

Agenda
Glen Ellyn Village Board of Trustees
Monday, April 23, 2007
8:00 p.m. – Galligan Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence
 - A. February 21 letter from Gunnery Sergeant Jason Alvanos, a Marine stationed in Iraq, thanking Public Works Secretary Carol Olsen for a package his unit received. The Public Works Department has “adopted” two units in Iraq. Sgt. Alvanos’ unit is at an outpost, and it is difficult for them to purchase certain items. The second unit is all Marines from the Chicago area. Public Works staff has been donating money, shopping from the Marines’ wish list, and sending packages overseas.
 - B. April 10 letter from Glen Ellyn Park District Recreation Supervisor Sarah Wettergreen thanking Public Works operations crew members Mike Zitzka and Brett Bjork for their generous support of their Touch-A-Truck program.
 - C. April 9 letter from Lombard Chief of Police Raymond Byrne thanking Police Officers Jason Bradley and John Perkins for their assistance during an investigation.
 - D. April 9 letter from a Lombard resident thanking Police Office Joe Nemchock for his patience and kindness following a traffic incident.
 - E. The Police Department recently received a letter thanking Police Officer Jason Bradley for his thoughtfulness when he responded to their 911 call.
 - F. April 19 e-mail from a resident who resides in a neighborhood where a house fire occurred. She commended the Glen Ellyn Volunteer Fire Company and the Police Department for their handling of a very frightening situation. She also mentioned Police Officer Jerry Hampel who was able to allay the fears of residents who had heard the explosion.
5. Audience Participation
 - A. Glen Ellyn Chamber of Commerce Executive Director Kay Kendall will present information on upcoming Chamber events.

- B. Proclamation declaring Friday, April 27, as Arbor Day in Glen Ellyn. Village Forester Peggy Drescher will be present to accept the proclamation and provide some background information on the Village's Arbor Day activities.
- C. Assistant Village Manager Curt Barrett will administer the Oath of Office to Police Officer Jerry Hampel and Deputy Police Chief Robert Acton.
- Officer Jerry Hampel will take his official oath of office as a Police Officer. New recruits spend 12 weeks at the Police Training Institute at the University of Illinois in Champaign/Urbana. Upon graduation, Officers work alongside experienced Field Training Officers for 14 weeks and then work independently for about a year under the supervision of Patrol Sergeants. Officer Hampel has now successfully completed his probationary period.
 - Sergeant Robert Acton will take his oath of office as Deputy Police Chief. Sergeant Acton started with the Glen Ellyn Police Department in June 1989. He was promoted to Sergeant in May 2001, and participated in the Deputy Chief selection process in the fall of 2002. His promotion fills the vacancy of a second Deputy Chief recently approved by the Village Board.
- D. Other?

6. Consent Agenda

The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

- A. Village Board Regular Meeting minutes of March 26, 2007.
- B. Total Expenditures (Payroll and Vouchers) - \$1,702,569.73.

The vouchers have been reviewed by Trustee Chapman prior to this meeting.

- C. Motion to approve the recommendation of Village President Hase that Susan Maude be appointed to the Architectural Review Commission for a term ending December 31, 2009.
- D. Motion to waive competitive bidding and approve award of a contract to Microsystems, Inc., of Northbrook, Illinois, for the service of digitally archiving plans and project files for the Public Works Department in the not-to-exceed amount of \$15,000, to be expensed to the FY 06-07 General Fund.

Public Works is developing a plan to coordinate the archiving of project files and engineering plans. Currently, Planning and Development utilizes the services of Microsystems, Inc. for their archiving needs and has had a positive experience with them. Public Works seeks to continue using Microsystems for their archiving needs, building on the current process that has proven effective and the favorable pricing afforded the Village.

- E. Motion to increase the appropriation by \$974 for the Cargill, Inc. contract associated with bulk rock salt purchase for a revised total appropriation of \$95,974, to be expensed to the FY 06-07 Motor Fuel Tax Fund.

On September 11, 2006, the Village Board approved a contract with Cargill, Inc. for the purchase of this year's rock salt to be utilized in our snow and ice management program in the amount of \$75,000. At the February 26, 2007 Village Board Meeting, a change order in the amount of \$20,000 was approved to account for a rather heavy salting season, bringing the total allocation for the purchase of salt to \$95,000. Additional salting events occurred since the passage of Change Order No 1 that once again required the replenishment of our salt (and Clearlane) stock. Final invoices have been received with a funding deficit of \$974.

- F. Motion to award a contract in the amount of \$85,000 to Professional Paving and Concrete of Glen Ellyn, Illinois to provide concrete restoration as needed for Public Works utility repairs to be expensed to the FY07/08 Water and Sanitary Sewer Fund.

The basis of this contract consists of furnishing the labor, tools, equipment, and incidentals necessary to perform concrete restoration to streets, driveways, and sidewalks that were disturbed during Public Works utility excavations. Once a month during construction season, Public Works provides a list of 10 to 20 sites requiring concrete. The contractor typically has these sites restored within 15 days of receipt of the list. This allows Public Works staff to focus on the everyday maintenance and repair needs in the department.

- G. Motion to award a contract in the not-to-exceed amount of \$30,000 to Elite Contractor's and Supply of Glendale Heights, Illinois for provision of pavement saw cutting services to be expensed to the FY 07-08 Water and Sanitary Sewer Fund.

The Public Works Operating Division utilizes a pavement saw cutter for ease in the removal of pavement during 100 or more water and sewer utility excavations typically undertaken during a year. Saw-cutting limits the area of pavement damaged by heavy excavation equipment. Elite Contractors and Supply, Inc. submitted the most competitive of five bids received.

- H. Motion to approve award of a contract with Koz Trucking of Medinah, Illinois for material hauling and gravel delivery, beginning May 1, 2007 and ending April 30, 2008, to be expensed to the FY 07-08 Water and Sewer Fund in the amount of \$46,000.

The Village's Public Works Department accumulates spoil (useless loam) material through various activities such as water and sewer system repairs. This material is temporarily stored in a bin at the Reno Center and periodically hauled away by a contractor for disposal at an approved site outside the Village. The Public Works Department solicits bids for the removal of this material, along with the delivery of various grades of stone used in excavation. Koz Trucking was the lowest of three proposals.

- I. Motion to approve a contract to Osage, Inc., of Oak Park, Illinois for forestry consulting services to review tree preservation plans and follow-up compliance in the not-to-exceed amount of \$28,000, to be expensed to the FY 07-08 General Fund.

All significant private construction projects in the Village require development of tree preservation plans in accordance with tree preservation regulations. The forestry consultant reviews the tree protection plans and conducts inspections of the construction site. Osage has been providing this service to the Village and has developed a good relationship with the applicants during this work. This contract engages Osage for another year at a slightly higher cost per inspection than in the past years. The applicant fees cover most of the costs of these plan reviews and inspections.

- J. Ordinance No. 5568, an Ordinance Denying a Construction Necessitated-Variation from the Rear Yard Setback Requirements of the Zoning Code to Maintain the Construction of a New Detached Garage on the Property at 762 Euclid Avenue.
- K. Motion to approve renewal of an optional third contract year for the 2007-08 landscape maintenance of various Village properties to Sebert Landscape Contractors, Inc., of Bartlett, Illinois in a not-to-exceed amount of \$41,300 in FY 07-08, with \$30,000 expensed to the General Fund, and \$11,300 expensed to the Water and Sewer Fund.

This is an annual landscaping maintenance contract to provide landscape services to public properties and Village right-of-ways. The work includes cleanup, mowing, trimming, and landscape maintenance in these areas for the entire year 2007 growing season. After submitting the most competitive bid, this vendor was awarded two one-year contracts with the option of one additional yearly renewal at rates outlined in the original bid. The contractor performed well last year and staff recommends the contract be renewed.

- L. Motion to designate Trustee Lee as Village President Pro Tem for the four-month period from May through August 2007.
- M. Motion to award a contract to Kramer Tree Services of West Chicago to provide tree maintenance to damaged Village trees in the amount of \$30,000, to be expensed to the FY06/07 General Fund.

Due to either private development or Village construction projects there are times that the Village parkway trees are damaged. The damage can be caused by utility installation, soil compaction or trunk/branch damage from equipment. Staff keeps track of the inventory affected by such means. These trees require remedial maintenance (fertilization, vertical mulching, and chemical treatment) to aid in their recovery. Three specialized tree care specialists were contacted to present proposals for such work. Kramer Tree Services provided the most economical unit prices for the maintenance activities.

- N. Ordinance No. 5569, an Ordinance Amending the Budget of the Village of Glen Ellyn for the Fiscal Year Ending April 30, 2007 to Provide Funds for Various Additional Expenditures.

This budget amendment increases expenditure authority for some items which are projected to exceed the previously budgeted amount. These items were not previously foreseen or included in the fiscal 2006/07 budget adopted in April 2006.

Proposed total budget increases are as follows:

Corporate Reserve Fund	\$425,000
Special Programs Fund	\$ 30,000
Insurance Fund	\$450,000

7. Planning and Development Director Staci Hulseberg will present information on the request of the College of DuPage for approval of a Zoning Code Text Amendment, Zoning Map Amendment, Special Use Permit for a Preliminary and Final Planned Unit Development (PUD), Preliminary and Final Plat of Subdivision, Subdivision Variations, Architectural Design and Landscape Guidelines and an Intergovernmental Agreement for a more than \$280 million Master Facilities Plan. The Master Facilities Plan includes, but is not limited to, the demolition of some of the existing temporary buildings, the construction of three new buildings, the renovation of other buildings, the reconfiguration and reconstruction of the College's parking lots and the reconfiguration of the College's internal roadway system. The Intergovernmental Agreement sets forth the procedures for Village review of the Master Facilities Plan and the building permit and inspection process for the build out of the Master Facilities Plan.

The subject property is commonly known as 425 Fawell Boulevard. It is made up of more than 254 acres and is located west of Park Boulevard, south of Fawell Boulevard, on the east and west sides of Lambert Road and on the north and south sides of College Road. The site is currently zoned R1 Residential district. The proposed Zoning Code Text Amendment and Zoning Map Amendment would rezone the property CC Community College District.

The Plan Commission reviewed the petitioner's request for approval of a Zoning Code Text Amendment, Zoning Map Amendment, Special Use Permit for a Preliminary and Final Planned Unit Development (PUD), Preliminary and Final Plat of Subdivision and Subdivision Variations at a public hearing on March 8, 2007 and by a vote of 6-0 recommended approval of these requests subject to conditions. The Architectural Review Commission reviewed the proposed Architectural Design and Landscape Guidelines at a public meeting on March 14, 2007. By a vote of 5-0, the ARC recommended approval of these items with conditions.

- A. Ordinance No. 5570, an Ordinance Approving an Intergovernmental Agreement Between the Village of Glen Ellyn and the College of DuPage Related to the Development of the College's Master Facilities Plan;
- B. Ordinance No. 5571, an Ordinance Approving Zoning Code Text Amendments to Create a New CC Community College Zoning District; and

C. Ordinance No. 5572, an Ordinance Granting Approval of a Zoning Map Amendment, Special Use Permit for a Preliminary and Final Planned Unit Development, Preliminary and Final Plat of Subdivision, Subdivision Variations and Architectural Design and Landscape Guidelines for the College of DuPage Master Facilities Plan.

8. Ordinance No. 5573-VC, an Ordinance Amending Title 7 (Health and Sanitation Regulations) Pertaining to Air Pollution, Outdoor Fires and Open Burning Procedures and Requirements of the Village Code of the Village of Glen Ellyn, Illinois

Planning and Development Director Staci Hulseberg will present information on amendments to replace the current air pollution, outdoor fires and open burning regulations in Chapter 7 of Title 7 (Health and Sanitation Regulations) of the Village Code with new regulations that include minimum setbacks and types of outdoor fires, and to establish a building permit fee for the construction and installation of a constructed fire pit.

9. Motion to approve a contract with METRO Paramedic Service, Inc. for the provision of ambulance and paramedic services from August 1, 2005 to July 31, 2008 at annual costs of \$304,790, \$316,981 and \$329,660 less service fee revenues.

Village Manager Robin Weaver will present information on our contract with METRO Paramedic Services that has served the Village in the provision of ambulances and paramedics. The annual cost increase is 4 percent between years 1 and 2 and 6 percent for year 3. The contract has been revised to incorporate clearer language in Section 10C with respect to service fee collections and remittance to the Village. A full Request for Proposals process will be utilized for the next contract.

10. Motion to award a contract for exterior window and trim repair and painting of the Civic Center and Fire Station No. 2 to Ultimate Painting Co., of Arlington Heights, Illinois in the not-to-exceed amount of \$200,000 (including a 3.5-percent contingency), to be expensed to the FY 07-08 Facilities Maintenance Reserve Fund.

Facilities Manager Daniel Sullivan will present information on this repair and repainting work on two of the Village's major facilities. This work has been anticipated in the Facilities Maintenance Plan and monies budgeted in the Facilities Maintenance Reserve Fund. Ultimate Painting Co. was evaluated the lowest responsive bidder of four received on April 3, 2007.

11. Motion to approve an agreement with Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois for a Floodplain Mapping Study in the Regent/Turner and Lakeview Terrace areas in the not-to-exceed amount of \$19,500 (including a 10-percent contingency), to be expensed to the FY 06-07 Capital Projects Fund.

Professional Engineer Bob Minix will present information on retaining the consulting firm of Christopher B. Burke Engineering, Inc. (CBBEL) of Rosemont, Illinois to perform a study of two shallow-ponding floodplain areas in the Village. It is hoped the work will result in Letters of Map Revision that will lower current base flood elevations to the benefit of surrounding properties. In December 2004, new Flood Insurance Rate Maps (FIRMs) for DuPage County were issued. In shallow flooding sites located north of Lincoln School and in the Lakeview Terrace areas, the extent of the floodplain boundaries broadened, incorporating more parcels into the hazard area. The Village received a number of inquiries from the impacted residents into the background and reasons for the new insurance requirements, and the possibilities for relief. Public Works staff is also concerned about the apparent encroachment of the floodplain into public rights-of-way and potential impacts on future roadway improvement projects.

The Village will take the lead in the project to retain a consultant to investigate the overall suitability of the 2004-floodplain boundaries in the two areas. Once the consultant completes the studies, area residents can make the individual decision and financial investment whether to hire an engineer/surveyor to provide surveys and prepare the necessary documentation to remove their property from the floodplain through the use of a Letter of Map Amendment (LOMA). CBBEL will perform the floodplain mapping study assignment, consisting primarily of computer-based analyses, for a fee of \$17,770. CBBEL was one of four firms responding to a request for proposals, and is recommended for the assignment based on excellent qualifications and cost-effective approach to the work.

12. Professional Engineer Bob Minix will present information on the Duane Street Improvements Project; our second major infrastructure improvements project to be bid for construction in 2007. The work features complete reconstruction of the Duane Street corridor between Forest Avenue and Carleton Avenue including Duane Terrace, along with the resurfacing of Forest Avenue north of Duane Street. The project scope includes new water services, sanitary sewer rehabilitation using lining techniques, and significant storm sewer upgrades. A total of about two-thirds of a mile of roadway will be improved via complete reconstruction and resurfacing.

At the April 13, 2007 bid opening, R.W. Dunteman was the low bidder of three contractors, submitting a bid of \$2,742,000 for the project. The low bid is 8 percent over the engineer's estimate of \$2,545,000. Based on a comparison of bid prices for both asphalt and concrete pavement, staff recommends that the asphalt option be awarded due to price and constructability reasons.

In conjunction with the funding for this project, Motor Fuel Tax (MFT) Funds are requested in an effort to offset the capital expenditures. Of the nearly \$2,900,000 construction costs, we anticipate \$850,000 to be covered by MFT dollars.

To provide the necessary construction oversight services for not only the Duane Street project but to help manage the overall construction program for the 2007 construction year, staff is recommending that Civiltech Engineering, Inc. of Itasca be retained. In addition to providing the required services including day-to-day construction oversight, office support and material testing, the firm will provide an experienced and highly capable engineer with extensive Glen Ellyn experience to assist staff with essential program coordination and resident contact duties.

For this first assignment, it is recommended that Civiltech Engineering Inc. be retained to provide the needed construction phase engineering services, based on their proposal and estimated fee of \$225,000.

- A. Motion to approve award of a contract to R.W. Dunteman for street reconstruction and underground improvements associated with the Duane Street Improvements Project, in the amount of \$2,900,000 (including a 5-percent contingency), to be expensed to the FY 07-08 Water, Sewer and Capital Projects Funds; and
 - B. Motion to approve an engineering services agreement with Civiltech Engineering, Inc. for construction engineering services for the Duane Street Improvements Project, in a not-to-exceed amount of \$235,000 (including a 5-percent contingency), to be expensed to the FY 07-08 Water, Sewer and Capital Projects Funds.
13. Ordinance No.5574-VC, An Ordinance to Amend Section 7-11-28 of the Village Code of the Village of Glen Ellyn, Illinois Regarding Water and Sewer Rates and Charges.

Finance Director Batek will present a proposal to increase the rate charged for monthly sanitary sewer service by 10 percent effective with bills issued on July 1, 2007.

This planned rate increase was included as a part of the approved fiscal year 2007/08 Village Budget and is due to increases in total operating costs associated with maintaining and rehabilitating the Village's network of sanitary sewer assets as well as cost increases for the treatment of sewage by the Glenbard Wastewater Authority.

Sewer rates were last adjusted three years ago in May of 2004. The three-year increase in the Consumer Price Index for this period is approximately 9 percent.

The impact of this rate adjustment to the average Glen Ellyn household using 7,000 gallons of water per month is \$2.73 per month.

An increase in the water rate, originally scheduled for May 1, 2006, continues to be deferred based on an anticipated rebate of \$1.4 million from the DuPage Water Commission during the Village's new fiscal year beginning May 1, 2007.

- 14. Reminder: The next Regular Village Board Meeting is scheduled for Monday, May 14, 2007 beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
- 15. Other Business?
- 16. Adjournment