\$43,020.00		\$60,060.00		\$85,427.70		\$49,974.00		\$201,120.00		\$138,025.13		\$56,020.00		\$42,324.00		\$46,560.00		\$48,540.00	
HOURLY MOWING RATE 20 Hours			540.00		24.00		40.00		760.00		945.00		40.00 per man		28.00		33.00		40.00		800.00	

PROJECT NUMBER: BID # 1463
PROJECT NAME: LANDSCAPE MAINTENANCE
DATE: 12/21/09
Contract C

Name:	Classic Landscaping	Landscape Concepts	Fox Landscaping	T.L. C Group	Landworks Custom
Address:	N3471PowisRd	31745 N. Alleghany Rd	409 N Cass Ave	751 N Bolingbrook Dr	751 N Bolingbrook Dr
	West Chicago 60485	Grayslake 60030	Westmont 60559	Bolingbrook 60440	Bolingbrook 60440
Bid Security:	Ck 211686 \$9,244	Bid Bond	Ck 18707 \$16,892.77	Bid Bond	Bid Bond


CONTRACT C		Year 1											
Item#	Description	KLM Park											
1	Mowing	Each	30	790.00	23,700.00	1,040.00	31,200.00	1,300.00	39,000.00	988.00	29,640.00	3,380.00	101,400.00
Total - KLM Park YEAR 2					23,700.00		31,200.00		42,000.00		29,640.00		101,400.00

Addlawn Landscaping	Alaniz Landscaping	Kiinsella Landscape	A& B Landscaping	Greeney Land Services
607 W Winthrop Ave #3	115 Oak St	13821 S Harrison	PO Box 344	108 Iroquois
Addison 60101	Elgin	Blue Island 60406	Riverside 60546	Clarendon Hills 60514
Bid Bond	Bid Bond	Ck 1555124 \$11,980	Ck 1181 \$9,539.50	Bid Bond

CONTRACT C		Year 1											
Item#	Description	KLM Park											
1	Mowing	Each	30	2,137.00	64,110.00	1,191.00	35,730.00	915.00	27,450.00	800.00	24,000.00	1,080.00	32,400.00
Total - KLM Park YEAR 2					67,315.50		35,730.00		27,450.00		24,000.00		33,390.00

DATE: January 15, 2010

REQUEST FOR BOARD ACTION

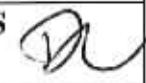
AGENDA	ORIGINATING
SECTION NUMBER BOARD-Staff Reports	DEPARTMENT Administration
ITEM Resolution Adopting Administrative Procedures for Compliance with the Illinois Freedom Of Information Act	APPROVAL Dave Cook, Village Manager 

The Illinois General Assembly has passed Public Act 96-0542, which amends certain sections of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

In order to comply with the requirements of the Act, the Board must affirm that the Village of Hinsdale will provide access to public records in accordance with the new laws, adopt Administrative Procedures (attached) and designate at least one FOIA officer to administer the processing of FOIA requests. Major changes to the Act include a reduction in response time for non-commercial requests and the elimination of the appeal process to the Village President. It also provides for penalties and fines for noncompliance.

If the Board concurs with the request, the following motion would be appropriate:

MOTION: **To recommend approval of a Resolution Adopting Administrative Procedures for Compliance with the Illinois Freedom of Information Act.**

APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION:				
BOARD ACTION:				

VILLAGE OF HINSDALE

RESOLUTION NO. _____

**A RESOLUTION ADOPTING ADMINISTRATIVE PROCEDURES
FOR COMPLIANCE WITH THE
ILLINOIS FREEDOM OF INFORMATION ACT**

WHEREAS, the Illinois General Assembly has passed Public Act 96-0542, which amends certain sections of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*; and

WHEREAS, the provisions of Public Act 96-0542 take effect on January 1, 2010; and

WHEREAS, the Village President and Board of Trustees of the Village of Hinsdale seek to adopt Administrative Procedures for compliance with the Illinois Freedom of Information Act and incorporate these provisions in the spirit of transparency and accountability at all levels of government.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Village Policy Regarding Access to Public Records. The Village of Hinsdale ("Village") recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("Act"), and affirms that it is the policy of the Village to comply with the Act.

Section 2. Designation of Freedom of Information Act Officers. The Deputy Village Clerk and the Human Resources Coordinator are designated as the Village's Freedom of Information Act officers. The Village Manager shall designate additional employees as Freedom of Information Act officers in his discretion.

Section 3. Adoption of Administrative Procedures. The Village hereby adopts the "Administrative Procedures for Compliance with the Illinois Freedom of Information Act," attached hereto and incorporated herein by reference.

Section 4. Severability and Repeal of Inconsistent Ordinances and Resolutions. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this resolution. All ordinances, resolutions or adopted motions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Effective Date. This Resolution shall be in full force and effect upon its passage and approval.

PASSED this ____ day of _____, 2010.

AYES:

NAYES:

ABSENT:

APPROVED this _____ day of _____, 2010.

Thomas K. Cauley, Jr., Village President

ATTEST:

Christine M. Bruton, Deputy Village Clerk

Z:\PLS\Village of Hinesdale\Resolutions\10-xx POIA Resolution 01-13-10.doc

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Paul L. Stephanides
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January 13, 2010

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

VIA E-MAIL AND U.S. MAIL

Mr. David Cook
Village Manager
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521

RE: MODEL FOIA POLICY AND PROCEDURES

Dear Dave:

Enclosed please find our firm's model policy, administrative procedures, and forms to facilitate compliance with the *Illinois Freedom of Information Act* ("FOIA" or the "Act"), 105 ILCS 140/1 *et seq.*, as amended by Public Act 96-542 effective January 1, 2010.

A. INTRODUCTION

The enclosed Resolution is brief, by design. After affirming the Village of Hinsdale's ("Village") obligation and intent to comply with the FOIA's requirements, the Resolution designates the Deputy Village Clerk and the Human Resources Coordinator as the Village's FOIA officers and authorizes the Village Manager to designate additional Freedom of Information Officers as required by the amended FOIA. The Resolution also adopts the administrative procedures to implement compliance.

The administrative procedures serve as a guide to the requirements of the amended Act. The administrative procedures include as Appendix A a list of "FOIA Exemptions Of Primary Relevance," including cites to pertinent sections of the amended statute. FOIA Forms 1 through 7 in Appendix B are designed to standardize and guide the FOIA Officer in implementing the procedures required to comply with the Act.

As you will see from reading the administrative procedures, FOIA as rewritten by P.A. 96-542 prescribes more explicit steps for responding to requests for public records. It

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also shortens the deadlines for FOIA responses to five business days with a potential five-day extension, except that public bodies are given 21 days to respond to records requests made for commercial purposes. A requester and a public body may also agree in writing to extend the time for compliance for a mutually acceptable period.

The amended Act reorganizes and amends FOIA's long list of exemptions, changes or adds other substantive provisions in the law, and expands and stiffens penalties for failing to comply with FOIA requirements. In addition, the legislation formally establishes and places broad new enforcement powers in the Public Access Counselor (PAC), a position originally created by administrative action of the Illinois Attorney General. The PAC's powers and duties under the amended FOIA are discussed further below.

There is little doubt that the amended statute will increase the cost of complying with FOIA for public bodies, and that compliance may at times come at the expense of other governmental priorities. One of several new declarations embedded in FOIA § 1 provides:

The General Assembly recognizes that this Act imposes financial obligations on public bodies to provide adequate staff and equipment to comply with its requirements. The General Assembly declares that providing records in compliance with the requirements of this Act is a primary duty of public bodies to the people of this State, and this Act should be construed to this end, fiscal obligations notwithstanding.

The Illinois Attorney General has posted FAQs on complying with the amended FOIA. These guidance documents, which we are advised will be updated on an ongoing basis, are posted on and can be downloaded from www.illinoisattorneygeneral.gov.

B. PRELIMINARY CAUTIONS REGARDING EXEMPTION CLAIMS

FOIA Forms 1 through 7 in Appendix B should enable the Village to fulfill its obligations under the FOIA in a routine manner in many cases. However, although routine responses will be possible for many records requests, *changes in the law make it advisable to consult legal counsel when questions arise as to whether one or more exemptions from disclosure apply to allow the Village to deny a request in whole or part, and/or to redact specific information from records which are being provided to a requester.*

In the amended FOIA, exemptions are grouped into two separate categories. One category consists of 24 "general" exemptions, listed in § 7(1). The second, covered in new § 7.5, lists a total 14 exemptions each of which relates to disclosure prohibitions in specific statutes other than the amended FOIA (the "statutory" exemptions). For

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example, information prohibited from disclosure by the Personnel Records Review Act is expressly protected under § 7.5's catalog of "statutory" exemptions.

Many of the exemptions included in "old" FOIA have been carried over into the reorganized treatment of exemptions in the amended statute – but with significant wording changes, in some cases. For example, the "general" exemptions in amended § 7(1) include one which continues to permit a public body to withhold personal information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the individual subjects of the information consent in writing to the disclosure. However, "unwarranted invasion of personal privacy" is newly defined to mean "the disclosure of information that is highly personal or objectionable to a reasonable person *and* in which the subject's right of privacy outweighs *any* legitimate public interest in obtaining the information." 5 ILCS 140/7(1)(c) (emphasis added). This same exemption preserves the caveat that "disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy."

The group of general exemptions include a new one in § 7(1)(b) for "private information". Amended FOIA § 2(c-5) specifically defines "private information" to include "unique identifiers", including a person's social security, driver's license, and employee identification numbers; biometric identifiers; personal financial information; passwords or other access codes; medical records; home or personal telephone numbers and addresses; and personal e-mail addresses.

Personnel records: Controversy is anticipated over the extent to which employee evaluations and other types of personnel records are subject to inspection and copying. The legislature's revamp of the exemptions provisions has injected additional uncertainty into this aspect of public records disclosure.

The familiar exemption for "personnel files and personal information maintained with respect to employees, appointees or elected officials of any public body", formerly found in § 7(1)(b)(ii), has been deleted. The amended FOIA has no blanket exemption for personnel file records. Instead, a record maintained in a personnel file will need to qualify under a separate exemption, most likely the newly defined "unwarranted invasion of personal privacy" exemption noted above. And as discussed next, invoking *that* exemption raises new procedural issues.

Public Access Counselor advance review of certain exemption claims: Under the amended FOIA, any time a public body intends to assert the "unwarranted invasion of privacy" or "preliminary drafts" exemptions provided for in the statute in response to all or part of a FOIA request, it must so inform the Public Access Counselor. The response period for those aspects of the records request is then put on "hold", while the PAC exercises his or her newly conferred statutory jurisdiction to determine whether or not

the public body may properly invoke the exemption(s). This feature of the amended FOIA, discussed further below in connection with Section 12 of the administrative procedures, may affect public bodies' FOIA response strategies: if requested records are clearly exempt under other provisions of FOIA, a public body which does not want to trigger advance review of its FOIA response by the PAC may choose *not* to invoke the privacy or preliminary drafts exemptions as alternative grounds for declining to disclose the information involved.

C. ADMINISTRATIVE PROCEDURES, INCLUDING FORMS

The Table of Contents to the Administrative Procedures provides a quick overview of the elements and requirements of the amended FOIA which they address. This cover letter will not reiterate the contents of the enclosed administrative procedures ("AP"). We will instead use this opportunity to call your attention to key points and offer additional legal perspective on certain compliance and strategy issues related to particular procedures.

Section 1 – Definitions (AP pp. 1-4)

In addition to its broad general definition of "public records", the amended FOIA goes on to specifically identify five categories of documents that qualify as such – among them, all records relating to the receipt or use of public funds, and settlement agreements entered into by public bodies.

Section 2 – FOIA Officers (AP pp. 5-6, and implementation procedures per other Sections)

The Village must appoint one or more Freedom of Information Officers to coordinate its FOIA compliance. Each FOIA Officer must complete an electronic training course prescribed by the Illinois Attorney General within 30 days of his or her appointment (or by July 1, 2010, in the case of those appointed to serve effective on January 1, 2010) and annually thereafter. Due to the shorter response times and additional procedural requirements dictated by the amended FOIA, it may be advisable to designate more than one individual to serve as FOIA Officer, so as to avoid coverage "gaps" which may otherwise occur due to vacation, illness, the press of other work, and so on.

In light of the shorter FOIA response periods, all municipal employees should be made aware of the need to immediately route public records requests to the FOIA Officer – keeping in mind that in order to prepare a response, the FOIA Officer may need time to consult other persons in the Village or outside parties (such as contractors) in order to identify records responsive to particular requests, and to gather those records. There are significant adverse consequences for untimely responses. Under § 3(d) and –(f) of the amended FOIA, a public body which does not comply with response deadlines

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forfeits the opportunity to assert that compliance is "unduly burdensome", or to charge copying fees. The public body may also be deemed to have denied the FOIA request.

Section 3 – General notices to public required by FOIA (AP pp. 6-7)

These include a description of the Village including its organization, operating budget, office locations, number of employees, and any advisory bodies; and the types of public records maintained by the Village and those records that the Village will disclose immediately upon request. See FOIA Form 1, which should be adapted to accurately reflect the circumstances of the Village.

The Village must also post and/or prominently display at the municipal office a description of the procedure for submitting records requests. FOIA Form 2 may be completed and/or adapted for this purpose. Individuals who make records requests *may* be required to do so in writing, submitted by personal delivery, regular mail, facsimile transmittal or e-mail. They may be encouraged but *not required* to use the Village's standard form of "Request To Inspect And/Or Copy Records" (FOIA Form 3) for this purpose.

Section 4 – Copying fees; requests for fee waiver or reduction (AP pp. 7-8)

We note that the Illinois Attorney General interprets the Act as requiring public bodies to provide the first 50 pages of copied documents at no charge in responding to requests which are made for commercial purposes, as well as requests for non-commercial purposes.

The standard form records request (FOIA Form 3) includes a question asking whether the request is being made for a commercial purpose, to enable the Village to identify whether the 21-day time period for response applies. Form 3 also includes an (optional) inquiry asking whether the requester is seeking a waiver or reduction of copying fees and if so, to identify the purpose of the request. Note that these are the only situations in which the FOIA permits a public body to inquire as to the purpose of a records request.

Section 5 – Time periods for response to records requests (AP pp. 8-10)

Per the amended FOIA, Section 5 of the administrative procedures specifies a period of five business days to respond to requests for records generally, and 21 days to respond to records requests made for commercial purposes. It refers the reader to the accompanying Appendix of FOIA Exemptions of Primary Relevance to Municipalities, which may be consulted in preparing a response. FOIA Forms 4, 5 and 6 – respectively, a "Notice For Records Inspection And/Or Copying", a "Notice Of [Denial] [Partial Denial] Of Records Request", and a "Notice Of Intent To Deny Records Request Based On Certain Statutory Exemptions" – have been written to facilitate complying with FOIA's

detailed requirements for responding to records requests, and should be reviewed carefully. These forms may be used singly or in combination, as may be appropriate, to notify the requester of the Village's response.

As also explained in Section 5, FOIA Form 7 ("Notice Of Need For Additional Time To Respond To Records Request") concludes with an (optional) invitation to the requester to consent to a specified longer period for response, as allowed by the statute. *The FOIA Officer should always confirm any such agreement to extend the time for response in writing.*

Section 6 – Unduly burdensome requests (AP p. 10)

FOIA Form 7's list of the grounds which may, under the statute, be cited to explain the need for more than five business days to respond includes the reason that the request is "made in categorical terms" and cannot be complied within that period without "unduly burdening the [Village's] operations." In italics next to that reason, Form 7 invites the requester to reduce the request to manageable proportions, and to call the FOIA Officer to discuss how the Village can work with the requester to accommodate the records request. This offering of an opportunity to narrow an otherwise "unduly burdensome" request is required by the statute.

Section 7 – Records requests for commercial purposes (AP pp. 11-12)

This section delineates special considerations which apply to commercial purposes requests, and notes that the Village may give priority to responding to records requests made for non-commercial purposes.

Section 8 – Producing records with exempt information redacted (AP p. 12)

Before and after the latest amendments, the FOIA has required that when a requested public record contains both exempt and non-exempt information, the record must be provided for inspection and copying, with the exempt information redacted at the public body's option. As noted in Section 8, the Village's response must identify the exemption(s) relied upon in withholding the redacted information from disclosure.

Section 9 – Procedures for denial or partial denial of request (AP p. 12)

As Section 9 and FOIA Form 5 make clear, the amended FOIA requires not only that a public body identify the specific exemption(s) relied upon in denying all or part of a records request, but also that the public body provide a written explanation of the factual basis and legal authority supporting the denial.

Mr. David Cook, Village Manager
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In keeping with the amended statute, Form 5 also notifies the FOIA requester of the right to seek review of the denial by the Public Access Counselor (providing the PAC's contact information), and of the right to administrative review in court.

As discussed further below in connection with Section 12 of the Administrative Procedures, invoking the "privacy" and "preliminary drafts" exemptions means a *pre-response* detour to the Public Access Counselor.

Section 10 – Review of denials by Public Access Counselor (AP pp. 12-13)

The amended FOIA prescribes new procedures under which a FOIA requester may seek review by the PAC of a public body's denial of a records request. On receiving such a review request, the PAC has several options. After receiving and evaluating submittals from the public body and the FOIA requester concerning the disputed records, the PAC may issue a binding opinion as to whether the denial of records violated FOIA. If the PAC issues a binding opinion that a FOIA violation occurred, the public body involved must promptly comply with any directives in the opinion or in the alternative, file an action for administrative review of the opinion. Such an action may be filed only in the circuit courts of Cook or Sangamon Counties.

Section 11 – The Village's right to request opinion from the PAC (AP p. 13)

The Public Access Counselor may but is not required to issue advisory opinions to public bodies which seek guidance from the PAC regarding the inspection or release of particular public records.

Section 12 – Asserting "privacy" and "preliminary drafts" exemptions (AP pp. 13 14)

Municipalities and their FOIA Officers should be aware of the special procedures which apply to claims that particular records (or parts of records) are covered by FOIA Section 7(1)'s provisions which exempt information, the disclosure of which would result in an unwarranted invasion of personal privacy, or which constitute preliminary policy drafts. A public body which intends to assert these exemptions must provide written notice of its intent to the FOIA requester and the Public Access Counselor, and backup documentation as specified in Section 12. See FOIA Form 8. The PAC then considers whether further inquiry is warranted, and if so, conducts a review to determine whether or not the exemptions may properly be relied on in the case at hand.

CONCLUDING COMMENTS

Compliance with the amended FOIA will entail a significant learning curve. The approaches taken by the Office of the Illinois Attorney General in implementing the new powers of the Public Access Counselor will undoubtedly have an impact on the measures and strategies which public bodies develop to comply with the Act. Along

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with our clients, we will be following developments under the amended FOIA closely, and will provide updates to these policy materials which may be needed or useful as these developments occur.

If you have any questions concerning the amended FOIA or the enclosed materials, please do not hesitate to contact me.

Very truly yours,

**ROBBINS, SCHWARTZ, NICHOLAS,
LIFTON & TAYLOR, LTD.**

A handwritten signature in cursive script that reads "Paul L. Stephanides". A horizontal line is drawn across the signature.

By: Paul L. Stephanides

PLS:mmm
Enclosures

**ADMINISTRATIVE PROCEDURES
FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT**

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**ADMINISTRATIVE PROCEDURES
FOR COMPLIANCE WITH
THE ILLINOIS FREEDOM OF INFORMATION ACT**

SECTION 1. DEFINITIONS

A. Business Day

A regular day of the week (Monday through Friday) when public offices are open. Saturdays, Sundays, and State holidays are not business days and are not counted in calculating time periods for response. Time periods for responses under FOIA are calculated in business days.

B. Commercial Purpose

The use of any part of a public record or information derived from public records for sale, resale, solicitation, or advertisement for sales or services.

Requests made by news media and non-profit, scientific, or academic organizations are not "made for a commercial purpose" when the principal purpose of the request is: 1) to access or disseminate information concerning news and current events, 2) for opinion or feature articles of public interest, or 3) for scientific, academic, or public research or education.

C. Copying

The reproduction of any public record by means of any photographic, electronic, mechanical or other process, device or means now known or hereafter developed and available to the public body.

D. Exemptions

Provisions of FOIA which allow a public body not to make certain categories of information available for inspection and copying.

1. General Exemptions

FOIA Section 7(1) provides 24 exemptions relating to general categories of information which may be withheld from disclosure, such as information specifically prohibited from disclosure by law, statutorily defined "private information," and minutes of closed meetings of the public body's governing board which have not been approved for release to the public.

2. Exemptions Related to Other Statutes

FOIA Section 7.5 provides 14 exemptions related to enumerated Illinois statutes. For example, disclosures prohibited by the Personnel Records Review Act are statutorily exempt by FOIA Section 7.5.

FOIA exemptions of primary relevance are listed in Appendix A to these Administrative Procedures.

E. Freedom of Information Act or "FOIA"

The Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, as amended

F. Freedom of Information Officer

The official(s) or employee(s) formally designated by the Village to be primarily responsible to receive and to coordinate timely responses to FOIA requests.

G. Head of the Public Body

The Village Manager of the Village of Hinsdale ("Village").

H. News Media

Newspapers or other periodicals issued at regular intervals in print or electronic form, news services, radio stations, networks, community antenna television services, or individuals or corporations which make news in film formats for public showing.

I. Person

Any individual, corporation, partnership, firm, organization or association which acts individually or as a group.

J. Private Information

Unique identifiers, such as a person's social security number, driver's license number, employee identification number, biometric indicators, personal financial information, passwords, medical records, personal telephone numbers, and personal email addresses. Home address and personal license plates are also considered private information unless otherwise provided by law or when they are compiled without the possibility of being identified with any person.

K. Public Access Counselor

The official in the Illinois Attorney General's office who is responsible to (among other functions) develop an electronic training curriculum for FOIA officers, review denials of FOIA requests, and issue binding and non-binding decisions and advisory opinions concerning compliance with FOIA and the Illinois Open Meetings Act.

L. Public Interest Purpose

A FOIA request is "in the public interest" if its principal purpose is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and not for the principal purpose of personal or commercial benefit.

M. Public Records

FOIA generally defines public records to include all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the public body.

FOIA specifically identifies the following as public records:

1. All records relating to the obligation, receipt, and use of public funds.

2. Certified payroll records submitted to a public body under Section 5(a)(2) of the Prevailing Wage Act (but contractors' employees' personal information must be redacted prior to disclosure).
3. Arrest reports and criminal history records.
4. Settlement agreements entered into by or on behalf of a public body, provided that information exempt from disclosure under FOIA Section 7 may be redacted.
5. Certain documents in the possession of government contractors. Specifically, the Act exempts records in the possession of a party with whom the public body has contracted to perform a governmental function on its behalf that directly relate to the governmental function, and are not otherwise exempt under FOIA. See FOIA Section 7(2).

N. Unduly Burdensome

A FOIA request may be considered unduly burdensome if:

1. It calls for all records falling within a category, there is no way to narrow the request, and the burden on the public body of responding outweighs the public interest in the information.
2. Repeated requests have been received from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA.

O. Unwarranted Invasion of Personal Privacy

The disclosure of information that is highly personal or objectionable to a reasonable person, and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information.

Information that bears on the public duties of public employees and officials is not considered an invasion of personal privacy.

P. Village

The Village of Hinsdale.

SECTION 2. FOIA OFFICERS

A. Designation of FOIA Officer

The Deputy Village Clerk and the Human Resources Coordinator are designated as the Village's Freedom of Information Act ("FOIA") Officers, who will be referred to as the "FOIA Officer" in these procedures. The term "FOIA Officer" shall also include other Village employees who are designated as FOIA Officers by the Village Manager.

B. Responsibilities of FOIA Officer, Generally

1. Summary of duties

The FOIA Officer shall receive requests for records submitted by members of the public, shall ensure that the Village responds to records requests in a timely manner, and shall perform other responsibilities as delineated in these Administrative Procedures.

FOIA Forms 1 through 7 appended to these Administrative Procedures shall be used whenever possible to facilitate processing of requests for public records, and compliance with the FOIA.

2. Requests to inspect / copy records to be made in writing to FOIA Officer

The FOIA Officer shall require records requests to be made in writing, and shall encourage (but may not require) the requester to use **FOIA Form 3** for that purpose. Written requests may be submitted to the Village by personal delivery, mail, facsimile, or other available means.

Public records shall be made available for inspection or copying only during regular business hours at the Village Hall.

All requests for inspection and copying received by the Village shall immediately be forwarded to the FOIA Officer, who shall communicate with municipal administrators and employees as needed to ensure that any request for public records of the Village is routed in this manner.

3. Steps to document receipt and processing of records requests

On receiving a written request to inspect and/or copy public records, the FOIA Officer shall:

- a. Note the date on which the Village received the written request;

- b. Compute the date on which the period for response will expire and note that date on the written request;
- c. Maintain an electronic or paper copy of the request, including all documents submitted with the request;
- d. Create a file for the retention of the original request and a copy of the Village's response and of all written communications with the requester, as well as a record of all other communications related to the request.

4. Processing of records requests

The FOIA Officer shall process requests for public records of the Village in accordance with Sections 4 through 12 of these Administrative Procedures.

5. Completion of Illinois Attorney General's training course; annual training

Each FOIA Officer designated by the Village shall successfully complete an electronic training curriculum provided by the Illinois Attorney General's Public Access Counselor shall within 30 days of his or her appointment (or by July 1, 2010, in the case of the FOIA Officer appointed by the Village to serve effective on January 1, 2010), and shall successfully complete an annual training program.

The FOIA Officer shall maintain records documenting compliance with these training requirements.

SECTION 3. GENERAL NOTICES TO PUBLIC REQUIRED BY FOIA

The Village shall prominently display at the Village Hall, post on the Village's website, make available for inspection and copying, and send through the mail if requested, each of the following:

A. Description of the Village

This description shall consist of a brief description of the Village, including a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any advisory board, commission, or committee.

B. Types of public records maintained by the Village, including records that the Village will disclose immediately upon request.

See FOIA Form 1, which the FOIA Officer shall review and supplement as may be needed from time to time.

C. Description of procedure for submitting FOIA requests

In addition to briefly describing the procedure for making FOIA requests, this document should include a directory designating the FOIA Officer(s), the address to which requests for public records should be directed, and information about copying fees which may be charged. *See FOIA Form 2*.

The FOIA Officer shall be responsible to ensure that the Village is in compliance with the requirements of this Section 3.

SECTION 4. COPYING FEES; REQUESTS FOR FEE WAIVER OR REDUCTION

A. Copies and certification of records, generally

The Village shall charge 15 cents per page for black and white, standard-sized copies, except that no fees shall be charged for the first 50 pages. If the Village provides copies in color or in a size other than letter or legal, the Village shall charge its actual cost for reproducing the records. The calculation of actual cost shall not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records.

The Village shall charge \$1 for certifying a record.

B. Records in electronic format

When a person requests a copy of a record maintained in an electronic format, the Village shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public record in the specified electronic format, then the Village shall furnish the record in the format in which it is maintained by the Village, or in paper format at the option of the requester. The Village shall charge the requester the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium.

Except where provided by the FOIA or other state statutes, fees applicable to copies of public records furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

C. Requests for waiver or reduction of copying fees

The FOIA Officer shall determine, on a case-by-case basis, whether documents shall be furnished to a FOIA requester without charge or at a reduced charge, upon request, when it is in the public interest to do so and when the records request is not for the principal purpose of personal or commercial benefit. See Section 1 of these Administrative Procedures (definition of "Public Interest Purpose") and **FOIA Form 3**.

In setting the amount of the waiver or fee reduction, the FOIA Officer may consider the amount of materials requested and the cost of copying them.

SECTION 5. TIME PERIODS FOR RESPONSE TO RECORDS REQUESTS

A. Generally: five business days to respond

Except as provided in Section 7 below (concerning requests for commercial purposes), the Village shall either comply with or deny a request for public records within five business days after its receipt of the request, unless the time for response is properly extended as described in Section 5.C. below. Any denial shall be in writing, specifying the responsive documents which are being withheld, the exemption(s) being asserted to support non-disclosure, and factual and legal basis for the denial.

FOIA Forms 4, 5 and 6 are designed to facilitate compliance with FOIA's requirements for responses to records requests, and may be used singly or in combination, as may be appropriate, to notify the requester of the Village's response.

An Appendix listing the exemptions of primary relevance provided for in the FOIA is included at the end of these Administrative Procedures. Consultation with legal counsel is recommended prior to asserting exemptions in the course of responding to a FOIA request.

Exemptions asserted under FOIA Section 7(1)(c) and / or FOIA Section 7(1)(f) shall be processed using **FOIA Form 6**, in consultation with legal counsel as may be appropriate, and shall be subject to the review process described in Section 12 of these Administrative Procedures.

B. Consequences of untimely response

1. The Village will be deemed to have denied a records request if, within five business days of receiving the request, it fails to do one or more of the following: comply with a written request, notify the requester that the Village is extending the time for response, and/or deny the request in writing.
2. If the Village fails to respond to a request within the requisite periods in this Section, but thereafter provides the requester with copies of the requested public records, the Village shall not impose copying fees for the records.
3. The Village shall not treat a records request as unduly burdensome, if it fails to respond to the request within the time period required by the FOIA.

C. Extension of time for response

The Village may extend the time period for response by not more than five business days from the original due date, for one or more of the following reasons:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request requires the collection of a substantial number of specified records;
3. The request has been made in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under FOIA, or should be disclosed only with appropriate deletions;
6. The request for records cannot be complied with in five business days without unduly burdening or interfering with the operations of the Village;

7. The Village needs to consult with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

When additional time is required for any of the above reasons, the Village shall, within five business days after receipt of the request, notify the FOIA requester of the reasons for the extension and the date by which the response will be forthcoming. **See FOIA Form 7** which should be used to provide such notice.

Form 7 concludes with an (optional) invitation to the requester to consider consenting to a longer period for response, as allowed by FOIA, and asks the requester to contact the FOIA Officer if the requester is willing to agree to a longer period for response. *In any case in which agreement is reached regarding a longer period for response, the FOIA Officer shall promptly confirm such agreement to the requester in writing.*

SECTION 6. UNDULY BURDENSOME REQUESTS

The Village shall comply with requests which call for all records falling within a category, unless compliance would be unduly burdensome and there is no way to narrow the request. Before invoking this exemption, the Village shall allow the FOIA requester an opportunity to reduce the request to manageable proportions. **See FOIA Form 7.**

If the Village responds to a categorical request by stating that compliance would unduly burden its operation, and the conditions described above are met, the Village shall do so in writing, specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of the Village. Such a response shall be treated as a denial of the request for information.

Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied by the Village shall be deemed unduly burdensome.

SECTION 7. RECORDS REQUESTS FOR COMMERCIAL PURPOSES

A. Written confirmation of commercial purpose may be requested

All FOIA requests made for commercial purposes shall be submitted in writing on the Village's standard FOIA request form (*see FOIA Form 3*), and shall disclose that the request is being made for a commercial purpose. It is a violation of the FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

B. Time period of 21 days for response to commercial purposes requests

The Village shall respond to a request for records to be used for a commercial purpose within 21 business days after receipt, unless the requester agrees to a specified longer period for response. Any such agreement must be confirmed in writing.

C. Content of response

The response shall:

1. Provide an estimate of the time the Village will require to provide the requested records requested and an estimate of the fees to be charged, which the Village may require the person to pay in full before copying the requested documents;
2. Deny the request pursuant to one or more of the exemptions provided for in the FOIA (after consultation with legal counsel, as may be appropriate);
3. Notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions (*see FOIA Form 7*); and/or
4. Provide the records requested.

Unless the records are exempt from disclosure, the Village shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requests made for non-commercial purposes. The time periods for compliance or denial of a request to inspect or copy records set out in these Administrative Procedures shall not apply to requests for records made for a

commercial purpose.

SECTION 8. PRODUCING RECORDS WITH EXEMPT INFORMATION REDACTED

In consultation with legal counsel as may be appropriate, the Village shall redact from public records which it makes available for inspection or copying, all information that is exempt from disclosure under the FOIA, as amended. The Village's response shall identify the exemptions under which the redacted information has been withheld.

SECTION 9. PROCEDURES FOR DENIAL OR PARTIAL DENIAL OF REQUEST

A. Denials, generally

When denying a request for public records in whole or part, the Village shall notify the requester in writing of the decision to deny the request; the reasons for the denial, including an explanation of the factual basis for the denial, exemptions invoked, and other legal authority for the denial. The notice shall also state the names and titles or positions of each person responsible for the denial.

Each notice of denial shall also inform the requester of the right to review by the Public Access Counselor and provide the address and phone number for the Public Access Counselor. Each notice of denial also shall inform such person of his right to judicial review under the FOIA. *See FOIA Form 5.*

B. Record of denials of FOIA requests

Copies of all notices of denial shall be retained by the Village, shall be open to the public, and shall be indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.

SECTION 10. REVIEW BY PUBLIC ACCESS COUNSELOR

A. Procedure on notice of a request for review by the PAC

On receiving notice of a request for review from the Illinois Attorney General's Public Access Counselor (PAC), the Village shall within seven business days provide copies of records requested by and shall otherwise fully cooperate with the PAC. The Village

shall also answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. The Village may furnish affidavits or other records concerning any matter germane to the review.

B. Procedure on receipt of binding opinion from PAC

On receipt of a timely issued binding opinion from the Public Access Counselor concluding that a violation of the FOIA has occurred, the Village shall either take action immediately to comply with the directive of the opinion, or in the alternative file a complaint for administrative review of the opinion in the circuit court of either Cook or Sangamon County as specified in the FOIA.

The Village shall be immune from liability for any disclosure of records in compliance with an opinion of the Attorney General.

SECTION 11. VILLAGE'S RIGHT TO REQUEST OPINION FROM PAC

The Village Manager or, at the direction of the Village Manager, the Village Attorney may submit a written request to the Public Access Counselor for an advisory opinion on a matter germane to the inspection or release of public records. The written request shall contain sufficient accurate facts from which a determination can be made. If the Village obtains and relies in good faith on an advisory opinion of the Attorney General in responding to a request, it shall not be liable for penalties under the FOIA.

SECTION 12. ASSERTING "PRIVACY" AND "PRELIMINARY DRAFTS" EXEMPTIONS

A. Notice of intent to assert exemptions

If the Village intends to assert that certain records are exempt under Section 7(1)(c) (pertaining to records, disclosure of which would result in an unwarranted invasion of personal privacy) or 7(1)(f) of FOIA (pertaining to preliminary policy drafts), the Village shall within the time periods provided for responding to a request, provide written notice to the FOIA requester and to the Public Access Counselor of its intent to deny the request in whole or in part on such grounds.

B. Content of notice

The notice shall include:

1. A copy of the request for access to records;
2. A copy of the Village's proposed response; and
3. A detailed summary of the basis for asserting the exemption.

C. PAC determination as to whether further inquiry is warranted

If the PAC determines that further inquiry is warranted, based on the Village's assertions, the procedures set out in Section 10 above regarding the PAC's review of denials, including the production of documents, shall also apply to the inquiry and resolution of the Village's notice of intent to deny a request in whole or part based on FOIA Section 7(1)(c) or 7(1)(f).

The time within which the Village is required to respond to or comply with the FOIA request is tolled (stops running) during the PAC's review of whether the Village may assert the exemptions.

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APPENDIX A: FOIA EXEMPTIONS OF PRIMARY RELEVANCE

FOIA expressly presumes that all records in the custody or possession of a public body are open to inspection and copying, and a public body which asserts a record is exempt from disclosure must prove the exemption by clear and convincing evidence.

FOIA requires that public records which contain exempt information must be available for inspection and copying, but permits the public body to redact the exempt information. The public body must identify the exemptions which permit the redactions.

Unless the applicability of a FOIA exemption or exemptions is clear, consultation with legal counsel is recommended when the Village contemplates denying a request in reliance on one or more FOIA exemptions.

FOIA exemptions are split into two categories: general exemptions and statutory exemptions.

A. General Exemptions

FOIA Section 7(1) provides 24 exemptions relating to general categories of information which may be withheld from disclosure.

General exemptions of primary importance to local governmental entities include:

1. Section 7(1)(a) – Information specifically prohibited from disclosure by federal or state law, rules or regulations;
2. Section 7(1)(b) – "Private information," as defined in FOIA Section 2(c-5) to include "unique identifiers" such as an individual's:
 - a. Social security number
 - b. Driver's license number
 - c. Employee identification number
 - d. Biometric identifiers
 - e. Personal financial information
 - f. Passwords or other access codes

- g. Medical records
 - h. Home or personal telephone numbers
 - i. Personal electronic mail addresses
 - j. Home addresses, except where provided by law
 - k. License plate numbers, except where provided by law
3. Section 7(1)(c) – Personal information contained in public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless disclosure is consented to in writing by the individual subjects of the information.
- Note: The disclosure of information that bears on the public duties of public officials shall not be considered an invasion of personal privacy.
4. Section 7(1)(d) – Records in the possession of any public body created in the course of administrative enforcement proceedings, subject to additional conditions set out in this section.
5. Section 7(1)(f) – Preliminary drafts, notes or memoranda in which opinions are expressed or policies/actions are formulated, except when a specific record is publicly cited and identified by the head of the public body.
6. Section 7(1)(g) – Trade secrets and commercial or financial information obtained from a person or business, when such information has been furnished to the public body under a claim that it is proprietary, privileged, or confidential and that disclosure of the information would cause competitive harm to the person or business.
7. Section 7(1)(h) – Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contract or agreement with the body, until an award or final selection is made. Information prepared by or for the public body in preparation of a bid solicitation shall be exempt until an award or final selection is made.

8. Section 7(1)(i) – Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss.
9. Section 7(1)(k) – Architects' plans, engineers' technical submissions, and other construction-related technical documents for projects without regard to whether such projects were constructed or developed with public funds, to the extent that disclosure would compromise security.
10. Section 7(1)(l) – Minutes of meetings of public bodies which are closed to the public under the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act.
11. Section 7(1)(m) – Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared by or for the public body in anticipation of a criminal, civil, or administrative proceeding at the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.
12. Section 7(1)(n) – Records relating to the adjudication of employee grievances or disciplinary cases; however, this exemption does not extend to the final outcome of cases in which discipline is imposed.
13. Section 7(1)(o) – Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials exempt under the Section.
14. Section 7(1)(p) – Records relating to collective negotiating matters between a public body and its employees, except that any final contract or agreement shall be subject to inspection and copying.
15. Section 7(1)(q) – Test questions, scoring keys, and other examination data used to determine the qualifications of an applicant for a license or employment.

16. Section 7(1)(r) – The records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the Eminent Domain Act, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.
17. Section 7(1)(s) – Proprietary information and records related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative pool. Insurance or self insurance claims, loss or risk management information, records, data, advice or communications.
18. Section 7(1)(v) – Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.

B. Exemptions Related to Other Statutes

FOIA Section 7.5 provides 14 exemptions related to enumerated Illinois statutes.

Statutory exemptions of primary importance to local governmental entities:

1. Section 7.5(k) – Law enforcement officer identification information or driver identification information compiled under Section 11-212 of the Illinois Vehicle Code.
2. Section 7.5(q) – Information which the Personnel Records Review Act prohibits from disclosure.

APPENDIX B: MODEL FOIA FORMS

Index of Model Forms

FOIA Form 1 – Types of Public Records Maintained by the Village

FOIA Form 2 – Notice of Procedure for Requesting Records

FOIA Form 3 – Request to Inspect and/or Copy Records

FOIA Form 4 – Notice For Records Inspection and/or Copying

FOIA Form 5 – Notice of Denial or Partial Denial of Records Request

FOIA Form 6 – Notice of Intent to Deny Records Request Based on Certain
Exemptions

FOIA Form 7 – Notice of Need for Additional Time to Respond to Records Request

TYPES OF PUBLIC RECORDS MAINTAINED BY THE VILLAGE*

The types of public records maintained by the Village of Hinsdale and available for inspection include the following:

GENERAL

- Ordinances*
- Meeting schedules*
- Meeting agenda, minutes and resolutions*
- Village policies and administrative procedures*
- Legal notices
- Employee names, titles, and dates of employment
- Official bonds
- Records of Village ownership of real or personal property
- Contracts
- Contractors' records of their employees on public works of the Village

FINANCIAL

- Annual budgets*
- Tax levies*
- Audit reports*
- Annual financial statements*
- Bills or invoices issued and received by the Village
- Receipts for revenue

Note:

Exemptions under the Illinois Freedom of Information Act may allow non-disclosure of some parts of public records maintained by the Village.

* Asterisked items describe types of records which will be made available immediately upon request.

NOTICE OF PROCEDURE FOR REQUESTING RECORDS

Requests for public records must be in writing and may be submitted on FOIA Form 3, available at:

Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521-3431

www.villageofhinsdale.org

Requests for records should be directed to:

Christine Bruton
Deputy Village Clerk
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521-3431

(630) 789-7011
cbruton@villageofhinsdale.org

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). The Village may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

The Village shall charge \$1 for certifying a record.

REQUEST TO INSPECT AND/OR COPY RECORDS

Date: _____

To: Christine Bruton
 Deputy Village Clerk
 Village of Hinsdale
 19 East Chicago Avenue
 Hinsdale, Illinois 60521-3431

(630) 789-7011
cbruton@villageofhinsdale.org

I hereby request to inspect ☐ copy* ☐ the following records:

(Please describe requested records as specifically as possible, attaching additional page if necessary.)

* There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15¢ per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g., compact disk, tape, DVD), when applicable. The Village shall charge \$1 for certifying a record.

Is this request for a commercial purpose? ☐ Yes ☐ No

Are you requesting a waiver or reduction of copying fees? ☐ Yes ☐ No

If yes, what is the purpose of this request? _____

DO NOT WRITE IN THIS SPACE

DATE RECEIVED BY VILLAGE

Requester's (Printed) Name

Requester's Signature

[Address] _____

[Phone Number] _____

[E-mail Address] _____

NOTICE FOR RECORDS INSPECTION AND/OR COPYING

Date: _____

To: [Requester] _____[Address] _____[Address] _____

This will confirm the Village of Hinsdale's receipt on _____ [date of receipt] of your request dated _____ to inspect and/or copy the record(s) described in that request.

The following record(s) responsive to your request are posted and may be reviewed on and downloaded from the Village's website at www.villageofhinsdale.org:

The following additional record(s) responsive to your request may be inspected and/or copied during business hours at _____.

Please contact me to schedule your visit to inspect and/or copy the records, or if you have any questions.

Christine Bruton
 Deputy Village Clerk
 Village of Hinsdale
 19 East Chicago Avenue
 Hinsdale, Illinois 60521-3431

(630) 789-7011
cbruton@villageofhinsdale.org

[Address] _____

The Village is declining to produce the following record(s) responsive to your request for the reason(s) stated below. The reasons for the denial are described further in the Explanation of Factual Basis and Legal Authority for Denial, enclosed with this Notice.

[illegible]

The name of the person responsible for the denial is [Name and Title].

You may ask the Illinois Attorney General's Public Access Counselor (PAC) to review this decision concerning your records request, by submitting a Request for Review to the PAC by electronic mail or U.S. Mail within 60 days after this denial or partial denial of your request. A Request for Review by the PAC should be directed to:

Public Access Bureau
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706
publicaccess@atg.state.il.us

The PAC's telephone number is (217) 558-0486.

You also have the right to administrative review by a court of law pursuant to Section 11 of the Illinois Freedom of Information Act.

Christine Bruton
Deputy Village Clerk
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521-3431

(630) 789-7011
cbruton@villageofhinsdale.org

Enclosure: Explanation of Factual Basis and Legal Authority for Denial

**NOTICE OF INTENT TO DENY RECORDS REQUEST
BASED ON CERTAIN STATUTORY EXEMPTIONS**

Date: _____

To: [Requester]

[Address]

[Address]

This will confirm receipt on _____ [date of receipt] of your request dated _____ to inspect and/or copy the records described in that request.

Please be advised that the Village of Hinsdale intends to deny your request as to certain of the responsive records involved, for the reason that they are exempt under from inspection and copying under one or both of the following sections of the Illinois Freedom of Information Act ("FOIA"):

Section 7(1)(c) – pertaining to records, the disclosure of which would result in an unwarranted invasion of personal privacy

Section 7(1)(f) – pertaining to preliminary policy drafts

The records involved are listed in the Detailed Summary of Basis for Asserting Exemption(s) which is enclosed with this Notice.

A copy of this Notice has been provided to the Illinois Attorney General's Public Access Counselor (PAC) as required by the FOIA. Within five (5) working days after receipt of this Notice, the PAC will notify you whether further inquiry is warranted. The time within which the Village is required to respond to your request is tolled (stops running) during the PAC's review of whether the Village may assert the exemption(s).

Christine Bruton
Deputy Village Clerk
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521-3431

(630) 789-7011
cbruton@villageofhinsdale.org

Enclosure: Detailed Summary of Basis for Asserting Exemption(s)

NOTICE OF NEED FOR ADDITIONAL TIME TO RESPOND TO RECORDS REQUEST

Date: _____

To: [Requester] _____[Address] _____[Address] _____

This will confirm receipt on _____ [date of receipt] of your request dated _____ to inspect and/or copy the record(s) described in that request.

Please be advised that the Village of Hinsdale is extending the time period for response by an additional five business days from the original due date of [insert date which is five business days after date of receipt].

We are unable to comply with the request within five business days of receipt because:

- ___ The requested record(s) are stored in whole or part in another location.
- ___ A substantial number of records must be collected.
- ___ The request has been made in categorical terms and an extensive search for records responsive to the request is required.
- ___ The requested record(s) have not been located in the course of routine search and additional efforts are being made to locate them.
- ___ The requested record(s) must be examined and evaluated by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be disclosed only with appropriate deletions.
- ___ The request for records is made in categorical terms and cannot be complied with in five business days without unduly burdening the operations of [insert name of public body]. *The Village hereby extends an opportunity to you to reduce the request to manageable proportions. Please call the undersigned to discuss how we may work with you to accommodate your request.*
- ___ The Village needs to consult with another public body or among two or more components of a public body having a substantial interest in the subject matter of the request.

A response will be provided on *[insert date which is 10 business days after date of receipt]*, unless you agree to allow the Village to have until *[insert preferred date of response]* to respond, by contacting the undersigned at your earliest convenience. Your consent to this longer period for response would be appreciated.

Christine Bruton
Deputy Village Clerk
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521-3431

(630) 789-7011
cbruton@villageofhinsdale.org