



City of Berwyn

City Council Meeting

May 28, 2013

BERWYN CITY COUNCIL MEETING

May 28, 2013

DEAR ATTENDEE.....THE MAYOR AND CITY COUNCIL WELCOME YOU. PLEASE KEEP IN MIND THAT THIS IS A MEETING OF THE MAYOR AND COUNCIL MEMBERS AS OPPOSED TO A PUBLIC HEARING WHERE ATTENDEES ARE ENCOURAGED TO PARTICIPATE. UNLESS INVITED BY THE MAYOR TO SPEAK, YOU ARE REQUESTED NOT TO INTERRUPT. IF YOU ARE RECOGNIZED BY THE MAYOR, PLEASE PREFACE YOUR REMARKS BY STATING YOUR NAME AND ADDRESS FOR THE RECORD. THANK YOU.

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

AGENDA

ROLL CALL

- (A) PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE
- (B) OPEN FORUM - (TOPIC MUST NOT BE ON THE AGENDA)
 - 1. WINNER OF THE 2013 CITY STICKER CONTEST
- (C) PRESENTATION OF PREVIOUS MEETINGS MINUTES FOR APPROVAL
 - 1. REGULAR MEETING 5/14/13 (1st) and 5/14/13 (2nd) – COW 5/14/13
- (D) BID OPENING-TABULATIONS
- (E) BERWYN DEVELOPMENT CORP.-BERWYN TOWNSHIP/HEALTH DISTRICT
 - 1. BDC-REQUEST TO HOLD ILLINOIS MOTOR TOUR AND CLOSE OGDEN AVENUE PARKING LANES FOR ROUTE 66 MUSEUM AND CAR SHOW
 - 2. BERWYN DEVELOPMENT CORPORATION MICROLOAN PROGRAM
- (F) REPORTS AND COMMUNICATIONS FROM THE MAYOR
 - 1. POLICE PENSION FUND BOARD REAPPOINTMENTS
- (G) REPORTS AND COMMUNICATIONS FROM THE CITY CLERK
- (H) COMMUNICATIONS FROM (ZONING) BOARD OF APPEALS
- (I) REPORTS AND COMMUNICATIONS FROM ALDERMEN, COMMITTEES, OTHER BOARDS AND COMMISSIONS
 - 1. POLASHEK-LINCOLN SCHOOL MARCH FOR THE CURE
 - 2. AVILA-2200 BLOCK OF GROVE AVENUE- RUMMAGE SALE-8/10/13 RAIN DATE 8/11/13
- (J) STAFF REPORTS
 - 1. POLICE CHIEF-PERMISSION FOR STREET SOLICITATION-SPECIAL OLYMPIC "COP ON THE ROOF" FUNDRAISER
 - 2. FIRE CHIEF-PERMISSION TO HIRE PROBATIONARY FIREFIGHTER/PARAMEDIC TO REPLACE THE FIREFIGHTER/PARAMEDIC ON UN-PAID LEAVE
 - 3. ASSISTANT CITY ADMINISTRATOR-AWARD CONTRACT FOR KIWANIS PLAYGROUND REQUEST FOR PROPOSALS


BERWYN CITY COUNCIL MEETING
May 28, 2013

4. PUBLIC WORKS DIRECTOR-AUTHORIZATION TO HIRE ONE PUBLIC WORKS MAINTENANCE POSITION
5. PUBLIC WORKS DIRECTOR-EXECUTION OF ENGINEERING CONTRACT WITH TERRA ENGINEERING
6. LIBRARY DIRECTOR-AUTHORIZATION TO RELEASE GRANT MONIES

(K) **CONSENT AGENDA:** ALL ITEMS ON THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE IN NATURE AND WILL BE ENACTED IN ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCIL MEMBER SO REQUESTS, IN WHICH EVENT THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED AS THE FIRST ITEM AFTER APPROVAL OF THE CONSENT AGENDA

1. BUDGET CHAIR-PAYROLL- 5/ 22/13-\$971,820.52
2. BUDGET CHAIR-PAYABLES- 5/28/13 - \$391,650.65
3. BLOCK PARTY-1500 WESLEY- 6/15/13 - RAIN DATE - 6/22/13
4. BLOCK PARTY-2900 MAPLE-7/4/13 – RAIN DATE – 7/6/13
5. BLOCK PARTY- 2200 GROVE – 7/13/13 – RAIN DATE – 7/14/13
6. BLOCK PARTY- 2100 MAPLE – 6/22/13 – RAIN DATE – 7/6/13
7. POLASHEK-HANDICAP SIGN-#839-A. VANDERFLOW-1922 RIDGELAND-APPROVE
8. PERSHING SCHOOL-OLYMPIC FUN DAY-5/29/13-8:30 AM TO 3:00 PM
9. COMMUNITY HEALTH ASSETS AND NEEDS ASSESSMENT CANVASSING AND SOLICITATION
10. CHICAGO INTERNATIONAL CHRISTIAN CHURCH-PERMISSION TO FUNDRAISE ON TRAFFIC CORNERS
11. DR. LAUNDRY-7122 16TH STREET-GRAND OPENING/STREET CLOSURE

ITEMS SUBMITTED ON TIME 24



THOMAS J. PAVLIK - CITY CLERK

In accordance with the provisions of the Americans with disabilities Act, any individual who is in the need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the City of Berwyn should contact Thomas J. Pavlik, City Clerk at 708/788-2660 as soon as possible before the meeting date.



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- A Pledge of Allegiance-Moment of Silence**
 - B. Open Forum**
(Topic Must Not Be on The Agenda)



**C. Presentation of Previous
Meeting Minutes for Approval**

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

MINUTES
BERWYN CITY COUNCIL
MAY 14, 2013
1ST MEETING

C-1

1. The regular meeting of the Berwyn City Council was called to order by Mayor Lovero at 8:00 p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Skryd, Santoy, Polashek, Avila, and Laureto.
2. The Pledge of Allegiance was recited and a moment of silence was had for Peter Bronowicki, grandfather of Berwyn Auxiliary Officer Basia Kosmowski and Rose Greco, grandmother of Lieutenant Felix Greco of the Berwyn Fire Department and for the Men and Women on the streets of Berwyn protecting our safety, along with the Men and Women in the Armed Forces.
3. The Open Forum portion of the meeting was announced. Felix Greco announced the Fire Department is hosting a fundraiser Wednesday May 22, 2013 at Buffalo Wild Wings from 11:00 a.m. to 2:00 p.m. and 5:00 p.m. to 10:00 p.m. Alderman Avila read a statement regarding the last four years of Retail Development under this administration. Rick Toman spoke in regards to the Flags for Berwyn program; he is seeking Public Works approval to install flags on Cermak Rd. Alderman Polashek announced that on Friday, May 17, 2013 the Chicagoland Czech Community Center 6635 Cermak Road is holding a wine tasting event from 6:00 p.m. to 9:00 p.m. The Mayor announced he was recently installed as President for the WCMC (West Central Municipal Conference.)
4. The minutes of the Berwyn City Council, the Committee of the Whole and the Public Hearing "Residential Aggregation for Electrical Rates" held April 23, 2013 were submitted. Thereafter, Avila made a motion, seconded by Chapman, to concur and approve as presented. The motion carried by a voice vote.
5. The Mayor submitted a communication regarding a Leave of Absence for a city employee as discussed in the Closed Committee of the Whole. Thereafter, Chapman made a motion, seconded by Polashek, to concur and grant permission for one year of unpaid leave. The motion carried with a roll call vote.

BERWYN CITY COUNCIL MINUTES

May 14, 2013

1st Meeting

6. The Clerk submitted a communication regarding the Approval of Closed Committee of the Whole Minutes of February 27, 2013, March 19, 2013, March 26, 2013 and April 10, 2013 as reviewed in Closed Session on April 23, 2013. Thereafter, Avila made a motion, seconded by Polashek, to concur and approved as submitted. The motion carried by a voice vote.
7. The Clerk submitted a communication and a Resolution regarding the release of certain Closed Session Minutes. Thereafter, Avila made a motion, seconded by Chapman, to concur and **adopt** the resolution as submitted, authorize the corporate authorities to affix their signature thereto and place same on file. The motion carried by a unanimous roll call vote.
8. The Clerk submitted a communication regarding the removal of referral items off the current referral list. Thereafter, Chapman made a motion, seconded by Boyajian, to concur. The motion carried by a voice vote.
9. A deferred communication was submitted from the Administration Committee regarding the Employee Handbook. Thereafter, Skryd made a motion, seconded by Paul, to refer the matter to the Mayor's office for review and recommendation. The motion carried by a voice vote.
10. Alderman Skryd submitted a communication regarding Aldermanic Term 2005-2013. Thereafter, Skryd made a motion, seconded by Polashek, to accept as informational. The motion carried with a voice vote.

11. The Consent agenda Items K-1 thru K-3 were submitted:

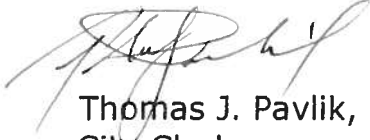
- K-1 Budget Chair-Payroll-4/24/13 - \$947,975.25-Approved
- K-2 Budget Chair-Payroll-5/8/13 - \$1,054,267.13-Approved
- K-3 Budget Chair-Payables-5/14/13 - \$1,741,976.37-Approved
- K-4 Official Certificate of results for the April 9, 2013 Consolidated General Election – Accept as Informational
- K-5 Skryd-Handicap Sign-A. Elliott-2740 Highland-Approved

Thereafter, Avila made a motion, seconded by Polashek, to concur and approve by omnibus vote designation. The motion carried by a voice vote.

12. There being no further business to come before the meeting, same was after a motion by Laureto, seconded by Avila, to adjourn at the hour of 8:12 p.m. The motion carried by a voice vote.

BERWYN CITY COUNCIL MINUTES
May 14, 2013
1st Meeting

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Pavlik', written over a faint, illegible printed name.

Thomas J. Pavlik, CMC
City Clerk

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

MINUTES
BERWYN CITY COUNCIL
MAY 14, 2013
2ND MEETING

1. The second meeting of the new Berwyn City Council was called to order by Mayor Lovero at 8:20 p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Fejt, Santoy, Polashek, Avila and Laureto.
2. Former Mayor Joseph Lanzillotti administered the Oath of Offices for the new City Council, Mayor, Clerk, Treasurer and Aldermen.
3. The Open Forum portion of the meeting was announced. Alderman Avila announced Jefferson School is having a cancer awareness walk Wednesday, May 15, 2013 and on Friday May 17, 2013 The YMCA is hosting a Tax Appeal workshop.
4. The Mayor submitted a Proclamation for National Preservation Month. Thereafter, Chapman made a motion, seconded by Laureto, to concur and adopt the Proclamation as presented. The motion carried by a unanimous roll call vote.
5. The Mayor submitted a communication regarding participation in the Cook County, Illinois Hazard Mitigation Plan. The Mayor recognized Anthony Laureto who spoke regarding same. Thereafter, Boyajian made a motion, seconded by Polashek, to concur, approve as submitted and authorize the corporate authority to affix their signatures thereto. The motion carried by a unanimous roll call vote.
6. The Mayor submitted a communication regarding a Preservation Award. The Mayor recognized Rebecca House a representative of the Berwyn Historic Preservation Commission who presented PCC Wellness and their architect with a Preservation Award. Thereafter, Chapman made a motion, seconded by Laureto, to accept the matter as informational.
7. The Zoning Board of Appeals submitted a communication regarding a request for a variation on a property zoned for residential use in the A-1 Single-Family Zoning District and an Ordinance entitled:

BERWYN CITY COUNCIL MINUTES
May 14, 2013 - 2nd Meeting

AN ORDINANCE APPROVING A VARIATION TO ALLOW A PRIVATE EMPLOYEE PARKING AREA ON A PROPERTY ZONED FOR RESIDENTIAL USE IN THE A-1 SINGLE-FAMILY ZONING DISTRICT AT 1212 S. GROVE, BERWYN, ILLINOIS

Thereafter, Polashek made a motion, seconded by Laureto, to excuse Alderman Fejt from the vote. Thereafter, Laureto made a motion, seconded by, Polashek, to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto. The motion carried by the following call of the roll: Yea: Chapman, Boyajian, Paul, Santoy, Polashek, Avila, and Laureto. Excused: Fejt.

8. Alderman Laureto submitted a communication regarding a request for Superzone parking on 1200 Grove. Thereafter, Laureto made a motion, seconded by Avila, to concur and refer the item to the Law Department. The motion carried by a voice vote.
9. The Police Chief submitted a communication requesting one Probationary Police Officer. Thereafter, Avila made a motion, seconded by, Polashek, to concur and grant permission for one probationary police officer be appointed from the current eligibility list to fill vacancy. The motion carried by a unanimous roll call vote.
10. The Consent agenda Items K-1 thru K-11 were submitted:
 - K-1 Piper School-Block Party-Street Closure-5/19/13 3 p.m. – 7 p.m.
 - K-2 St. Leonard-Annual Fun Day-Street Closure-5/29/13-11 a.m.-7 p.m.
 - K-3 United Church of Christ-Garage/Yard Sale-5/26/13-9 a.m. to 2 p.m.
 - K-4 Mothers on a Mission-Family Fun Event – 6/8/13 11 a.m. to 2 p.m.
 - K-5 Block Party-3400 Harvey - 6/8/13 - rain date 6/15/13
 - K-6 Block Party-6400 Fairfield – 6/15/13 – rain date 6/22/13
 - K-7 Laureto-Handicap Sign-K. Nepomuceno-1336 Ridgeland-Approved
 - K-8 Avila-Handicap Sign-G. Torres-2322 Clinton-Denied
 - K-9 Building and Local Improvement Permits for April, 2013
 - K-10 Collection and Licensing for the month of April, 2013
 - K-11 Paul-Handicap Sign-T. Cavada-2742 Wesley-Approved

Thereafter, Avila made a motion, seconded by Laureto, to concur and approve by omnibus vote designation. The motion carried by a voice vote.

BERWYN CITY COUNCIL MINUTES
May 14, 2013 - 2nd Meeting

11. There being no further business to come before the meeting, same was after a motion by Laureto, seconded by Avila, to adjourn at the hour of 8:40 p.m. The motion carried by a voice vote.

Respectfully submitted,

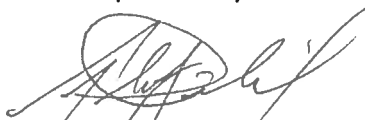


Thomas J. Pavlik, CMC
City Clerk

MINUTES
BERWYN CITY COUNCIL
COMMITTEE OF THE WHOLE
May 14, 2013

1. Mayor Lovero called the Committee of the Whole to order at 7:00 p.m.; upon the call of the roll the following responded present: Chapman, Boyajian, Paul, Skryd, Polashek, Avila, and Laureto. Absent: Santoy.
2. Avila made a motion, seconded by Boyajian, to excuse Alderman Santoy. The motion carried by a voice vote.
3. There being no business for the Open Committee of the Whole, the Mayor asked for a motion to go into Closed Session for personnel and pending litigation. Thereafter, Boyajian made a motion, seconded by Avila, to close the Committee of the Whole at 7:01 p.m. The motion carried by a voice vote.
4. A Motion was made in closed session to re-open the Committee of the Whole by Boyajian, seconded by Polashek, at 7:27 p.m. The motion carried by a voice vote.
5. A motion was made by Avila, seconded by Boyajian, to adjourn the Committee of the Whole at 7:27 p.m. The motion carried by a voice vote.

Respectfully submitted,



Thomas J. Pavlik, CMC
City Clerk



D. Bid Openings Tabulations



**E. Berwyn Development Corp. –
Berwyn Township/Health District**



May 24, 2013

The Honorable Robert J. Lovero, Mayor
Members of the Berwyn City Council
Berwyn City Hall
6700 W. 26th Street
Berwyn, IL 60402

Re: Historic Route 66 Museum & Route 66 Car Show Commission
Request to Hold Illinois Motor Tour and Close Ogden Avenue Parking Lanes

Ladies and Gentlemen:

On behalf of the Berwyn Historic Route 66 Museum and the Historic Route 66 Car Show Commission of the Berwyn Development Corporation, I respectfully request City Council approval to hold the 24th Annual 2013 Illinois Motor Tour kick-off event on Ogden Avenue.

The event needs are as follows:

- Place "No Parking" signs on the *north and south side parking lanes only* on Ogden Avenue between Wenonah and Clinton Avenues. Signs should be displayed starting on Friday, June 7, 2013 so that parking will be restricted on Saturday, June 8, 2013 from 6:00 am to 8:30 am.
- Three Berwyn Police vehicles to assist with the motorcade as follows:
 - At approximately 8:15 am on June 8, a Berwyn Police vehicle will escort the 2013 Illinois Motor Tour participant vehicles starting at Ogden and Wenonah Avenues heading west to Harlem Avenue.
 - At approximately 8:15 am on June 8, a second Berwyn Police vehicle will stop traffic on Ogden Avenue at Clinton Avenue to allow vehicles on the south side parking lane to make a U-turn going west in order to follow the start of the motorcade heading west to Harlem Avenue.
 - Between approximately 8:15 am-8:30 am, a third Berwyn Police vehicle will stop traffic at the intersection of Harlem and Ogden Avenues so that the motorcade can turn south on Harlem Avenue and proceed to Joliet Road.
- The Berwyn Fire Department to bring one fire truck to be parked at Ogden and Wenonah Avenues on June 8 at approximately 8:00 am. The truck's extension ladder will be used to take a photograph of the motorcade around 8:15 am.

Thank you for your support to make this event a success for the Berwyn community. Anticipating your approval, we ask that you forward same to the Illinois Department of Transportation for their final approval of the street closing and parking.

Thank you for your assistance regarding this important event. We know this event will bring many Route 66 enthusiasts to Berwyn, providing a great source of fun and helping all of us promote the good things happening in Berwyn.

Sincerely,

Anthony W. Griffin
Executive Director

3322 S. Oak Park Avenue
Second Floor
Berwyn, IL 60402
708.788.8100
fax: 708.788.0966
www.berwyn.net



E-2

May 24, 2013

Mayor Robert J. Lovero and
Members of the Berwyn City Council
6700 West 26th Street
Berwyn, IL 60402

Re: Berwyn Development Corporation Microloan Program


Dear Mayor and Members of the City Council,

The Berwyn Development Corporation's Commercial Loan Commission continues to pursue alternative financing methods to stimulate business growth and improve the City's commercial areas. The Commercial Loan Commission has outlined their goals and objectives for 2013. One of the goals is to create a Microloan Program for businesses within Berwyn that are seeking a minimal monetary loan to assist with start-up and growth initiatives. The Commission presented the program to the BDC Board of Directors which was endorsed by the Board. The Commission is seeking City Council approval of \$50,000 from the existing City commercial loan pool to be used as seed money for the program.

The Commercial Loan Commission has created a Microloan Program Application that outlines the eligibility, criteria, and loan terms among other items. The Commission, consisting of experts in the financing field, spent an extensive amount of time reviewing the program and application. The Microloan Program would approve loans from \$1,000-\$10,000 and proof of spending will have to be submitted by the borrower. The BDC's Commercial Loan Commission would administer the Microloan Program on behalf of the City and BDC.

To streamline the process and to provide Berwyn businesses with funds for quick use, the Commission would have authority to approve loan requests and disperse funds. This will give the Commission the ability to review applications, make a site visit by two Commission members, and either approve or deny the loan within 30 days. The Commission believes businesses seeking a microloan need the money for immediate spending in order to capitalize on business opportunities. If the Microloan Program would use the same process as the Commercial Loan Program, the business might have to wait several months for the loan. By streamlining the process, businesses are able to make use of the money quicker. Streamlining does not come with the sacrifice of sound underwriting as the Loan Commission will use the same practices as a traditional commercial loan. Attached is the Microloan Program Application for your review which outlines the program

Respectfully submitted for your consideration.


Anthony W. Griffin

SHARE IN OUR SUCCESS

"The Commercial Loan Program operated by the BDC is essential to small business development. Without their assistance we would not have been able to open our doors. This is the kind of out of the box thinking that opens doors for entrepreneurs."

— CHRISTINE TULLY ARANZA, AUTRE MONDE CAFÉ & SPIRITS

"I decided to open a Culver's restaurant in Berwyn because of the dense population and pro-business environment. I reached out to the BDC to begin the process of opening the restaurant and acquiring land next to the restaurant. The restaurant had secure financing, but I needed additional funds to acquire the land, which had a blighted business that was distracting to the transformation occurring in the corridor. The simple process and the personal attention from the BDC staff were appealing. The BDC understood that acquiring the land would be an investment for me and more importantly for future retail development for the City of Berwyn. In the spring of 2011, Culver's opened with overwhelmingly positive reviews with customers coming from Berwyn and surrounding areas. It was the additional funds from the commercial loan that helped me make two transactions that have benefited the community."

— GUY HOLLIS, CULVER'S



BUSINESS LENDING PROGRAMS

INVESTED IN BERWYN FOR OVER 30 YEARS



3322 S. Oak Park Avenue
Berwyn, IL 60402
708.788.8100
BERWYN.NET



The Commercial Loan Commission of the BDC

The BDC's Commercial Loan Commission is composed of representatives of participating lending institutions, the President of the BDC Board of Directors and BDC staff. The Commercial Loan Commission administers loans to encourage entrepreneurship, support new business, and foster a viable business mix. The Commission reviews each application on a first-come, first-served basis on its own merits.





The Berwyn Development Corporation's (BDC) Loan Programs are part of a concentrated effort to benefit the community of Berwyn by stimulating business growth and revitalizing the city's commercial areas.

YOUR LOCAL LENDING SOURCE

The Commercial Loan Program and Microloan Program provide incentives to existing commercial property owners and business tenants to renovate and/or expand their operations and for new businesses to locate in Berwyn. A source of alternative financing, these lending programs provide capital where the traditional lending market cannot, providing a second chance opportunity for promising projects to move forward.

The BDC coordinates the programs in conjunction with the City of Berwyn. The programs are capitalized by monies committed by the City and City-guaranteed lines of credit extended by participating financial institutions. Interest rates vary over time, but are typically below market rate when adjusted for risk. Because the programs are capitalized by public funds, funded projects must be located in the City of Berwyn and be compatible with the City's economic development goals, procedures and guidelines.

- 1 Encourage entrepreneurship
- 2 Support new business
- 3 Foster a viable business mix

LOAN PROGRAM GUIDELINES

ELIGIBILITY

- Have or obtain business license from City of Berwyn
- Keep business in Berwyn during the term of the loan
- Must be in compliance with all city ordinances including applicable building codes
- Become and/or remain members in good standing of the BDC for the life of the loan
- Ineligible businesses include, but are not limited to, gambling (not as primary source of funds), firearms, retail liquor, and pornography.

LOAN FUND RESTRICTIONS

Permitted Fund Uses: Purchase of real estate (Commercial Loan Program only), construction, rehabilitations, machinery and equipment, installation of commercial and industrial facilities, working capital expenses, inventory, legal and accounting purposes and purchase of furniture or fixtures.

Ineligible Fund Uses: Refinancing existing debt, leasehold improvements, property tax payments and insurance premiums.

LOAN FUNDING OVER \$10,000 COMMERCIAL LOAN PROGRAM

LOAN TERM: Extended for three to five year terms, may be amortized over 15 years.

PROCESS TIME FRAME

1. BDC Commercial Loan Commission reviews applications and makes recommendations to the BDC Board of Directors.
2. Board of Directors takes action on the recommendation of the Commercial Loan Commission and makes a recommendation to the Berwyn City Council.
3. Berwyn City Council reviews the recommendation of the BDC Board and makes a final determination.

FEES: Nonrefundable \$250 application fee

LOAN FUNDING UP TO \$10,000 MICROLOAN PROGRAM

LOAN TERM: Maximum term of the loan will be three years.

PROCESS TIME FRAME

1. The BDC Commercial Loan Commission reviews applications.
2. Two members of the BDC Commercial Loan Commission will conduct a site visit with the potential borrower prior to loan approval.
3. The BDC Commercial Loan Commission makes the final determination as to whether the loan should be extended.

FEES

The application fees are based on the loan size as follows:

- Loans \$1,000—\$3,000 \$75.00
- Loans \$3,001—\$6,600 \$125.00
- Loans \$6,601—\$10,000 \$175.00



3322 S. Oak Park Ave., Berwyn, IL 60402
708.788.8100 | Fax 708.788.8100
www.berwyn.net

Microloan Program Structure and Application

Introduction

The Berwyn Development Corporation (BDC) micro loan program is operated in conjunction with the City of Berwyn to retain and improve Berwyn businesses and encourages new business investments within the community. The BDC is an independent, not-for-profit corporation that has established a Commercial Loan Commission, composed of representatives of participating lending institutions. The Commission reviews applications and issues recommendations for either approval or denial to the Board of Directors and the City of Berwyn.

This program is designed to provide loans from \$1,000-\$10,000 to assist in good-standing existing businesses and to encourage new business projects within Berwyn city limits.

Eligibility Checklist:

- Do you operate or plan to operate your business in the City of Berwyn?
- Are you able to provide detailed information about your business venture? Such as, a business plan or revenue forecast?
- Are you able to provide a personal financial statement or last year's tax return?
- If you are a start-up business, do you have an alternate source of income?
- Have you invested savings or personal equity in your business?
- Are you current on all personal and business bills? If not, is there a payment arrangement in place?
- Are you and your business free of active bankruptcies, outstanding tax liens and delinquent child support?
- Are you over 21 years of age? Applicants over 18 may still be eligible but will require a cosigner.
- Is your business a for-profit?
- Businesses not eligible include, but are not limited to, gambling (not as primary source of funds), firearms, retail liquor, and pornography.

General Loan Criteria

In general, the following broad criteria applies to BDC Microloan Loans:

- Borrowers must have or be able to obtain a Business License from the City of Berwyn.
- Borrowers must be in compliance with all city ordinances including applicable building codes.
- Borrowers must keep their businesses in Berwyn during the term of the loan.

Loan Fund Restrictions

Permitted Fund Uses: Construction, rehabilitations, machinery and equipment, installation of commercial and industrial facilities, working capital expenses, inventory, legal and accounting purposes, purchase of furniture or fixtures.

Ineligible Fund Uses: Purchase of real estate, refinancing existing debt, leasehold improvements, property tax payments and insurance premiums.

Loan Process:

- The BDC Commercial Loan Commission reviews applications
- Two members of the BDC Commercial Loan Commission will conduct a site visit prior to loan approval with the potential borrower.
- The BDC Commercial Loan Commission makes the final determination as to whether the loan should be extended.

Application Fee

Businesses that are interested in applying for a loan will be requested to submit an application along with other documents as detailed in the Loan Application.

A nonrefundable application fee is required and must be submitted prior to any review of the request.

The fee should be made payable to Berwyn Development Corporation.

The application fees are based on the loan size as follows:

- Loans \$1,000-\$ 3,000: \$75.00
- Loans \$3,001-\$6,600: \$125.00
- Loans \$6,601-\$10,000: \$175.00

Loan Terms

Interest Rate: Interest rate will be fixed at 8% (eight percent) for the term of the loan and as established by the Loan Commission. The interest rate is reviewed annually by the Loan Commission and is subject to change.

Loan Term: The maximum term of the loan will be three years.

Collateral: All loans must be secured. Collateral may include, but is not limited to Business and Personal assets. A Personal Guaranty may also be required.

Loan Disbursement: A check will be issued to the vendor after invoices are submitted to the Berwyn Development Corporation. A line-item documenting the disbursement of funds will be provided to the commission after all necessary work or payments have been completed (no longer than 6 months).

Late Fees: A \$45.00 late fee will be charged for late payments. A 10-day grace period will be in effect. There are no prepayment penalties.

Equity: The owner must contribute 10% of the project cost in the form of equity.

The information you provide in this application will be held strictly confidential. This application will expire 60 days after submission. Please fill out the application completely; incomplete applications will not be considered. This application must be submitted with a copy of your Driver's License or State-Issued ID in order to be processed.

Please print in blue or black ink or fill in the fields and print.

I. Applicant Information:

Name of applicant: _____

Contact person or other individual authorized to sign application on behalf of a business: _____

Social Security Number (of individual): _____

OR

Individual Taxpayer Identification Number: _____

Employee Identification Number: _____

Personal residence address: _____

Street

City State Zip Code

Personal phone number: _____ Personal fax number: _____

II. Address of Berwyn property for which funds are sought (if known):

Street

III. Owner(s) of property listed in answer to question #2 (if different than applicant).

Name of individual owner(s): _____

Business name (if any): _____

If applicant is a lessee, a letter from the owner or the owner's authorized agent (such as the leasing agent or attorney) or a copy of the signed lease, giving the applicant permission to make the leasehold improvements, must accompany the application.

Lease in the name of: _____ Length of the lease: _____

Contact person or other individual authorized to sign application on behalf of a business: _____

Name Title

Berwyn business address: _____

Street

City State Zip Code

Berwyn phone number: _____ Berwyn fax number: _____

Primary business address (if different than Berwyn business address):

Street

City State Zip Code

Non-Berwyn phone number: _____ Non-Berwyn fax number: _____

IV. Business Organization:

Indicate with an "X" the manner in which your business is organized.

- | | |
|---|--|
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> General partnership |
| <input type="checkbox"/> Limited liability company | <input type="checkbox"/> Limited partnership |
| <input type="checkbox"/> S corporation | <input type="checkbox"/> 501 (c) corporation |
| <input type="checkbox"/> Other; Explain: _____ | |
| <input type="checkbox"/> If incorporated, the state of incorporation: _____ | |

V. With respect to the business of the applicant, identify all other partners, owners, or shareholders and their percentage of ownership. You may add additional pages, if necessary.

Name: _____ % of ownership: _____

Social Security Number: _____

Personal residence address: _____

Street

City _____ State _____ Zip Code _____

Personal phone number: _____ Personal fax number: _____

Name: _____ % of ownership: _____

Social Security Number: _____

Personal residence address: _____

Street

City _____ State _____ Zip Code _____

Personal phone number: _____ Personal fax number: _____

Name: _____ % of ownership: _____

Social Security Number: _____

Personal residence address: _____

Street

City _____ State _____ Zip Code _____

Personal phone number: _____ Personal fax number: _____

VI. All business partners that own at least 20% of the business are required to sign as co-borrowers.

Spouses may also be considered co-borrowers.

Name: _____

Social Security Number: _____

Personal residence address: _____

Street

City _____ State _____ Zip Code _____

Personal phone number: _____ Personal fax number: _____

VII. With respect to your business, please detail the following:

Business is: New (under 1 year) Existing

Description of the business _____

How long have you been in business? Years: _____ Months: _____
 Years of experience: _____ The year the business was established: _____
 The number of years this business has been located in Berwyn: Years: _____ Months: _____
 Number of employees:
 Current: Full-time _____ Part-time _____ If loan is approved: Full-time _____ Part-time _____
 If in business longer than 6 months:
 Sales in best month: \$ _____ Month: _____
 Sales in worst month: \$ _____ Month: _____
 Is your business seasonal? Yes No

VIII. Project Description

Describe the nature of the project (machinery, new construction or rehabilitation, business expansion or development). _____

Explain why the loan is necessary to your company or project: _____

Explain how the project meets the goals and objectives of the program. If the project does not meet the goals and objectives of the program, explain how the project benefits the City: _____

Methodology and source for paying the loan: _____

IX. Business Financial Information Actual Projected

MONTHLY INCOME		MONTHLY EXPENSES	
Gross monthly sales	\$	COGS - Raw materials/ merchandise	\$
Any other income	\$	Marketing/ advertising	\$
	\$	Owner's salary	\$
	\$	Employee's salaries/ labor	\$
	\$	Business mortgage/ rent	\$
	\$	Utilities	\$
	\$	Telephone/ cell/ internet	\$
	\$	Insurance, gasoline, miscellaneous	\$
	\$	Equipment purchase/ maintenance	\$
	\$	Taxes (sales, payroll, income, other)	\$
	\$	Business credit card payments	\$
	\$	Vehicle and other loan payments	\$
TOTAL BUSINESS INCOME	\$	TOTAL BUSINESS EXPENSES	\$
TOTAL BUSINESS NET INCOME (Total Income minus Total Expenses) =			\$

X. Loan Request Information:

Amount Requested: \$ _____

Purpose of Loan (please break down purpose of loan by cost)	Dollar Amount
	\$
	\$
	\$
	\$
	\$
TOTAL LOAN REQUEST	\$

XI. Banking affiliation:

Personal Bank Name: _____ Phone Number: _____

Address: _____
Street

City _____ State _____ Zip Code _____

Business Bank Name: _____ Phone number: _____

Address: _____
Street

City _____ State _____ Zip Code _____

XII. Are you a member of the Berwyn Development Corporation (BDC)? Yes No

BDC membership for the life of the loan is required if funds are allocated to the applicant.

XIII. Conflict of Interest:

If you answer "yes" to any of the subparts in the following question, please explain in the space indicated.

Is any owner of the property or of the business located at the property listed in the answer to question #1:

a. Related to an elected or appointed official of the City of Berwyn?

Yes No

b. Routinely a party to a contract with the City to provide goods or services?

Yes No

c. An employee of the City of Berwyn?

Yes No

If you answered "yes" to any subpart, explain:

XIV. Disclosures

a. Have you, your company, or any officer thereof, or any of the above-named parties in the answer to question number 5 (V.) ever been involved in bankruptcy or insolvency proceedings?

- Yes No

If so, explain and include the jurisdiction and case number.

b. Are you, your company, or any officer thereof, or any of the above-named parties in the answer to question number 5 (V.) involved in pending lawsuits?

- Yes No

If so, indicate case caption (the parties), the jurisdiction, and case number. Also, include a brief description of the nature of the claim and the damages being sought.

c. Have you, your company, or any officer thereof, or any of the above-named parties in the answer to question number 5 (V.) previously participated in any TIF program or Commercial Loan program of the City of Berwyn or the Berwyn Development Corporation?

- Yes No

If yes, provide details of participation.

XV. Loans/mortgages – please list all loans, mortgages, lines of credit, installment debt, and leases of the borrower or the above named parties. Include, without limitation, debt incurred by security agreements, chattel mortgages, conditional sales contracts, and retail installment contracts. If none, write “NONE.”

(The table on the next page is intended for real estate mortgages.)

Table A. Loans other than for real estate.

Financial Institution	Loan Type	Purpose	Original Amount	Original Date	Unpaid Balance	Maturity Date	Monthly Payment	Collateral

Table B. Real Property Loan

Financial Institution	Loan Type	Purpose	Original Amount	Original Date	Unpaid Balance	Maturity Date	Monthly Payment	Collateral

Applicant's obligations:

- a. The applicant agrees to hold harmless, indemnify, and defend the City of Berwyn and the Berwyn Development Corporation, and their employees and agents, for any and all liabilities arising out of this application, loan, construction or other projects, and any agreement to share costs, including but not limited to any and all lawsuits or other disputes.
- b. The applicant agrees to maintain a business presence in the City of Berwyn for the life of the loan. The failure to maintain a business presence will require the immediate repayment of all outstanding principal, interest, and any penalties then due in accordance with the terms agreed upon for the loan.
- c. The applicant agrees, by signing this application that all information provided is, to the best of the applicant's knowledge, true and accurate, and the applicant is providing authorization for the BDC to obtain a credit history, as they deem necessary, to determine initial and/or continued credit worthiness.

Signature of Borrower:

_____ Date: _____

Printed Name of Borrower:

_____ Date: _____

Signature of Co-Borrower:

_____ Date: _____

Printed Name of Co-Borrower:

_____ Date: _____

Submission of application:

Include the following:

- Loan Application
- Financial statements: Copies of business and personal tax returns of all owners of the business from the previous year
- Proof of General Liability Insurance
- Current Credit Report that includes credit score
- Leases or documentation of property ownership
- Miscellaneous information: Invoices, contracts, estimates of items to be purchased, permits, marketing material, etc.

Provide anything that may enhance the understanding of your business and the project you are seeking to fund.

The completed signed application, supporting documents, and a check for the fee based on the fee structure, covering the non-refundable application fee, made payable and delivered to the:

**Berwyn Development Corporation
Attention: Executive Director
3322 South Oak Park Avenue, 2nd Floor
Berwyn, Illinois 60402**



**F. Reports and Communications
From The Mayor**

The City of Berwyn



Robert J. Lovero
Mayor

F-1

A Century of Progress with Pride

May 23, 2013

Members of City Council

Re: Police Pension Fund Board Reappointments

Council Members:

Jim Swicionis and Joseph Kroc have served on the Police Pension Fund Board. Their terms ended May 11, 2013, and I am seeking to reappoint Jim Swicionis for a new one year term expiring May 28, 2014 and Joseph Kroc for a two year term expiring May 28, 2015. Please concur in my recommendations and approve their reappointments.

Respectfully,

Robert J. Lovero
Mayor



**G. Reports and Communication From
The City Clerk**



**H. Communications From (Zoning)
Board of Appeals**



**I. Reports and Communications From
Aldermen, Committees other Boards
and Commissions**

I-1
The City of Berwyn



Theodore J. Polashek
6th Ward Alderman

A Century of Progress with Pride

May 28, 2013

To: Mayor Robert J. Lovero
Members of the Berwyn City Council

Re: Lincoln School March for the Cure

Lincoln Middle School is pleased to announce the first March for a Cure event. The march will take place in the morning on June 4, 2013 in North Berwyn School District.

Seventh grade students will have the opportunity to show their support for a classmate who is currently battling cancer. On June 4, 2013, students will march in solidarity throughout the North Berwyn School District with Lincoln Middle School staff to promote positive relationships, teamwork, good vibes and resources for the family of Julissa Alvarez. The march route is approximately 2.5 miles long (see attached.)

Our March for a Cure provides an opportunity to unite our community while raising funds to help improve the life of our classmate, student, and citizen that is affected by Cardiac Sarcoma. Your support would be appreciated.

Sincerely,

Theodore Polashek
6th Ward Alderman

**LINCOLN MIDDLE SCHOOL
6432 West 16th Street
Berwyn, IL 60402**

TELEPHONE: 708-795-2475

FAX: 708-795-2880

E-MAIL: nb98.org

Mr. Mike Zarco
Principal

Ms. Dena Kilkenny
Assistant Principal

Mrs. Christine Crook
Dean of Students

"March for a Cure"- Lincoln Middle School

March Route for Tuesday June 4, 2013

The march will be from 9:30-11:15 am. (approximately)

March Route

- Marchers depart Lincoln Middle School (walking with their advisory teacher or staff member in charge of their group).
- Head North on Elmwood Avenue towards Havlicek.
- Head West on 15th Street
- Head South on Grove (1515 Grove is Julissa's home-hopefully she will be feeling well enough to be outside and say hi).
- Head West on 16th Street towards Jefferson.
- Head North on Wisconsin.
- Head East on 14th.
- Head South on Wesley.
- Head East on 16th back to Lincoln.

Robert J. Lovero
Mayor



Rafael Avila
Seventh Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

I-2
May 22, 2013

Mayor Robert Lovero
Members of the City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: 2200 Block of Grove Avenue Rummage Sale

Dear Mayor and Follow Alderman:

Please be advised that the undersigned residents (petition attached) of the 2200 block of Grove Avenue would like to hold a front yard rummage sale on August 10th with rain date of August 11th from 8:00am until 9:00pm. The streets will remain open during the rummage sale.

I am asking for your concurrence in allowing this event to take place.

Please do not hesitate to contact me with any questions that you may have regarding this matter.

Sincerely,

Rafael Avila
Alderman, 7 Ward

Robert J. Lovero
Mayor



Yard Sale

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

THOMAS J. PAVLIK
CITY CLERK

Date: 5/9/2013

Mayor Lovero & Members
Of the Berwyn City Council

Re: ~~Block Party~~ Yard Sale 2200 block of Grove Ave

Honorable Mayor Lovero & Members of City Council:

Attached, please find a petition for a ~~block party~~ Yard Sale on the 2200 block
of Grove Ave.

The residents request permission to hold the event on August 10, 2013

With a rain date of August 11, 2013. We are aware of the ordinance
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Ronald L. Milford

Contact person is: Ronald L. Milford

Address is: 2229 Grove Ave

Phone number is: _____

PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED

Yard Sale

WE THE UNDERSIGNED RESIDENTS OF THE 2200 BLOCK OF Grove Ave
DO HEREBY REQUEST PERMISSION TO CONDUCT A ^{Yard Sale} BLOCK PARTY ON August 10, 2013
BETWEEN THE HOURS OF 8AM AND 9PM, OUR RAIN DATE IS August 11, 2013
ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL**

NAME

ADDRESS

- 2229 Grove Ave
- 2230 Grove Ave
- 2221 Grove Ave.
- 2237 Grove Ave
- 2239 GROVE AVE
- 2227 GROVE AVE
- 2226 Grove Ave
- 2223 S. Grove
- 2219 S. Grove
- 2217 Grove
- 2228 GROVE
- 2236 S. Grove
- 242 GROVE
- 2235 GROVE
- 2216 Grove ~~Level~~
- 2222 GROVE AVE
- 2247
- 2245
- 2231
- 2248
- 2246
- 2240
- 2234
- 2224
- 2212





J. Staff Reports



Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT

"Serving with Pride"



Chief of Police
James D. Ritz

May 20, 2013

Honorable Mayor Robert J. Lovero
Members of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: Permission for street solicitation – Special Olympics
"Cop on the Roof" fundraiser

Ladies and Gentlemen:

The Berwyn Police Department respectfully requests your permission to solicit funds on the corner of East Avenue and Cermak Road during our "Cop on the Roof Fundraiser" for Special Olympics. The event will take place at Dunkin Donuts, 6601 W. Cermak Road on Friday, May 31, 2013 from 5am-2pm.

We would like to invite you all to stop by on the 31st and show your support for this great cause.

Thank you for your time and consideration in this request.

Respectfully,

James D. Ritz

Chief of Police



J-2

BERWYN FIRE DEPARTMENT

6700 W. 26th Street • Berwyn, IL 60402-0701

708.788.2660 ext 3281

FAX 708.788.3039 • Emergency 9-1-1



Mayor Robert J. Lovero

Denis O'Halloran
Fire Chief
do'halloran@ci.berwyn.il.us

Sam Molinaro
Assistant Fire Chief
smolinaro@ci.berwyn.il.us

May 27, 2013

To: Mayor Robert Lovero & Members of City Council

From: Fire Chief Denis O'Halloran

Re: Request permission to contact The Fire and Police Commission to hire a Probationary Firefighter /Paramedic to replace the Firefighter/Paramedic that is on un-paid administrative leave.

Honorable Mayor Lovero & Members of City Council:

I am requesting permission to contact the Fire and Police Commission to hire the next qualified candidate on the eligibility list for the vacancy in the Firefighter/Paramedics rank, due to a request to go on un-paid administrative leave. The replacement position has been planned for in the 2013 budget.

Respectfully submitted,

Fire Chief Denis O'Halloran



J-3

A Century of Progress with Pride

Date: May 28, 2013

To: Mayor Robert J. Lovero
Members of City Council

Re: Award Contract for Kiwanis Playground Request for Proposals

The Recreation Department recently issued an RFP for the replacement of playground equipment at Kiwanis Playground located near the Recreation Center. I have attached the bid tabulation for the two responsive bidders. After checking the references and interviewing the respondents, staff recommends that the contract be awarded to the lowest bidder, Green-Up Landscape. Additionally, staff requests a 15% contingency in order to address any unknown issues that may arise from the installation. The associated costs for this project are budgeted through the 2007 bond issuance.

Recommendation:

Staff asks for Council's approval to execute the purchase order with Green-Up Landscape in an amount not to exceed \$50,246.95.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. K. Summers", written over a horizontal line.

Evan K. Summers
Assistant City Administrator

**Kiwanis Park Playground
City of Berwyn, IL
Friday, May 10, 2013**

<u>Name</u>	<u>Address</u>	<u>Amount</u>
Green-Up Landscape	23940 Andrew Road	\$43,693
	Plainfield, IL 60585	
Kidstuff Playsystems	5400 Miller Ave.	\$51,693
	Gary, IN 46403	

*

The City of Berwyn

J-4



Robert P. Schiller
Director of Public Works

A Century of Progress with Pride

Date: May 28, 2013

To: Mayor Robert J. Lovero
Members of the Berwyn City Council

Re: Authorization to hire one Public Works Maintenance position.

Dear Mayor Lovero and members of the Berwyn City Council,

The Public Works Department is requesting permission to advertise and hire one Public Works Maintenance position. This position is needed because of increasing service requests, water and sewer repairs and road patching as well as ongoing city maintenance activities.

Adding Public Works staff was discussed in detail during the budget process and included in the 2013 Public Works budget.

Recommended Actions:

City Council approves and authorize the Public Works Department to advertise and hire one Public Works Maintenance position

Respectfully,

Robert Schiller
Director of Public Works

J-5



A Century of Progress with Pride

Date: May 28, 2013

To: Mayor Robert J. Lovero
Members of City Council

Re: Execution of Engineering Contract with Terra Engineering

City staff and members of the BDC recently requested Council approval to begin contract negotiations with Terra Engineering to perform the design and engineering services for the Depot District Streetscape Project. This came after an exhaustive competitive request for qualifications (RFQ) process to identify a qualified engineer for the project. The review committee had identified Terra Engineering as the best firm for the job based on their unique understanding of the challenges this project poses, past experiences on the Roosevelt Road Streetscape Project, and that City staff has a working knowledge of Terra's capabilities and staff.

Attached for review is a preliminary scope of services and the Consultant's letter of understanding of the project including a summary of fees. All of the items submitted for Council review are preliminary due to ongoing collaboration with the Illinois Department of Transportation (IDOT) to identify and secure funding sources and possible grant partnerships between IDOT and the City. The amount of funding secured will ultimately have an impact on the scope of services.

Unfortunately, the teamwork between the City and IDOT has added time to an already aggressive streetscape design and construction schedule. The initial engineering phase for the Oak Park Avenue/Stamley Avenue/Windsor Avenue Signalization project has been initiated by IDOT. This project falls in the center of the Depot District Streetscape Project and the engineering for the streetscape needs to start in order for both projects to come to completion in the same construction season. City staff would like to allow Terra Engineering to begin its initial engineering investigations, such as site survey and investigation, during the financial negotiations.

The Depot engineering will be funded by the City and the Depot TIF District.

Recommendation:

Staff requests approval to complete negotiations and forward a contract with Terra Engineering to the Mayor for his signature to perform Phase I and II design engineering services related to the Depot District Streetscape Project, subject to revision based on funding availability. Phase III construction engineering services will be finalized and brought before Council for approval upon final determination of funding and scope.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Schiller", is written over a faint, large watermark of the City of Berwyn seal.

Robert Schiller
Public Work Director

Depot District Streetscape Design and Construction Engineering Preliminary Scope of Services

PHASE I ENGINEERING:

- I. Data Compilation
 - a. Collect all available existing data for the corridor from municipality, other consultants and outside agencies.

- II. Utility Coordination
 - a. Contact private and municipal utility companies present within the project limits and coordinate utility improvements.
 - b. Implement utility locations on the plans as per comments from the utility company.

- III. Involvement
 - a. Conduct meetings with municipality, IDOT and Outside agencies (MWRD, IEPA, BNSF, Metra).

- IV. Surveys
 - a. Topographic survey with cross section.
 - b. Set up bench marks by Bench Loop Circuiting along the project corridor.
 - c. Inventory drainage, lighting, water supply items and structures.
 - d. Existing Traffic Sign Log.

- V. Geotechnical Evaluations
 - a. Conduct ground and pavement borings along the project to be used during pavement design and designing lighting and traffic signal foundations.
 - b. Analyze cores to determine soil types and characteristics.

- VI. Phase I Plan Preparation
 - a. Determine type of improvements to be completed.
 - b. Determine the scope and limits of improvements.
 - c. Prepare pavement analysis for IDOT review.
 - d. Conduct patching survey for existing pavement.
 - e. Prepare preliminary plan and detail sheets.
 - f. Identify watermain and drainage improvements.
 - g. Conduct crash analysis to identify any safety concerns.
 - h. Prepare Maintenance of Traffic Analysis.
 - i. Preliminary cost estimate.

- VII. Landscape/Streetscape Design
 - a. Solicit feedback on specific landscape items.
 - b. Gather and present option for the streetscape features.

- c. Prepare composite of streetscape finishes.
- d. Prepare landscaping exhibits to be used for presentations.

VIII. Traffic Signals/IDS

- a. Review existing traffic signal timings and identify any upgrades.
- b. Revise traffic signal timing and cross walk configurations.
- c. Investigate opportunities for traffic signal coordination.
- d. Refine intersection geometrics.
- e. Prepare Intersection Design Studies (IDS) as necessary and submit to IDOT.

IX. Lighting

- a. Review existing lighting conditions.
- b. Determine appropriate design requirements for lighting based on IDOT standards.
- c. Evaluate decorative lighting options based on functional requirements.
- d. Preliminary lighting and wiring layout to meet IDOT requirements and minimize utility conflicts.

X. Meetings

- a. Meet with municipality throughout the design to discuss progress, any design concerns and to solicit continuous input throughout the design process.
- b. Meet with IDOT District 1 to review the project and address any concerns.

XI. QA/QC

- a. Conduct internal review of all project documents to ensure a complete and thorough streetscape design.
- b. Review all design calculations.

XII. Administration

- a. Administration of contract including invoices.

PHASE II ENGINEERING:

I. Data Compilation

- a. Collect additional information based on review comments received in Phase I.

II. Utility Coordination

- a. Continue to work with private and municipal utility companies present within the project limits to review and mitigate any identified utility conflicts.
- b. Coordinate improvements with the utility companies to provide electrical, storm sewer, and water for the streetscape improvements.
- c. Plot all detailed utilities on the plans as necessary for relocation of the services prior to construction.

III. Municipality and IDOT involvement

- a. Meet with IDOT and municipality to incorporate comments on the plans as needed.
- b. Resolve comments and issues to meet the requirements of the Municipality and IDOT.

IV. Surveys

- a. Review project survey limits to ensure proper transition into existing.
- b. Review project survey for areas where additional detail is needed for project design.
- c. Layout certain improvements in the field to help decision makers visualize what changes will be made.

V. Geotechnical Evaluations

- a. Finalize design for lighting and traffic signal foundations.

VI. Phase II Plan Preparation

- a. Finalize pavement design for IDOT review.
- b. Prepare final plan and detail sheets for all improvements.
- c. Prepare roadway cross sections.
- d. Prepare typical sections, details, quantity and drainage schedules, general notes, intersection layouts, etc.
- e. Prepare plans for watermain and drainage improvements.
- f. Conduct crash analysis to identify any safety concerns.
- g. Finalize Maintenance of Traffic Analysis.
- h. Revise preliminary cost estimate.
- i. Complete preparation of all necessary construction documents for bidding.

VII. Landscape/Streetscape Design

- a. Finalize streetscape design based on comments and feedback received following Phase I.
- b. Review maintenance concerns as necessary to ensure sustainable improvements.

VIII. Traffic Signals/IDS

- a. Finalize traffic signal timing and layout.
- b. Prepare traffic signal plans including layout, wiring and phasing.

IX. Lighting

- a. Finalize lighting design and selection of fixtures.
- b. Prepare lighting plans including layout, wiring diagrams and electrical supply points.

X. Construction Documents

- a. Assemble, print and submit plan sets for review by municipality and IDOT.
- b. Prepare final plans, specifications and bid documents for distribution to prospective contractors.
- c. Prepare solicitation for bids including placement on a state letting and publication of letting notices.
- d. Conduct prebid meeting.

- e. Participate in bid opening, review of bids and recommendation for award of the construction contract.

XI. Storm Water Pollution Prevention Plan (SWPPP) and other permits.

- a. Prepare SWPPP for submittal to EPA in order to obtain permit.
- b. MWRDGC, IEPA, IDOT, Metra, BNSF

XII. Meetings

- a. Meet with the municipality to discuss progress, design concerns and to solicit input.
- b. QA/QC
- c. Conduct internal review of all project documents to ensure a complete and thorough streetscape design.

XIII. Administration

PHASE III CONSTRUCTION ENGINEERING:

i. Field Staff

- a. Provide Municipality with the list of assigned staff by project.
- b. Provide survey crew to periodically verify contractor staking and conformance with the design plans.
- c. Notify individual households, businesses, schools, and park affected by construction. Provide a schedule to each.
- d. Provide contact person for information/complaints- an emergency 24 hour phone will be required for each project engineer.

II. Construction Meetings

- a. Hold bi-weekly meetings.
- b. Notify utilities of time and place of meeting.
- c. Notify affected Municipality departments/divisions.
- d. Transcribe minutes of meetings.

III. Field Inspections/Documentation/Testing

- a. Provide a full time on-site resident Engineer to monitor construction.
- b. Ensure MOT is in place per plan at the beginning and end of each work day.
- c. Provide and inspector certified by IDOT for the preparation for Construction Documentation.
- d. Keep track of quantities related to each pay item.
- e. Log all measurements.
- f. Establish schedule for progress payments.
- g. Develop and verify payment requests.
- h. Prepare and process change orders as needed.
- i. Submit monthly progress reports to City.

- j. Prepare material samples for testing and ensure that the specifications in the contract documents for all materials are met or exceeded.
- k. Perform yield checks on all materials.
- l. Conduct nuclear density testing for any earthen fill applications and during the placement of bituminous pavement.

IV. QA/QC

- a. Provide periodic checks of the ongoing inspection work including documentation.
- b. Verify all applicable procedures are being followed.

V. Construction Project Close-out

- a. Verify final measurements/quantities with contractor.
- b. Develop final punch list and verify satisfactory completion.
- c. Provide final project accounting/documentation.
- d. Provide as-built drawings in Auto-CAD or Micro-station.
- e. Conduct final inspection with City representatives.
- f. Process final payment.
- g. Obtain final waivers from contractors and check validity.
- h. Conduct end of warranty inspection of the project with municipal representatives and prepare a punch list of items for correction.



TERRA

ENGINEERING LTD.

May 24, 2013

Mr. Robert Schiller
Public Works Director
City of Berwyn
6700 West 26th Street
Berwyn, Illinois 60402

RE: Berwyn Depot District Streetscape

Dear Bob,

Attached with this letter are the Phase I, II, and III costs for the Depot District Streetscape as well as the sewer and water replacement/repair in the Depot District based on a percentage of construction cost. They are based on our April 23, 2013 meeting, comments from our April 26, 2013 letter, and our discussions on May 23, 2013.

We have included extra services within the original budget as noted below.

Clarified assumptions and exclusions for the attached costs are listed below.

SEWER & WATER REPLACEMENT

- Costs based on \$3 million construction cost
 - Phase I and II Engineering Design is based on 3.3% of construction cost
 - Phase III Construction Management is based on 3.9% of construction cost
 - One year construction will require 1.0 people plus close out
1. East Avenue Metropolitan Water Reclamation District (MWRD) sewer across railroad will not be replaced.
 2. Availability of legible water atlas with existing sizes and valve locations.
 3. Availability of legible sewer atlas with existing sizes, manhole structure locations and flow directions
 4. Sewer video tape to be provided separately by City.
 5. Sewer service locations to be located from sewer video tape log.
 6. Water service replacement does not extend beyond property line.

SEPARATE STORM SEWER

- \$18,500 for the study
1. The study area extends one block beyond those roadways defined in the project scope for the streetscape improvements, if required by topography, recognizing that incoming flows from beyond the study area will be defined and evaluated. Impacts on the immediate receiving sewers from runoff generated within the study area are also to be identified and assessed with respect to needs and potential opportunities for relief.

2. Availability of legible sewer atlas with existing sizes, manhole structure locations and flow directions.
3. Any survey needed to establish sewer sizes and inverts outside specific contract scoped roadways is additional services.
4. Any design of sewer improvements for construction along roadways outside of specific contracted scoped roadways is additional services.

STREETSCAPE

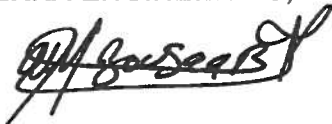
- Costs based on \$10 million construction cost
 - Phase I and II Engineering Design is based on 6.8% of construction cost
 - Phase III Construction Management is based on 7.8% of construction cost
 - One year construction will require 3.5 people plus close out
 - Two year construction will require 2.5 people during construction season and 2 people during winter plus close out
1. The design now includes the Oak Park/31st Street and Oak Park /34th Street intersections which were originally omitted.
 2. Any intersection studies and signal design along Harlem Avenue are additional services.
 3. The budgeted scope of work is for a Categorical Exclusion Type I (CE I) Project Development Report which does not involve a public hearing and associated documentation.
 4. We will attend City Council meetings and conduct periodic meetings with business stakeholders upon request during both design and construction as specified in the City's Request for Proposal.
 5. Availability of traffic data from separate Oak Park Avenue/Windsor/Stanley intersection design study.
 6. Excludes preparation of easement or Right-of-Way (ROW) plats.
 7. Excludes any railroad signal modifications and associated railroad agreements.

EXCLUDED DIRECT COSTS

- Preliminary Environmental Site Assessment (PESA)
- Preliminary Site Investigation (PSI)
- Soil Borings for pavement cores and percolation
- Advertising for Bid
- Field Material Testing
- Printing and Reproduction

Sincerely yours,

TERRA ENGINEERING, LTD.



Jamil Bou-Saab, P.E.
Executive Vice president

cc: Nicole Campbell
Lou Arrigoni – TERRA
David Albers - TERRA

**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES**

DF-824-039
REV 12/04

FIRM TERRA Engineering
PSB Sewer and Water PH I & II
PRIME/SUPPLEMENT Prime

DATE 04/26/13

OVERHEAD RATE 1.5319
COMPLEXITY FACTOR 0

MANHOURS (A) PAYROLL (B) OVERHEAD & FRINGE BENF (C) IN-HOUSE DIRECT COSTS (D) FIXED FEE (E) OUTSIDE DIRECT COSTS (F) SERVICES BY OTHERS (G) DBE TOTAL (H) TOTAL (B-G) % OF GRAND TOTAL

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	OUTSIDE DIRECT COSTS (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	Field Data Collection	175	5,333.04	8,169.68	2,550.00	1,973.22				18,025.95	18.25%
	System Assessment	20	1,000.44	1,532.57		370.16				2,903.18	2.94%
	Utility Coordination	40	1,564.28	2,396.32		578.78				4,539.38	4.60%
	Railroad Coord./Permit	28	1,040.00	1,593.18		384.80				3,017.98	3.06%
	PESA/PESA Response	12	521.08	798.24		192.80				1,512.12	1.53%
	Plans	353	12,501.87	19,151.61		4,625.69				36,279.18	36.74%
	Specifications	24	1,060.92	1,625.22		392.54				3,078.68	3.12%
	IEPA Water Permit	32	1,329.96	2,037.37		492.09				3,859.41	3.91%
	MWRD Permit	32	1,329.96	2,037.37		492.09				3,859.41	3.91%
	PSI (IEPA Special Waste	16	688.52	1,054.74		254.75				1,998.02	2.02%
	Cost Estimate	20	855.96	1,311.25		316.71				2,483.91	2.52%
	Bidding	40	1,633.32	2,502.08		604.33				4,739.73	4.80%
	Admin	42	1,751.16	2,882.60	425.00	647.93				5,506.69	5.58%
	QA/QC	40	2,396.80	3,671.66		886.82				6,955.27	7.04%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	874	33,007.31	50,563.90	2,975.00	12,212.70	0.00	0.00	0.00	98,758.91	100.00%

DBE 0.00%

DBE

COST PLUS FIXED FEE COST ESTIMATE OF CONSULTANT SERVICES

DF-824-039
REV 12/04

FIRM
PSB
PRIME/SUPPLEMENT

TERRA Engineering
Sewer and Water PH III
Prime

DATE
04/26/13

OVERHEAD RATE
COMPLEXITY FACTOR

1.5319
0

One Year Construction - (6 months @ 20 days/month/8 hour days) => 1.0 people (plus close out time)

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEFIT (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	Pre-Construction	40	1,585.35	2,428.60		586.58				4,600.53	3.95%
	Construction Observation	606	19,612.35	30,044.18	2,550.00	7,256.57				59,463.08	51.03%
	Construction Documental	284	9,492.70	14,541.87		3,512.30				27,546.87	23.64%
	Construction Close Out	216	7,400.70	11,337.13		2,738.26				21,476.09	18.43%
	Admin	24	1,038.88	1,591.15	425.00	384.31				3,439.15	2.95%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	1170	39,129.78	59,942.91	2,975.00	14,478.02	0.00	0.00	0.00	116,525.71	100.00%

COST PLUS FIXED FEE COST ESTIMATE OF CONSULTANT SERVICES

DF-824-039
REV 12/04

FIRM TERRA Engineering **DATE** 04/26/13
PSB Streetscape PH III **OVERHEAD RATE** 1.5319
PRIME/SUPPLEMENT Prime **COMPLEXITY FACTOR** 0

One Year Construction - (8 months @ 24 days/month/10 hour days) => 3.5 people (plus close out time)

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	Pre-Construction	140	5,695.79	8,725.39		2,107.44				16,528.62	2.12%
	Construction Observation	4150	139,001.25	212,936.01	12,750.00	51,430.46				416,117.73	53.38%
	Construction Documental	2000	67,518.50	103,431.59		24,981.85				195,931.94	25.13%
	Construction Close Out	1400	47,939.65	73,438.75		17,737.67				139,116.07	17.85%
	Admin	80	3,640.79	5,577.32	1,275.00	1,347.09				11,840.20	1.52%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	7770	263,795.98	404,109.06	14,025.00	97,604.51	0.00	0.00	0.00	779,534.55	100.00%

DBE
PREPARED BY THE AGREEMENTS UNIT
DBE 0.00%
Printed 4/26/2013 7:52 AM

COST PLUS FIXED FEE COST ESTIMATE OF CONSULTANT SERVICES

FIRM
PSB
PRIME/SUPPLEMENT

TERRA Engineering
Streetscape PH III
Prime

OVERHEAD RATE
COMPLEXITY FACTOR

1.5319
0

DATE 04/26/13

Two Year Construction - (16 months @ 20 days/month/8 hour days => 2.5 people plus 2 people for 4 months over Winter (plus close out time))

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	Pre-Construction	140	5,695.79	8,725.39		2,107.44				16,528.62	1.82%
	Construction Observation	4150	139,001.25	212,936.01	12,750.00	51,430.46				416,117.73	45.85%
	Construction Documental	2000	67,518.50	103,431.59		24,981.85				195,931.94	21.59%
	Construction Close Out	1400	47,939.65	73,438.75		17,737.67				139,116.07	15.33%
	Admin	80	3,640.79	5,577.32	1,275.00	1,347.09				11,840.20	1.30%
	Winter Staffing	1280	43,211.84	66,196.22	2,550.00	15,988.38				127,946.44	14.10%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	9050	307,007.82	470,305.28	16,575.00	113,592.89	0.00	0.00	0.00	907,480.99	100.00%

DBE
PREPARED BY THE AGREEMENTS UNIT
DBE 0.00%



2701 S. Harlem Avenue
Berwyn, IL 60402-2140
(708) 795-8000
Fax (708) 795-8101
www.berwynlibrary.org

May 23, 2012

Re: Authorization to release grant monies

Mayor Robert Lovero & Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

Dear Mayor Lovero and members of the Berwyn City Council:

Please approve the release of funded monies laid out in an Institute of Museum and Library Services (IMLS) SPARKS! Ignition Grant awarded for web and mobile app development. This grant was initiated in 2012 by five librarians from the Berwyn Library, Chicago Public Library, Cook/Memorial Library District and Danville Area Community College Library. The Berwyn Library took the lead in this multi-library initiative and filed the grant under the City's Grants.gov account.

The \$21,000 grant was written to fund the development of a mobile app that will not require any subscription-based tools, allowing libraries across Illinois to engage teens in conversation about library programs and services. When fully developed, this app will be made available free of charge to participating libraries and their patrons.

The stakeholders produced a RFP and received three quotes for service. The Berwyn Public Library Board of Trustees approved the selection of vendors at the May 20, 2013 board meeting. The chosen vendor was Polymathic, who provided the most comprehensive package deal that incorporated graphic and web aspects within the \$18,175.50 budgeted for full project development.

The Berwyn Library is requesting the approval to hire Polymathic to develop this mobile app at \$17,000, not to exceed \$18,175.50.

Thank you for your consideration of this request.
Respectfully yours,

Tammy Clausen
Library Director



K. Consent Agenda

The City of Berwyn



Nona N. Chapman
1st Ward Alderman

K-1

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

May 24, 2013

Mayor Robert J. Lovero
Members of the City Council
City of Berwyn

SUBJECT: Payroll May 22, 2013

Ladies and Gentlemen:

The current payroll has been prepared for review by the finance department and is ready for approval at the May 28, 2013 meeting.

Payroll: May 28, 2013 in the amount of \$971,820.52.

Respectfully Submitted,

Nona N. Chapman
Budget Committee Chairman

K-2
The City of Berwyn



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

May 24, 2013
Mayor Robert J. Lovero
Members of the City Council
City of Berwyn

SUBJECT: Payables May 24, 2013

Ladies and Gentlemen:

The current payables were prepared for review by the finance department and are ready for approval at the May 28, 2013 meeting.

Total Payables: May 28, 2013 in the amount of \$391,650.65.

Respectfully Submitted,

Nona N. Chapman
Budget Committee Chairman

Payment Register

From Payment Date: 5/25/2012 - To Payment Date: 5/29/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
22438	05/29/2013	Open			Accounts Payable	Sitich- Certified Public Accts. & Advisors	\$20,000.00		
22439	05/29/2013	Open			Accounts Payable	SolarWinds	\$185.00		
22440	05/29/2013	Open			Accounts Payable	Sprint	\$1,306.25		
22441	05/29/2013	Open			Accounts Payable	Standard Equipment Company	\$882.54		
22442	05/29/2013	Open			Accounts Payable	Strictly Sewers	\$6,600.00		
22443	05/29/2013	Open			Accounts Payable	Suburban Laboratories, Inc.	\$1,505.00		
22444	05/29/2013	Open			Accounts Payable	Sullivan's Law Directory	\$86.11		
22445	05/29/2013	Open			Accounts Payable	Tamerling, Inc.	\$353.00		
22446	05/29/2013	Open			Accounts Payable	Tantor Media	\$20.99		
22447	05/29/2013	Open			Accounts Payable	Tele-Tron Ace Hardware	\$21.51		
22448	05/29/2013	Open			Accounts Payable	Tele-Tron Ace Hardware	\$92.11		
22449	05/29/2013	Open			Accounts Payable	Tenant Sales & Service Company	\$436.69		
22450	05/29/2013	Open			Accounts Payable	Terminal Supply Co.	\$115.86		
22451	05/29/2013	Open			Accounts Payable	The Bridge Investment Gap,LLC	\$1,475.00		
22452	05/29/2013	Open			Accounts Payable	The Chicago Police Department	\$3,818.00		
22453	05/29/2013	Open			Accounts Payable	Thomson Reuters- West	\$1,450.91		
22454	05/29/2013	Open			Accounts Payable	Town of Cicero, Animal Welfare Dept.	\$486.75		
22455	05/29/2013	Open			Accounts Payable	U.S. Cellular	\$822.80		
22456	05/29/2013	Open			Accounts Payable	Unique Management Services, Inc.	\$26.85		
22457	05/29/2013	Open			Accounts Payable	Unique Plumbing	\$22,900.57		
22458	05/29/2013	Open			Accounts Payable	Upstart, Inc.	\$196.06		
22459	05/29/2013	Open			Accounts Payable	US Gas	\$122.00		
22460	05/29/2013	Open			Accounts Payable	USA Today	\$40.22		
22461	05/29/2013	Open			Accounts Payable	Verizon Wireless	\$76.02		
22462	05/29/2013	Open			Accounts Payable	Weimer Machine	\$1,536.43		
22463	05/29/2013	Open			Accounts Payable	Weimer Machine	\$1,553.91		
22464	05/29/2013	Open			Accounts Payable	Weimer Machine	\$1,928.34		
22465	05/29/2013	Open			Accounts Payable	Widaman Signs	\$85.00		
22466	05/29/2013	Open			Accounts Payable	Zee Medical, Inc.	\$113.05		
22467	05/29/2013	Open			Accounts Payable	Zenaída & Hector Agosto	\$1,475.00		
Type Check Totals:									
01 - General Cash Totals							\$391,650.65		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	169	\$391,650.65	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	169	\$391,650.65	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	169	\$391,650.65	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00

Payment Register

From Payment Date: 5/25/2012 - To Payment Date: 5/29/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
01 - General Cash									
Check									
22299	05/21/2013	Open			Accounts Payable	Reserve Account	\$10,000.00		
22300	05/22/2013	Open			Accounts Payable	U.S. Postmaster	\$7,688.46		
22301	05/29/2013	Open			Accounts Payable	Management Assoc.of Illinois	\$860.00		
22302	05/29/2013	Open			Accounts Payable	ABC Automotive Electronics	\$2,431.41		
22303	05/29/2013	Open			Accounts Payable	Air One Equipment, Inc.	\$298.00		
22304	05/29/2013	Open			Accounts Payable	Airgas North Central	\$117.66		
22305	05/29/2013	Open			Accounts Payable	Alliance Entertainment	\$1,166.91		
22306	05/29/2013	Open			Accounts Payable	Allied Affiliated Funding,L.P.	\$851.88		
22307	05/29/2013	Open			Accounts Payable	American Legal Publishing Corporation	\$679.00		
22308	05/29/2013	Open			Accounts Payable	American Library Association-Atlanta	\$54.00		
22309	05/29/2013	Open			Accounts Payable	Anderson Elevator Company	\$4,248.00		
22310	05/29/2013	Open			Accounts Payable	Aqua Chill of Chicago # 22	\$168.00		
22311	05/29/2013	Open			Accounts Payable	AT & T	\$3,801.45		
22312	05/29/2013	Open			Accounts Payable	AT & T	\$2,798.00		
22313	05/29/2013	Open			Accounts Payable	AT& T	\$490.36		
22314	05/29/2013	Open			Accounts Payable	AT& T Long Distance	\$9.89		
22315	05/29/2013	Open			Accounts Payable	AudioGo	\$98.56		
22316	05/29/2013	Open			Accounts Payable	Avery's Services	\$664.26		
22317	05/29/2013	Open			Accounts Payable	B. Davids Landscaping	\$900.00		
22318	05/29/2013	Open			Accounts Payable	Baker & Taylor Entertainment, Inc.	\$79.55		
22319	05/29/2013	Open			Accounts Payable	Baker & Taylor Entertainment, Inc.	\$1,150.00		
22320	05/29/2013	Open			Accounts Payable	Barge Terminal & Trucking	\$3,706.83		
22321	05/29/2013	Open			Accounts Payable	Berwyn Ace Hardware	\$33.99		
22322	05/29/2013	Open			Accounts Payable	Berwyn Kia	\$65.40		
22323	05/29/2013	Open			Accounts Payable	Berwyn Western Plumbing & Heating	\$937.44		
22324	05/29/2013	Open			Accounts Payable	Better Containers	\$362.34		
22325	05/29/2013	Open			Accounts Payable	Blackstone Audiobooks	\$321.00		
22326	05/29/2013	Open			Accounts Payable	Calli Leventis	\$750.00		
22327	05/29/2013	Open			Accounts Payable	Case Lots, Inc.	\$259.40		
22328	05/29/2013	Open			Accounts Payable	CDW Government, Inc.	\$1,672.38		
22329	05/29/2013	Open			Accounts Payable	CenterPoint Energy Services, Inc.	\$9,556.40		
22330	05/29/2013	Open			Accounts Payable	Chemsearch	\$300.34		
22331	05/29/2013	Open			Accounts Payable	Chicago Office Technology Group	\$98.41		
22332	05/29/2013	Open			Accounts Payable	Chicago Tribune	\$99.00		
22333	05/29/2013	Open			Accounts Payable	Cicero Landscape, Inc.	\$1,410.00		
22334	05/29/2013	Open			Accounts Payable	Claudio Paolucci	\$13.63		
22335	05/29/2013	Open			Accounts Payable	College of DuPage	\$350.00		
22336	05/29/2013	Open			Accounts Payable	Comcast Cable	\$12.75		
22337	05/29/2013	Open			Accounts Payable	ComEd	\$753.83		
22338	05/29/2013	Open			Accounts Payable	ComEd	\$1,512.70		
22339	05/29/2013	Open			Accounts Payable	Constellation New Energy, Inc.	\$3,405.49		
22340	05/29/2013	Open			Accounts Payable	Constellation New Energy, Inc.	\$4,634.21		
22341	05/29/2013	Open			Accounts Payable	Cuda Law Offices, LTD	\$3,413.00		
22342	05/29/2013	Open			Accounts Payable	DEECE AUTOMOTIVE	\$666.76		
22343	05/29/2013	Open			Accounts Payable	Del Galdo Law Group, LLC	\$22,618.22		
22344	05/29/2013	Open			Accounts Payable	Dell Marketing, LP	\$3,162.52		
22345	05/29/2013	Open			Accounts Payable	Demco Educational Corporation	\$936.72		

Payment Register

From Payment Date: 5/25/2012 - To Payment Date: 5/29/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
22346	05/29/2013	Open			Accounts Payable	Diamond Graphics, Inc.	\$371.00		
22347	05/29/2013	Open			Accounts Payable	Easypost Postage	\$182.61		
22348	05/29/2013	Open			Accounts Payable	eDot	\$1,484.20		
22349	05/29/2013	Open			Accounts Payable	Elite Construction Solutions, Inc.	\$4,785.00		
22350	05/29/2013	Open			Accounts Payable	Emergency Vehicle Technologies	\$344.95		
22351	05/29/2013	Open			Accounts Payable	Engineering Solutions Team	\$7,390.00		
22352	05/29/2013	Open			Accounts Payable	Federal Express Corporation	\$27.36		
22353	05/29/2013	Open			Accounts Payable	Federal Rent-a-Fence, Inc.	\$72.00		
22354	05/29/2013	Open			Accounts Payable	Felco Vending, Inc.	\$404.00		
22355	05/29/2013	Open			Accounts Payable	Flash Electric Company	\$3,750.00		
22356	05/29/2013	Open			Accounts Payable	Fullmer Locksmith Service, Inc.	\$18.00		
22357	05/29/2013	Open			Accounts Payable	Gale / Cengage	\$376.91		
22358	05/29/2013	Open			Accounts Payable	Global Emergency Products	\$760.33		
22359	05/29/2013	Open			Accounts Payable	Gold Medal Products, Chicago Division	\$356.30		
22360	05/29/2013	Open			Accounts Payable	Grainger	\$398.51		
22361	05/29/2013	Open			Accounts Payable	H. J. Mohr & Sons Company	\$1,130.00		
22362	05/29/2013	Open			Accounts Payable	Halogen Supply Company, Inc.	\$547.00		
22363	05/29/2013	Open			Accounts Payable	HD Supply Waterworks, LTD	\$33,136.19		
22364	05/29/2013	Open			Accounts Payable	High PSI, LTD	\$858.31		
22365	05/29/2013	Open			Accounts Payable	Home Depot Credit Services	\$376.36		
22366	05/29/2013	Open			Accounts Payable	Horizon Screening	\$3,870.10		
22367	05/29/2013	Open			Accounts Payable	Hoy Landscaping, Inc.	\$5,623.68		
22368	05/29/2013	Open			Accounts Payable	Illinois Alarm	\$2,092.50		
22369	05/29/2013	Open			Accounts Payable	Illinois Department of Employment Security	\$3,187.00		
22370	05/29/2013	Open			Accounts Payable	Illinois Department of Transportation	\$1,219.80		
22371	05/29/2013	Open			Accounts Payable	Illinois Paper & Copier Company	\$1,938.94		
22372	05/29/2013	Open			Accounts Payable	Industrial Organizational Solutions, Inc.	\$345.00		
22373	05/29/2013	Open			Accounts Payable	Ingram Library Services	\$3,892.03		
22374	05/29/2013	Open			Accounts Payable	J & L Uniforms	\$57.99		
22375	05/29/2013	Open			Accounts Payable	J. R. Carpet, Inc.	\$2,650.00		
22376	05/29/2013	Open			Accounts Payable	Jack's Rental, Inc.	\$206.19		
22377	05/29/2013	Open			Accounts Payable	Jack's Rental, Inc.	\$1,946.72		
22378	05/29/2013	Open			Accounts Payable	Jackson Wabash	\$1,120.00		
22379	05/29/2013	Open			Accounts Payable	James Frank	\$110.38		
22380	05/29/2013	Open			Accounts Payable	James Velis	\$24.12		
22381	05/29/2013	Open			Accounts Payable	Jeff Mishur	\$275.00		
22382	05/29/2013	Open			Accounts Payable	Jenny Grijalva	\$50.00		
22383	05/29/2013	Open			Accounts Payable	JNC Consulting, Inc.	\$1,750.00		
22384	05/29/2013	Open			Accounts Payable	Jose Marquez	\$50.00		
22385	05/29/2013	Open			Accounts Payable	Kathleen Behrendt	\$175.89		
22386	05/29/2013	Open			Accounts Payable	KB Lawn and Mulch	\$765.00		
22387	05/29/2013	Open			Accounts Payable	Key Equipment Finance	\$2,226.00		
22388	05/29/2013	Open			Accounts Payable	L - K Fire Extinguisher Service	\$110.00		
22389	05/29/2013	Open			Accounts Payable	Laner Muchin Dombrow Becker Levin & Tomlinberg, L.L.C.	\$9,901.18		
22390	05/29/2013	Open			Accounts Payable	Lexisnexis Risk & Information Analytics Group	\$225.00		

Payment Register

From Payment Date: 5/25/2012 - To Payment Date: 5/29/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
22391	05/29/2013	Open			Accounts Payable	M. K. Sports	\$4,326.00		
22392	05/29/2013	Open			Accounts Payable	Marissa Garcia	\$93.03		
22393	05/29/2013	Open			Accounts Payable	McAdam Landscaping, Inc.	\$3,548.10		
22394	05/29/2013	Open			Accounts Payable	Medtech Wristbands, USA, Inc.	\$601.65		
22395	05/29/2013	Open			Accounts Payable	Menards	\$345.81		
22396	05/29/2013	Open			Accounts Payable	Menards	\$33.37		
22397	05/29/2013	Open			Accounts Payable	Menards	\$93.72		
22398	05/29/2013	Open			Accounts Payable	Metro Collision Service / Metro Garage, Inc.	\$25.00		
22399	05/29/2013	Open			Accounts Payable	Metro Staffing	\$1,106.26		
22400	05/29/2013	Open			Accounts Payable	Micro Marketing, LLC	\$131.12		
22401	05/29/2013	Open			Accounts Payable	Midwest Tape	\$1,413.36		
22402	05/29/2013	Open			Accounts Payable	Miguel A. Santiago Consulting, Inc	\$5,000.00		
22403	05/29/2013	Open			Accounts Payable	Mike & Sons	\$2,042.30		
22404	05/29/2013	Open			Accounts Payable	Monroe Truck Equipment, Inc.	\$3,256.27		
22405	05/29/2013	Open			Accounts Payable	MYS, Inc.	\$45,322.12		
22406	05/29/2013	Open			Accounts Payable	NAEIR	\$181.50		
22407	05/29/2013	Open			Accounts Payable	National Fire Protection Association	\$165.00		
22408	05/29/2013	Open			Accounts Payable	Neptune Sewer Service	\$500.00		
22409	05/29/2013	Open			Accounts Payable	Nextel Communications	\$247.71		
22410	05/29/2013	Open			Accounts Payable	Northeast Multi-Regional Training, Inc.	\$2,347.00		
22411	05/29/2013	Open			Accounts Payable	Novak Business Forms, Inc.	\$830.55		
22412	05/29/2013	Open			Accounts Payable	Office Depot	\$526.82		
22413	05/29/2013	Open			Accounts Payable	Office Equipment Sales	\$3,115.70		
22414	05/29/2013	Open			Accounts Payable	Orland Fire Protection District	\$790.00		
22415	05/29/2013	Open			Accounts Payable	Overdoors of Illinois	\$1,338.00		
22416	05/29/2013	Open			Accounts Payable	Patrick Engineering	\$86.74		
22417	05/29/2013	Open			Accounts Payable	Pinney Bowes	\$2,313.00		
22418	05/29/2013	Open			Accounts Payable	PNC Equipment Finance	\$4,686.01		
22419	05/29/2013	Open			Accounts Payable	ProLiteracy / New Reader Press	\$99.00		
22420	05/29/2013	Open			Accounts Payable	Quarry Materials, Inc.	\$627.02		
22421	05/29/2013	Open			Accounts Payable	Raeco-LIC LLC	\$175.62		
22422	05/29/2013	Open			Accounts Payable	RAILS	\$8,259.00		
22423	05/29/2013	Open			Accounts Payable	Random House, Inc.	\$137.50		
22424	05/29/2013	Open			Accounts Payable	Reliable Materials	\$2,310.00		
22425	05/29/2013	Open			Accounts Payable	Richard C. Dahms	\$885.00		
22426	05/29/2013	Open			Accounts Payable	Rigoberto & Ana Lopez	\$1,475.00		
22427	05/29/2013	Open			Accounts Payable	Robert Bizliarak	\$100.00		
22428	05/29/2013	Open			Accounts Payable	Robert J. Lovero	\$202.56		
22429	05/29/2013	Open			Accounts Payable	Robert R. Andreas & Sons	\$2,867.00		
22430	05/29/2013	Open			Accounts Payable	Romeoville Fire Academy	\$505.00		
22431	05/29/2013	Open			Accounts Payable	Ronald Pedecone	\$4,640.28		
22432	05/29/2013	Open			Accounts Payable	Roscoe Company	\$593.05		
22433	05/29/2013	Open			Accounts Payable	Rose's Catering	\$895.00		
22434	05/29/2013	Open			Accounts Payable	Salt Creek Umpires	\$1,650.00		
22435	05/29/2013	Open			Accounts Payable	Sam's Club / GEICOR	\$393.41		
22436	05/29/2013	Open			Accounts Payable	Santo Sport Store	\$677.40		
22437	05/29/2013	Open			Accounts Payable	Scot Decal Company, Inc.	\$10,771.00		

Payment Register

From Payment Date: 5/25/2012 - To Payment Date: 5/29/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
				Total	169		\$391,650.65	\$0.00	
Grand Totals:									
Checks									
		Open			169		\$391,650.65	\$0.00	
		Reconciled			0		\$0.00	\$0.00	
		Voided			0		\$0.00	\$0.00	
		Stopped			0		\$0.00	\$0.00	
		Total			169		\$391,650.65	\$0.00	
All									
		Open			169		\$391,650.65	\$0.00	
		Reconciled			0		\$0.00	\$0.00	
		Voided			0		\$0.00	\$0.00	
		Stopped			0		\$0.00	\$0.00	
		Total			169		\$391,650.65	\$0.00	

Robert J. Lovero
Mayor



R-3

A Century of Progress with Pride

8700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

THOMAS J. PAVLIK
CITY CLERK

Date: 5/14/13

Mayor Lovero & Members
Of the Berwyn City Council

Re: Block Party 1500 block of Wesley

Honorable Mayor Lovero & Members of City Council:

Attached, please find a petition for a block party on the 1500 block
of WESLEY AVE.

The residents request permission to hold the event on JUNE 15th

With a rain date of JUNE 22nd. We are aware of the ordinance
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,
Luis Rivas

Contact person is: Luis D. Rivas

Address is: 1515 WESLEY AVE

Phone number is: _____

****PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED****

WE THE UNDERSIGNED RESIDENTS OF THE 1500 BLOCK OF WESLEY

DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON JUNE 15TH

BETWEEN THE HOURS OF 1:00pm AND 9:00pm, OUR RAIN DATE IS JUNE 22nd

ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL**

NAME _____ ADDRESS _____

- 1537 Wesley Ave
- 1535 Wesley Ave
- 1531 S. Wesley Ave
- 1531 S. Wesley Ave.
- 1525 Wesley Ave
- 1517 Wesley Ave
- 1509 S. Wesley
- 1503 Wesley Ave
- 2 1501 Wesley Ave
- 1501 Wesley Ave
- 1504 Wesley Ave.
- 1513 Wesley Ave
- 1516 Wesley Ave
- 1516 Wesley Ave
- 1536 Wesley Ave

Robert J. Lovero
Mayor

K-4



CITY OF BERWYN
CLERK'S OFFICE

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

2013 MAY 17 P 1:35

THOMAS J. PAVLIK
CITY CLERK

Date: 5-17-13

Mayor Lovero & Members
Of the Berwyn City Council

Re: Block Party 2900 block of MAPLE AVE

Honorable Mayor Lovero & Members of City Council:

Attached, please find a petition for a block party on the 2900 block
of MAPLE AVE.

The residents request permission to hold the event on JULY 4th, 2013

With a rain date of JULY 6, 2013. We are aware of the ordinance
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Paul Storzynski

Contact person is: PAUL STORZYNSKI

Address is: 2931 ~~2930~~ MAPLE AVE

Phone number is: _____

****PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED****

2

WE THE UNDERSIGNED RESIDENTS OF THE 2900 BLOCK OF MAPLE AVE
 DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON JULY 4, 2013
 BETWEEN THE HOURS OF 9:00 AM AND 9:00 PM, OUR RAIN DATE IS JULY 6, 2013
 ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL**

NAME	ADDRESS
	2931 MAPLE
	2927 Maple
	2927 Maple
	2931 Maple
	2943 Maple
	2943 MAPLE AVE
	2941 MAPLE AVE
	2941 MAPLE AVE
	2917 MAPLE AVE
	2917 MAPLE
	2934 MAPLE
	2939 Maple
	2942 Maple
	2111 Maple
	2911 Maple
	2908 MAPLE
	2908 MAPLE
	2914 MAPLE
	2914 MAPLE
	2938 MAPLE
	2933 MAPLE
	2933 Maple

Robert J. Lovero
Mayor



Block Party

K-5

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www.berwyn-il.gov

THOMAS J. PAVLIK
CITY CLERK

Date: 5/9/13

Mayor Lovero & Members
Of the Berwyn City Council

Re: Block Party 2200 block of Grove Ave

Honorable Mayor Lovero & Members of City Council:

Attached, please find a petition for a block party on the 2200 block
Of Grove Ave.

The residents request permission to hold the event on July 13, 2013

With a rain date of July 14, 2013. We are aware of the ordinance
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Ronald L. Milford

Contact person is: Ronald L. Milford

Address is: 2229 Grove Ave

Phone number is: 144

****PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED****

Block Party

WE THE UNDERSIGNED RESIDENTS OF THE 2200 BLOCK OF Grove Ave
DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON July 13, 2013
BETWEEN THE HOURS OF 8 AM AND 9 PM, OUR RAIN DATE IS July 14, 2013
ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL**

NAME

ADDRESS

2229 Grove Ave

2230 Grove Ave

2221 Grove Ave

2237 Grove Ave

2239 Grove Ave

2227 Grove Ave

2226 Grove Ave

2223 S Grove

2219 S Grove

2217 Grove

2214 Grove

2236 S Grove

2242 S Grove

2235 Grove

2216 Grove

2222 Grove Ave

2247 Grove

2245

2231

2248

2246

2240

2234

2224

2212



Robert J. Lovero
Mayor



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www.berwyn-il.gov

THOMAS J. PAVLIK
CITY CLERK

K-6

Date: 5-22-2013

Mayor Lovero & Members
Of the Berwyn City Council

Re: Block Party For 2100 block of Maple

Honorable Mayor Lovero & Members of City Council:

Attached, please find a petition for a block party on the 2100 block
of Maple.

The residents request permission to hold the event on 6-22-2013

With a rain date of 7-6-2013. We are aware of the ordinance
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Juan Diaz

Contact person is: Juan Diaz

Address is: 2120 Maple Ave.

Phone number is: _____

****PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED****

WE THE UNDERSIGNED RESIDENTS OF THE 2100 BLOCK OF MAPLE
DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON 06-22-2013
BETWEEN THE HOURS OF 8:00^{A.M.} AND 9:00 P.M., OUR RAIN DATE IS 7-6-2013
ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL**

NAME ADDRESS

- Gail Lusk 2122 Maple Av
- 2117 Maple
- 2111 Maple
- 2107- MAPLE
- 2116 Maple
- (TUB) 2101 Maple.
- 2100 Maple
- 2120 Maple
- 2126 Maple
- 2118 Maple
- 2106 Maple
- 2115 Maple ave
- 2114 So MAPLE Ave
- 2109 Maple
- 2119 Maple



Mayor
Robert J. Lovero



6th Ward Alderman
Theodore Polashek

K-7

M E M O R A N D U M

May 28, 2013

TO: The Honorable Robert J. Lovero
Members of the City Council

FR: Theodore Polashek
6th Ward Alderman

RE: Handicap Parking Application #839

Attached is a handicap parking application submitted for your consideration. I concur with the recommendations of staff to approve this application.

<u>Address</u>	<u>Owner Name</u>	<u>Application #</u>
1922 Ridgeland	Anthony Vanderplow	839

Thank you very much.



Berwyn Police Department

6401 West Mt. Street
Berwyn, Illinois 60402
708-795-5600
Fax 708-795-5627
Emergency Call 911

Handicapped - Parking / Zone Request Form

To : Mayor Robert J. Lovero
From: Berwyn Police Department Community Service Division
Date : 3/26/2013
Officer: M. Raimondi #192

Applicant Name: Anthony J. Vanderplow

Address: 1922 S. Ridgeland Ave, Berwyn, IL 60402

Telephone:

Nature of Disability:

Information

	Yes	No		Yes	No
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicapped Plate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handicapped Placard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker / Cane:	<input type="checkbox"/>	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>

Meets Police Dept Requirements	Space	Yes	No
	Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Report # 13-02999

Ward Alderman: 6 Polacker

Staff Recommendation	
Approved <input checked="" type="checkbox"/>	Denied

Incident#: 13-02999

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)	DESCRIPTION Applicant File	INCIDENT # 13-02999
REPORT TYPE Incident Report	RELATED CAD # C13-014636	HOW RECEIVED
WHEN REPORTED 03/26/2013 07:40	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1922 S RIDGELAND AV Berwyn, IL 60402	
TIME OF OCCURRENCE 03/26/2013 07:40	STATUS CODE	STATUS DATE

INVOLVED ENTITIES

NAME	DOB	AGE	ADDRESS
Vanderplow, Anthony J		44	1922 S RIDGELAND AV 2ND FLR Berwyn, IL 60402
SEX M	RACE White, Caucasian	HGT 5' 8"	WGT 285
SID #	DL #	HAIR Grey	EYES Hazel
		FBI #	ALT PHONE

CLOTHING

UCR 9041 (Applicant File) - 0 count(s)	TYPE Reporting Party	RELATED EVENT #
---	-------------------------	-----------------

NAME	DOB	AGE	ADDRESS
Williamson, Rick		61	846 Forest AV OakPark, IL 60302
SEX M	RACE White, Caucasian	HGT	WGT
SID #	DL #	HAIR	EYES
		FBI #	ALT PHONE

CLOTHING

UCR 9041 (Applicant File) - 0 count(s)	TYPE Other	RELATED EVENT #
---	---------------	-----------------

INVOLVED VEHICLES

VEH/PLATE #	STATE	TYPE	INVOLVEMENT	VIN #
275346	IL	Carryall/SUV		
YEAR 1999	MAKE GMC	MODEL (unknown)	COLOR	COMMENTS

OWNER

Vanderplow, Anthony J

NARRATIVES

PRIMARY NARRATIVE

Anthony J. Vanderplow, dob: [redacted] who resides at 1922 S. Ridgeland Ave. Berwyn, IL is requesting handicapped parking signs to be placed in front of his residence.

There is no garage, driveway or carport on the premises. Mr. Vanderplow has submitted the obligatory Owner Consent Form from his landlord, Rick Williamson.

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 13-02999

STATION COMPLAINT UCR/Offense Code	DESCRIPTION	INCIDENT #
9041 (Applicant File)	Applicant File	13-02999
REPORT TYPE	RELATED CAD #	HOW RECEIVED
Incident Report	C13-014636	
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO. STREET NAME)	
03/26/2013 07:40	1922 S RIDGELAND AV Berwyn, IL 60402	
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE
03/26/2013 07:40		

For the above stated reasons, this officer feels that this application should be considered for approval at this time.

REPORTING OFFICER	STAR #	APPROVED BY	STAR #
RAIMONDI MARGO J	192		

DRAFT

**Handicapped Space/Zone
Public Works Site Inspection**

Application # 839

Public Works Director or Designee Robert Schiller

Comments: _____

Meets Public Works Criteria:

Parking Space	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Parking Zone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Date: 4/26/2013

Police Report # 13-02999

**Handicapped Space/Zone
Traffic Engineer Site Inspection**

Application # 839

Traffic Engineer or Designee Nicole Campbell

Comments: _____

Meets Traffic Criteria for:

Parking Space	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Parking Zone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Date: 4/26/2013

Police Report # 13-02999

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

A Century of Progress with Pride

JE
3-7-13

Affidavit For Handicapped Parking Sign or Drop Off Zone

You must have a permanent Handicap State Plate or Handicap Placard to park any vehicle in a designated Handicap Parking space

ANTHONY J VANDERPOW
(Name of Handicapped Applicant)

1922 RIDGELAND AVE
(Berwyn Address)

(Name of caregiver, or guardian if minor)

630 / 346-5234
(Telephone /Cell Phone Number)

Is there a garage on the property? Yes No

Are you the homeowner? Yes No

Driveway NO Carport NO

All Applicants must submit the Physicians form (A)

***Renters must submit the Owner Consent form (B).**

Vehicle Information

99 GMC SUBURBAN
(Vehicle make and model)

TAN 99
(Color / Year)

(Illinois License Plate Number)

19415
(Current City Vehicle Sticker Number)

W 275 346
(Illinois Handicapped Plate)

(Illinois Permanent Handicap Placard Number)

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit, which said person knows to be false or believes to be false.

Anthony J. Vanderpow

1124113

Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street. Berwyn, Illinois

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

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(Signature of handicapped person or their legal guardian)

Arlynn Napier

(Date) 1/24/13

Physician Form (A)

This form must be filled out in its entirety and signed by your physician.

Physician must state, by printing below, the nature of the patient's handicap

Does the patient utilize any of the following? :

Walker _____ Wheel Chair _____ Cane _____ Oxygen _____

I hereby certify that the physical conditions of the above named "Handicapped Person" constitutes him/her as a handicapped person as defined under the statutory provision Par. 1-159 (Physically Handicapped Person – Every natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.)

(Physician's Signature/Stamp)

12-27-12

(Date)

(Print Physician's Name)

(Address and Telephone Number)
(708)

Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street, Berwyn, Illinois

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

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Form B
Owner Consent For Handicap Sign
Placement/Drop-off Zone

1) Rick Williamson, owner/manager of the property at
1922 Ridgeland, state as follows:

- 1) That ANTHONY VANDERPOW is a tenant at the above listed property.
- 2) That ANTHONY VANDERPOW has no access to any parking on the premises.
- 3) That if ANTHONY VANDERPOW is granted a handicapped sign or drop-off zone by the City of Berwyn, I have no objection to the placement of signs in front of this address.
- 4) I agree to notify the City of Berwyn if ANTHONY VANDERPOW no longer resides on the premises.

 1/24/13
Signature/Date

Name: RICK WILLIAMSON
Address: 1922 RIDGELAND
Phone#: 60302

Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street, Berwyn, Illinois



K-8

PERSHING SCHOOL
6537 West 37th Street
Berwyn, Illinois 60402-3852
(708) 795-2349
FAX (708) 795-1277

Marilyn McManus
Principal
Director of Professional
Development
mmcmanus@bsd100.org

100% Committed to Quality Education

Amanda Vanderhill
Assistant Principal
avanderhill@bsd100.org

May 15, 2013

Mr. Thomas Pavlic, City Clerk
Berwyn City Hall
6700 26th Street
Berwyn, IL 60402

Honorable Robert J. Lovero, Mayor
Members of the Berwyn City Council

Re: Street Closure

Dear Mayor Lovero and Members of the Berwyn City Council:

Pershing School is respectfully requesting that 37th Street between the crosswalks of East Avenue and Scoville Avenue be closed between the hours of 8:30 am and 3:00 pm on Wednesday, May 29th. The purpose of this closure is for our annual Olympic Fun Day. We have obtained a permit from the South Berwyn Park District for use of Freedom Park, which is directly across the street, and this would help us tremendously with controlling the safety of our students. We would also appreciate if Berwyn Public Works can provide "horses" for this purpose.

Thank you for your consideration.

Sincerely,

Marilyn McManus
Principal

K-9

COMMUNITY HEALTH ASSETS AND NEEDS ASSESSMENT

Berwyn, Cicero, Garfield Ridge, and Stickney

Alivio Medical Center, Berwyn Township Public Health District, Chicago Department of Public Health, Town of Cicero Health Department, Cook County Department of Public Health, Corazón Community Services, Faith Community Reformed Church, Garfield Ridge Civic League, Interfaith Leadership Project, MacNeal Hospital, PCC Community Wellness Center, Pillars Community Care and Services, Saint Jane de Chantal Parish, Solutions for Care, Stickney Public Health District, Youth Crossroads, and RWJF Center for Health Policy at University of New Mexico

May 20, 2013

Mr. Thomas J Pavlik
City Clerk and Town Clerk
City of Berwyn City Hall
6700 West 26th Street
City of Berwyn, Illinois

Re: Community Health Assets and Needs Assessment
Canvassing and Solicitation Application

Dear Mr. Pavlik

On behalf of the Community Health Assets and Needs Assessment project, we write to solicit an extension of the City of Berwyn Canvassing and Solicitation permit we received from your office on April 11, 2012. As we have shared with you and Mayor Robert J. Lovero, representatives from the organizations listed above are assessing the health conditions, needs, and resources in Berwyn as well as three other adjacent areas Cicero, Garfield Ridge, and Stickney.

The Community Health Assets and Needs Assessment (CHANA) is a community-based, participatory, inductive, and mixed methods project. The health assessment has four components, building community profiles, conducting individual interviews, community inventories and a randomized residential survey. The research partners will disseminate the information gathered through the CHANA project in the targeted communities, including the City of Berwyn.

As you may recall, the City of Berwyn granted a Canvassing and Solicitation permit on April 10, 2012. Due to severe state budget cuts, we lost about one-third of the funding to support the project. The financial shortcomings and the process of adjusting the research plan did not permit us to implement the inventory and survey as planned. The Canvassing and Solicitation permit will allow us to implement the four modules of the community profile and the randomized residential survey.

We are soliciting an extension of the Canvassing and Soliciting permit to conduct the two remaining components of the project in Berwyn, the community inventories, and the residential survey. We will conduct the community inventories beginning in May through July 2013. We anticipate implementing the residential survey from June through September 2013. Below please find descriptions of the two research components and the procedures involved.

Community Inventories

The research partners have designed the community inventory as four modules: city block, medical services, unprepared foods such as grocery stores, and prepared foods such as restaurants. The modules capture information based on observations and interactions with specified personnel. In the appendix to this letter, please find copies of the four modules of the community inventory.

Trained and supervised community surveyors will gather information based on observations in all accessible city blocks in Berwyn. The surveyors will also gather information from interactions with personnel at medical services and food source venues. With authorization from management, surveyors will also observe and record information at unprepared and prepared food venues.

Residential Survey

The residential survey involves a random selection of residences, solicitation of cooperation from occupants at the chosen residences, and completion of a questionnaire. We will use a random selection process to choose 400 residences in Berwyn. The research partners will also select and design the questions included in the survey. Attached please find a draft of the residential survey.

Trained and supervised communities surveyors receive one of the selected residential addresses, will visit the residence and solicit cooperation from the occupants, and collect information on the questionnaire. Participation of residents in the 30 minutes survey is voluntary. We will offer respondents a ten dollars gift certificate to thank them for participating in the survey.

We understand that since the institutions submitting this application are a Charitable Organization and a non-for-profit educational institution, the City of Berwyn will waive the fee for the application and for the persons involved in gather the information on behalf of the CHANA project. The State of Illinois has registered Alivio Medical Center as a charitable organization.

Please let us know if you have questions about the project and the application. We thank you and City of Berwyn Council member for your consideration of this application.



Date 5-20-2013

Carmen Velasquez, MA
Executive Director, Community Health Assets and Needs Assessment
Executive Director
Alivio Medical Center
966 W. 21st Street Chicago, IL 60608; 312-829-6303



Date May 20, 2013

P Rafael Hernandez-Arias, PhD
Research Director, Community Health Assets and Needs Assessment
Research Fellow and Visiting Assistant Professor, University of New Mexico
Local address: 832 Seward Street, Evanston, IL 60202; 773-484-7102

K-10



Chicago International
CHRISTIAN CHURCH

To The City of Berwyn Board,

Good day! We, The Chicago International Christian Church, are requesting permission to fundraise on traffic corners in the City of Berwyn. The purpose is for local youth from Cook County and our surrounding areas, including Berwyn, to raise money for leadership training. We have an annual Global Leadership Conference in Los Angeles, CA August 4-6, 2013 and also a TEEN IGNITE Leadership Camp in Portland, OR July 6-15, 2013 which youth from our church will use the fundraising monies to attend. Our local Chicago congregation, along with our sister churches around the world, are a spring board for training youth to be a part of something greater, with a vision to make a positive impact on both the world and their local communities. Youth and members within our churches are taught and trained how to be leaders in their communities by being more responsible and constructive citizens, developing strong moral character, and learning how to help build family and influence other youth to do the same.

The fundraising events would be an activity of the Chicago International Christian Church, established in 2006. We currently have a local congregation of 190 members who reside in Cook County and surrounding areas. We currently have 5 key members of good standing who reside in the City of Berwyn, myself and my husband included. Members of our congregation are actively committed to helping impact both youth and others in Berwyn and surrounding areas in a positive, caring way with the goal of inspiring them to also become a part of a vision to influence our communities and the world in great ways.

We are requesting the City of Berwyn to allow us specific dates for fundraising on two street intersections of Berwyn. In our previous experiences, busier street corners allow for maximum fundraising. Would you please consider the following street intersections; Ogden and Oak Park, and Ogden and Cermak . Would you also please consider any or all of the following Saturdays of 2013; June 22nd, and July 20th from 9am to 6pm. We anticipate between 40-70 of our members ages 16 & up to participate in these fundraising events.

We have included proof of liability insurance for all members of our congregation and registration with the Illinois Attorney General as a charitable organization. A non-profit 501 C # from the Internal Revenue Service or any further information is also available upon request. It may also be helpful to know that we have numerous previous experiences since 2011 performing these street intersection fundraisers in the Chicagoland area and follow diligent safety measures, including using bright safety vests, to keep both our fundraisers and drivers safe. One of our members, Chris Wooden, is a retired Chicago Police Officer with several years of experience as head of security, and teaches a class to those going fundraising about proper safety precautions.

Please take into consideration this request to raise money to help youth from Berwyn, Cook County, and our surrounding areas to have the opportunity to participate in making a positive impact in our local neighborhoods around the world, and with other youth.

Thank You in advance for your time and consideration,

Maria Franklin

Teen Ministry Co-Leader of the Chicago International Christian Church
(708)674-2643/dejesus1802@gmail.com

K-11



We at Dr. Laundry would like to sponsor our Grand Opening for our Laundromat, located at 7122 16th ST.

1. Our first requested date would be for Saturday June 22st, 2013.
2. Our second request date would be for Saturday June 29th, 2013.

Some of the activities we are requesting approval are as follows:

1. The Jessie White Tumblers will be performing for two hours.
2. A video game truck for the children entertainment will be available for four hours.

We are requesting for a permit to close the street beginning from 16th ST. and Maple to the beginning of the 1st ally going south from 16th ST. We would need the permit to cover from 9:00 am to 5:00 pm.

Dr. Laundry
P.O. Box 132
Berwyn, IL, 60402
Phone: 847-346-6883

Sincerely,

Kelvin Samuel

KSAMUEL 102 @ yahoo.com