

Agenda
Glen Ellyn Village Board of Trustees
Monday, April 14, 2008
8:00 p.m. – Galligan Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence:
 - A. March 19 letter from a resident thanking Police Officer Ed Tovar for assisting him after he locked his keys in the car.
 - B. March 28 letter from a resident thanking Police Officer Jim Monson for the presentation given to the Primetimers of First Congregational Church of Glen Ellyn. She told of the positive feedback they have received following that presentation.
5. Audience Participation
 - A. Proclamation declaring Friday, April 25 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.
 - B. 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 Meeting Minutes:
 1. February 18, 2008 Regular Workshop
 2. March 17, 2008 Regular Workshop
 3. March 10, 2008 Pre-Board Workshop
- B. Total Expenditures (Payroll and Vouchers) - \$.

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

- C. Motion to approve a contract with Elite Concrete Cutting, Inc., of Glendale Heights, Illinois for Saw Cutting services in the amount of \$30,000, to be expensed to the FY 08-09 Water and Sewer Funds.

Public Works performs in excess of 100 excavations per year associated with utility work, installations and repairs. Many of the excavations require the pre-cutting of curbs and pavement surfaces to ease the process of pavement removal and to limit the area of pavement damaged by heavy excavation equipment. These cuts are done with large self-propelled industrial-sized saws that frequently have blade sizes from 24" to 48" in diameter. This work is contracted out to firms specializing in the process. Elite Concrete Cutting performed this service for us successfully last year and submitted the lowest responsible of four bids opened on March 31, 2008.

- D. Motion to award a contract to Kings Point General Cement of Addison, Illinois for the Concrete Spot Repair Program in the amount of \$90,000 (including a 20-percent contingency), to be expensed to the FY 08-09 Water and Sanitary Sewer Fund.

The contract calls for the furnishing of all labor, equipment, tools, materials, and incidentals necessary to perform the concrete restoration to Village streets, curbs, driveways, and sidewalks. Most of these restorations are associated with Public Works Utility repairs (i.e. water main breaks or sanitary sewer repairs). Kings Point General Cement was the lowest responsive bidder of three at the April 1, 2008 bid opening.

- E. Motion to award a contract to Marcott Enterprises of Addison, Illinois for the Material Hauling and Gravel Delivery Program in the amount of \$54,000, to be expensed to the FY 08-09 Water and Sanitary Sewer Fund.

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 proposals for the removal of this material, along with the delivery of various grades of stone used in excavation. Marcott Enterprises submitted the lowest of seven proposals opened on March 31, 2008.

- F. Motion to waive competitive bidding and award a contract to Osage Consulting of Oak Park, Illinois for Forestry Consulting Services in the amount of \$22,000, to be expensed to the FY 08-09 General Fund.

In December of 1998 the Village Board adopted regulations regarding the protection of private and public trees during construction activities. The regulations required parties developing property to prepare a tree preservation plan if trees are going to be saved as part of the development. This contract provides for forestry consulting services to review tree preservation plans and provide field inspections before, during, and after

construction. Osage currently holds the competitively bid Village contract to provide these services, has performed the work satisfactorily, and agrees to maintain its existing prices for an additional year.

- G. Motion to approve funding for the second year of a three-year contract with B. Haney and Sons, Inc., of Lombard, Illinois for tree pruning services in the amount of \$108,500 (including a 15-percent contingency), to be expensed to the FY 08-09 General Fund.

Each year the Village administers a Tree Pruning Program in one of five zones of the Village during the winter months. The program allows us to remove deadwood from the trees while also allowing us to shape the trees as required. The FY 08-09 Program will focus on trees in Zone D (North of the UP Railroad and East of Main Street). Contract pruning will consist of approximately 2,000 trees that are seven inches in diameter or greater; while staff prunes trees less than 7 inches in diameter.

- H. Motion to approve funding for the second year of a three-year contract with Steve Piper and Sons, Inc., of Naperville, Illinois for tree removal services in the amount of \$80,000 (including a 7-percent contingency), to be expensed to the FY 08-09 General Fund.

The Tree Removal Program is performed year-round by both staff and an outside contractor. Public Works staff typically removes trees less than 15 inches in diameter, while the contractor provides removal services for those trees 15 inches or greater. Contractor removals have steadily increased over the years. The FY 08-09 Program anticipates approximately 115 contractor removals.

- I. Motion to approve award of the purchase of 15 different plant pest control materials, to be expensed to the FY 07-08 Recreation Department Fund budget.

• Con-Serv FS (eight items)	\$16,358
• Arthur Clesen, Inc. (four items)	\$13,394
• Lesco, Inc. (two items)	\$ 9,690
• Pro Source One (one item)	<u>\$ 6,618</u>
Total	\$46,060

These purchases are proposed for plant pest control materials used in routine maintenance of the Village Links golf course. The proposed purchases have been selected both for their effectiveness at controlling pests and for their low risk to people and the environment. All of these materials can be purchased and applied by homeowners. Five companies submitted bids. All awards were made to the firm submitting the lowest bid for that individual item. The total cost of these materials is \$46,060. All Recreation Department funds are generated by user fees; no tax monies are used at the Village Links.

- J. Motion to approve an annual contract for GCG Financial, Inc., of Bannockburn, Illinois for health insurance consulting services at a cost of \$19,300, to be expensed to the FY 08-09 Insurance Fund.

GCG Financial is the Village's current insurance consultant for the health benefits plan. They review benefits and provide recommendations, assist the Village in securing bids for renewal and cost projections for the budget, and insure that the benefit plans operate smoothly.

The Village solicited quotes for this work from eight firms. GCG Financial provided the second lowest quote by \$300 and has a proven track record and familiarity with complexities of the Village's employee coverages.

- K. Motion to approve an engineering services agreement with Walter E. Deuchler Associates, Inc., of Aurora to prepare a master plan for the Village wastewater pumping stations in a not-to-exceed amount of \$45,000 (including a 15-percent contingency), to be expensed to the FY 07-08 Sewer Fund.

This consulting engineering services agreement provides for the review and assessment of the four remaining Village wastewater lift stations: South Park, Orchard Place, Memory Court and Braeside. The stations vary in terms of size, age and condition, with both the South Park and Memory Court stations currently well past their original useful lives. The engineer will inspect and evaluate each station in terms of hydraulic, mechanical, structural and electrical needs. A short- and long-term master plan will be developed identifying potential improvements, upgrades, rehabilitation needs, replacement and/or elimination options. The studies will be performed this year, leading to a defined multi-year capital project and maintenance plan ready for implementation in the next budget year.

- L. Motion to waive Section 3-23 (Peddlers), Section 8-1-11 (Street Obstructions), and Section 8-1-12 (Merchandise on Street) of the Village Code to allow the Glen Ellyn Jaycees to set up and operate their annual Village Fair in the Village's Crescent Boulevard parking lot located west of Main Street from Wednesday, May 14, 2008 and continue through Sunday, May 18, 2008.
- M. Motion to waive several provisions of the Glen Ellyn Zoning Code to allow a temporary outdoor circus event to be held by the Zoppe Family Italian Circus from Thursday, July 17, 2008 through Sunday, July 20, 2008 on the Glen Ellyn Park District Maryknoll Park property located at Route 53 and Pershing.
- N. Motion to approve license agreements to allow tables and chairs in the public right-of-way and to allow for the sale of hot dogs in the public right-of-way.

Since 1995, the Village Board has authorized one or more license agreements for tables and chairs, hot dog sales, and related items to be located on the sidewalk and public right-of-way in the Central Business District. This is a request for various businesses to locate this equipment/furniture on the public sidewalk during the current calendar year.

- O. Motion to approve the recommendation of Village President Hase that Michael Harrington be reappointed to the Police Pension Board for a term ending April 30, 2010.
- P. Motion to waive Section 4-5-9 (Special Event Signs), Section 8-1-11 (Street Obstructions) and Section 8-1-12 (Merchandise on Street) of the Village Code for the 2008 Recycling Extravaganza event scheduled from 8 a.m. to 12 p.m. on Saturday, April 26, 2008.

The Village of Glen Ellyn's Environmental Commission is holding its annual Recycling Extravaganza in the western commuter parking lot located in downtown Glen Ellyn. The Recycling Extravaganza will include the sale of Earth Machine composters as well as the collection of glasses, cell phones, shoes and American flags, among many other items. This action waives the necessary codes and approves the concept of this event.

- 7. Public Hearing to receive comment on a proposed annual budget for the Village of Glen Ellyn in the net amount of \$46.35 million for Fiscal Year 2008/09 beginning May 1, 2008.

Finance Director Batek will present information on the proposed Village Budget for FY 08-09. Village government provides a wide range of services to the community including such things as police and fire protection, street and storm sewer maintenance, refuse removal, a drinking water system, sanitary sewer maintenance and treatment, building plan reviews and permits and recreational activities at the Village Links golf course.

The expenditure budget consists of a series of specific funds which total \$46.35 million. In comparison to last year's FY 07-08 net budget of \$47.17 million, this represents a decrease of \$0.82 million or 1.7 percent.

The Village's General Fund pays most of the day-to-day costs of providing basic Village services. Planned operating expenses total \$13.4 million and represent no increase from the prior year approved budget. A total of \$3 million in available General Fund cash reserves will be transferred to the Village's Capital Improvements Fund to further complete needed street and roadway infrastructure improvements.

A significant portion of the proposed FY 08-09 budget will be applied toward capital improvements associated with the Village's vast network of infrastructure assets including streets, storm sewers, water distribution and sanitary sewage collection systems. Capital improvement projects, including bond repayments for previously completed capital improvements, total \$19.3 million, or 42 percent of the proposed net budget for FY 08-09.

Of the total net budgeted revenues of \$40.1 million, \$5.9 million or 15 percent will come from property taxes. Property taxes paid to the Village in 2007 made up 7.1 percent of the typical Glen Ellyn property owner's total property tax bill.

Proposed full-time Village staff positions next year are increased by a net of 1, for a total of 110, 52 of which are in the Police Department. Since 1992, the number of full-time positions has declined by 14 percent, a total of 18 full-time positions.

Final adoption of the FY 08-09 budget which begins on May 1 is scheduled for Monday, April 28, 2008.

8. Ordinance No. 5668, an Ordinance Approving Variations from the Front Yard Setback and Side Yard Setback Requirements of the Zoning Code to Allow a 3-Foot Expansion of the Front of the Existing House at 389 Grandview Avenue.

Planning and Development Director Staci Hulseberg will present information on this petition by Deborah and Jeffrey Bayless, owners of the property at 389 Grandview Avenue, to allow the construction of a 3-foot expansion on the front of their home that encroaches into the front and side yard setbacks. The property is located on the east side of Grandview Avenue between Hill Avenue and Smith Street. The Zoning Board of Appeals considered these items at a public hearing on March 11, 2008, voting 5-0 to recommend Village Board approval of these variations.

9. Ordinance No. 5669, an Ordinance Approving Variations from the Rear Yard Setback and Side Yard Setback Requirements of the Zoning Code to Allow the Construction of a Single-Story Room Addition for Property at 660 East St. Charles Road.

Planning and Development Director Staci Hulseberg will present information on this petition by Kent Dahlgren, the owner of property at 660 East St. Charles Road, to allow the construction of a new, one-story addition at the rear of the home that encroaches into the required rear and side yard setbacks. The property is located on the north side of St. Charles Road, between Forest Avenue and Lenox Avenue. The Zoning Board of Appeals considered this item at a public hearing on March 11, 2008, voting 5-0 to recommend Village Board approval of these variations.

10. Ordinance No. 5670, an Ordinance Granting Approval of a Special Use Permit to Allow a Residential Structure within 30 Feet of a Floodplain and Zoning Variations for Lot Coverage Ratio and to Allow Construction on a Nonconforming Lot that Does Not Meet All of the Bulk Requirements in the R2 Residential District, All to Accommodate the Construction of an Addition on the Rear of the Existing Single-Family Home at 145 Parkside Avenue.

Planning and Development Director Staci Hulseberg will present information on the request of Michael and Julie Drinane for approval of a special use permit and zoning variations to allow a 364-square foot addition to be constructed on the rear of their existing home which is located on a lot with a nonconforming width and area. The petitioners are requesting approval of a special use permit because the addition would be located within 30 feet of a designated floodplain. The requested zoning variations are to allow a 24.25-percent lot coverage ratio on the property in lieu of the maximum lot coverage ratio of 20 percent permitted. The subject property is located on the east side of Parkside Avenue between Coolidge Avenue and Dawes Avenue in the R2 Residential District. The Plan Commission reviewed the requests at a public hearing on March 13, 2008 and voted 9-0 to recommend approval of the requests subject to conditions.

11. Ordinance No. 5671, an Ordinance Granting Approval of a Special Use Permit to Allow Cabernet and Company to Hold a Semi-Annual Outdoor Promotional Activity in the Parking Lot of 493 Duane Street Known as the Wine Thing.

Planning and Development Director Staci Hulseberg will present information on a request for approval of a special use permit and Liquor Code Amendment to allow Cabernet and Company to hold a semi-annual wine tasting event in the parking lot of 493 Duane Street. The subject property is located on the south side of Duane Street between Main Street and Glenwood Avenue in the C5B Central Business District, Central Service Subdistrict. The Plan Commission reviewed the request at a public hearing on March 13, 2008. By a vote of 9-0, the Plan Commission recommended approval of the requested special use permit with conditions.

12. Ordinance No. 5672, an Ordinance Approving an Intergovernmental Agreement between the Village of Glen Ellyn and Metra for the Repair and Reconstruction of the Brick Retaining Wall at the Glen Ellyn Train Station.

Planning and Development Director Staci Hulseberg will explain this request to enter into an intergovernmental agreement with Metra in order to allow Metra to replace and repair the existing brick retaining wall north of the existing Glen Ellyn train station. Following the repairs, the Village will maintain the wall.

13. Motion to waive competitive bids and enter into a three-year contract with Utility Services Company, Inc., of Perry, Georgia for the initial painting and annual maintenance of the Cottage Avenue Elevated Water Tank for the three-year span 2008-2010, in the total amount of \$205,269, to be expensed to the corresponding fiscal years Water Fund at a yearly cost of \$68,423.

Public Works Director Joe Caracci will present information on the proposed contract with Utility Services for the annual maintenance of the Cottage Avenue Elevated Water Tank. The Cottage Avenue Tank was built in 1992. It is now 16 years old and in need of a new coating of paint. Utility Services Co., Inc. (USCI) is an industry leader in the potable water storage tank industry specializing in the management and maintenance of potable water storage tanks. They offer a full-service maintenance program that allows for the privatization of the tank management and maintenance, allowing the Village to concentrate its limited resources on other Public Works responsibilities. The program also allows for the recoating of the Cottage Avenue Tank immediately with costs spread over the next three years. This figure would fit within our proposed budget and allow the Village to move forward with the recoating before a more extensive repair is required.

14. Public Works Director Joe Caracci will present information on the purchase of 14 replacement vehicles proposed in the FY 08-09 Equipment Services Budget at an approximate cost of \$460,000. The Village is able to participate in joint purchasing opportunities through the State of Illinois Joint Purchasing Agreement and the Suburban Purchasing Cooperative which offers a window of opportunity to order vehicles at reduced pricing based on State low bids, with accelerated delivery times if ordered now in advance of the May 1 fiscal year. All 14 vehicles are available through the State or SPC bid; however, staff was able to secure pricing below State bid on the two proposed Escape vehicles and recommend waiving bidding procedures in those instances. The 14 replaced vehicles will be sold in a DuPage Mayors and Manager Conference vehicle auction held in June and September each year.
 - A. Motion to purchase one 2008 Chevrolet Impala administrative sedan through the State of Illinois Joint Purchasing Program from Bill Jacobs Joliet LLC of Joliet, Illinois, replacing one 2003 Chevrolet Impala at a cost of \$19,934.30, to be expensed to the FY 08-09 Equipment Services Fund;
 - B. Motion to purchase one 2008 Ford Crown Victoria police patrol vehicle, one 2008 Ford F150 Community Service police patrol truck, and two 2008 Ford F450 Dump trucks through the State of Illinois Joint Purchasing Program from Morrow Brothers Ford Inc., of Greenfield, Illinois, replacing a 2003 Ford Crown Victoria, a 2005 Chevrolet Colorado and two 2000 Ford F450's at a cost of \$124,934, to be expensed to the FY 08-09 Equipment Services Fund;
 - C. Motion to purchase two 2008 Ford F350 4x4 pick-up trucks through the State of Illinois Joint Purchasing Program from Bob Ridings, Inc., of Taylorville, Illinois, replacing two 2000 GMC K2500 pick-up trucks at a cost of \$51,848, to be expensed to the FY 08-09 Equipment Services Fund;
 - D. Motion to purchase one 2008 Dodge Grand Caravan Cargo Van through the State of Illinois Joint Purchasing Program from Wright Automotive of Hillsboro, Illinois, replacing one 1998 Jeep Cherokee at a cost of \$17,793, to be expensed to the FY 08-09 Equipment Services Fund;
 - E. Motion to purchase two 2008 Ford F350 dump/plow trucks and one 2008 Ford F350 utility truck through the State of Illinois Joint Purchasing Program from Landmark Ford of Springfield, Illinois, replacing two 2000 GMC K3500 dump/plow trucks and one 1992 Ford 250C tractor at a cost of \$151,944, to be expensed to the FY 08-09 Equipment Services Fund;
 - F. Motion to purchase one 2008 Ford F450 dump/plow truck through the Suburban Purchasing Cooperative from Currie Motors Frankfort of Frankfort, Illinois, replacing one 1999 Ford F450 dump/plow truck at a cost of \$56,868, to be expensed to the FY 08-09 Equipment Services Fund; and

- G. Motion to waive competitive bidding and purchase two 2008 Ford Escape vehicles from Bredemen Ford of Glenview, Illinois replacing one 2000 Ford Taurus and one 2001 Jeep Wrangler at a cost of \$35,430, to be expensed to the FY 08-09 Equipment Services Fund.
15. Duane Street was reconstructed between Forest and Carleton in 2007. As part of the funding for the project, Motor Fuel Tax (MFT) funds were initially authorized in the amount of \$850,000 with the balance of roadway and storm sewer costs to be paid for from the Capital Projects Fund, our primary funding source for street work. As part of an ongoing effort to bolster the capital fund, it is now desired to pay for all eligible Duane Street construction expenses – totaling about \$1,550,000 – using available MFT funds. Two actions are required, the first to make “whole” the MFT fund by transferring \$1,500,000 in General Fund Reserves that more appropriately belong in the MFT account based on audited records, and secondly, approving a supplemental appropriation request to the Illinois Department of Transportation in the amount of \$700,000. The remaining \$800,000 of the MFT transfer is earmarked for use this year to help fund the upcoming Park / GE Place / Prairie project.
- A. Motion to transfer \$1,500,000 from General Fund Reserves to Motor Fuel Tax Fund Reserves to correct a fund imbalance.
- B. Resolution No. 08-08, a resolution approving the supplemental expenditure of Motor Fuel Tax funds for the improvement of Duane Street between Forest and Carleton in the Village of Glen Ellyn under the applicable provisions of the Illinois Highway Code, in the additional amount of \$700,000.
16. Public Works Director Joe Caracci will present information on the 2008 Street Improvements Project, the third of the three projects bid on March 11, 2008. The work features a combination of street reconstruction and resurfacing using hot mix asphalt and concrete roadway patching on nine street segments in the north and central portion of the Village. Underground improvements include water service line replacements; sanitary sewer rehabilitation consisting primarily of lining and service line upgrades; and assorted storm sewer replacements and extensions. A total of about 1.5 miles of roadway will be fully improved in the project. Construction will be underway in May and completed by the end of August 2008.

Contractors were requested to submit two bid proposals, the first was the “Base” contract encompassing the scope of work described above and recommended for approval based on available budget dollars, with the second “Alternate” proposal including complete rehabilitation of the infrastructure on Elm Street between Kenilworth and Western. The two proposals had similar contract items, with the quantities modified in the Alternate to reflect the proposed work on Elm Street. The engineer’s estimates for the base and alternate proposal contracts were \$2,425,000 and \$3,775,000 respectively.

The original base contract proposal received from John Neri Construction Co., Inc. contained an obvious discrepancy in the unit pricing for one item that resulted in the firm initially being listed as the highest base bidder, with in fact, their total base bid exceeding their alternate bid price. Based on input received from the Village Attorney, Neri was requested to clarify their bidding intent. The firm responded in writing stating that the unit price in question as listed in the alternate proposal should have been used in the base proposal, but an inadvertent error was made. With a corrected base bid of \$1,971,000, John Neri Construction became the lowest of five bidders, about \$100,000 less than the second low contractor, R. W. Dunteman Company. Dunteman was advised of the situation, and did not object to the proposed contract award to Neri.

In conjunction with their other 2008 assignments listed previously, Civiltech Engineering, Inc., of Itasca, Illinois is recommended to provide construction oversight services for the project. To provide the requisite construction phase engineering services for the 2008 Street Improvements Project, Civiltech is estimating efforts requiring a fee, including materials testing during construction, of \$179,000.

While major work on Elm Street will be postponed until 2012, there is a provision in the base contract to provide a full maintenance overlay of the roadway to improve and maintain a decent riding surface over the next four years.

- A. Motion to accept a corrected bid and approve award of a construction contract to John Neri Construction Co., Inc. for the 2008 Street Improvements Project (Base Contract), in the amount of \$2,075,000 (including a 5-percent contingency), to be expensed to the FY 08 - 09 Water, Sanitary Sewer and Capital Projects Funds.
 - B. Motion to approve an engineering services agreement with Civiltech Engineering, Inc. for construction engineering services for the 2008 Street Improvements Project (Base Contract), in a not-to-exceed amount of \$160,000 (including a 5-percent contingency), to be expensed to the FY 08 - 09 Water, Sewer and Capital Projects Funds.
17. Consideration of approval of an employment agreement with a new Village Manager.
 18. Reminders:
 - The next Regular Village Board Workshop is scheduled for Monday, April 21, at 7 p.m. in Room 301 of the Glen Ellyn Civic Center.
 - The next Pre-Board Workshop of the Glen Ellyn Village Board is scheduled for Monday, April 28, beginning at 7:30 p.m. in Room 301 of the Glen Ellyn Civic Center.
 - The next Regular Village Board Meeting is scheduled for Monday, April 28, beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
 19. Other Business?
 20. Adjournment