

Draft
8/04/10

Agenda
Glen Ellyn Village Board of Trustees
Monday, August 9, 2010
8:00 p.m. – Galligan Board Room

1. Call to Order
2. Roll Call
3. The Pledge of Allegiance will be led by Dave Perozzi representing the Alliance Against Intoxicated Motorists.
4. Village Recognition:
 - A. July 22 letter from a Kenilworth Avenue resident complimenting Kramer Tree Service for brush and branch collection beyond expectations.
 - B. July 21 email from a resident complimenting and thanking the Village for the beautiful flowers planted in the downtown.
 - C. A local real estate broker contacted the Village to compliment the Cashier's Office staff on their competent approach to conducting Village business.
 - D. The Village Board and Management Team congratulates Public Works Department staff member Steven Tavolacci who recently celebrated 15 years of working for the Village.
 - E. The Village Board accepts the resignation of Alexander R. Cooper as a Student Commissioner on the Historic Preservation Commission and thanks him for his service to the Village.
 - F. The Village Board accepts the resignation of Julia Kinsey as a Student Commissioner on the Environmental Commission and thanks her for her service to the Village.
5. Audience Participation
6. Consent Agenda (Pages 4 – 37)

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

- A. Village Board Meeting Minutes:
 - July 19, 2010 Regular Workshop
 - July 26, 2010 Workshop
 - July 26, 2010 Regular Meeting

- B. Total Expenditures (Payroll and Vouchers) - \$1,157,888.61.

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

- C. Motion to approve the following executive session minutes which are not ready to be released:

April 12, 2010	April 19, 2010	April 26, 2010	May 10, 2010
June 14, 2010	June 21, 2010	June 28, 2010	July 12, 2010

- D. Motion to waive Section 10-4-17.2(B)25 of the Glen Ellyn Zoning Code to authorize a special event with live music where this type of event/use is neither a permitted or special use in the C5B Central Service Sub-District in order to allow Keller Williams Premiere Properties to hold their Oktoberfest event on Friday, October 1, 2010 at 462 Park Boulevard between 7 p.m. and 11 p.m. (*Assistant to the Village Manager Schrader*)
- E. Motion to approve a special use permit to allow the Carson & Barnes Circus to hold a one-ring circus event at Maryknoll Park on August 16 and 17, 2010. (*Planning and Development Director Hulseberg*)
- F. Amendment No. 1 to the engineering services agreement for Lake Ellyn Outlet Channel Rehabilitation. (*Public Works Director Caracci*)
1. Motion to increase the appropriation for engineering services associated with the design of the Lake Ellyn Outlet Channel Rehabilitation Project provided by Burns & McDonnell in the amount of \$6,000, for a revised total appropriation of \$18,500, to be expensed to the FY 10-11 Capital Projects Fund.
 2. Motion to approve Amendment No. 1 to the services agreement with Burns & McConnell for the Lake Ellyn Outlet Channel Rehabilitation Project for additional design engineering expenses in the amount of \$6,000 resulting in a total not-to-exceed fee of \$17,000 for the work.
7. Motion to approve a construction contract with Orange Crush for the 2010 Skip Paving Program in the not-to-exceed amount of \$71,500, to be expensed to the FY 10-11 Capital Projects Fund. (*Trustee Thorsell*) (*Pages 38 – 43*)

Public Works Director Joe Caracci will present information on the Village's Skip Paving Program which is an annual program that focuses on paving areas of the Village roadways that have been troublesome to pothole patch. This large-scale patching is a cost-effective way to reduce the amount of required pothole patching and extend the life of roadways until their time for full-scale resurfacing or reconstruction is due.

8. Reminders:

- The next Regular Village Board Workshop meeting of the Glen Ellyn Village Board is scheduled for Monday, August 16, 2010 beginning at 7 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
- The next Regular Village Board Meeting is scheduled for Monday, August 23, 2010 with a Workshop beginning at 7 p.m. and the Regular Board Meeting beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

9. Other Business?

10. Adjournment

11. Press Conference

A-6A

Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
July 19, 2010

Time of Meeting: 7:00 P.M.

Present: President Pfefferman; Trustees Comerford, Cooper, Hartweg, Ladesic, Thorsell, Henninger; Village Clerk Connors.
Staff present: Village Manager Jones, Schrader, Batek, Hulseberg, Norton, Caracci.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:02 P.M. with a roll call. Trustees Comerford, Cooper, Hartweg, Ladesic, Thorsell, and Henninger responded "Here."

2. Public Comments

None

3. July 26, 2010 Village Board Meeting Agenda Review

6C. Village Manager Jones introduced a recommendation for the creation of a new liquor license, Class C-3. This new class is based on the type of alcohol sold and the gross sales area. It does not allow for consumption on the premises where sold. The annual fee would be \$2,000.

6D. Public Works Director Caracci explained the need to begin to repaint the fire hydrants throughout the Village. This previously was done by seasonal staff, but the reduction of seasonal help requires an attempt to have the work done under contract at this time. \$20,000 was budgeted for this fiscal year. The award was \$18,450. A five year contract allows for approximately 225 hydrants to be painted each year so that all hydrants have been painted at the end of the contract. The hydrants should not have to be painted again for about 8 years. Using a contractor eliminates possible health issues that could arise when using seasonal help.

7. Planning & Development Director Hulseberg reviewed the question of a license agreement to allow the property owners at 196 Brandon (corner of Brandon & Greenfield) to install a 4' picket fence in the right-of-way along Greenfield. The Village

Attorney has prepared a license agreement that would allow the owners to install the fence within the 5' area. The fence must be removed upon the sale, rental, or lease of the property or within 10 years whichever comes sooner. The area must be restored to its original state. The Village Board directed that the wording of the license agreement should be changed to read that the fence must be removed prior to the home being offered for sale, rental or lease.

John Mulherin, 569 Dorset, Glen Ellyn spoke against requiring the fence be removed prior to the home being offered for sale or lease and suggesting the license agreement be recorded.

The owner of 196 Brandon spoke about just wanting to install the fence and will follow the Village Board's direction whatever it might be.

The Village Board agreed that the phrase "offered for sale or lease" will be part of the agreement.

8. President Pfefferman introduced the topic of the resolution to accept a \$200,000 anonymous donation to the Village for the Glen Ellyn Historical Society that will satisfy in full the obligation of the Historical Society regarding 820 N. Main.

John Mulherin, 569 Dorset, Glen Ellyn, is the contact with the donor/s. He indicated that he has had no negative comments on the wording of the resolution. He sent a letter to the Village President and Village Manager about the procedure after the \$200,000 is paid indicating that the money is tax deductible as funds donated to municipalities are. All the money is available at this time.

Bill Peterson, President of the Glen Ellyn Historical Society, informed the Village Board that the Society has an investment portfolio. The Society's advisor has been instructed to begin liquidation of some investments in the amount of \$230,000. The exact date when the money will be available is not yet known.

The completed purchase of the corner at 820 N. Main triggers a donation of landscaping of the property which will enhance the northern gateway to the Village. The last part is \$57,000 in debt that the Village Board would be forgiving if this resolution is approved. Village Manager Jones suggested that the resolution be worded to acknowledge what the Historical Society is contributing and that with the addition of the donor/s \$200,000 all obligation for the purchase of 820 N. Main has been met. In that manner, the exact day of receipt of the \$230,000 from the Historical Society would not be vital. The resolution will be revised by Attorney Mulherin and sent to the Village.

4. 810 N. Main and Glen Ellyn Historical Society (Non-Agenda Items)

President Pfefferman introduced for Village Board's consideration the appointment of a temporary 7 member task force to assist in determining the highest and best use of the property at 810 N. Main. This was a recommendation of the Finance Commission. The property should be complimentary to the History Park, school, businesses and residences in the area. Eric Ford has agreed to chair the task force. Others who would be interested in serving are welcome. It is expected to take about four months or maybe a little longer.

President Pfefferman explained the transfer of all services of the Glen Ellyn Historical Society to the Village. All duties related to landlord activities will be performed by the Village. Jan Langford and other Society members have been performing landlord duties for some rentals. That will now be handled entirely by the Village.

President Pfefferman recalled that the relationship between the Village and the Glen Ellyn Historical Society has changed based on the changes of property ownership and other matters. It appears that a new agreement should be considered that clearly defines development, what is maintenance and operation, and future costs. Jon Batek and representatives of the Historical Society will meet to revise the seven year forecast which was originally done with the Finance Commission, but has changed during the last few months. Following the revised forecast, a proposed new agreement should be ready for Village Board questions.

5. 633 Davis Terrace Rental/Vacation Home

Planning and Development Director Hulseberg announced that the owner of the property at 633 Davis Terrace, William Harty, was not able to be present due to a cancelled plane flight, but would be at the meeting next Monday. He did provide e-mails from users including one from the producer from Columbia College who used the home for a filming. He provided a copy of the lease he uses. Director Hulseberg gave the pros and cons of allowing short term rentals. She contacted 10 other communities concerning short term or vacation rentals. Wheaton was the only response that prohibited them. Glen Ellyn does not now regulate or prohibit any type of vacation rentals, but it can regulate the rentals.

In response to a question, Police Chief Norton indicated that he had no record that he is aware of as to the incidence of crimes or complaints regarding these types of rentals.

Mr. Lifka, 627 Davis Terrace, spoke against allowing short term rentals in single family areas.

Mary Ann McCluskey, 69 Brandon, asked how many short term rentals there are in Glen Ellyn. She was told there were a few and there was a steady change of renters in the summer.

Martin Johnson, 61 Brandon, suggested that some communities allow individuals to rent their homes for big events for a week and the Village should contact those towns about how they handle those situations.

After Village Board discussion and suggestions to changes to Mr. Harty's lease, it was agreed to monitor the situation, but that no action is required at this time.

6. New Downtown Organization Proposal

Planning and Development Director Hulseberg reported that at the Village Board's request, she solicited comments from downtown business and property owners to review the TDAC proposal. Using the EDC's list, 134 e-mails were sent out, 84 responses were received, one of which was from the Chamber of Commerce president. She also prepared a chart listing the Economic Development Corporation, Downtown Glen Ellyn Alliance, Chamber of Commerce and the TDAC recommendations for the new downtown organization. The chart compared the four organization's missions, goals, and responsibilities (including business attraction, marketing and events). The chart will be posted on the Village website.

Ms. Hulseberg detailed the TDAC recommendation for the new organization which dealt only with the downtown and not with the rest of the Village. The recommendation did include marketing, business retention and promotion, and event planning which has been done by the EDC and the Alliance. Retail grants were also administered by the EDC, but it was recommended that the new organization begin to manage this as well.

Neil Dishman, 395 Prospect, the president of the EDC board, spoke regarding the TDAC recommendation. Although the EDC does agree with most of the TDAC recommendations, it does not agree that recruitment of new businesses, business retention, and facilitating redevelopment in the business districts should be the responsibility of the new organization. The EDC is experienced in those three areas and is better able to go forward. The EDC needs the money the Village proposing to provide to the new organization to continue to do the job it has been doing. If the EDC was able to continue to have the responsibilities of recruitment, retention and redevelopment, it can continue to eliminate any image of Glen Ellyn as a poor place to do business and competition among groups. There would be a reduction in over-all cost.

Andrew Vangorp, 89 Newton, asked about Glen Ellyn logos and overlap between all the organizations.

Janet Availa, business owner at 477 N. Main, spoke about the Alliance and how the new organization is modeled on the Alliance. There is some overlap, but there was a lot of interaction with the EDC and the Alliance. Having a staff would not eliminate the spirit of the organization. The board meetings are what generate the enthusiasm. The staff will take the idea and put it in action.

Ms. Hulseberg reviewed six questions which the Village Board discussed in detail. She also explained that the TDAC surveys were the results of contacts with other municipalities and that prompted their recommendations in some cases. She detailed recommendations as to whom should sit on the new organization's board.

7. Hill Avenue Bridge, Lombard Response

A letter was sent to the Village of Lombard outlining nine items of importance to the Village of Glen Ellyn in order for Glen Ellyn to enter into an intergovernmental agreement and contribute \$300,000 toward the rehabilitation of the Hill Avenue Bridge. The Village of Lombard agreed to keep the bridge open while details of the agreements were being discussed. Village Manager Jones summarized the Village of Lombard's response to Glen Ellyn's letter. A question was raised concerning an expansion of the bridge, but the Village of Lombard was not interested in that aspect, but would agree if Glen Ellyn assumed ownership of the bridge and became the lead agency. Another item concerned village boundaries. The Village of Lombard agreed that everything west of the DuPage River could be considered as part of the Glen Ellyn planning district. Several forest preserve parcels had been annexed into Lombard, but if Glen Ellyn wished, they could allow them to be part of Glen Ellyn. The Village of Lombard will allow Glen Ellyn to store salt at one of their facilities if Glen Ellyn pays for the enlargement that Glen Ellyn uses, but Glen Ellyn can use a portion of GWA stormwater plant at no lease cost. Public Works Director Caracci answered questions regarding the Village's salt storage. The intergovernmental agreement will come before the Village Board for formal approval in the future.

Discussion ensued regarding adding sidewalks to the bridge. Public Works Director was called upon to explain the costs involved in owning a bridge. The cost would be about \$20,000 for annual maintenance for the Hill Avenue Bridge. Repair projects would occur and those costs would depend on IDOT and the Federal government regulations at the time. Grants might be available. There are no sidewalks leading to the bridge on either end.

Adam Costello, 165 Exmoor, spoke to the Board to say he does not want the expansion of the bridge to be a determining factor in negotiations with Lombard.

The Village Board agreed that they are willing to pursue the sidewalk issue, but Glen Ellyn has no interest in owning the bridge.

Planning and Development Director Staci Hulseberg was asked to review items discussed regarding the planning district for the next Village Board Workshop.

Trustee Henninger left the meeting at 10:15 p.m.

8. Manor Woods Short – and Long- Term Plan

President Pfefferman recalled that neighbors have contacted the Village regarding reopening the pathway in the area owned by the Village referred to as Manor Woods. Public Works Director Caracci explained that a wetlands remediation project has been undertaken. The area was cleaned up years ago and a walking path was installed. Scout groups had maintained it for a while, but over time it has fallen into disrepair causing the Village to be forced to install No Trespassing signs due to hazards from broken overhead branches and other ground problems. The wetlands management plan is still on-going. In June Director Caracci was trying to qualify under an OSLAD grant, but it may not be high on the list because it is a small project. OSLAD grants are 50/50 grants. A tree climbing specialist would be needed to prune and remove trees because staff is not experienced in working with trees so close together. The area is basically an old peat bog. To partially clear the area to make it safe for volunteers to help clean up would cost \$15,000-\$20,000 which is not budgeted this fiscal year. The Park District is not involved. The Public Works Department cannot identify any available funds in their budget at this time. He would like to set aside \$25,000 for the FY2011/12 budget for this work. The Park District is not interested in ownership of this property at this time.

Martin Johnson, 61 Brandon, asked the Village Board to drive by to look at the property and the bad condition. He asked if small children can get into the storm system through the drainage area as his children did years ago.

Andrew Vangorp, 89 Newton, asked about the exposed pipe on the property, about the drain tiles and about draining part of the area.

Mr. Fry, 349 Fairview, spoke about how the property needs to be returned to the residents instead of taken away with no trespass signs.

Dan Smith, 97 Newton, wants the paths restored and returned to the community and suggested that the Village be pro-active.

Barbara Johnson, 61 Brandon, detailed Glen Ellyn beautification projects the Village undertook in past years while Manor Woods has been ignored.

The Village Board asked Finance Director Batek about the state of the Village budget and how things are going. He responded that income taxes have declined about 17% and the Village has lost about \$100,000 in two month's time. The Village is watching that trend in the current year's budget. If the trend does not reverse, some cut-backs may be necessary for this fiscal year.

The Village Board agreed that they would authorize up to \$2,500 to begin to clean up the problems in the area. Director Caracci will further investigate the cost to clear deadwood from the area by dividing it into four or five sections, showing the cost for each section.

President Pfefferman suggested that Director Caracci also contact Morton Arboretum and the Forest Preserve District.

9. Other Items?

President Pfefferman announced that Phil Suess will be the new District 4 commissioner to the DuPage Water Commission. He will start in August 2010.

10. Adjournment

At 11:20p.m. Trustee Cooper moved and Trustee Comerford seconded a motion to adjourn. All voted "Aye." Meeting adjourned.

Submitted by:

Suzanne R. Connors,
Village Clerk

Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
July 26, 2010

Time of Meeting: 7:00 P.M.

Present: President Pfefferman; Trustees Comerford, Ladesic, Cooper, Thorsell, Hartweg, Henninger; Village Clerk Connors.
Staff present: Village Manager Jones, Schrader, Caracci, Norton, Batek, Stegall, Kvpil.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:00 P.M. with a roll call. Trustees Thorsell, Hartweg, Comerford, Cooper, Ladesic, and Henninger responded "Here."

2. Leaf Collection Program

Public Works Director Caracci presented background and issues connected with the current and proposed fall leaf collection programs. Three options were presented including the current pay-as-you-go sticker program. A survey was conducted between July 13 and July 17 using the Village's website. Of the Village's 27,000 residents, 164 responded and 43.9% were in favor of placing leaves on the parkway for pick up between October 1 and November 30 for a monthly year-round fee.

The Public Works Department recommended the current program since it was the most equitable, keeps the streets clean and safe, and promotes composting and mulching. Having leaves in/near the street creates labor-intensive work to keep catch basins clear.

Pat Page, 206 Hill, spoke in favor of the current system even with the size of their yard.

Adam Kreuzer, 351 Marion, spoke in favor of mulching which he thought the current system encouraged.

After Village Board questions and discussion, the majority of the Trustees were in favor of retaining the current system, but some would like to investigate other options for the long term.

President Pfefferman thanked the respondents of the survey.

Trustees agreed that leaf collection this year will stay the same, but information about how to manage leaves should be included in the Village Newsletter and on E-Blast.

3. Lombard Planning Boundary Discussion

Village Manager Jones provided the details of the Village of Glen Ellyn's discussion with the Village of Lombard concerning boundaries and planning areas. The Planning and Development looked at parcels as previously directed by the Village Board, doing a parcel-by-parcel analysis. The question remaining is whether the Village Board wants staff to make a new boundary agreement part of the intergovernmental agreement regarding the Hill Avenue Bridge.

President Pfefferman explained some of the items that had been agreed upon between the two municipalities including Joe Caracci as a member of the engineering team and the boundaries as presented by Village Manager Jones. The Village Board agreed that the Village should proceed with the intergovernmental agreement as presented.

Village Manager Steve Jones and the Planning Department were thanked for the excellent job preparing the information in such a very short time.

4. Other Items?

None

5. Adjournment

At 7:54 p.m., the Village Board adjourned to the Regular Village Board meeting to begin at 8:00 p.m. in the Galligan Board Room.

Submitted by:

Suzanne R. Connors,
Village Clerk

**Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
July 26, 2010**

Call to Order

Village President Pfefferman called the meeting to order at 8:01 p.m.

Roll Call

Upon roll call by Village Clerk Connors, Village President Pfefferman and Trustees Comerford, Cooper, Hartweg, Henninger, Ladesic and Thorsell answered, "Present."

Pledge of Allegiance

The Pledge of Allegiance was led by Ginger Wheeler and three other members of the League of Women Voters. Following the Pledge of Allegiance, Ms. Wheeler introduced the other members and gave a brief history and mission of the organization.

Village Recognition

- a. Letter of thanks from the transit agencies and the Transportation Security Administration to Police Chief Norton and the Police Department for participating in their recent security surge event.
- b. Email message from a resident forwarding her thanks to Police Officer Manny Berger for his assistance with an incident at her home.
- c. Letter from Mary Defiglia, Assistant Superintendent of Recreation at the Glen Ellyn Park District, thanking Police Officer Janet Terranova for providing support for this year's annual Cardboard Boat Regatta.
- d. Letter from Wheaton Chief of Police Mark Field to Police Chief Norton expressing his appreciation for Glen Ellyn's assistance and expeditious response to a recent incident.
- e. Letter from the Milton Township S.A.L.T. (Seniors and Law Enforcement Together) Council thanking Chief Norton for meeting with them and providing information on community policing.
- f. Note of thanks to Chief Norton from residents expressing their appreciation for the Coffee with the Cops program.

- g. The Village Board accepted the resignation of M. Rae Keasler from the Architectural Review Commission and thanked her for her service to the Village.

Audience Participation

Police Chief Norton introduced the three new police officers who had completed their probation. The new recruits spent 12 weeks at the Police Training Institute at the University of Illinois in Champaign/Urbana. Upon graduation, officers worked alongside experienced Field Training Officers for 14 weeks, and then, for a year on their own under the supervision of patrol Sergeants. Officers Wilkens, Scholpp and Flores have now successfully completed their probationary period. Village Clerk Connors then administered the **Oath of Office to Police Officers** Ryan Wilkens, Mallory Scholpp and Joseph Flores.

Public Works Director Joe Caracci provided an **update of the storm event** of Friday, July 23. The storm brought 7.1” of rain over a 12 hour period according to the National Weather Service and 6.86” over a 12 hour period was reported from the Village Links which has its own weather station. There was quite a bit of street flooding; Lake Ellyn did crest its northern dam for the 2nd time in two years; there were about 65 basement flooding or sewer back up calls over the past few days. About 3 hours after the rain stopped, water began to recede and on the whole, the system performed the way it was supposed to. As more of the Village’ infrastructure is worked on, there will be fewer problems. If anyone has any problems, they should call Public Works at 630/469-6756.

Trustee Hartweg spoke regarding the fact that the **Philip Rock Center** will probably close for lack of State funds. It has already been rescued twice. They are operated by the Illinois State Board of Education. It is the only public facility that offers education for both deaf and blind children. He explained that it is a residential school that offers education for 14 students that has had as many as 26, which is its capacity. They have 400 students as part of their state-wide intervention program and are in need of money to help them stay open. He encourages everyone who is able to contribute to do so.

Consent Agenda

Village Manager Jones presented the Consent Agenda; Village President Pfefferman called for questions and/or discussion on the items on the Consent Agenda. The Workshop Meeting minutes of July 19, 2010 were removed from the agenda to be considered at a future meeting. The July 12 Regular Meeting minutes should be amended to show that Trustee Cooper did not abstain, but voted “aye” on item #A-4.

Trustee Hartweg moved and Trustee Thorsell seconded the motion that the following items included on the Consent Agenda be approved:

- a. **Minutes** of the following Village Board Meetings:

Workshop Meetings

June 28, 2010

July 12, 2010

Regular Meetings

June 28, 2010

July 12, 2010 as amended

- b. **Total Expenditures** (Payroll and Vouchers) - \$1,683,246.22.
The vouchers were reviewed by Trustee Hartweg prior to the meeting.
- c. **Ordinance No. 5880-VC**, an Ordinance to Amend **Liquor Control Code** Chapter 19 of Title 3, Section 11 (Classification of Licenses) of the Village Code of Glen Ellyn, Illinois by Creating a Class C-3 Liquor License Classification and to Amend Chapter 19 of Title 3, Section 3-19-11, Section 3-19-12 and Section 3-19-13.
- d. Award of a contract to Giant Maintenance and Restoration, Inc., of Mundelein, Illinois in the not-to-exceed amount of \$20,000 (including an 8-percent contingency), for the **2010 Fire Hydrant Painting Contract**, to be expensed to the FY11 Water Fund.
- e. Award of a contract to North American Salt Company of Overland Park, Kansas for the purchase of **bulk rock salt** for snow and ice control at a unit cost of \$76.48 per ton, to be expensed to the FY11 Motor Fuel Tax Fund.

Upon roll call on the Consent Agenda, Trustees Hartweg, Thorsell, Comerford, Cooper, Henninger and Ladesic voted "Aye". Motion carried.

196 Brandon Avenue – Approve License Agreement

Trustee Comerford moved and Trustee Ladesic seconded the motion to approve a license agreement to allow the construction of a four-foot tall wood picket fence at 196 Brandon Avenue that would encroach five feet into the public right-of-way along Greenfield Avenue.

Building and Zoning Official Joe Kvapil presented information on a request from Jennifer and Joseph Iarrobino, property owners of 196 Brandon Avenue, for a license agreement to allow the construction of a four-foot tall wood picket fence that would encroach five feet into the public right-of-way along Greenfield and Brandon Avenues. The approval of the license agreement would allow the construction of the requested fence in the right-of-way.

Upon roll call, Trustees Comerford, Ladesic, Hartweg, Henninger and Thorsell voted "Aye." Trustee Cooper voted "Nay." Motion carried.

Resolution No. 10-14 – 820 North Main Street – Accept Anonymous Donation

Trustee Cooper moved and Trustee Hartweg seconded the motion that Resolution No. 10-14 be passed, a Resolution to Accept and Apply an Anonymous Donation of Two Hundred Thousand Dollars to the Village of Glen Ellyn.

An anonymous donor made an extraordinary contribution to the Village on the condition that the donated funds be applied to the current outstanding obligation of the Glen Ellyn Historical Society incurred by it in conjunction with its acquisition of the 820 N. Main Street property. The application of this donation will satisfy, in full, the outstanding obligation of the Historical Society with regards to this property.

Bill Peterson, President of the Glen Ellyn Historical Society, addressed the Village Board to say that the Historical Society expected to have the agreed upon fund available by Tuesday, July 27.

Upon roll call, Trustees Cooper, Hartweg, Comerford, Henninger, Ladesic and Thorsell voted "Aye." Motion carried.

Police Department – In-Car Video System

Trustee Hartweg moved and Trustee Henninger seconded the motion to approve the purchase of in-car video systems in the amount of \$55,541 from the AMR Digital Corporation for use in marked police vehicles.

Police Chief Philip Norton presented information on the recommended purchase of in-car video systems from AMR Digital Corporation. These systems would replace old technology that is frequently breaking down with a more effective and efficient system. This equipment purchase would be funded mostly with a grant from the Illinois Criminal Justice Information Authority, with the remaining amount expensed from drug forfeiture funds.

Upon roll call, Trustees Hartweg, Henninger, Comerford, Cooper, Ladesic and Thorsell voted "Aye." Motion carried.

Reminder

- The next Regular Village Board Meeting is scheduled for Monday, August 9, 2010 with a Workshop beginning at 7 p.m. and the Regular Board Meeting beginning at 8 p.m., in the Galligan Board Room of the Glen Ellyn Civic Center.

Other Business

None

Adjournment

At 9:48 p.m., Trustee Henninger moved and Trustee Cooper seconded the motion to adjourn to executive session in Room 301 to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, and the review and approval of closed session minutes without returning to open session. Upon roll call, Trustees Henninger, Cooper, Comerford, Hartweg, Ladesic and Thorsell voted "Aye." Motion carried.

Respectfully Submitted,

Suzanne R. Connors
Village Clerk

DRAFT

A-60



August 10, 2010

Sheila Hanssen
Keller Williams Premiere Properties
462 Park Blvd, Ste 100
Glen Ellyn, IL 60137

RE: Keller Williams – Oktoberfest

Dear Ms. Hanssen:

This letter is to confirm action taken at the Village Board Meeting on Monday, August 9, 2010 regarding the Oktoberfest event scheduled to occur at Keller Williams Premiere Properties, 462 Park Boulevard, Suite 100, on Friday, October 1, 2010 as described in Keller Williams' email of July 15, 2010. The Village Board approved your requests and temporarily waived section 10-4-17.2(B)25 of the Zoning Code to authorize a special event with live music where this type of event/use is neither a permitted or special use in the C5B Central Service Sub-District. The Village Board further approved the requests of Keller Williams as listed below:

1. Approval for the event to begin on Friday, October 1, 2010 at 7:00 p.m. and continue until 11:00 p.m. that evening. Live music will only be permitted until 10:00 p.m. on October 1, 2010.
2. The use of tents will be allowed under the following conditions: they are a minimum of 10 feet from any building, have protective covers on tent anchors, have no cooking equipment within them, comply with all applicable building regulations and are inspected by the Planning and Development Department Building Inspector prior to the event. Please contact the Planning and Development Department at 630-547-5250 to arrange for an inspection prior to the event. The cost for the inspection will be \$50.
3. Keller Williams is reminded that if balloons are utilized to direct guests to the party, it must be in accordance with Section 4-5-8(B) of the Sign Code.
4. Keller Williams is also reminded that if the live music is too loud and disruptive, the Police Department will take appropriate action.

Copies of your letter, together with this reply, are being furnished to appropriate staff members so that necessary arrangements can be made to carry out the requests of your organization. If you have any questions, please contact the appropriate Village personnel.

Keller Williams Oktoberfest
August 10, 2010

Sincerely,

Steve Jones
Village Manager

cc: Staci Hulseberg, Planning and Development Director
Phil Norton, Police Chief
Dave Buckley, Assistant Public Works Director
Danamarie Izzo, Assistant to the Village Manager – HR
Patti Underhill, Administrative Services Coordinator

X:\Admin\LETTERS\2010KellerWilliamsOktoberfest

July 15, 2010

RE: Keller Williams Oktoberfest

Hi Kristen, I hope things are well. We talked earlier this week about our upcoming Oktoberfest celebration at Keller Williams Premiere Properties (KW). A description of the event follows and is scheduled for Friday, Oct 1, 2010. Please direct me in obtaining a permit for live music and anything else, we need to be aware of. This will be our 2nd annual party and guests consist of clients and business associates. The party is sponsored by KW agents and real estate related vendors (attorneys, mortgage officer, inspectors, etc.). Last year's Oktoberfest brought in about 200+ guests and they are by invitation only. We are located at 462 Park Blvd., Suite 100, in Glen Ellyn. The event will be held in the evening hours, starting at about 7pm and go until about 10-11pm, with live music going until 10p. Food is served buffet style and consists of dinner and desserts in an elegant setting under tents with cloth covered tables and candle light, in our south parking lot and inside our place of business. Please advise on the permit, etc. Thanks so much for your consideration.

Thanks,

Sheila Hansson

**Keller Williams Premiere Properties
462 Park Blvd, Ste 100
Glen Ellyn, IL 60137
630-688-9175 cell
630-545-9860 office
630-206-0908 fax**

A-6E

MEMORANDUM

TO: Steve Jones, Village Manager

FROM: Staci Hulseberg, Planning and Development Director
Joe Kvpil, Building and Zoning Official 

DATE: August 2, 2010

SUBJECT: Carson & Barnes Circus sponsored by the Glen Ellyn Park District

On July 16, 2010, the Glen Ellyn Park District advised us that they would like to sponsor the Carson & Barnes Circus at Maryknoll Park on August 16th and 17th. The Glen Ellyn Zoning Code lists promotional activities and tents as a Special Use in this CR- Conservation/Recreation District and any tent for a non-residential use requires Village Board approval. We received the attached information on the proposed facilities, tent and activities for review and approval. Also attached is the 2010 season program highlights from the Carson & Barnes website.

Circus History

In June 2000, the B.R. Ryall YMCA requested approval of a circus under a tent on their property. The Village Board granted approval and waived the code requirements regarding this circus event. In May 2001, the B.R. Ryall YMCA again requested approval of a circus under a tent on their property. The Village Board approved an Ordinance granting a special use permit for this circus event including permission to hold this event as a fundraiser for a two-day period up to twice a year.

The Glen Ellyn Park District hosted the Carson & Barnes Circus at Maryknoll Park in July 2005. The main event tent was slightly larger and capacity was slightly greater in 2005 than the proposed tent but the activities and animals appear to be identical to those at the 2005 circus. At a Village Board Meeting in June 2005, the Village Board waived the Zoning Code requirement for a special use permit subject to compliance with Village building and fire codes, a safety inspection and general liability insurance in the minimum amount of \$1,000,000 naming the Village of Glen Ellyn as additional insured. In July 2005, Village President Vicky Hase receive a letter from the People for the Ethical Treatment of Animals (PETA) requesting that circus animal acts be prohibited considering the past violations of various animal related regulations by the Carson & Barnes Circus. On their website, the Carson & Barnes Circus denies any claims of animal cruelty and describes their animal care and training methods.

Request

The process required to approve a Special Use Permit includes the submittal and review of an application, publication of a public notice, a public hearing before the Plan Commission and recommendations to the Village Board. This process cannot be completed within the available time frame.

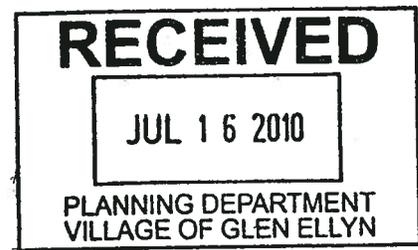
Village Board Action

It is requested that the Village Board approve a motion to waive the required Special Use Permit subject to the conditions that the activities and structures comply with Village Code regulations, Special Event Tent Structure Requirements and a safety inspection, and the submittal of a certificate of general liability insurance in a minimum amount of \$2,000,000 naming the Village of Glen Ellyn as additional insured.

CC: Staci Hulseberg, Director of Planning & Development
Michele Stegall, Village Planner
Phil Norton, Police Chief
Joe Carracci, Public Works Director
Scott Raffensparger, Fire Chief
Cory Atwell, Executive Director, Glen Ellyn Park District

Attachments: Glen Ellyn Park District Letter dated 6/14/10
Emergency phone numbers
Maryknoll Park site plan
Circus area site plan
Tent layout plan
Ad Hoc Rental Agreement
Special Event Tent Structure Requirements
2010 Program Highlights

X:\Plandev\BUILDING\JOEK\MEMOS\GEPD Circus 2010.doc



June 14, 2010

Mr. Joe Kvaipal
Building & Zoning Officials
Village of Glen Ellyn
543 Duane Street
Glen Ellyn, Illinois 60137

Dear Mr. Kvaipal,

The Glen Ellyn Park District is planning on leasing space at Maryknoll Park, to the Carson & Barnes Circus on August 16th & 17th. There will be four shows. Monday's performances are at 5pm and 8pm and have been blocked off for a private group. Tuesday's performances will be open to the public and will be at 4:30 and 7:30 pm. The following is for your review:

- On site names and contact phone numbers, for the Carson & Barnes and the Glen Ellyn Park District staff.
- Certificate of Insurance naming the Glen Ellyn Park District as additionally insured.
- Contract with Carson & Barnes Circus.
- Copy of the inspection requirements

Please call me if additional information is required.

Sincerely,

Mary Defiglia

Assistant Superintendent of Recreation

CC: Staci Hulseberg, Planning and Development Director

EMERGENCY PHONE NUMBERS

On Site Contacts from Carson & Barnes

On Site Operations Manager	Geary Byrd	580-743-1958
Office Manager	Kristin Parra	918-605-1360
24 Hour Service Man	Joe	580-209-2931
Road Office		580-743-0799

On Site Contacts for the Glen Ellyn Park District

Assistant Superintendent	Mary Defiglia	630-341-9441
Parks Foreman	James Warnstedt	630-947-9135

POND /
BRIDGE

SEVENTH ROAD

BOCCE

HORSESHOES

PLAYGROUND

SHELTER /
WASHROOMS

PLAYGROUND

MINIATURE
GOLF
COURSE

CLUB HOUSE
/CONCESSIONS

PLATFORM
TENNIS

SPLASH PAD

OPEN PLAY

SAFETY
VILLAGE

DETENTION

FOREST
PRESERVE
PROPERTY

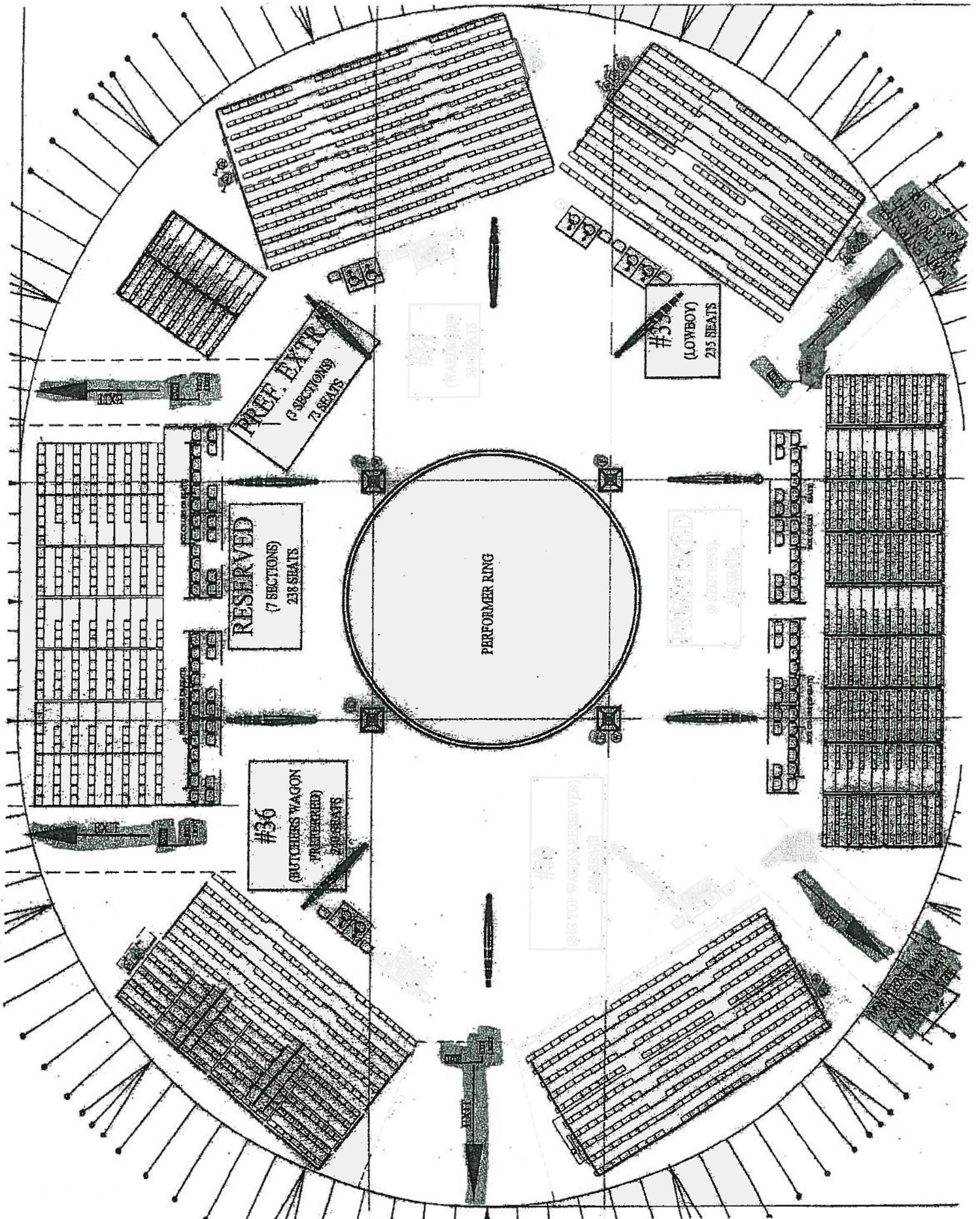
Circus

Maryknoll Park

845 Pershing Road
Glen Ellyn Park District



Scale: ± 1" = 175'



PERFORMER RING

RESERVED
(7 SECTIONS)
238 SEATS

PRER. EXTR
(3 SECTIONS)
7 SEATS

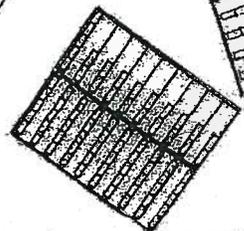
#35
(LOWBOY)
235 SEATS

#36
(BUTCHERS WAGON)
238 SEATS

BIG TOP WAGON

STAGE

EXIT





General Office
PO Box J.
Hugo, OK 74743
Phone: 580/326-2233
Fax: 580/326-7466
carsonbarnes@sbcglobal.net

Booking Office
Phone: 831-582-2300
awilkins2@candbcircus.com

Visit us at: <http://www.candbcircus.com>

AD HOC RENTAL AGREEMENT

This agreement between Glen Ellyn Park District in Glen Ellyn, IL hereinafter "Lessor" and Carson & Barnes Circus Incorporated, P.O. Box J, Hugo, Oklahoma 74743, hereinafter "Lessee"; henceforth, is a legal instrument once signed and executed by authorized person(s) from both parties granting permission and authorization for "Lessee" to use suitable space on a parcel of land at _____ hereinafter "Site", with the physical address of _____ for the purpose of exhibiting and/or performing a big top Circus. The following terms, conditions and covenants are:

"Lessor" will provide suitable space to facilitate "Lessee" and its operation on Monday and Tuesday, August 16-17, 2010. Circus will arrive early morning hours on showday and vacate site early morning hours following the last showday.

"Lessor" promulgates a rental fee of \$ 8000.00

Rental fee may be paid (check one, below):

* ___ in cash at set-up

* ___ prior to circus day by company check ___ days in advance.

In the event of an Act of God, (tornadoes, hurricanes, thunderstorms, etc.) prohibits the "Lessee" from entering designated venue to perform circus related exhibits and functions, the lease payment will be refunded in full to "Lessee".

"Lessor" will be held harmless by "Lessee" from incidents of any nature with respect to any related circus operation during the aforementioned times and will be included as additional insured secured by a certificate of liability insurance of one million dollar (\$1,000,000) per incident policy. Glen Ellyn Park District and its employees will be listed as certificate insurance holder. _____ should be listed as additional insured.

"Lessee" will be held harmless from any collateral property damage caused by Acts of God, albeit, but not limited to, tornadoes, hurricanes, thunderstorms, and "Lessee" vehicles entering, moving about and/or vacating premises.

“Lessee” needs 1000 gallons of potable water per day, preferable provided at the site via hydrant, overhead fill or 2 inch line. (Please circle one).

“Lessee” will be responsible for clean up of “site” used. We require a 30-yard roll-off dumpster, or equivalent (to dispose of 8 yards of bagged trash and 12 yards of manure, per day. Park District will order dumpster and charge circus an additional \$300.

This Agreement is signed, executed and witnessed this ____ day of _____, 200_.

CARSON & BARNES CIRCUS INCORPORATED

By: _____
Carson & Barnes Circus Date

By: _____
Lessor Date

Complete all 3 pages and mail original signed contract to:

**Carson & Barnes Circus
c/o Alfrieda Wilkins
1408 Simpson Ct.
Marina, CA 93933**

A complete contact will be returned to the Main Contact (attached sheet.)

Circus Contact Information: Booking Office, 831.582.4375
General Office, 580.326.2233, fax 580.326.7466
email: carsonbarnes@sbcglobal.net

AD HOC Contact Information: OFFICIAL NAME (to be used in advertising, etc)

LOT LOCATION:

Address (Street, City, State, Zip):

MAIN CONTACT: Contact me at: Home Work Both (circle one)

Name and address:

Work Telephone: ()

Home Telephone: ()

Email:

SECONDARY CONTACT: Contact me at: Home Work Both (please circle one)

Work Telephone: ()

Home Telephone: ()

Email:

Village of Glen Ellyn Special Event Tent Structure Requirements

The following requirements are general building and code provisions that apply to most tent structures and special events. They are not intended to be a complete list of all requirements and the permit applicant and property owner is responsible for meeting all other applicable regulations or additional requirements determined upon plan review or inspection of the facilities.

1. A written request and adequate activity and facility information must be submitted to the Planning & Development Department and approval must be granted by the Village Board.
2. A building permit application must be submitted and a permit issued prior to starting any tent installation or electrical work on the property.
3. Provide a certificate of liability insurance in the minimum amount of \$1,000,000 naming the Village of Glen Ellyn as additional insured.
4. Provide a copy of the DuPage County food service permit if food or beverage is served or sold.
5. Provide approval from the Glen Ellyn Liquor Commission if alcohol is served or sold.
6. Provide approval from the Director of Public Works if any activity or use extends onto the sidewalk, parkway or public property or for the use of a fire hydrant.
7. Provide approval from the Chief of Police if any public roads are to be blocked or restricted and for any parade/exhibition of live animals.
8. Provide the names and cell phone numbers of persons with responsibility for the management and control of the event and persons to be notified in an emergency.
9. Provide a site plan drawn to scale describing and indicating the location of the following:
 - a. Vehicle ingress and egress locations from the road to the site.
 - b. Public and employee/truck/trailer parking.
 - c. All tent structures and all activity areas.
 - d. Security fencing around special activities, equipment, rides, animal enclosures, etc.
 - e. Cooking areas, equipment and LP gas tanks.
 - f. All signs advertising the event and controlling vehicle traffic.
 - g. Public toilet facilities (1 per 50 persons) with hand washing or sanitizing provisions.
 - h. Free public drinking water stations (1 for each 500 persons).
 - i. Emergency first aid station.
10. Provide a layout plan drawn to scale of all tents exceeding 400 square feet describing and locating the following:
 - a. Seating and bleachers and the maximum seating and standing room capacity.
 - b. Entrances and exits from the tent and any doors or curtains.
 - c. Emergency exit signs, emergency light fixtures and emergency power generating equipment.
 - d. Fire extinguishers and no smoking signs.
11. Provide a certificate of flame resistance for all tent fabric materials confirming compliance with NFPA Standard 701.
12. Provide fire access roads a minimum of 20 feet wide extending to within 150 feet of any point within all tents, cooking areas or other locations as determined by the building official.
13. Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles or internal combustion engines.
14. Flammable and combustible liquids and equipment shall not be used within a tent and must be stored a minimum of 50 feet from a tent.
15. A fire protection water supply shall be provided to the site from public fire hydrants or portable tanks and equipment as required by the fire or building official.
16. The permit applicant is responsible for contacting the Planning & Development Department and requesting an inspection of the facility prior to any public use or occupancy of the facility.



PROGRAM

Welcome to the 2010 Season of Carson & Barnes Circus
Bringing Over 70 Years of Circus Tradition to a New Height in Quality Family Entertainment

- ★ HOME
- ★ PROGRAM
- ★ PHOTOS
- ★ TICKETS
- ★ HOSTS
- ★ KIDSPAGE
- ★ ONLINESTORE
- ★ FAQs
- ★ CONTACT

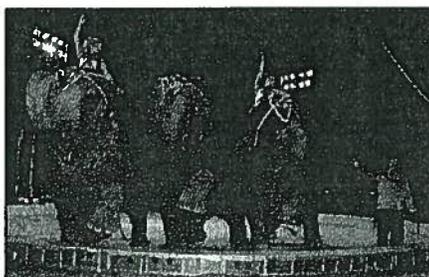
The performers are artists from around the world, including the United States, Mexico, Peru, Chile, Argentina, Russia and Italy. Acts consist of aerial trapeze, high wire, motorcycle acrobatic teams, jugglers and clowns, along with performing elephants, camels, dogs and horses.



Special for 2010 is our award winning clown and world-reunowned "King of Comedy" Alex, who will entertain you with hilarious high bounding feats on the trampoline.

Other show highlights include:

- Our Grand Spectacular Patriotic Parade, which features a "Salute to America" displaying beautiful hand made costumes and animal blankets concluding with an aerial extravaganza, featuring silk artistry of the De Paula Duo
- Daredevils of the Double Wheels of Destiny with astounding feats of balance and agility, blindfolded! -- the Fernandez family
- A Dazzling Display of Championship Hula Hoop Manipulation – Miss Francesca
- Dallas's Doggies -- A variety of precocious puppies that will steal your heart away
- The Master Of Body Manipulation - Kevin Barnal Rios from Colombia
- Incredible Young Men and Women on the Trapeze - The Flying Cavallini Family, featuring the triple somersault
- The Masters of the Silver Cycles – Unique Unicycle Exhibition, Jonathon and Jasmine Olivero
- Millers Majestic Prancing Ponies - always a hit with children of all ages
- Direct from Circus Circus in Las Vegas, Nevada – the juggling expertise of The Rinny Family
- The stars of our show - Our Magnificent Performing Pachyderms!



Copyright © Carson & Barnes Circus

A-6F



To: Steve Jones, Village Manager
From: Joe Caracci, Public Works Director
Date: August 3, 2010
Re: Lake Ellyn Open Channel – Design Amendment

Background

The Village approved a contract with Burns & McDonnell in September 2009 to perform design engineering on the streambank stabilization of the open channel outfall from Lake Ellyn located just east of Riford Road. The project has qualified for Water Quality Improvement Funds through DuPage County and is anticipated for a fall 2010 construction. An engineering agreement was approved for \$11,000 with funding of \$12,500.

Issues

As the design proceeded, supplementary permitting and easement document requirements not included in the original scope were identified and the consultant needs additional funds work in the amount of \$6,000 to complete the project.

Action Requested

Two motions are required to continue the work toward completion:

- a. Motion to increase the appropriation for engineering services associated with the design of the Lake Ellyn Outlet Channel Rehabilitation Project provided by Burns & McDonnell in the amount of \$6,000, for a revised total appropriation of \$18,500 to be expensed to the FY 10 - 11 Capital Project Fund.
- b. Motion to approve Amendment No. 1 to the services agreement with Burns & McDonnell for the Lake Ellyn Outlet Channel Rehabilitation Project for additional design engineering expenses in the amount of \$6,000 resulting in a total not-to-exceed fee of \$17,000 for the work.

Recommendation

I recommend approval of the contract.

Attachments

- Memorandum dated August 2, 2010 (with attachments) authored by Professional Engineer Bob Minix

Interoffice Memorandum

to: Joe Caracci, Public Works Director

from: Robert J. Minix, Professional Engineer 

subject: Lake Ellyn Outlet Channel near Riford Road
Request for Approval of Amendment No. 1 to the Engineering Services Agreement
with Burns & McDonnell

date: August 2, 2010

In September 2009, the Village Board approved an engineering services contract with Burns & McDonnell for the design of renovations to the channel conveying Village stormwater (principally the outflow from Lake Ellyn) into Perry's Pond (see attached area map). The entire 200 ft. long channel will be rehabilitated using a naturalized approach consisting of erosion control blanket, rock rolls, coir fiber rolls and suitable plantings. The scope of work included in the original proposal included various design tasks, bid specification preparation, cost estimate, DuPage County stormwater permit application and development of easement documents. The estimated effort consisted of 73 personnel hours at a proposed lump sum cost of \$11,000. A total of \$12,500 in Capital Project Funds was allotted to the project at the time of approval last year.

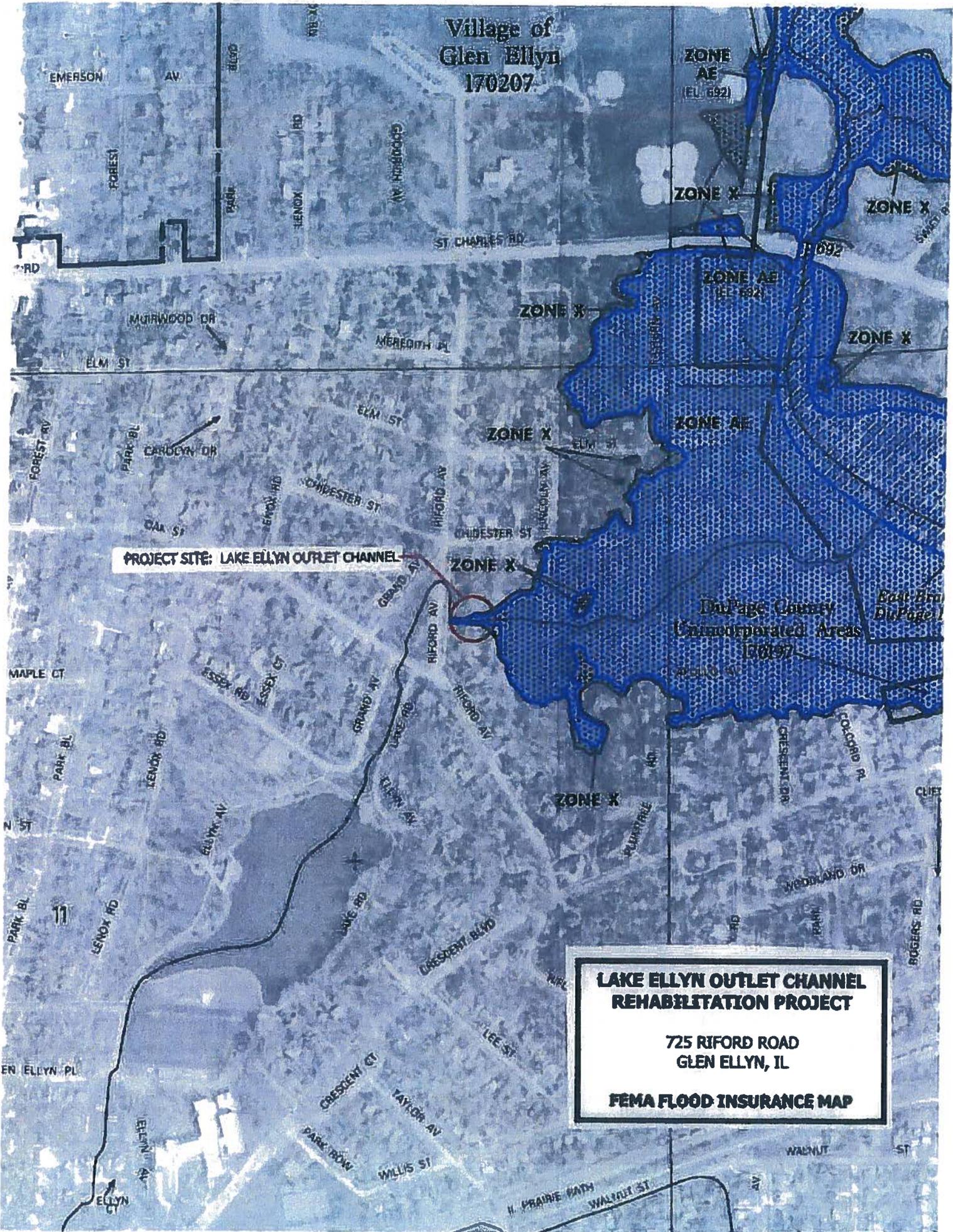
As the project proceeded, various issues arose that have required additional effort on the part of the consultant. A letter dated June 15, 2010 from Burns and McDonnell details the extra work already performed or still needed to complete the design and permitting requirements for the project. Extra effort includes the preparation of additional plats of easement and completion of applications to the US Army Corps of Engineers and Kane DuPage Soil and Water Conservation District including payment of the necessary application fee to the Conservation District. The total additional effort amounts to \$6,000. The total value of the Burns & McDonnell agreement would be raised to \$17,000.

Approval of an additional \$6,000 in funding is requested from the Village Board, with the new total amount of funding adjusted to \$18,500. The added funds should be taken from the Capital Projects Fund, Account No. 40000-580100-00505.

Project design work is expected to be completed in the near future with project construction still anticipated for late fall of this year.

cc: Steve Jones, Village Manager
Kristen Denney, Assistant to the Village Manager - Administration
Jeff Perrigo, Civil Engineer

Village of
Glen Ellyn
170207



PROJECT SITE: LAKE ELLYN OUTLET CHANNEL

**LAKE ELLYN OUTLET CHANNEL
REHABILITATION PROJECT**

725 RIFORD ROAD
GLEN ELLYN, IL

FEMA FLOOD INSURANCE MAP

DuPage County
Unincorporated Areas
170197



Memorandum

Date: June 15, 2010

To: Bob Minix
Village of Glen Ellyn

From: Diane Bouckaert
Burns & McDonnell

Re: Lake Ellyn Outfall Streambank Stabilization Project
Request for Supplement #1:

Burns & McDonnell has been pleased to be a part of the Lake Ellyn Outfall Streambank Stabilization project since its beginning, and we look forward to successfully obtaining all required permits and the letting and construction of the improvement.

Per our conversations, as you are aware, there have been several items of out-of-scope work which we have been asked to complete. We respectfully request that the Village grant an Addendum to our existing contract to fund the remaining necessary work, as follows:

- Plat Preparation for two additional properties. Because the improvements to the streambank extend outside the limits of the original estimation, it is necessary to prepare plats of survey for two additional properties. This additional cost will come to a total of \$600.00.
- Preparation of permit application to US Army Corps of Engineers. At the request of the Village's stormwater review team, Burns & McDonnell applied to the US Army Corps of Engineers for a 404 permit application. This work was outside the original scope of work, and required an additional 10 hours of work.
- Preparation of permit application to the Kane DuPage Soil and Water Conservation District. The Corps of Engineers required a submittal to the Kane DuPage Soil and Water Conservation District as part of their permit application requirements. This was not included in the original scope of work, and will require an additional 22 hours of work.
- Application Fee for submittal to Kane DuPage Soil and Water Conservation District. Based on the information outlined in the permit application instructions, The Kane DuPage Soil and Water Conservation District will require a total of \$1,500.00 for application and inspection fees.



Riford Road Contract Supplement Request
December 2009
Page 2

Using the rates agreed upon in the original contract and the distribution of hours described herein, the value of our addendum (including all associated direct costs) comes to **\$6,000.00**.

We note that this proposal, if accepted, will bring our anticipated upper limit of compensation to **\$17,000.00**. This value includes the **\$11,000.00** in our original Agreement.

We appreciate your consideration of our request, and will be pleased to discuss any aspect of it at your convenience. If this proposal is satisfactory, please sign and date this document and return one signed copy to us. Work on this project will be performed in accordance with the terms and conditions of our original Agreement.

Sincerely,

Diane E. Bouckaert, P.E., C.F.M.
Project Manager

For the Village of Glen Ellyn:

(Signature)

(Title)

(Date)

A-7



To: Steve Jones, Village Manager
From: Joe Caracci, Public Works Director
Date: August 3, 2010
Re: 2010 Skip Patching Program

Background

The Village annually performs an asphalt street skip patching program that focuses on large scale patching or street resurfacing for roadways experiencing significant deterioration that are not scheduled for rehabilitation in the next 3 years. This program has proven to very beneficial from a safety and ride-ability aspect as well as from a financial perspective. Performing large scale hot asphalt patches costs less than continuous small scale pothole patches. Our current budget allocates \$80,000 for the 2010 program.

Issues

Bids were opened for the project on July 28, 2010. Seven bidders submitted with Orange Crush submitting the lowest bid of \$83,000 (\$11,000 less than the second lowest bidder). Orange Crush has performed this program for us successfully in the past and we are confident in their ability to perform the work.

As the bids were higher than expected and over our budgeted number, we asked Orange Crush if they would honor their submitted unit prices for a reduced scope in order to fit the project within our budget figure. Orange has agreed to hold their prices. The new value of the contract will be \$71,500.

We have received a proposal from Civiltech to perform our construction management of the project for just over \$8,500. This contract will be handled administratively. The combined total for the 2010 Skip Patching Program will total \$80,000.

Action Requested

Motion to approve a construction contract with Orange Crush for the 2010 Skip Paving Program, in the not-to-exceed amount of \$71,500, to be expensed to the FY 10/11 Capital Projects funds.

Recommendation

I recommend approval of the contract.

Attachments

- Memorandum dated August 2, 2010 (with attachments) authored by Civil Engineer Jeff Perrigo

Interoffice Memorandum

to: Joseph Caracci, Public Works Director
from: Jeffrey D. Perrigo, Civil Engineer
subject: 2010 Skip Paving Program – Proposal Analysis and Recommendation
date: August 02, 2010

Skip Paving Program

Annually, the Village endeavors to make substantial improvements to roadways that are otherwise not on the Standalone Street Resurfacing and Reconstruction Program (20-year Reconstruction Program). Typically, the streets that are targeted for this program are 3 to 5 years away from being resurfaced or reconstructed under the 20-year Reconstruction Program. Under the Skip Paving Program, Public Works identifies streets or street segments that could benefit from large scale patching (milling and overlaying to a typical depth of 1 ½"; surface patches in areas too large for Public Works to effectively perform). Considerations for determining appropriate candidates include the roadway's relative condition, age, and its place in the 20-year Reconstruction Program.

This year's budgeted amount of skip paving is **\$80,000** which includes the construction and construction management for the program. Eleven locations have been identified as needing to be paved within the program. By skip paving these areas, we hope to reduce the number of potholes developing this winter and spring, as well as the amount of time and expense of pothole patching.

Bid Results

Seven competent asphalt paving contractors provided bids for the Skip Paving Program. Bids were received on July 28th and the results are summarized in the table below:

2010 SKIP PAVING PROGRAM

BIDDER	SKIP PAVING TOTAL
Orange Crush, LLC	\$83,000
Schroeder Asphalt Services	\$94,000
Lorusso Cement	\$99,950
Chicagoland Paving	\$103,250
K-Five Construction	\$104,375
R.W. Dunteman Company	\$106,625
Johnson Paving	\$164,175

Orange Crush is the low bidder for the Program. Their bid of \$83,000 is 12% less than the second place bid. The Village has worked with Orange Crush before and we are confident in their ability to perform the work adequately (they performed our 2008 Skip Paving Program).

Funding Request

Public Works staff feels it is important to keep our future expenditures in line with the current budget. The funding level of **\$80,000** for skip paving falls **short** of the actual needs. To offset the foreseeable overrun, staff has reduced the scope of the contract to fit the approved budget. The contractor has orally agreed to a reduced contract and a formal written agreement is forthcoming. The funded amount of \$80,000 will cover both the construction costs as well as the construction management costs. We will again use our consulting engineering team from Civiltech to perform the construction management as we have for the last several years. The estimated costs for Civiltech are \$8,571 and will be approved administratively.

Conclusion

Public Works staff recommends a contract award to Orange Crush, LLC., of Hillside, IL, in the “not to exceed” amount of **\$71,500**. Funds totaling **\$71,500** for the program will be expensed from the Capital Project Fund - Contract Street Maintenance (enclosed is a section from the FY 10/11 Budget).

cc: Steve Jones, Village Manager
Bob Minix, Professional Engineer
Bob Greenberg, Project Coordinator
Kristen Denney, Assistant to the Village Manager - Administration
Dave Buckley, Assistant Public Works Director

**CAPITAL PROJECTS FUND
EXPENDITURE FOOTNOTES**

10. Contract Street Maintenance: (FY09/10 Estimate - \$176,000) - Provides funds for the contract maintenance of Village streets for the following procedures and locations:

Asphalt Roadway Crack Sealing - Various Streets	\$ 25,000
Contract Asphalt Street Patching	100,000
Concrete Curb & Roadway Repairs - Various Areas	27,000
Asphalt Surface Treatments on roadways paved in 2008	24,000
TOTAL	\$176,000

Contract Street Maintenance: (FY10/11 Budget - \$165,000)

The proposed FY10/11 contract street maintenance work will include:

A. Asphalt Roadway Surface Treatments	\$ 30,000
B. Asphalt Roadway Crack Sealing	30,000
C. Asphalt Street Major Patching Project	80,000
D. Concrete Curb & Street Pavement Repair	25,000
E. Concrete Street Grinding / Levelling	0
F. Concrete Street Joint and Crack Sealing	0
TOTAL	\$165,000



