

Agenda
Glen Ellyn Village Board of Trustees
Monday, April 11, 2011
8:00 p.m. – Galligan Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance to be led by Cub Scout Den 8, Pack 52 from Lincoln School.
4. Village Recognition:
 - A. Our Multimedia Specialist, John Norton, received several thank you notes from the Glen Ellyn League of Women Voters for his assistance with the recent candidate forums.
 - B. A resident called to extend his thanks to Police Chief Norton for holding the monthly 'Coffee with the Cops' sessions.
 - C. The Village accepts the resignation of Sara Noel from the Recreation Commission and thanks her for her service to the Village.
5. Audience Participation
6. Consent Agenda (Pages 5 – 25)

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:
 1. March 7, 2011 Special Budget Workshop
 2. March 28, 2011 Regular Workshop
 3. March 28, 2011 Regular Meeting
 4. April 4, 2011 Special Meeting
- B. Total Expenditures (Payroll and Vouchers) - \$977,873.24.

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

- C. Motion to approve the recommendation of Village President Pfefferman that the following appointments be made for Boards and Commissions:

Police Pension Board

John A. Adduci – reappoint for a term ending April 30, 2013

Recreation Commission

Matt Dell – appoint for a term ending December 31, 2013

- D. 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 2011 Recycling Extravaganza event, sponsored by the Glen Ellyn Environmental Commission, scheduled from 8 a.m. to 12 p.m. on Saturday, April 30, 2011. *(Assistant to the Village Manager Schrader)*
 - E. Motion to approve the request from the Transitional Downtown Organization to host the 2011 Ladies Night Out event at participating retailers in the Central Business District on Friday, April 29, 2011 from 6 to 10 p.m. *(Assistant to the Village Manager Schrader)*
 - F. Resolution No. 11-07, a Resolution to Determine the Status of Minutes of Certain Executive Sessions held in 2000, 2005, 2006, 2007, 2009 and 2010 and to Authorize the Destruction of Audio or Video Recordings of Certain Executive Sessions held in 2007, 2008 and 2009.
7. Interim Finance Director Larry Noller will present information on the proposed Village budget for Fiscal Year 2011/12. The budget consists of a total of 13 individual funds, each having a specific purpose, totaling \$39.8 million in aggregate expenditures. In comparison to last year's Fiscal Year 2010/11 net budget of \$42.3 million, this represents a decrease of \$2.5 million or 5.9%. Final adoption of the Fiscal Year 2011/12 budget which begins on May 1, 2011 is scheduled for Monday, April 25, 2011. *(Trustee Cooper)*
(Pages 26 – 40)
- A. Public Hearing to receive comment on the proposed annual budget for the Village of Glen Ellyn in the net amount of \$39.8 million for the Fiscal Year 2011/12 beginning May 1, 2011.
 - B. First Reading of Ordinance No. _____, an Ordinance Adopting the Annual Village of Glen Ellyn Expenditure Budget in the Net Amount of \$39,767,700 Including the Compensation Plan for the 2011/12 Fiscal Year Beginning May 1, 2011, and Ending April 30, 2012. This first reading of the proposed FY 2011/12 Village Budget is a non-binding "straw vote" of the Village Board.
8. Ordinance No. 5927-VC, an Ordinance to Amend Section 7-11-28 of the Village Code of the Village of Glen Ellyn, Illinois regarding Water and Sewer Rates and Charges. *(Trustee Hartweg)* *(Pages 41 – 54)*
- Interim Finance Director Larry Noller will present a recommendation to increase the rates charged for monthly water service by 5%, and sanitary sewer service by 10% effective with bills issued on May 1, 2011. This rate adjustment is needed due to a projected 10% increase in our cost of purchasing water through the DuPage Water Commission, increased operating costs for wastewater treatment and to maintain sufficient operating cash reserves.
9. Ordinance No. 5928, an Ordinance Granting Exterior Appearance Approval for Marcel's Culinary Experience to be Located at 488-490 North Main Street. *(Trustee Comerford)*
(Pages 55 – 83)

Village Planner Michele Stegall will present information on the request of Jillian Foucre for exterior appearance approval of proposed changes to the front façade of 488-490 North Main Street.

10. Ordinance No. 5929, an Ordinance Granting Approval of a Special Use Permit to Allow Outdoor Merchandise and Outdoor Storage at Circle K, a.k.a. Shell, Located at 631 Roosevelt Road. (*Trustee Thorsell*) (Pages 84 – 123)

Village Planner Michele Stegall will present information regarding a request for a Special Use Permit to allow outdoor merchandise and outdoor storage in front of Circle K Located at 631 Roosevelt Road.

11. Professional Engineer Bob Minix will present information on the Braeside Neighborhood Lighting Improvements Project which will install a brand new and complete LED street lighting system in the Braeside subdivision. Utility Dynamics Corporation of Oswego, IL submitted the lowest of 11 bids received at the March 31, 2011 bid opening. The Utility Dynamics bid of just under \$475,000 was approximately 25% below the engineer's estimate of \$627,000. Civiltech Engineering of Itasca, IL, will be retained to provide the necessary construction phase engineering services in the amount of \$59,000. (*Trustee Henninger*) (Pages 124 – 137)

- A. Motion to approve award of a contract to Utility Dynamics Corporation for installation of a new street lighting system associated with the Braeside Neighborhood Lighting Improvements Project, in the amount of \$522,000 (including a 10% contingency), to be expensed to the FY12 Capital Projects Fund.

- B. Motion to approve an agreement with Civiltech Engineering for construction engineering services for the Braeside Neighborhood Lighting Improvements Project, in the total not-to-exceed amount of \$65,000 (including a 10% contingency), to be expensed to the FY12 Capital Projects Fund.

12. Motion to approve an engineering services agreement with Engineering Resource Associates (ERA), Inc. of Warrenville, IL for the design of water main, sanitary sewer, storm sewer and street improvements for the Hawthorne Improvements Project, in a not-to-exceed amount of \$290,000 (including a 10% contingency), to be expensed to the FY12 Water, Sanitary Sewer and Capital Projects funds. (*Trustee Ladesic*) (Pages 138 – 164)

Professional Engineer Bob Minix will present information on a proposed new consulting engineering services agreement for preliminary and final design of a comprehensive infrastructure improvement project for construction in 2012. The Hawthorne Improvements Project will constitute the entirety of the 2012 roadway improvement program.

13. Motion to approve the waiver of Section 10-4-15.B.14 of the Village Code to allow Advance Auto Parts to conduct a special promotional event. (*Trustee Thorsell*) (Pages 165 – 168)

Village Manager Terry Burghard will present information on the request by Advance Auto Parts to hold a promotional event on April 29, 2011 in the parking lot of their store located at 696 Roosevelt Road.

14. Reminders:

- Special Village Board Meetings will be held on Wednesday, April 13, and Thursday, April 14 at 6:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
- The next Regular Workshop meeting of the Glen Ellyn Village Board is scheduled for Monday, April 18, 2011 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, April 25, 2011 with the 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.

15. Other Business?

16. Motion to adjourn to Executive Session for the purposes of discussing the setting of a price for sale or lease of Village property. *(Trustee Comerford)*

17. Press Conference

A-6A,

**Minutes
Special Village Board Workshop
FY 11/12 Budget Workshop
Glen Ellyn Village Board of Trustees
March 7, 2011**

Time of Meeting: 6:00 P.M.

Present: President Pfefferman; Trustees Hartweg, Ladesic, Thorsell, Cooper, Henninger; Village Clerk Connors. Staff present: Interim Village Manager Burghard, Schrader, Noller, Perrigo, Pekarek, Hulseberg, Norton, Izzo until 7:45 p.m., and Kolze until 7:45 p.m. Fire Chief Raffensparger until 7:05 p.m.

1. Roll Call

President Pfefferman called the Special Board Workshop to order at 6:00 P.M. with a roll call. President Pfefferman, Trustees Hartweg, Ladesic, Thorsell, Cooper, and Henninger responded "Here."

2. Comments

President Pfefferman thanked Village management and staff for their hard work on the budget and their effort to ensure cost savings. Interim Village Manager Burghard commented that staff did the vast amount of work and cooperated to present a balanced budget. He noted that this a team budget and he is proud to work with them.

3. FY 11/12 Budget Overview

Interim Finance Director Larry Noller thanked all department heads and staff for their assistance and described the General Fund which has the previous Special Programs Fund merged into it. The General Fund now has 13 funds, which is one less fund than in previous years. The total budget is \$39.8 million or 2.5% less than FY10/11. It is anticipated that there will be an \$83,000 surplus for FY11/12. Mr. Noller gave an overview of some new sources of revenues and discussed the blending of Special Programs Fund into the General Fund. Some special programs such as economic development, the History Park, and Senior Services have been moved to the General Fund. He detailed Special Programs expenses and revenues that are going to be shown in the General Fund budget. Mr. Noller announced the planned dates for future budget workshops prior to the adoption of the FY11/12 budget which will take effect on May 1, 2011.

4. General Fund Departmental Overviews:

>Volunteer Fire Company Fire Chief Scott Raffensparger reviewed the history of the use of the financial support from the Village to the Fire Company. He explained that the Fire Company is an independent corporation with its own budget. He explained some of the services provided to the Fire Company by the Village.

>Assistant to the Village Manager-Administration Kristen Schrader presented the Administration portion which includes the budgets for Board and Clerk, Administration Department, Facilities Maintenance, and the addition of Senior Services and the History Park that have been moved from the Special Programs Fund. If a new Clerk takes office there would be a 2.8% increase in that budget; Facilities Maintenance has an increase of .5% due to increased responsibilities at the Public Works Department and there is a \$2,000 increase from FY 10/11 for Senior Services. Expenses for the History Park include the demolition of the Carey House. Interim Village Manager Burghard explained that the forgiveness of the Historical Society debt will be shown in the Corporate Reserve Fund when the agreement is complete. He detailed the many previous Special Programs Funds that have been included as new items in the Administration budget which amounted to a .2% increase from FY 10/11.

>Police Chief Phil Norton presented the Police Department budget. Three officers are being retained and one more is being added by bringing an officer back from County duty. Education costs should be low because it is anticipated only one new officer will be hired. He explained that DuComm costs were down; the reason for the reduction in fines; the reason for overtime costs and that the Village Prosecutor had agreed to keep his fee at the same level which is low. Last year's grants were detailed and the department keeps looking for more.

>Planning and Development Director Staci Hulseberg presented the general Planning and Development budget that shows a slight increase of 4.1% due to personnel increase. The department reduced other areas in an attempt to offset the increase, but FY10/11 permits have begun to rise, and it is anticipated that this trend will continue, so personnel time will increase. She discussed specific projects from last year and those anticipated for next year.

Interim Village Manager Burghard announced that Ms. Hulseberg has been asked to assist in absorbing economic development in the General Fund budget. He asked Ms. Hulseberg to discuss the results of the Village Board survey from last week.

Ms. Hulseberg explained that this is the first time the economic development portion will be part of the Planning and Development Department. She displayed the results of the survey the Village Board completed. Dollars were assigned to each priority. She gave the background as to where each dollar amount came from and how much was allotted

for each priority. Some items were not recommended for any funding and some for minimum funding. It is proposed that grant programs be handled by the Village.

Interim Village Manager Burghard explained that there is a limit on the amount of resources available and the Village must realistic setting achievable goals. Facade grants could turn things around. The Village can show they are committed to its downtown by setting and achieving realistic goals. Not everyone is going to be pleased. Two kinds of facade grants are available, but application guidelines should be modeled to qualify for the grants.

Neil Dishman, 395 Prospect, Economic Development Corp. board member, suggested ways to completely fund the EDC.

Janet Avila, 677 Main, expressed agreement with Mr. Dishman and spoke in favor of investing in the downtown. She voiced her feelings that the Downtown Alliance efforts were starting to attract people and businesses to the downtown. She encouraged the Village to begin to implement the Downtown Plan and not wait until it becomes obsolete.

Robert Friedberg, 641 Pleasant, spoke about taking time to focus on what can be done in a short period of time and asked about the success of the facade grants, who keeps the data concerning the grants, and if there is any data available.

Janie Patch, EDC Executive Director, spoke with information regarding the facade grants and gave other information regarding EDC.

>Interim Public Works Director Jeff Perrigo presented information on the General Fund portion of the Public Works budget – Administration (including Engineering) and Operations. The General Fund area represents 14% of the Public Works budget. The budget for Administration is approximately \$850,000 and Operations \$1.2 million. Mr. Perrigo outlined the General Fund FY 11/12 goals including EAB treatments and parkway tree replacement . He has scheduled no increase from FY10/11 and anticipates a budget reduction of about 1%. Mr. Perrigo listed deferred items amounting to \$200,000-\$225,000 for FY11/12 due to budget constraints.

Diane McGinley, 293 Abbotsford, asked about Home Rule Sales Tax and suggested that residents be allowed to have input as to what kind of trees they want planted in the parkway.

>Interim Finance Director Larry Noller presented the Finance Department budget. He expects no increase in the department's budget from FY10/11. 70% of the budget is staff costs. It is reduced for FY11/12 due to the Finance Director vacancy. Mr. Noller detailed the department's goals including long-term financial forecasting and working with the Village's utility vendor to lower costs.

Robert Friedberg, 641 Pleasant, was informed that salaries shown in the budget assumed the Village was at full staff. This was in answer to his question.

Minutes
Special Village Board Workshop
FY11/12 Budget Workshop
Glen Ellyn Budget Workshop
March 7, 2011 – Page 4

Interim Finance Director Noller outlined the budget calendar until the FY11/12 budget is approved and in effect.

President Pfefferman offered a thank you to all who worked to put the budget together. The Village Board appreciates their efforts.

5. Reminders

Larry Noller outlined the budget calendar and mentioned that the draft budget will be available on-line, at the Glen Ellyn Library and at the Village of Glen Ellyn Clerk's Office.

6. Adjournment

Trustee Cooper moved and Trustee Henninger seconded to adjourn the meeting at 10:03 p.m. All present voted "Aye." Meeting adjourned.

Respectfully Submitted,

Suzanne R. Connors
Village Clerk

A-6A₂

Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
March 28, 2011

Time of Meeting: 7:00 p.m.

Present: President Pfefferman; Trustees Comerford, Cooper, Ladesic, Hartweg, and Thorsell; Village Attorney Diamond; Village Clerk Connors; Trustee Henninger attended electronically.
Staff present: Interim Village Manager Burghard, Schrader, Hulseberg, Noller, Norton, Minix.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:00 p.m. with a roll call. Trustees Hartweg, Cooper, Comerford, Thorsell, and Ladesic responded "Here." Trustee Cooper moved, seconded by Trustee Comerford to allow Trustee Henninger to attend electronically. All voted "aye." Trustee Henninger acknowledged he could hear the proceedings and President Pfefferman could hear Trustee Henninger.

2. Tax Increment Financing District Feasibility Study Presentation

President Pfefferman asked Kristen Schrader to introduce the representative from Ehlers. Ms. Schrader explained that Maureen Barry was asked to attend the meeting to fully explain and give an overview of the proposed Tax Increment Financing (TIF) for the downtown area.

Ms. Barry introduced two other colleagues from the firm and defined the terms that would be used during the presentation and how they are used as a tool. A map of the C5A and C5B downtown area was displayed to show the area eligible for TIF funding. The DuPage Medical building will not be included at this time. She defined TIF, gave examples of how it is used, detailed what areas are and are not eligible, and what criteria must be met to obtain TIF money.

Nancy Hill, another associate with Ehlers, spoke about the field survey done in the downtown area, showed some of the buildings that had problems, and gave details of the how the criteria within the 26-block area would be met for TIF funding.

Ms. Barry again spoke giving three scenarios for each hypothetical project using TIF. She summarized benefits, made recommendations and suggested next steps the Village may want to consider. The Village Board asked questions regarding historical districts and landmarked buildings and the possibility of amending the TIF once it was in place. It

was explained that historical districts are not affected by TIFs and adding property to a TIF is difficult, but removing one is not at all complicated.

President Pfefferman asked for questions from the public, but no one had any at the time. If anyone has questions at a later date, please contact Kristen Schrader.

3. Ethics Ordinance Administration

Due to the time, it was determined that this item will be discussed later in the evening time permitting.

4. Other Items?

None.

5. Adjournment

At 8:01p.m., Trustee Hartweg moved, seconded by Trustee Ladesic to adjourn to the Regular Village Board Meeting in the Galligan Board Meeting. All present voted “aye.” Meeting adjourned.

Submitted by:

Suzanne R. Connors,
Village Clerk

**Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
March 28, 2011**

A-6A₃

Call to Order

Village President Pfefferman called the meeting to order at 8:05 p.m.

Roll Call

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

Pledge of Allegiance

President Pfefferman led the Pledge of Allegiance.

Village Recognition

None

Audience Participation

- a. President Pfefferman presented a proclamation to Florence Schmid, paying tribute to Schmid's for assisting the residents of Glen Ellyn for many years as a full-service pharmacy and more recently as a card and gift store.
- b. President Pfefferman also read and presented a proclamation to two owners of Karmis Carpet and Rugs who are going out of business after 46 years of serving the residents of Glen Ellyn.
- c. President Pfefferman read a proclamation recognizing Rod and Joyce Pennington who started Express Press in 1983 and are closing their store in Glen Ellyn after 28 years of providing service to the community.

Consent Agenda

Interim Village Manager Burghard presented the Consent Agenda; Village President Pfefferman called for questions and/or discussion on the items on the Consent Agenda.

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

- a. **Minutes** of the following Village Board Meetings:
Workshop Meeting
March 14, 2011

Regular Meeting
March 14, 2011

Budget Workshop
March 21, 2011
- b. Total **Expenditures** (Payroll and Vouchers) – \$690,147.71.
The vouchers were reviewed by Trustee Ladesic prior to the meeting.
- c. License agreement to allow **tables and chairs in the public right-of-way** for Vitorio’s Ristorante at 504 Crescent Boulevard and Starbucks at 536 Crescent Boulevard, and license agreements to allow tables and chairs and wind enclosures in the public right-of-way for Tap House Grill at 411 N. Main Street and Gratto Trattoria & Tapas Bar at 433 N. Main Street.
- d. **Ordinance No. 5924-VC**, an Ordinance to Amend Section 9-5-3 (Schedule C; Stop Intersections) of the Village Code of the Village of Glen Ellyn, Illinois Regarding **Traffic Control at the Intersection of Duane Street and Melrose Avenue**.

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

Public Hearing – Glen Crest North and South Subdivisions – Annexation Agreement

Trustee Ladesic moved and Trustee Thorsell seconded the motion that a public hearing to receive comment on annexation agreements for 89 properties generally located east of Route 53, on Marston Avenue, Brook Court, Lorry Court, Crest Court, Marston Court, Ridge Road, Danby Drive, Glen Crest Drive, Route 53 and Bemis Road be opened. All Trustees present voted "Aye." Motion carried.

Planning and Development Director Staci Hulseberg presented information regarding proposed annexation agreements for 89 properties in the Glen Crest North and South subdivisions generally located east of Route 53 on Marston Avenue, Brook Court, Lorry Court, Crest Court, Marston Court, Ridge Road, Danby Drive, and Glen Crest Drive. In 1975, the Village entered into an agreement with the developer of the Glen Crest subdivision to provide water to the development in exchange for agreeing to annex the properties upon their becoming contiguous to the Village. The agreement is no longer valid. The proposed annexation agreements are meant to renew this agreement and will allow the properties to continue to be served by Village water and sanitary sewer services. One property is not included because it is changing hands and they have received an extension until April 14, 2011. The annexation fee of \$250 for all properties is waived.

Any Glen Crest homeowner who wishes to know their Village taxes after annexation can contact Ms. Hulseberg and she will calculate their taxes for them.

Properties surrounding the 89 Glen Crest properties who are currently receiving Village water and sewer services are not being considered at this time, but may be brought before the Village Board at a later date. When this will happen is not known, but it is anticipated that it would occur before the annexation agreements expire. A map of potential properties that could be considered for annexation in the future, after the Glen Crest subdivision is annexed, was displayed.

Thomas Turek, 1 S 657 Birchbrook asked how the tax rate is calculated.

Paul Yudys, 21 W 621 Crest, was informed that the tax will begin to be charged in 2012.

William Bonifield, 21 W 720 Glen Crest, asked when his property would be annexed.

George Guzman, 21 W 764 Marston, asked why he was not contacted. He does not receive Village water at this time.

Ms. Hulseberg explained the procedure that will be followed after the ordinance is passed.

President Pfefferman asked for additional comments. None were made and no questions were asked.

Trustee Ladesic moved and Trustee Thorsell seconded the motion that the public hearing be closed. All Trustees present voted "Aye." Motion carried.

Ordinance No. 5925 – Glen Crest North and South Subdivisions – Annexation Agreement

Trustee Ladesic moved and Trustee Cooper seconded the motion that Ordinance No. 5925 be passed, an Ordinance Approving Annexation Agreements for 89 Properties on Marston Avenue, Marston Court, Crest Court, Lorry Court, Brook Court, Ridge Road, Danby Drive, Glen Crest Drive, Bemis Road and Route 53, Glen Ellyn, Illinois.

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

Ordinance No. 5926 – 254 Glenwood Avenue – Extend Expiration Date

Planning and Development Director Staci Hulseberg presented information on this requested ordinance which would approve a third extension of Ordinance No. 5513 approved on October 23, 2006, granting a lot width variation for 254 Glenwood Avenue. Two previous extensions were granted on February 11, 2008 by the adoption of Ordinance No. 5652 and on September 28, 2009 by the adoption of Ordinance No. 5797. The property owner, Ray Whalen, has requested a third extension due to current market conditions. If approved, a third 18-month extension would extend the expiration of Ordinance No. 5513 to October 23, 2012.

Trustee Thorsell moved and Trustee Comerford seconded the motion that Ordinance No. 5926 be passed, an Ordinance Extending the Expiration Date of Ordinance No. 5513 which was Previously Extended by Ordinance Nos. 5652 and 5797 and which Granted a Variation from the Lot Width Requirements for Property at 254 Glenwood Avenue, Glen Ellyn, Illinois.

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

Sunset/Turner Improvements Project

Professional Engineer Bob Minix presented information on the Sunset/Turner Improvements Project, our first infrastructure improvements project planned for the 2011 construction season. The project area includes Sunset between Fairview and Turner; Turner between Newton and Forest (except for the segment between Regent and Sunset); and Glenwood between Turner and Hill. The work would be comprehensive in scope including new sanitary sewer replacement mains at selected locations; new water mains on Sunset; new water and sanitary services at all residences; storm sewer replacement and extensions; and asphalt roadway reconstruction. Construction would begin in April 2011 and be scheduled for completion in early September. R.W. Dunteman Company of Addison, Illinois submitted the lowest of ten bids received at the March 17, 2011 bid opening. The bid of \$2,239,575 is nearly 30 percent under the engineer's estimate of \$3,130,000. Civiltech Engineering of Itasca, Illinois would be retained to provide the necessary construction phase engineering services in the not-to-exceed amount of \$281,650. Civiltech was selected by staff for this assignment based on previous excellent performance, knowledge of the project area, and continued competitive pricing for their services. Sunset Avenue will vary in width.

Residents will be notified by letter after April 19 regarding the construction schedule and who to contact with questions and concerns during the construction. Cell phone numbers for both Bob Minix and the resident engineer from Civiltech will be provided to the residents. The Village Board will receive a copy of the letter to the residents. The Village Board should feel free to refer calls to either the resident engineer or Bob Minix.

Trustee Comerford moved and Trustee Hartweg seconded the motion that the following actions be passed in one motion:

- a. Award of a contract to R.W. Dunteman Company for improvements associated with the Sunset/Turner Improvements Project, in the amount of \$2,400,000 (including contingencies of 5 percent for roadway and storm sewer items and 10 percent for water and sanitary sewer items), to be expensed to the FY 12 Water, Sanitary Sewer and Capital Projects funds.
- b. An engineering services agreement with Civiltech Engineering for the engineering services for the Sunset/Turner Improvements Project, in the total not-to-exceed amount of \$300,000 (including a 5-percent contingency), to be expensed to the FY12 Water, Sanitary Sewer and Capital Projects funds.

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

Reminders

- A Special Village Board Meeting will be held on Monday, April 4, 2011 at 8:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center. President Pfefferman announced that it is anticipated that the meeting will be adjourned to an Executive Session without returning to an open session unless something unusual comes up.
- The next Regular Village Board Meeting is scheduled for Monday, April 11, 2011 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.
- The State of the Village address will be May 2, 2011 which was moved to align with the Village's fiscal year. Village Board and management are not required to attend. The presentation is largely for the television audience. It will also appear on the Village's website after May 2.
- The first two Monday's of June will be the Village Board and management retreat for the current and new Village Board members. This will be an opportunity to plan for the next two years. Because so much time is required, the first Village Board meeting in July 2011 is cancelled.
- Trustee Thorsell reminded all present that the next budget meeting and public hearing concerning the budget is scheduled for April 11. The Village Board can make changes to the draft budget until it is finally adopted on its second reading which is scheduled on April 26, 2011.

Other Business

President Pfefferman discussed the framework for the duties of the Ethics Officer. It is agreed that the position will evolve over the next six months. The position will be a volunteer position, but should have a budget of \$3,000-\$5,000 for expenses or in case too much time is needed for the job. After six months, the Village Board should take input from the Ethics Officer as to how it is working and what adjustments are suggested. Attorney Diamond suggested that a form should be developed for staff to submit questions or complaints.

Adjournment

At 9:35 p.m., Trustee Comerford moved and Trustee Hartweg seconded the motion that the Regular Meeting of the Village Board be adjourned. All Trustees present voted "Aye." Motion carried.

Respectfully Submitted,

Suzanne R. Connors,
Village Clerk

**Minutes
Special Meeting
Glen Ellyn Village Board of Trustees
April 4, 2011**

A-6A₄

Call to Order

Village President Pfefferman called the meeting to order at 8:00 p.m.

Roll Call

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

Recess to Executive Session

At 8:02 p.m., Trustee Cooper moved, seconded by Trustee Comerford to adjourn to Executive Session in Room 301 for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, adjourning thereafter without returning to open session. All present voted "aye."

Submitted by,

Suzanne R. Connors,
Village Clerk



A-6D

Contact: Kristen Schrader, Asst. to the Village Manager – ADM
Administration Department
Phone: 630-469-5000

FOR IMMEDIATE RELEASE
March 31, 2011

2011 Glen Ellyn Earth Day Events

Glen Ellyn, IL - Do something good for the environment and join in on Glen Ellyn's Earth Day events: Recycling Extravaganza and Prairie Path and Great Western Trail Clean-Ups. The events will be held on Saturday, April 30, 2011.

Recycling Extravaganza

Bring a wide variety of recyclable items to the Recycling Extravaganza, organized by the Glen Ellyn Environmental Commission. The event will be held at the Village Commuter Parking Lot at Duane and Lorraine Streets (1 block west of the public library) from 8:00 a.m. to 12:00 p.m. on Saturday, April 30. This event will also include electronics recycling. Please visit the Village website at www.glenellyn.org for a complete list of all items accepted at the event. There will be no household hazardous waste collection at the 2011 Recycling Extravaganza.

Prairie Path and Great Western Trail Clean-ups

Join your friends and neighbors on Saturday, April 30, 9:00 a.m. to 12:00 p.m., for the annual Prairie Path and Great Western Trail Clean-ups. Volunteers will meet at the Prairie Path near the Gazebo across the tracks from the Glen Ellyn Train Station for the Prairie Path Clean-up. The Prairie Path Clean-up will also include the "Garlic Mustard Brigade." To help with the Great Western Trail Clean-up, please email: FrndsGrtWstnTrl@aol.com.

Additional information on each of these events can be found on the Village website, www.glenellyn.org, and in the *2011 Special Environmental Newsletter*, out in mailboxes next week. For further information on any of the 2011 Glen Ellyn Earth Day Events, please contact Kristen Schrader, Assistant to the Village Manager – ADM with the Village of Glen Ellyn, at 630-469-5000.

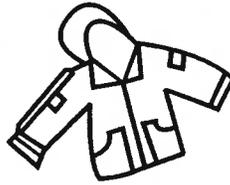
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Glen Ellyn RECYCLING EXTRAVAGANZA

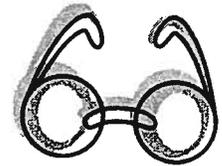
**The event where nearly everything
EXCEPT the kitchen sink is recyclable!**



Saturday, April 30, 2011; 8 a.m. – Noon
Village Commuter Parking Lot
Duane & Lorraine Streets; (lot west of the Library)
Enter from west-bound Duane ONLY



COMPANY	ACCEPTED ITEMS
Creative Recycling	Electronics: computers, televisions, keyboards, printers, cables, household batteries, monitors & stereo equipment (complete list at www.glenellyn.org)
Amerigas	Propane and oxygen tanks
Book Exchange	Books, magazines
Boy Scout Troop 303	American flags
Cintas	Fire extinguishers
Interstate Battery	Car, truck, motorcycle, computer back up, sump pump and boat batteries
It's Our Earth	Record albums, juice pouches, neckties, buttons
Lions Club	Hearing aids, glasses, keys
Neil's Hauling	Non-working appliances (no Freon), scrap metal, lawn mowers
Salvation Army	New & gently used small household items, children's items, shoes, clothing
SCARCE	Altoid mint boxes, rulers, yarn, gently used school supplies
Transtech Mobility	Medical equipment (walkers, wheel chairs – no biohazard materials please)
U'S Again	Clothing, shoes and other textiles
Working Bikes	Working bikes



Items NOT Accepted: prescription drugs, hazardous waste,
 stereo speakers in wooden cabinets, paint, fluorescent light bulbs, mercury thermometers

**THIS EVENT IS SPONSORED BY THE VILLAGE OF GLEN ELLYN
 AND THE GLEN ELLYN ENVIRONMENTAL COMMISSION**
 For more information and a complete list of accepted items, please visit www.glenellyn.org



DRAFT

April 12, 2011

A-6E



Carol White, Temporary Executive Director
Transitional Downtown Organization
286 N. Park Boulevard
Glen Ellyn, IL 60137

RE: 2011 Ladies Night Out

Dear Ms. White:

This letter is to confirm action taken at the Village Board Meeting on Monday, April 11, 2011, regarding the Ladies Night Out event scheduled to occur on Friday, April 29, 2011. The Village Board formally approved the Transitional Downtown Organization's requests. Formal Village Board approval provides for the following:

1. Approval for the event to occur on Friday, April 29, 2011 from 6:00 p.m. to 10:00 p.m. in the Central Business District. Please provide the Police Chief or his designee, 630-469-1187, with a list of participating retailers and contact information by Thursday, April 21, 2011.
2. Provision of food will be allowed at participating retailers between 6:00 p.m. and 10:00 p.m. on Friday, April 29, 2011 only after approval by the DuPage County Health Department.
3. If beer and/or wine are to be sold, the Transitional Downtown Organization must apply for a Class E Liquor License by contacting Administrative Services Coordinator Patti Underhill. The policy shall list the Village of Glen Ellyn as owner of the property and provide coverage at a minimum of \$500,000 per person or occurrence. The Class E Liquor License Application is also available online at www.glenellyn.org and is due no later than Thursday, April 21, 2011. In addition to the \$20 application fee for the Class E Liquor License, the TDO must provide dramshop (liquor liability) insurance.
4. Sales of beer and/or wine will be allowed within participating retailers in the Central Business District only after approval and issuance of a liquor license by the Liquor Commissioner. Specific details of security, and the dispensing of beer and/or wine must be coordinated with and approved by the Police Chief (or his designee) prior to receipt of a Class E Liquor License. The sale of liquor is specifically approved to occur between the hours of 6:00 p.m. and 10:00 p.m. on Friday, April 29, 2011. Alcoholic beverages **must** remain within each participating retailer's building.
5. It is necessary to obtain a Special Event Liquor License from the Illinois Liquor Control Commission. Please visit their website at www.state.il.us/lcc/ for more information.
6. Participating retailers will also be required to send all individuals involved with the service of alcoholic beverages to attend Beverage Alcohol Sellers and Servers Education and Training

(BASSET). Please contact the Police Department at 630-469-1187 to coordinate the details of this requirement.

7. Section 10-4-17.1(B)32 of the Zoning Code has been waived for the length of the event on Friday, April 29, 2011 in order to permit entertainment in the form of live musicians in the Central Business District. Please confirm with the Police Chief (or his designee) by Thursday, April 21, 2011 the exact location(s) of live music during the event.
8. The Transitional Downtown Organization is reminded that if balloons or other attention-getting devices are utilized to direct guests to participating retailers, it must be in accordance with Section 4-5-8(B) of the Sign Code.
9. The Ladies Night Out event is permitted to include a sidewalk chalk artist drawing on the public sidewalk throughout the event. Should a sidewalk chalk artist be included in the event, the sidewalk must be power washed by the TDO the following day.
10. Evidence of insurance for the Transitional Downtown Organization in the amount of \$2 million listing the Village as additionally insured must be presented to Assistant to the Village Manager-HR Danamarie Izzo by Thursday, April 21, 2011.

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.

Sincerely,

Terry Burghard
Interim Village Manager

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

Village of Glen Ellyn
c/o Staci Hulseberg
535 Duane Street
Glen Ellyn, IL 60137

Dear Village of Glen Ellyn,

On behalf of the Downtown Glen Ellyn Alliance, I would like to request permission to hold Ladies Night Out, Friday, April 29th from 6-10pm in downtown Glen Ellyn. The details of the event are as follows:

- Friday, April 29 (Ladies Night Out)
- Event will run 6:00pm-10:00pm
- All participating stores are open to the public however only guests that have registered, paid, and of age may have an alcoholic beverage.
- Each store will offer alcoholic beverage and appetizers.
- All guests with wristbands will be allowed a maximum 3 drinks. The number 1, 2, 3 will be written on their wristband and after the 3 appears on the wristband a coupon redirecting the participant to Tap House Grill will be given out and all alcohol distribution to the person will cease. Other non alcoholic beverages will be provided at each shop as well.
- All stores/salons will send at least 1 person to Bassett training before the event. This person would be in charge of serving the alcohol at each shop. We are looking for dates and times to be established by the Glen Ellyn Police Department.
- Some live music will be playing in a few locations or on street if weather permits.

We are asking for permission to do this event, as well as, any appropriate license(s) that would be required. We will pay the \$20, get the state required licenses and dram insurance.

We would be happy to answer any further questions the village may have. Please contact Carol White, Special Events with the Downtown Glen Ellyn Alliance. 773 255 4087, crscherba@yahoo.com

Thank you for your support.

Carol White

C: Kristen Schrader, Asst. to the Village Manager

A-6F

**A Resolution to Determine the Status
of Minutes of Certain Executive Sessions
Held in 2000, 2005, 2006, 2007, 2009 and 2010
and to Authorize the Destruction
of Audio or Video Recordings
of Certain Executive Sessions Held in 2007, 2008 and 2009**

Whereas, the President and Board of Trustees of the Village of Glen Ellyn have met from time to time in executive session for purposes authorized by the Illinois Open Meetings Act; and

Whereas, as required by the Act, the Village Clerk has kept written minutes and audio or video record of all such executive sessions; and

Whereas, pursuant to the requirements of Public Act 85-1355, the President and Board of Trustees met in executive session on February 21, 2011 to approve and review certain minutes of executive sessions for the first time and to review again minutes previously approved and been classified as requiring confidential treatment; and

Whereas, the President and Board of Trustees have determined that the minutes, or portions of the minutes, for the executive sessions listed on Exhibit "A" attached hereto no longer require confidential treatment and may now be available for public inspection;

Whereas, for the verbatim record by tape or disc of the executive session meetings listed on Exhibit "B", at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings and hereby orders the destruction of the verbatim record for the executive sessions listed on Exhibit "B" attached hereto even if it continues to withhold the approved written minutes of the closed session until some later period of time;

Now, therefore be it resolved by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The minutes, or portions of the minutes so designated, for those executive sessions listed on Exhibit "A" attached hereto are hereby released from confidential treatment and are now available for public inspection and hereby orders the destruction of the verbatim record by tape or disc for those executive sessions listed on Exhibit "B" attached hereto.

Section Two: The Village Clerk is hereby authorized and directed to make said minutes, or portions of said minutes, available for inspection and copying in accordance with the standing procedures of the Village Clerk's office.

Section Three: This Resolution shall be in full force and effect from and after its passage.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of April, 2011.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of April, 2011.

Village President of the
Village of Glen Ellyn, Illinois

Attest:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the
_____ day of April, 2011)

Exhibit "A"

**Minutes of Certain Executive Sessions
In 2000, 2005, 2006, 2007, 2009 and 2010
Available for Public Inspection**

<u>Meeting Date</u>	<u>Topic</u>
February 14, 2000	Real Estate Transfer Tax
March 13, 2000	Real Estate Transfer Tax
July 24, 2000	Real Estate Transfer Tax
August 15, 2005	(1) Land Acquisition-825 N. Main
August 22, 2005	(2) Land Acquisition-825 N. Main
October 10, 2005	Land Acquisition-825 N. Main
October 24, 2005	Land Acquisition-825 N. Main
April 10, 2006	(1)Milton Avenue R-O-W/Pickwick
April 10, 2006	(3)Swift Rd/Glenbard South Portal
September 18, 2006	(b)Gas station at Five Corners
October 23, 2006	NICOR
November 13, 2006	Dist. 87/Glenbard South Portal
May 29, 2007	Session II - Personnel
June 25, 2007	(1)Personnel
July 16, 2007	(1)Glenbard South Portal
November 23, 2009	Session I-Stacy Corners gas station
January 25, 2010	Stacy Corners gas station
February 8, 2010	Accept Executive Session minutes
February 15, 2010	Stacy Corners gas station
February 22, 2010	Stacy Corners gas station
March 22, 2010	(1)1 st paragraph-Stacy Corners gas station
April 12, 2010	(1)Stacy Corners gas station
April 12, 2010	Accept Executive Session minutes
April 19, 2010	Accept Executive Session minutes
July 26, 2010	Correct Executive Session minutes
August 16, 2010	Session II-825 N. Main
August 23, 2010	(1)Purchase/Lease-825 N. Main
August 23, 2010	Hold/Release Executive Session minutes
October 11, 2010	(2)Personnel-No business discussed
October 11, 2010	(3)Temp. Downtown Organization

Exhibit "B"

**Authorized Destruction
of Audio Recordings
of Certain Executive Sessions
in 2007, 2008, and 2009**

Meeting Date

November 5, 2007

December 20, 2007

January 15, 2008

February 13, 2008

May 12, 2008

May 11, 2009

August 17, 2009

November 23, 2009-Session I

A-7

Village of Glen Ellyn

Ordinance No. _____

**An Ordinance Adopting the Annual Village of Glen Ellyn Expenditure Budget
in the Net Amount of \$39,767,700 Including the
Compensation Plan for the 2011/12 Fiscal Year
Beginning May 1, 2011, and Ending April 30, 2012**

**Adopted by the
President and Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
this _____ day of _____, 2011**

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village
of Glen Ellyn, DuPage County, Illinois, this _____
day of _____, 2011

Ordinance No. _____

**An Ordinance Adopting the Annual Village of Glen Ellyn Expenditure Budget
in the Net Amount of \$39,767,700 Including the
Compensation Plan for the 2011/12 Fiscal Year
Beginning May 1, 2011, and Ending April 30, 2012**

Whereas, Village staff has prepared and presented to the President and Board of Trustees of the Village of Glen Ellyn a proposed annual budget for the 2011/12 fiscal year beginning May 1, 2011, and ending April 30, 2012; and

Whereas, following due and proper publication of public notice in The Glen Ellyn News on March 31, 2011, a public hearing was held on April 11, 2011, to consider the proposed annual budget for the 2011/12 fiscal year; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn deem it in the best interest of the Village to adopt the budget proposed by the Budget Officer, as revised at the direction of the Village Board of Trustees;

Now, Therefore, Be It Hereby Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The annual expenditure Budget for the 2011/12 fiscal year, beginning May 1, 2011, and ending April 30, 2012, for the Village of Glen Ellyn, is in the gross amount of Forty Five Million Seven Hundred Eighty Eight Thousand Seven Hundred Dollars, (\$45,788,700); net budget exclusive of interfund transfers: Thirty Nine Million Seven Hundred Sixty Seven Thousand Seven Hundred Dollars (\$39,767,700) as set forth in Exhibit "A," referenced herein as though it were attached hereto, and as summarized in Exhibit "B" attached hereto and made a part hereof, is hereby adopted and authorized.

Section Two: The compensation plan for the Village of Glen Ellyn, a part of the budget for the 2011/12 fiscal year as set forth in Exhibit "C" attached hereto and made a part hereof, is hereby adopted, approved, and authorized.

Section Three: The President and Board of Trustees hereby delegate to the Village Manager, or in his absence the Acting Village Manager, the authority to make transfers within a department, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) and further provided no revision of the budget shall be made increasing the budget in the event

funds are not available to effectuate the purpose of the revision.

Section Four: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2011.

Ayes:

Nays:

Absent:

Approved by the President of the Village of Glen Ellyn, on the _____ day of _____, 2011.

Village President of the Village
of Glen Ellyn, Illinois

Attest:

Village Clerk of the Village
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 2011.)

EXHIBIT A

VILLAGE OF GLEN ELLYN

**BUDGET
FOR FY 11/12**

NET REVENUES - ALL FUNDS: \$39,851,000

NET EXPENSES - ALL FUNDS: \$39,767,700

**APPROVED
by the
VILLAGE BOARD OF TRUSTEES**

April 25, 2011

Ordinance No. _____

EXHIBIT B

SUMMARY OF FY11/12 BUDGET
VILLAGE OF GLEN ELLYN
May 1, 2011 through April 30, 2012

GENERAL FUND

Village Board and Clerk	\$	54,500
Village Manager		1,026,100
Senior Services		118,200
History Park		66,900
Facilities Maintenance		402,700
Finance		1,071,000
Planning and Development		1,176,600
Economic Development		376,000
Public Works - Admin/Eng		850,000
Public Works - Operations		2,111,400
Police		7,126,700
Volunteer Fire Company		1,728,900
TOTAL EXPENDITURES	\$	16,109,000
TOTAL REVENUES	\$	16,109,000

PARKING FUND

TOTAL EXPENDITURES	\$	383,800
TOTAL REVENUES	\$	334,400

RESIDENTIAL SOLID WASTE FUND

TOTAL EXPENDITURES	\$	1,354,000
TOTAL REVENUES	\$	1,371,000

RECREATION FUND

TOTAL EXPENDITURES	\$	3,460,300
TOTAL REVENUES	\$	3,440,800

INSURANCE FUND

TOTAL EXPENDITURES	\$	2,933,000
TOTAL REVENUES	\$	2,937,500

CORPORATE RESERVE FUND

TOTAL EXPENDITURES	\$	20,000
TOTAL REVENUES	\$	180,100

EQUIPMENT SERVICES FUND

TOTAL EXPENDITURES	\$	1,219,300
TOTAL REVENUES	\$	1,695,200

MOTOR FUEL TAX FUND

TOTAL EXPENDITURES	\$	756,000
TOTAL REVENUES	\$	706,500

POLICE PENSION FUND

TOTAL EXPENDITURES	\$	1,454,800
TOTAL REVENUES	\$	1,836,000

DEBT SERVICE FUND

TOTAL EXPENDITURES	\$	1,652,100
TOTAL REVENUES	\$	1,662,000

CAPITAL PROJECTS FUND

TOTAL EXPENDITURES	\$	5,805,000
TOTAL REVENUES	\$	4,737,000

FACILITIES MAINT RESERVE FUND

TOTAL EXPENDITURES	\$	30,000
TOTAL REVENUES	\$	2,500

WATER & SEWER FUND

Water Division		4,701,700
Sewer Division		5,909,700
TOTAL EXPENDITURES	\$	10,611,400
TOTAL REVENUES	\$	10,860,000

TOTAL EXPENDITURES, ALL FUNDS	\$	45,788,700
LESS INTERFUND TRANSFERS		(6,021,000)
TOTAL NET EXPENDITURE BUDGET	\$	39,767,700
TOTAL NET REVENUES	\$	39,851,000
DIFFERENCE	\$	83,300

EXHIBIT C

Village of Glen Ellyn
Job Classifications by Department
May 1, 2011 through April 30, 2012

	<u>FLSA</u> <u>Status</u>	<u>Salary</u> <u>Range</u>
<u>Administration</u>		
Village Manager's Office		
Village Manager	E	23
Assistant to the Village Manager - ADM	E	17
Assistant to the Village Manager - HR	E	17
Multi Media Specialist	N	11
Administrative Services Coordinator	N	10
Administrative Secretary	N	9
Administrative Clerk II	N	5
Administrative Intern	N	1
Facilities Maintenance		
Facilities Supervisor	N	12
Maintenance Worker II	N	9
Custodian	N	5
Senior Services		
Senior Services Coordinator	N	11
<u>Finance</u>		
Finance Director	E	20
Assistant Finance Director	E	16
Information Technology Manager	E	17
Accounts Manager	E	13
Accounting Specialist	N	10
Fiscal Clerk	N	8
<u>Planning & Development</u>		
Planning		
Planning & Development Director	E	20
Planner	E	15
Administrative Secretary	N	9
Administrative Clerk	N	5
Planning Intern	N	1
Building & Zoning		
Building & Zoning Official	E	16
Plan Examiner	N	13

Village of Glen Ellyn
 Job Classifications by Department
 May 1, 2011 through April 30, 2012

	<u>FLSA Status</u>	<u>Salary Range</u>
Building Inspector	N	12
Permit Clerk	N	8
Property Site Inspector	N	5

Police Department

Police Chief	E	21
Deputy Chief of Police	E	18
Police Sergeant	N	16
Police Officer	N	PO
Property Officer	N	10
Community Service Officer	N	9
Records Supervisor	N	13
Administrative Secretary	N	9
Records Clerk	N	8
Crossing Guards	N/A	Daily Rate

"PO" = Police Officer / FOP Contract

Public Works

Administration/Engineering

Public Works Director	E	21
Assistant Public Works Director	E	18
Registered Professional Engineer	E	18
Civil Engineer	E	16
Utilities Inspector	N	13
Secretary	N	7

Operations Division

Village Forester	E	16
Project Coordinator	N	14
Senior Plant Operator	N	14
Crew Leader I	N	13
Customer Service Worker	N	11
Maintenance Worker II	N	9
Maintenance Worker I	N	7

Equipment Services

Equipment Services Supervisor	N	16
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Village of Glen Ellyn
Job Classifications by Department
May 1, 2011 through April 30, 2012

	<u>FLSA</u> <u>Status</u>	<u>Salary</u> <u>Range</u>
Equipment Mechanic II	N	13
Inventory Control Clerk	N	7
<u>Recreation</u>		
Administration		
Recreation Director	E	20
Golf		
Assistant Recreation Director	E	18
Head Golf Professional	E	14
First Assistant Golf Professional	E	11
Food Service		
Food Service Manager	E	15
Grounds		
Golf Course Superintendent	E	17
Senior Grounds Supervisor	E	13
Horticulturist	N	10

Village of Glen Ellyn
Salary Tables - May 1, 2011 through April 30, 2012

FY11/12 Salary Schedule Adjustment: 2.75%

Range	Annualized			Hourly		
	Min	Mid	Max	Min	Mid	Max
1	\$ 28,267	\$ 35,568	\$ 42,848	\$ 13.59	\$ 17.10	\$ 20.60
2	29,390	36,941	44,491	14.13	17.76	21.39
3	30,555	38,438	46,301	14.69	18.48	22.26
4	31,845	40,082	48,318	15.31	19.27	23.23
5	33,322	41,912	50,502	16.02	20.15	24.28
6	34,923	43,909	52,894	16.79	21.11	25.43
7	36,691	46,155	55,598	17.64	22.19	26.73
8	38,605	48,547	58,469	18.56	23.34	28.11
9	40,685	51,210	61,714	19.56	24.62	29.67
10	43,014	54,122	65,208	20.68	26.02	31.35
11	45,614	57,387	69,139	21.93	27.59	33.24
12	48,443	60,944	73,424	23.29	29.30	35.30
PO *	51,257	64,171	78,634	24.64	30.85	37.80
13	51,542	64,834	78,125	24.78	31.17	37.56
14	54,974	69,118	83,242	26.43	33.23	40.02
15	58,718	73,840	88,962	28.23	35.50	42.77
16	62,837	79,040	95,243	30.21	38.00	45.79
17	67,371	84,760	102,128	32.39	40.75	49.10
18	72,384	91,042	109,678	34.80	43.77	52.73
19	77,875	97,947	118,019	37.44	47.09	56.74
20	83,949	105,560	127,171	40.36	50.75	61.14
21	90,584	113,942	137,301	43.55	54.78	66.01
22	97,926	123,157	148,366	47.08	59.21	71.33
23	105,955	133,245	160,534	50.94	64.06	77.18

* Police Officers / F.O.P. Contract. Rates are effective November 1, 2011.

GLEN ELLYN

Economic Development Corporation

April 4, 2011

Village President and Board of Trustees
Village of Glen Ellyn
535 Duane St.
Glen Ellyn, IL 60137

RE: FY 11-12 Village Budget Planning – Economic Development and the EDC

Honorable Village President and Board of Trustees:

At the Village Board meeting on March 7, I spoke on behalf of the EDC and suggested that you allocate more money overall to economic development functions in your FY 11-12 budget. The underlying assumption behind the proposed budget currently under consideration – that approximately \$280,000, and no more, is available to be allocated between the EDC, the TDO, and our grant programs – is an assumption that we urge you to challenge and ultimately reject. Splitting \$280,000 between these three functions is likely to lead to the success of none of them. We believe that, in a budget of \$40 million, surely another \$50,000-90,000 can be found to allocate to economic development and thereby to mostly or fully fund the crucial efforts of both the EDC and the TDO.

As the EDC's President, I am of course particularly troubled by the current proposal to fund the EDC at \$70,000 next year. The EDC's budget last year, and its request for this year, was \$191,000. This included \$31,000 for grant programs; if those programs are to be assumed by the Village and backed out of the EDC's budget, then the EDC's budget request for this year can be considered as \$160,000. The \$70,000 proposed is less than 50% of this request.

I write today to emphasize how crippling this proposed budget would be to the EDC's mission and programs, and to Glen Ellyn's economic development overall. In particular, I'll share below two new categories of information: (1) a comparison of Glen Ellyn's economic development funding compared with its peer communities; and (2) some thoughts about the specific effects of a \$70,000 budget on the EDC's operations.

Comparison With Peer Communities

Following the March 7 meeting, the EDC contacted several neighboring and peer communities and inquired about their spending on economic development. Below is a table listing these communities' spending per capita on economic development. In order to make an accurate comparison with Glen Ellyn's spending on the EDC, we have excluded from this table these communities' spending on downtown organizations and grant programs. The communities are listed from highest to lowest per-capita spending, including both the EDC's budget request and the proposed \$70,000 budget in **bold type**:

<u>Community</u>	<u>Population</u>	<u>ED Spending</u> (<i>exclusive of downtown organizations and grant programs</i>)	<u>ED Spending Per Capita</u>
Geneva	21,495	\$292,000	\$13.58
Elmhurst	44,121	\$463,000	\$10.49
LaGrange	15,550	\$150,000	\$9.65
Downers Grove	47,833	\$429,000	\$8.97
Hinsdale	16,816	\$120,000	\$7.14
Glen Ellyn (requested)	27,450	\$160,000	\$5.83
Naperville	141,853	\$776,000	\$5.47
Arlington Heights	75,101	\$320,000	\$4.26
Wheaton	52,894	\$182,400	\$3.45
Glen Ellyn (proposed)	27,450	\$70,000	\$2.55

These figures paint a stark picture. Even the EDC's request of \$160,000, if fully funded, would leave Glen Ellyn toward the bottom of the pack amongst its peer communities in its commitment to economic development. The \$70,000 proposed budget would leave Glen Ellyn dead last – and spending a mere fraction of what the two highly-comparable communities of Geneva and Elmhurst spend.

This is precisely the wrong path to take, and the wrong message to send, as Glen Ellyn searches for ways to increase its sales-tax revenue and avoid future deficits.

The EDC at \$70,000 Per Year

Village President Pfefferman recently asked me informally to share some thoughts about what economic-development functions would not get accomplished with a \$70,000 EDC budget. Here is what I told him:

- Most crucially, an EDC that cannot afford a full-time employee will be greatly limited in its ability to make the connections, calls, and visits that recruit new businesses to town. A very significant portion of our Executive Director's time is spent in the labor-intensive work of reaching out to property owners, business owners, potential entrepreneurs, developers, and anyone else with a stake in bringing businesses to the Village and/or redeveloping key properties. Only a fraction of this crucial work would get done in the absence of a competent, experienced, full-time EDC employee – and a \$70,000 EDC could not afford such an employee.
- EDC staff regularly visits existing business owners to check in and play an ombudsman role. These visits often elicit information and point to opportunities of which neither the EDC nor the Village would have otherwise been aware. We consider this a key effort in retaining existing businesses. It would not get done without an employee's feet on the ground.
- A variety of key marketing functions would be ended or sharply curtailed. The EDC currently:
 - Maintains and enhances a website that is a central source of information for potential business owners and other interested parties
 - Produces a regular newsletter for commercial real-estate professionals
 - Designs and produces digital and print collateral for business and developer recruitment
 - Markets Glen Ellyn via Facebook and Twitter
 - Formulates media pitches and press releases
- A \$70,000 EDC would have to end some of these key marketing functions altogether and severely cut back on the rest.
- Events such as the highly successful broker-developer breakfast that the EDC spearheaded last fall would be difficult, if not impossible, to replicate.

As I hope these points make clear, a huge portion of the EDC's work is accomplished by our Executive

Director's sweat and expertise, rather than by specific programming dollars. One of the concerns raised by the Trustees at the March 7 meeting was that the EDC's "administrative costs" are a large portion of its budget. In assessing the EDC's work, it is imperative to understand that *our staffing costs are in no way "administrative" or "overhead" costs*. The EDC is not comparable to a charitable organization, where every dollar spent on staff costs is a dollar that does not reach the charity's target focus. Rather, *the dollars the EDC spends on its staff are dollars that directly accomplish the EDC's mission*. The EDC's true overhead – its rent, phone, copier costs, and the like – are roughly \$19,000. These overhead costs represent only 12% of the EDC's budget request.

Conclusion

I sincerely hope that my comments at the March 7 meeting, as well as the additional points above, have convinced you that the proposed budget of \$281,000 for economic development, \$70,000 of which would go to the EDC, would cripple Glen Ellyn's efforts to remain competitive with its peers and likely doom its hope of increasing its sales-tax base in the coming years. But you need not take my word for it. Your constituents, and other stakeholders in Glen Ellyn's business community, are telling you the same thing. In recent days, you've received numerous messages from local business owners, property owners, and brokers urging you to fund the EDC at a level that will allow it to succeed. For example:

- Dale Eisenberg of 2 Toots Train Whistle Grill wrote: "I would like to express my concerns about too deep of a cut for the EDC. Not only do they provide a service to the existing business, but they also do a great job of researching and bringing new business that are requested by the community. We are a prime example of that work. While we had not been actively looking at Glen Ellyn for expansion I was continually pursued by Janie Patch to come and take a look here. It was her persistence and assistance in finding a suitable location that eventually brought us to town."
- Jill Foucre, owner of Marcel's, the exciting new kitchen store opening later this year in our downtown, as well as a new downtown property owner, wrote: "I am deeply concerned that the proposed reduction of funding for the EDC will negatively impact business development, particularly in the downtown area, and will marginalize the very reasons that I chose to locate Marcel's here and make the long term commitment of purchasing real estate. Success begets success and without the continual cultivation, recruitment, and nurturing of new business relationships, that cycle could be challenged. I am sure it is not the intent of the Village leadership to undercut the very business development that creates the economic engine to support the financial infrastructure of the Village. In addition, while the organizational structure of the EDC may be optimized in a variety of different ways, I think it is important for there to continue to be a dedicated professional responsible for economic development, which I believe is also consistent with other similarly situated communities."
- Ken Agojci of Chicago Prime wrote: "I strongly believe that if it wasn't for Janie's help, Chicago Prime Meats would've relocated to another town, so I'm very thankful to her and The Village of Glen Ellyn for having and supporting the EDC."
- Jim McKenzie of Centrum Properties, the developer behind Glen Ellyn Crossings (Starbucks, Chipotle, etc.) wrote that he is "certain that without Ms. Patch's assistance and advice Centrum could not have accomplished all that was required to successfully redevelop the [southwest corner] of Roosevelt and Nicoll Way from a motley assortment of uses (older bread store/ distribution facility, used car lot, contaminated shuttered gas station ownership purchased to reopen) into Glen Ellyn Crossings."

These success stories will not likely be replicated in the future with an EDC operating at less than half its capacity.

I close with a final comment from a key stakeholder, one that neatly summarizes the case for adequately funding the EDC. After Jim McKenzie of Centrum Properties wrote the note to you excerpted above, I emailed him privately to thank him for his kind words. His reply back to me, which he's allowed me to share with you, was as follows:

I chose the words I used describing the EDC and Ms Patch because I know Centrum and its competitors need a functioning EDC to have a realistic chance of successfully re-developing sites in Glen Ellyn in the future. I understand the Village Board's need to cut spending. Centrum like all developers has suffered greatly during this economic downturn. While we drastically cut expenditures and laid off almost half of our personnel, we differentiated between cutting overhead and cutting into our prospects for a future recovery. We realize we need today more than ever to spend to retain and support the people who will find and shape the future development opportunities that will lead us out of our current malaise. In my experience the EDC provides Glen Ellyn's best source of people who can & will find and shape the future development opportunities that will continue growing revenue streams for the village. In my opinion, the Village Board in considering drastically cutting the EDC's funding is considering crippling its best chance for generating future income growth for what appears to me to be a relatively very small cost saving.

I hope that you will come to agree with Mr. McKenzie.

On behalf of the EDC, we thank you for your consideration, and we stand ready to respond to any lingering questions or concerns you may have regarding the above or our budget request.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Neil H. Dishman', with a long horizontal flourish extending to the right.

Neil H. Dishman
EDC Board President

cc: Terry Burghard
Larry Noller
Staci Hulseberg
Janet Avila
Carol White

April 4, 2011

Mr. Mark Pfeffermen, Village President
Glen Ellyn Village Board of Trustees
535 Duane
Glen Ellyn, IL 60137

Dear Mr. President and Village Trustees:

I was unable to attend the last workshop when economic development funding was discussed and will be out of town on April 11th when it is addressed again. I am disappointed in the direction of the proposals thus far. I have had some involvement in this issue since it began and feel that the Board is moving away from a long-standing agreement with Glen Ellyn's business community.

About 22 years ago, the Village and its business community shared common concerns. Business growth and sales tax revenues had been flat for several years while neighboring communities were experiencing growth. We had many vacancies and under utilized commercial properties. The Chamber created a Government Affairs Committee to encourage Glen Ellyn to be more proactive toward business. Village President Angrist and Village Manager Webster fully supported the concept, but did not wish to add to Village staff or significantly impact the Village budget.

For many months we worked with the Village Board, the village attorneys' office, and staff and presented our EDC concept in October, 1990. It recommended an EDC structure much like we have today, supported primarily by the business community through SSA districts and operated by a selected board of business volunteers. The SSA monies were to be exclusively used for economic development and not used by the Village for other purposes. At a Board workshop on November 5, 1990, we were challenged to prove that this funding vehicle would work. On November 9th a questionnaire was sent to 252 commercial property owners asking if they would "be willing to pay up to fifteen cents per \$100 of assessed value to assist in the creation and funding" of the EDC. About one third of the form provided space for comments. We received about 100 responses and 60% said "yes". The comments were varied, but the negatives were opposed to the funding, not the establishment of the EDC.

One positive of the questionnaire was that the forms were signed. We identified the opponents and we made every effort to meet with them personally and address their concerns. In those meetings, we assured them that we had a "promise" from the Village that the EDC Board would receive the SSA funds and it would be used for the intended purpose of economic development. The "promise" was not in writing, but clearly understood. I am disappointed that recent discussions suggest that promise will be broken. I am convinced that if others involved in those early negotiations, like Art Angrist, Gary Webster, Phyllis Renfro and Larry Young were still with us, they would share that view.

The EDC has done and will continue to do everything its mission statement required. Proposing and jointly funding the Roosevelt Corridor study and the hundreds of hours put in to help see that project to fruition. The charette they conducted to refine a model resolution for Baker Hill and the support given the developer in difficult meetings. The many individual businesses and properties that have been assisted all are a testament to its value and the continued dedication of its Board members.

My more recent involvement with the TDO and the Alliance indicates the energy and optimism about Glen Ellyn is very much alive in that group as well. Our historic downtown presents special challenges. I am convinced the Alliance of Downtown Glen Ellyn will meet those challenges and provide great service in assisting the implementation of our Downtown Strategic Plan.

It has been suggested that money which could be used for economic development should be diverted to a demolition project at Five Corners. In the years I have lived in Glen Ellyn at least a thousand structures have been demolished without village involvement. Most were obsolete houses, many neighborhood eyesores. Even in our high traffic commercial areas, Bargeway, the old Alfies' location with the torn awnings, the former Clark station, and Cee-Bees stood for long periods with no encouragement to demolish from the Village despite the "attractive nuisance" potential and the negative impression they gave of our community. Even where the Village had some control, abandoned houses on Baker Hill, there was little action. Our policy has been to leave the demolition to the developer and require a demolition permit. Why should this be any different? I am reminded of the Frank Lloyd Wright observation, "a doctor can bury his mistakes, an architect can only plant ivy". I urge you to plant ivy at Five Corners and fully fund the EDC and the Alliance of Downtown Glen Ellyn.

Regards,

Patrick J. Melady

DATE: April 1, 2011
TO: President Pfefferman and Board of Trustees
Terry Burghard, Interim Village Manager
FROM: Larry Noller, Interim Finance Director 
SUBJECT: FY11/12 Water and Sewer Rate Increases

A-8

Background

The Water and Sewer Fund operates as an enterprise fund with all costs paid by charges to Village water and sewer customers. The Village purchases Lake Michigan water from the DuPage Water Commission while the Glenbard Wastewater Authority provides wastewater treatment.

On May 1, 2011, the cost of purchasing water from the Commission is expected to increase by 10%, from \$2.08 to \$2.29 per 1,000 gallons. This will add approximately \$190,000 to the cost of the projected 905 million gallons of water purchased by the Village over the next year. We also expect about a \$100,000 increase in our payment to the Glenbard Wastewater Authority compared to last year's budget.

Issues

The current water and sewer rates are insufficient to cover the increased costs to purchase water from the DuPage Water Commission, pay for wastewater treatment by the Glenbard Wastewater Authority and continue the long-term infrastructure plans needed to maintain the Village's extensive water and sanitary sewer system. Additionally, without an increase in rates, the FY11/12 Water and Sewer Fund cash reserves are projected to decline significantly below the Village's 25% minimum reserve policy, to about 18% of operating costs.

The draft FY11/12 Village Budget includes a proposed water rate increase of 5% and a proposed sewer rate increase of 10%. For Village residents, the water rate will increase from \$6.04 to \$6.34 per 1,000 gallons of water and the sewer rate will increase from \$4.90 to \$5.39 per 1,000 gallons of water. Rates for unincorporated customers will also adjust by the same percentages. The monthly impact to the typical residential water customer using 6,000 gallons of water per month is \$4.74.

Action Requested

The attached rate adjustment ordinance is scheduled to be presented for Village Board approval at the April 11, 2011 meeting.

Ordinance No. XXXX - VC, An Ordinance to Amend Section 7-11-28 of the Village Code of the Village of Glen Ellyn, Illinois Regarding Water and Sewer Rates and Charges.

Recommendation

Board approval of the proposed rate increases at the April 11, 2011 Village Board meeting is recommended.

Attachments

- Draft Ordinance
- Copy of applicable draft FY11/12 Budget pages
- Charts showing allocation of water and sewer charges

C: Michelle Urbina, Accounts Manager
Jeff Perrigo, Interim Public Works Director
Bob Minix, Professional Engineer

Ordinance No. _____ - VC

**An Ordinance to Amend Section 7-11-28
of the Village Code of the
Village of Glen Ellyn, Illinois
Regarding Water and Sewer Rates and Charges**

Whereas, the Village of Glen Ellyn owns and operates a combined water and sanitary sewer system that serves all residents in the Village of Glen Ellyn and some of the adjacent unincorporated areas; and

Whereas, all of the funds required for the operation, maintenance and improvement of the system come from the users of the system, essentially through a system of user rates and charges; and

Whereas, the Village of Glen Ellyn purchases its allocation of Lake Michigan water through the DuPage Water Commission; and

Whereas, beginning May 1, 2011, Glen Ellyn's cost of purchasing Lake Michigan water through the DuPage Water Commission is expected to increase by approximately 10%, from \$2.08 to \$2.29 per 1,000 gallons, at an estimated annual additional expense of \$190,000; and

Whereas, there is insufficient revenue from the current water and sewer charges paid by the customers of the system to cover the additional costs of providing Lake Michigan water and wastewater treatment and still maintain the Water & Sewer Fund cash reserves at a minimum level as set by Village policy; and

Whereas, an increase in the water rate of 5% and an increase in the sewer rate of 10% will provide additional funding needed to offset projected operating cost increases over the next fiscal year while maintaining a sufficient level of cash reserves,

Now, Therefore, be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: Section 7-11-28 of the Glen Ellyn Village Code is hereby deleted in its entirety and replaced with the following:

7-11-28: WATER AND SEWER RATES AND CHARGES: The rates and charges for the use and services supplied by the combined waterworks and sewage systems of the village are as follows:

(Effective with bills issued May 1, 2011)

Within Village

Water	\$6.34 per 1,000 gallons
Sewer	\$5.39 per 1,000 gallons

Outside Village

Water	\$9.51 per 1,000 gallons
Sewer	\$5.67 per 1,000 gallons
Sewer Only	\$5.67 per 1,000 gallons + \$2.92 per month service fee
Non-metered Sewer	\$56.70 per month

In addition, all sewer customers of the village shall be assessed a flat monthly fee of three dollars (\$3.00) for the purpose of funding the sewer repair reimbursement and clear water removal programs.

Water supplied to the Glenbard Wastewater Authority will be charged at the within Village rate.

Section Two: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section Three: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this

_____ day of _____, 2011.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____
day of _____, 2011.

Village President of the Village of
Glen Ellyn, Illinois

ATTEST:

Village Clerk of the Village of
Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 2011.)

WATER AND SANITARY SEWER FUND**Fund Summary**

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Revised Budget	FY10/11 Estimated Actual	FY11/12 Budget
Water and Sanitary Sewer Revenues						
410112	Special Service Area Tax (Lambert Farm)	96,969	96,929	97,000	97,000	97,000
430150	Comm Development Block Grant	-	583,786	-	24,000	-
440510	Metered Water Revenue	4,422,518	4,562,037	5,280,000	5,070,000	5,283,000
440520	Sanitary Sewer Revenue	3,856,141	3,753,182	4,185,000	4,095,000	4,380,000
440521	Illinois American Water (Sewer)	552,789	504,181	525,000	525,000	525,000
440522	DuPage County (Sewer)	347,860	335,853	390,000	365,000	400,000
440527	Utility Inspections	-	-	30,000	33,000	33,000
440529	Clearwater Inspections	-	-	18,000	20,000	20,000
449000	Connection Fees	77,005	40,905	65,000	95,000	65,000
460100	Interest Income	33,756	9,356	8,000	7,000	7,000
	Other Revenue	113,002	78,165	67,500	50,000	50,000
	TOTAL REVENUES	9,500,040	9,964,394	10,665,500	10,381,000	10,860,000
Water and Sanitary Sewer Expenditures						
<u>Water Division</u>						
	Personnel Services	567,096	505,605	546,300	546,300	560,900
	Contractual Services	808,018	768,844	941,175	835,100	963,600
	Commodities	1,287,590	1,524,953	1,993,100	1,900,100	2,072,700
	Capital Outlay	1,136,068	1,680,011	1,962,636	1,939,000	1,104,500
	Subtotal Water Division	3,798,772	4,479,413	5,443,211	5,220,500	4,701,700
<u>Sanitary Sewer Division</u>						
	Personnel Services	541,072	479,833	517,600	517,600	531,300
	Contractual Services	3,555,827	3,464,318	3,982,836	3,865,400	4,036,800
	Commodities	13,571	9,749	15,100	11,500	15,100
	Capital Outlay	1,643,370	1,923,047	2,207,022	2,069,000	1,326,500
	Subtotal Sanitary Sewer Division	5,753,840	5,876,947	6,722,558	6,463,500	5,909,700
	TOTAL EXPENDITURES	9,552,612	10,356,360	12,165,769	11,684,000	10,611,400
	FUND INCREASE (DECREASE)	\$ (52,572)	\$ (391,966)	\$ (1,500,269)	\$ (1,303,000)	\$ 248,600

Available Cash Analysis (000's)

Available, May 1, 2010	\$ 3,013
Estimated FY11 Inflow/(Outflow)	(1,303)
Budgeted FY12 Inflow/(Outflow)	249
Projected Available, April 30, 2012	\$ 1,959
25% Minimum Reserve Policy	2,018
Projected Available, April 30, 2010	1,959

25% minimum cash reserve policy (000's)

Operating Expenditures Budgeted - FY11/12	\$ 8,072
25% Minimum Reserve Policy	2,018

WATER AND SANITARY SEWER FUND**Revenues**

Village of Glen Ellyn

FY 2011/12 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY08/09 Actual</u>	<u>FY09/10 Actual</u>	<u>FY10/11 Revised Budget</u>	<u>FY10/11 Estimated Actual</u>	<u>FY11/12 Budget</u>	
Water Revenues / Inflows (5010)							
430150	Community Development Block Grant	\$ -	\$ 212,902	\$ -	\$ -	\$ -	
440510	Metered Water Revenue	4,422,518	4,562,037	5,280,000	5,070,000	5,283,000	1
440512	Sale of New Meters	33,480	17,755	50,000	30,000	30,000	
440527	Utility Inspections	-	-	15,000	15,000	15,000	
449000	Water Connection Fees	54,905	23,810	40,000	70,000	40,000	
460100	Interest Income	16,889	4,678	4,000	3,500	3,500	
489000	Miscellaneous Revenue	42,512	25,221	14,000	15,000	15,000	
	TOTAL WATER REVENUES	4,570,304	4,846,403	5,403,000	5,203,500	5,386,500	
Sanitary Sewer Revenues / Inflows (5020)							
410112	Special Service Area Tax (Lambert Farn	96,969	96,929	97,000	97,000	97,000	2
430150	Community Development Block Grant	-	370,884	-	24,000	-	3
440520	Metered Sewer Revenue	3,563,008	3,458,624	3,890,000	3,800,000	4,085,000	4
440521	Illinois American Water	552,789	504,181	525,000	525,000	525,000	5
440522	DuPage County	347,860	335,853	390,000	365,000	400,000	6
440524	Sewer Repair Reimbursement	293,133	294,558	295,000	295,000	295,000	7
440526	Sewer Permit Fees	22,100	17,095	25,000	25,000	25,000	
440527	Utility Inspections	-	-	15,000	18,000	18,000	
440529	Clearwater Inspections	-	-	18,000	20,000	20,000	
460100	Interest Income	16,867	4,678	4,000	3,500	3,500	
489000	Miscellaneous Revenue	37,010	35,189	3,500	5,000	5,000	
	TOTAL SEWER REVENUES	4,929,736	5,117,991	5,262,500	5,177,500	5,473,500	
TOTAL WATER & SEWER REVENUES		\$ 9,500,040	\$ 9,964,394	\$ 10,665,500	\$ 10,381,000	\$ 10,860,000	

**WATER AND SANITARY SEWER FUND
REVENUE BUDGET FOOTNOTES**

1. **Metered Water Revenue: (\$5,283,000)** Projected revenues for metered water sales are based on estimated water purchased from the DuPage Water Commission of approximately 905 million gallons. We usually bill about 90% of the water we purchase (a portion of the water we purchase is unmetered or otherwise unaccounted for and is unbilled; examples include hydrant flushing, system leaks, meter accuracy). Based on this, we would expect to bill about 815 million gallons in FY11/12.

$$\text{Water} = 815,000,000 \times \$6.48^*/1000 \text{ gal} = \text{approximately } \$5,283,000$$

- * The proposed rate for in-town customers (eff. 5/1/11) is \$6.04/1,000 gal. The "blended" rate shown above is \$6.48/1,000 gallons to account for water sales at \$9.51/1,000 gallons to approximately 150 non-resident accounts who are charged 150% of the resident/in-town rate.

Proposed for FY11/12 is an increase of 5% in the Village's water rate. This rate increase is needed to cover an estimated \$170,000 increase in our cost of purchasing water through the DuPage Water Commission. The Commission is expected to begin increasing rates due to the loss of the Commission's sales tax in 2016. This rate may be subject to further adjustment by the Commission mid-year with little notice.

See Water Fund expenditure footnotes for additional details.

Schedule of Water Rate Changes

Date of Change	Rate per 1,000 Gal.	% Change
January 1, 1994	\$4.54	
May 1, 1995	4.36	(4.0%)
July 1, 2003	4.72	8.3%
May 1, 2004	4.92	4.2%
June 1, 2008	5.10	3.7%
July 1, 2009	5.49	7.6%
June 1, 2010	6.04	10.0%
May 1, 2011	6.34	5.0%

2. **Special Service Area Tax (Lambert Farms): (\$97,000)** FY11/12 represents year 5 of a 20 year special service area which was established in 2006 to reimburse the Village for the construction of a new sanitary sewer system in the Lambert Farms subdivision which was previously served by private septic systems.

3. **Community Development Block Grant: (FY10/11 \$24,000)** A major sanitary sewer lining project to address significant clear water inflow/infiltration in the Braeside Area was funded via a Community Development Block Grant in FY09/10. This amount represents the final payment.
4. **Metered Sewer Revenue: (\$4,085,000)** Projected revenues for sanitary sewer usage are based on estimated water purchased from the DuPage Water Commission of 905 million gallons. We usually bill about 90% of the water we purchase (a portion of the water we purchase is unmetered or otherwise unaccounted for and is unbilled; examples include hydrant flushing, system leaks, meter accuracy). Based on this, we would expect to bill 815 million gallons in FY11/12.

Sanitary Sewer = 815,000,000 X 93%* X \$5.39/1000 gal = approx. \$4,085,000

- * There are approximately 200 Glen Ellyn water customers who presently do not receive sanitary sewer service and are served either by private septic systems, the Wheaton Sanitary District, or the DuPage County Sewer System. Water consumption which serves as the basis for estimating sanitary sewer billings at 93% of billed water.

Proposed for FY11/12 is an increase of 10.0% in the Village's sewer rate. The proposed rate adjustment is needed to support operating cost increases, including payment to the Glenbard Wastewater Authority, and to support scheduled infrastructure improvements.

A summary of prior sewer rate adjustments is presented below:

Schedule of Sewer Rate Changes

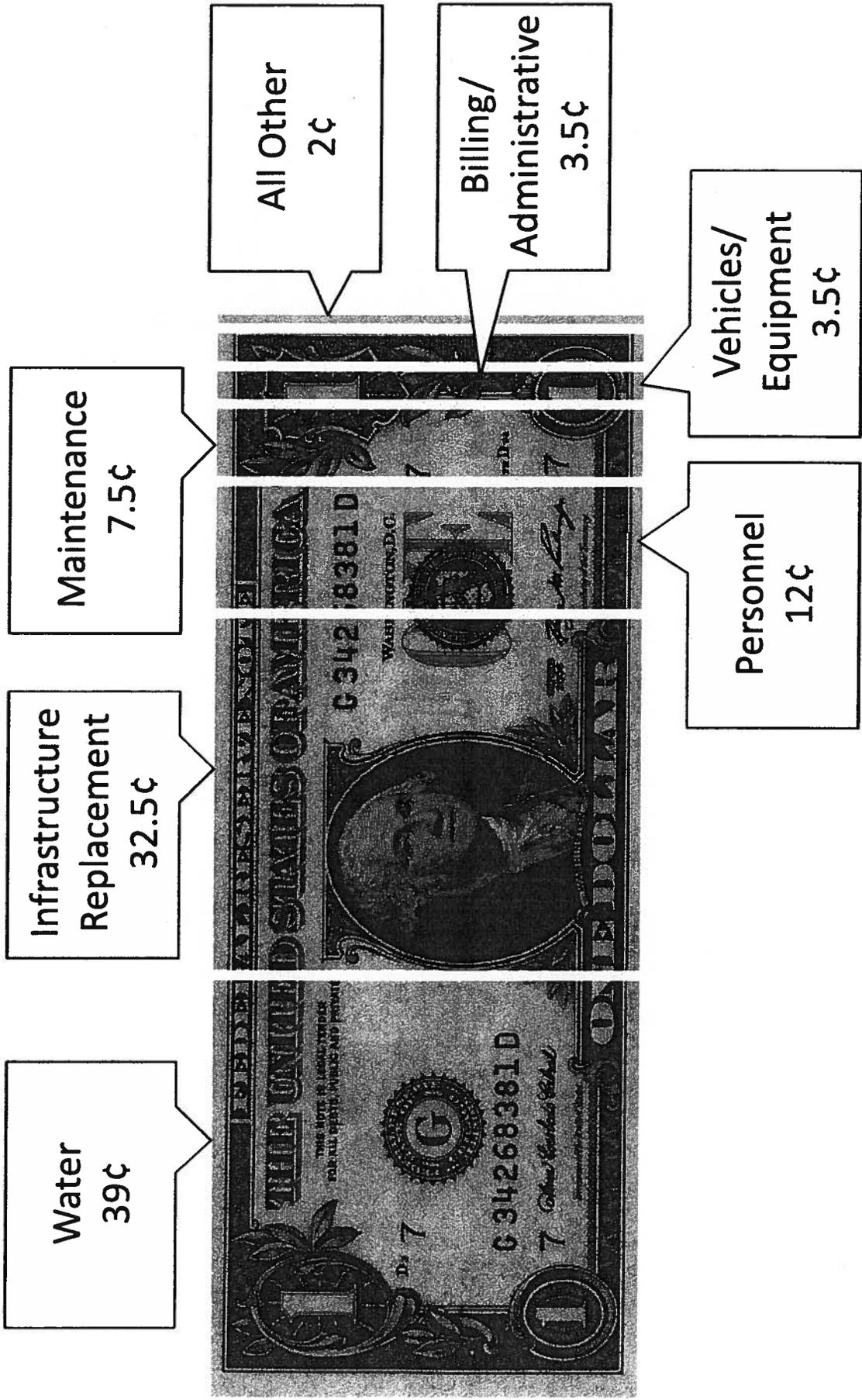
Date of Change	Rate per 1,000 Gal.	%
		Change
January 1, 1994	\$2.60	
May 1, 1995	2.78	6.9%
July 1, 2003	3.49	25.5%
May 1, 2004	3.91	12.0%
July 1, 2007	4.30	10.0%
June 1, 2008	4.45	3.5%
June 1, 2010	4.90	10.0%
May 1, 2011	5.39	10.0%

5. **Illinois American Water: (\$525,000)** The Illinois American Water Company (formerly Citizens Utilities) is a privately owned utility company that serves an area south of Butterfield Road (such as the Valley View subdivision), and an area east of the river, north of Butterfield Road. Illinois American is a sanitary sewer customer of the Village of Glen Ellyn whose sewage is treated by, and represents about 9% of the total sewage flow treated by

the Glenbard Wastewater Authority (GWA). Illinois American pays Glen Ellyn fees for sewage treatment at a rate based on the Wastewater Authority's operating budget and maintenance costs of the South Regional Interceptor which is the transmission line to the GWA.

6. **DuPage County: (\$400,000)** There are some 500 unincorporated addresses north of Glen Ellyn which are on the DuPage County sanitary sewer collection and utility billing system but whose sanitary sewage is treated by the Glenbard Wastewater Authority. DuPage County remits amounts billed for sanitary sewer service to the Village on a bi-monthly basis.
7. **Sanitary Sewer Repair Reimbursement: (\$295,000)** This account is designed to assist residents with a 50-50 share of repair costs to their private sanitary service lines under a street or within 10 feet of the edge of a street. Each village utility customer address with a sanitary sewer charge pays \$2 per month to fund this program. An additional flat charge of \$1 per month (\$100,000 annual) was added effective May 1, 2006 to assist the Village in completing "inflow and infiltration" reduction projects which will reduce the amount of storm water ("clear water") which enters the sanitary sewer system. This "clear water" increases sewage treatment costs, causes capacity problems at the Glenbard Wastewater Plant, and causes sewage back-ups into some homes during significant storm events.

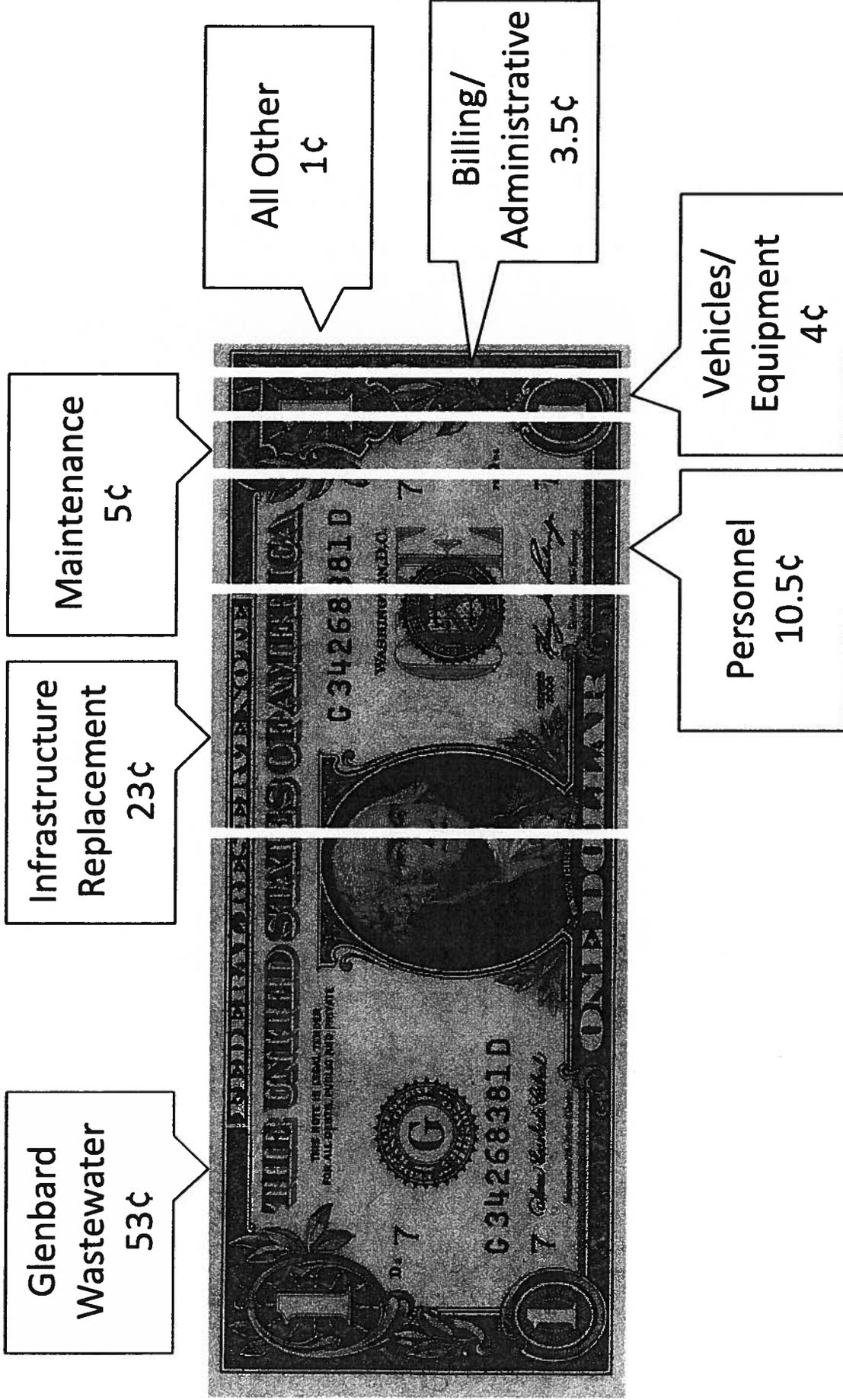
What Does My Water Charge Pay For?



Water Rate Components

Water	\$	2.47
Infrastructure Replacement		2.06
Personnel Costs		0.77
Maintenance		0.49
Vehicles/Equipment		0.22
Billing & Administrative		0.22
All Other		0.11
	\$	<u>6.34</u>

What Does My Sewer Charge Pay For?



Sewer Rate Components

Glenbard Wastewater Authority	\$	2.85
Infrastructure Replacement		1.23
Personnel Costs		0.58
Maintenance		0.29
Vehicles/Equipment		0.22
Billing & Administrative		0.17
All Other		0.05
		<hr/>
	\$	<u>5.39</u>

A-9

MEMORANDUM

TO: Terry Burghard, Interim Village Manager

FROM: Staci Hulseberg, Planning and Development Director
Michele Stegall, Village Planner *MJS* *SHW*

DATE: April 4, 2011

FOR: April 11, 2011 Village Board Meeting

SUBJECT: 488-490 Main Street, Exterior Appearance
Marcel's Culinary Experience

Background: Jillian Foucre is requesting exterior appearance approval for modifications to the front façade of the building at 488-490 N. Main Street. The request is being made to accommodate a new kitchen and cookware store known as Marcel's Culinary Experience. The subject property is located on the west side of Main Street between Crescent Boulevard and Pennsylvania Avenue in the C5A Central Business District, Central Retail Core. The Downtown Strategic Plan identifies the building as an "outstanding historic structure".

The primary changes proposed to the façade include replacing the existing double awnings with a new single awning to be centered over the entrance to the second floor apartments. This change would open up the storefront by unveiling the upper panes of storefront windows which are currently concealed. These windows, which are presently painted black, would be replaced with new clear glass. The exterior sidewalls located on each side of the apartment entrance are also proposed to be covered with mustard colored ceramic tile. A second doorway leading to the commercial space is proposed to be reinstalled and the concrete aprons leading to the first floor commercial space would be replaced with blue tile.

Architectural Review Commission (ARC) Recommendation: The ARC considered the proposed exterior appearance at a public meeting on March 9, 2011. No members of the public spoke at the meeting. By a vote of 7-0, the ARC recommended approval of the proposed exterior appearance.

Village Board Action: The Village Board may approve, approve with conditions or deny the petitioner's requests for exterior appearance approval. Village staff has prepared an Ordinance approving the exterior appearance for consideration at the April 11, 2011 Village Board meeting.

Attachments:

- Location Map/Aerial Photo
- Draft ARC Minutes
- Ordinance
- Petitioner's application packet

cc: Jillian Foucre, Property Owner

Marcel's
488-490 N. Main Street



Prepared By: Planning and Development Department

Date: March 1, 2011

Aerial Photo 2009

0 50 100 200 Feet



Petitioner Jillian Foucré presented her petition for the plans for 488-490 N. Main Street and Marcel's Culinary Experience. She provided personal background information on herself as she stated she is a long-time resident of Glen Ellyn. As stated in her January 28th letter to Planner Stegall she noted that in putting together a business plan, she researched three communities as possibilities for her business: Elmhurst, Downers Grove, and Glen Ellyn. She stated she settled on Glen Ellyn as the numbers were right and she wanted to be a part of the expansion of downtown Glen Ellyn. She stated that the timing was right for the 488-490 N. Main Street building as the space is very well-suited for the new business. She stated the investment made to the exterior and interior of the building is very important to her and very high-quality items were used to secure their investment.

Ms. Foucré showed a picture of the current building front and then indicated that all the pictures that she would show are in the packet. She stated there are two existing awnings that would be removed and replaced with a single awning centered over the entranceway leading to the second-floor apartments. She stated the northern door leads into the space, and the southern door will eventually lead into the space once the glass panel that is there currently is replaced.

Ms. Foucré then showed the proposed picture of the building's exterior. She stated they focused on the architectural style of the building and restored the architectural integrity of the building to create a bright storefront that will be inviting, draw in customers, and look fresh from the street.

Ms. Foucré stated the upper panes of storefront windows, which are currently painted black, would be replaced with new clear glass. She stated that the drop-ceiling has been removed in the interior space in order to take the ceiling back to its 11-foot height.

Ms. Foucré stated that there will be one awning conforming to the Village's sign standards, centered over the entranceway door which will be yellow canvas with side valances and a front valance which will be in a loose sawtooth design. She stated that the awning will have the name Marcel's on it in navy blue vinyl with the same navy blue vinyl on the awning's edge piping and will be 44 inches in length. She stated that the single awning will obscure the arched-foot detail over the entryway door, but that the iron florets and details under the upper-level box bay windows will become more visible.

Ms. Foucré showed a picture of the proposed mahogany door which will have iron-work detail and blue-chip glass and will help to light up the stairway. She stated this door will closely match the brick in color which surrounds the entryway.

Ms. Foucré stated that the exterior sidewalls located on each side of the apartment doorway will be covered with a crisp-linen colored ceramic tile in a herringbone pattern. She stated they would like to mount a single case on the sidewall with a blue background and a bronze border that could be used to post cooking class calendars, village events, etc.

Ms. Foucré stated that the concrete entranceways leading to the first floor commercial space would be replaced with a French blue-colored tile in the same herringbone pattern as the sidewalls. She stated that inside the storefront windows will be platforms covered in the same

French-blue tiles which will help with the continuity between the interior and exterior of the space.

Ms. Foucré stated that ceramic address plaques will be installed on both sides of the door as the current address numbers are on the interior of the building.

She stated there will be no changes to the second floor however; they will put out new planter boxes on the sidewalk which will conform to the style of the building.

Ms. Foucré stated that the proposed changes will be a significant upgrade to the façade and exterior of the building as well as bring a sophistication and lightness to the building and to the other businesses on the street. She stated that during demolition, there was brown paper on the windows, but now there is a picture in the window which she showed of her grandfather Marcel and his staff. She stated her husband built a nice frame for it, and the picture is hanging in the window behind the platform. She stated she has a plan to add things in the window every few weeks from now until opening day tie into any village events also.

Commissioner Wussow asked about the light fixture in the sidewall mock-up to which Ms. Foucré stated there are light fixtures in both doorways currently which will remain, but they may upgrade these light fixtures which would put them behind the new awning.

Commissioner Albrecht asked if there is another window hidden above the doorway to which Ms. Foucré stated that there is no window there, only behind the current awnings which will be removed.

Commissioner Albrecht asked if there would be iron detail on the planter boxes to which Ms. Foucré stated that as of now, the planter boxes would be stone, but they have not come to any formal conclusion on the planter boxes as of yet as they are a lesser concern.

Chairman Burdett asked if the middle arch which will be hidden by the new awning would be bricked in to which Ms. Foucré stated that it would not. She stated that if you stand in the doorway, you will be able to see the arch.

Commissioner Wilson stated that Ms. Foucré did a great job which is going to be great for Glen Ellyn. He stated that he likes the way the upper bay windows stand out. He asked if the second floor aluminum storm window would be replaced with something more comparable to the original window as depicted on the rendering. Ms. Foucré stated that there is no decision at this juncture to change the second floor windows. Ms. Foucré stated that the two upper apartments are in very different states with the south apartment having a tenant for over 20 years and in a questionable state. She stated the north apartment has more walls and is more chopped up so she thinks there were offices there at some point. She stated she has no plans for the upstairs as of now as her main focus is the downstairs.

In response to questions regarding the interior renovation, Ms. Foucré stated they have taken 64 feet of wall down to the brick, even removing up to six layers of dry wall in some places. She restated they have taken down the drop ceiling as far back as it goes. She stated they will keep

the brick everywhere except for the kitchen area in the back which will need to have a different surface due to the cooking classes that will be held there.

Commissioner Wilson asked if there would be wood floors and tin ceilings to which Ms. Foucré stated there would be wood floors mostly as there are some big flooring areas that may need to be patched or fully repaired. She stated there would be no tin ceilings.

Commissioner Loftus asked if the upper part of the storefront windows had glass to which Ms. Foucré stated there is glass there but it is painted black so they will replace those panes.

Commissioner Wilson asked if light would shine through the awning at night to which Ms. Foucré stated that it will.

Commissioner Albrecht asked how much space there is inside to which Ms. Foucré stated there is 3200 square feet inside. She stated there will be a kitchen, a receiving area, and an office in the back so there will be 2500 square feet of customer space which includes 450 square feet of kitchen space.

Chairman Burdett asked for Commission Deliberation.

Commissioner Albrecht commented on how the front has been cleaned up with the single awning and a great color combination and looks fabulous. She stated she likes the window restoration and vertical part of the building. She stated it is a little punch of color for downtown and was thoughtfully planned. She stated she has soft spot for arches, but stated that once you are going into the store, it seems you would be able to see the arch hidden behind the awning. She stated that enhancing the visibility of the iron pieces and details underneath the upper window boxes is great.

Commissioner Dickie stated it is a gem of a building as he has kept an eye on it for a number of years and that it is nice to see someone take a hold of it because the character was sucked away from it as it was quiet and understated. He stated the awning color choice was important. He stated as far as the center arch being obscured from view, you approach building in an intimate way and should be able to see the arch before you enter. He encouraged the petitioner to remove the aluminum storm window on the second floor. He stated he hopes the project is very successful.

Commissioner Allen stated it is a great building which has been made better. He stated there is an 800-year old Japanese landscape concept called Hiding the View which meant to draw someone into the garden rather than let them view the whole thing, and that is what this does with the awning. He stated the single awning is a plus to which Ms. Foucré stated there were two businesses housed there in the past so she does not want any confusion with two awnings. He agreed with Commissioner Dickie about getting rid of the second floor aluminum storm window.

Commissioner Wussow stated it was a classy proposal and it is great that the petitioner is opening up the other doorway so there will be two entrances. She stated the new door leading to the apartments looks marvelous. She stated the single awning and color palette all come together.

Commissioner Wilson stated that the proposal looks great and that he likes the petitioner's commitment of purchasing the building. He stated the arch will be fine and he cannot wait to see what it looks like.

Commissioner Loftus stated without the black, it is more inviting. She stated she liked the arch a lot, but likes the single-awning concept. Ms. Foucré showed a picture of the awning logo choices and then handed out business cards with the final logo choice on it.

Chairman Burdett stated the proposal is a very high-class design and is compatible with the Design Guidelines of the Village. He noted that the arch will be lost under the awning but the trade-off is the opening up of the windows. He stated he is glad the petitioner is not bricking in the arch in case someone wants to uncover it later.

Commissioner Loftus asked about the circle detail on the logo to which Ms. Foucré stated that it may be used in the iron detail in the fixtures. Ms. Foucré then handed out the new business cards for Marcel's that had the circle detail on the logo.

Commissioner Wussow motioned for the Architectural Review Commission to recommend approval of Ms. Foucré's proposed Exterior Appearance for 488-490 N. Main Street. Commissioner Wilson seconded. The motion passed unanimously by a vote of 7-0.

IV. Presentation on Exterior Insulated Finish Systems (EIFS)

Planner Stegall provided background regarding this agenda item which is a response to the recently approved Treasure House project. She stated that the architect for the Treasure House had argued that EIFS would be proposed more often in the future due to the new energy code which requires more insulation on the outside of buildings. She stated that Building and Zoning Official Joe Kvapil had been invited to speak about EIFS as a material and to get his point of view on the use of it. She stated that *The Appearance Review Guidelines* currently discourage the use of EIFS as a primary building material due to quality and character issues as well as maintenance and durability issues with reference to water damage. She noted that Mr. Kvapil's presentation would focus on the maintenance and durability issues.

Mr. Kvapil stated he has been with the Village of Glen Ellyn for four years and is a licensed architect, working for major corporations previously as a project manager. He stated he is not an expert on EIFS, but he is familiar with it as he has seen it installed and applied.

Mr. Kvapil provided background on EIFS as it began to be used in Europe in the 1960's then became popular in the United States in the mid-1970's. He stated that EIFS was used primarily in commercial and non-commercial buildings and as prices dropped in the 1970's, contractors used it more frequently in single-family homes and residential construction. He stated that in the late 1980's, problems with EIFS developed as water leakage problems started to be noticed primarily in single-family homes. He stated the industry claimed the water leakage problems were not due to the material but to poor workmanship and installation. He stated that in his opinion, the material itself has proven to be durable and resistant to weathering and impacts if it is properly installed.

Village Of Glen Ellyn

Ordinance No. _____

**An Ordinance Granting Exterior Appearance Approval
for Marcel's Culinary Experience to be located at
488-490 North Main Street**

**Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This ____ Day of _____, 20 ____.**

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this ____
day of _____, 20 ____.

Ordinance No. _____

**An Ordinance Granting Exterior Appearance Approval
for Marcel's Culinary Experience to be located at
488-490 North Main Street**

Whereas, Jillian Foucre, owner of property located at 488-490 N. Main Street, has petitioned the Village President and Board of Trustees for Exterior Appearance approval in accordance with the Appearance Review Guidelines, Ordinance 5508, to allow exterior modifications to the front façade of the existing building on the property; and

Whereas, the subject site is located on the west side of Main Street between Crescent Boulevard and Pennsylvania Avenue in the C5A Central Business District, Central Retail Core; and

Whereas, at the March 9, 2011 public meeting of the Architectural Review Commission, the petitioner presented evidence, testimony, and exhibits relative to the request for Exterior Appearance approval and no persons spoke either in favor of or in opposition to the request; and

Whereas, based upon the evidence, testimony, and exhibits presented at the March 9, 2011 Architectural Review Commission public meeting, by a vote of seven (7) "yes" and zero (0) "no", the Architectural Review Commission recommended approval of the proposed Exterior Appearance as set forth in the minutes of the Architectural Review Commission, a draft of which is attached hereto as Exhibit "A"; and

Whereas, the Village President and Board of Trustees have reviewed the evidence, exhibits, and materials presented at the March 9, 2011 public meeting of the Architectural Review Commission and have considered the recommendation of the Architectural Review Commission; and

Whereas, the President and Board of Trustees have determined that approving the Exterior Appearance of the project is consistent with the objectives of the Glen Ellyn Appearance Review Guidelines, Ordinance 5508.

Now, Therefore, be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: Based upon a review of the evidence, testimony, and exhibits presented at the March 9, 2011 Architectural Review Commission, the Village President and Board of Trustees hereby grant Exterior Appearance approval as requested to allow modifications to the front façade of 488-490 N. Main Street subject to the condition that the project shall be constructed in substantial conformance with the petitioner’s application packet stamped received February 28, 2011 including the following plans and documents as though they were attached to this Ordinance:

- A. Exterior Appearance Application dated February 3, 2011
- B. Letter from Jillian Foucre dated February 28, 2011
- C. Mahogany Savannah Doorway Picture and Details labeled Attachment C (2 pages)
- D. Entry Wall Tile Details labeled Attachment D (2 pages)
- E. Entry Floor/Concrete Apron Tile Details labeled Attachment E
- F. Blackline Building Elevation labeled Attachment G and attached hereto as Exhibit “B”
- G. Color Rendering labeled Attachment H

and these plans and documents shall be filed with and made part of the permanent records of the Glen Ellyn Planning and Development Department.

Section Two: The Building and Zoning Official is hereby authorized to issue all necessary building and occupancy permits pursuant to the Exterior Appearance approved herein provided that all the conditions set forth hereinabove have been met and that the applicant complies with all other applicable laws and ordinances of the Village of Glen Ellyn. This grant of Exterior Appearance approval shall expire and become null and void within 24 months of the date of this Ordinance unless the requisite permits are applied for within said time period provided, however, that the

Village Board, by motion, may extend the period during which a building permit must be applied for. Further, the Village Board may, for good cause shown, waive or modify any conditions set forth in this Ordinance without requiring that the matter return to the Architectural Review Commission for further review.

Section Three: This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

Section Four: Failure of the owners or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of such Ordinance, shall subject the owners or party in interest to the penalties set forth in Section 10-10-18 (A) and (B) of the Village of Glen Ellyn Zoning Code.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

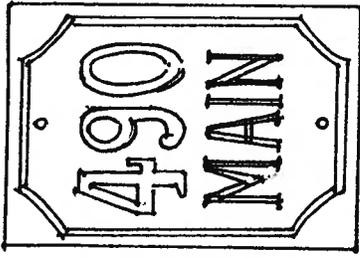
Village President of the
Village of Glen Ellyn, Illinois

Attest:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the ___ day of _____.)

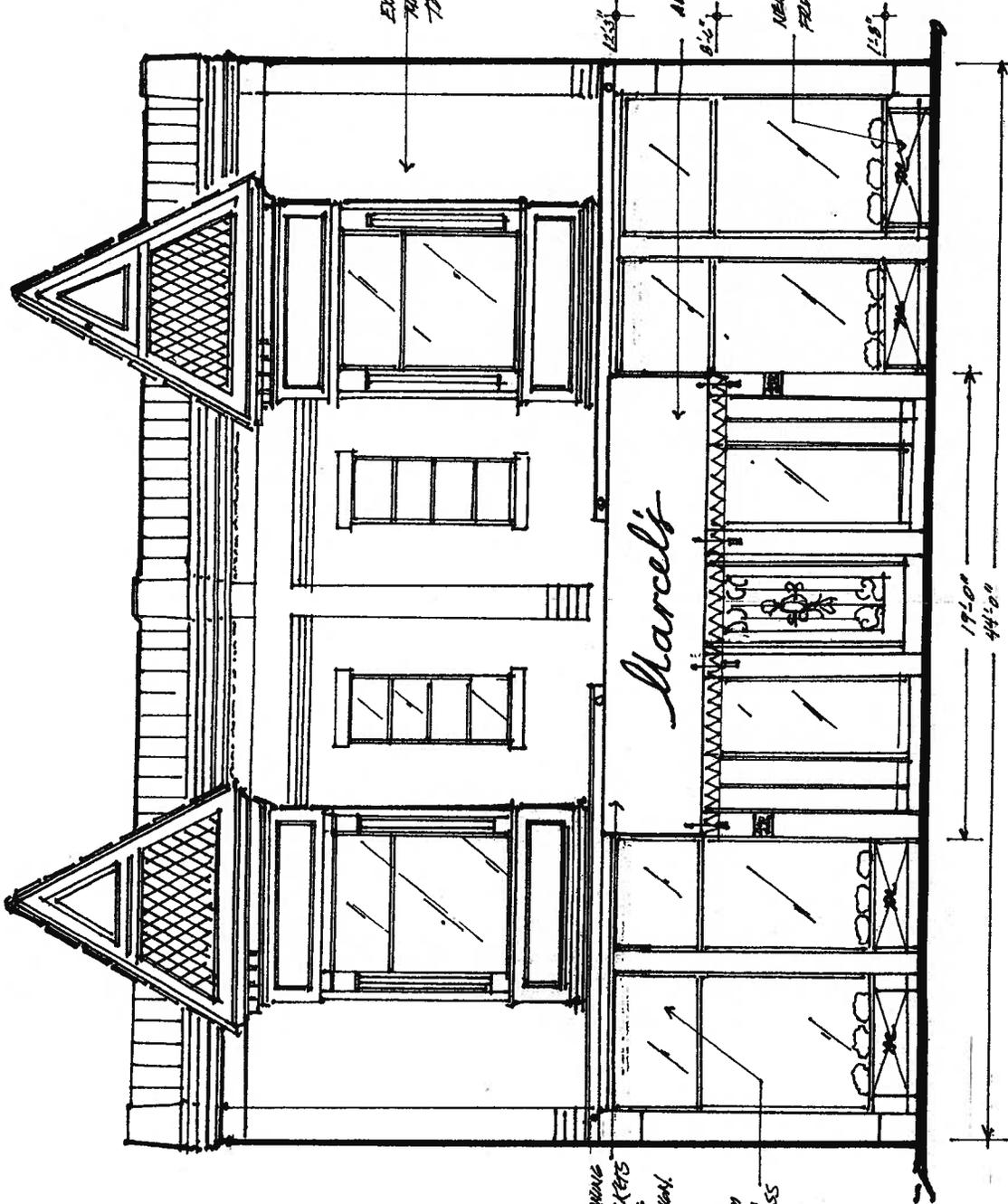
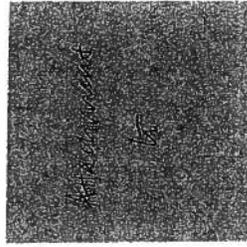
Exhibit "B"



EXISTING BALCONIES, WINDOWS, TRAILWORK AND EAVE DETAILS TO REMAIN.

ADDING 4" HEIGHTS ABOVE 30" DEEP AT BASE

NEW PAINTABLE BASES IN FRONT OF WINDOWS

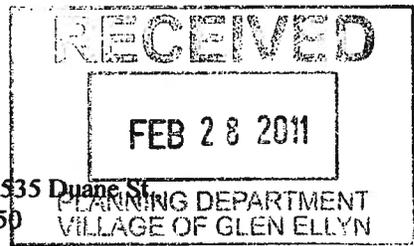


NEW EUROPEAN STYLE AWNING WITH WROUGHT IRON BRACKETS OVER BOTH ENTRY + EXITS FOR UNIFIED STORE DESIGN.

EXISTING PAINTED TRUSS IN WINDOWS COATED WITH ALUMINE SYNTHETIC GLASS MAXIMIZE DRAINAGE AND VISIBILITY.

19'-0"
44'-0"

EXTERIOR APPEARANCE REVIEW
APPLICATION



Please complete and return this form to the Planning and Development Department, 535 Duane St,
Glen Ellyn, IL 60137. If you have questions, please phone: 630.547.5250

I. APPLICATION INFORMATION:

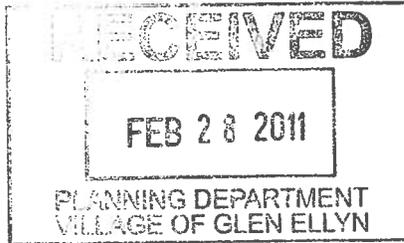
A. Date Filed: 2/3/2011 B: Application No. _____
C. Project Name: Marcel's Exterior Modifications
D. Project Description: Revision and upgrade to windows, awnings,
and selected exterior surfaces, new planters
E. Address of Property: 488-490 N. Main St, Glen Ellyn
F. Permanent Index No.: 05-11-315-016 G. Zoning: CSB
H. Name of Applicant: Jillian R. Fouere
I. Address of Applicant: 314 Greenfield, Glen Ellyn.
J. Phone No. (Business): 630.799.5871 (Home) 630.545.1364 (please use cell #)
K. Fax No. (Business): None (Home) None
L. E-mail Address of Applicant: jrfouere@gmail.com
M. Name of Property Owner: No later than 2/18/11, property
N. Address of Property Owner: owner will be same as applicant
O. Phone No. (Business): _____ (Home) _____
P. E-Mail Address of Property Owner: _____

II. CONFORMANCE WITH APPEARANCE REVIEW GUIDELINES:

(You may attach separate sheets as needed to answer any of the following questions)

Q. Please explain why the proposed architectural style was chosen. Architectural
style not being modified.
R. Provide information about the architectural style and exterior materials of the buildings in the
surrounding area: Consistent w/ existing building.
S. Please explain how the project complies with the Appearance Review Guidelines: See
next page for description.
T. Please explain why any deviations from the Appearance Review Guidelines are proposed: NO
deviations are proposed.

Signature: J. R. Fouere Date: 2/3/2011



Jillian R. Foucré
314 Greenfield
Glen Ellyn, Illinois 60137

February 3, 2011

Michele Stegall
Village Planner
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Re: Exterior Appearance Review Application

Dear Ms. Stegall,

Please find enclosed the following:

1. Two copies of all required documents for the Exterior Appearance Review for 488-490 Main Street, with the exception of the proof of ownership document. As I indicate throughout the forms, we will be closing on the property no later than 2/18/2011. At that time, I will provide you with the proof of ownership document. However, I would very much appreciate the initiation of the review process including the scheduling at the next available Architectural Review Commission meeting. In the unlikely event that the closing does not occur, I will contact you immediately.
2. Two separate checks for the application fee (\$300) and the escrow account (\$500).

Please let me know as soon as possible if there is any other information that will be needed to complete this review (aside from the proof of ownership document). You can reach me at 630-399-5871. Thank you for your assistance.

Sincerely,



Jillian R. Foucré

cc: (cover letter only)
Stacie Hulseberg
Janie Patch



Village President
Mark Pfefferman

Trustees
Jim Comerford
Peter E. Cooper
Phillip Hartweg
Carl L. Henninger
Peter F. Ladesic
Michelle Z. Thorsell

Village Clerk
Suzanne R. Connors

Interim Village Manager
Terry Burghard

Civic Center
535 Duane Street
Glen Ellyn, IL 60137
630 469-5000
Fax 630 469-8849
Web: www.glenellyn.org

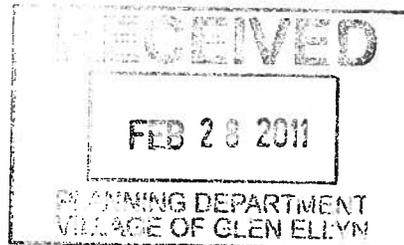
Police Department
535 Duane Street
630 469-1187
Fax 630 469-1861

Public Works Department
30 South Lambert Road
630 469-6756
Fax 630 469-3128

February 16, 2011

Jillian R. Foucre
314 Greenfield Avenue
Glen Ellyn, IL 60137

Re: Marcel's, 488-490 Main Street
Exterior Appearance Application

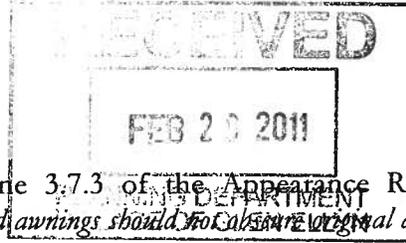


Dear Ms. Foucre:

I have reviewed the Exterior Appearance application submitted on February 3, 2011 for Marcel's to be located at 488-490 Main Street. We are very excited that you are moving forward with the business at this location. However, the review did find that a handful of items are missing from the application packet or need amended. These items will need to be addressed before the request can be scheduled for review by the Architectural Review Commission (ARC). Below please find comments about these items.

1. Proof of Ownership. It is my understanding that you anticipate closing on the property in the near future. Upon closing, a copy of the updated deed should be submitted.
2. Narrative Statement. The narrative statement should be expanded to more fully describe the proposed modifications to the façade and the reasons for these changes. You may also wish to provide some general information about the business itself.
3. Building Elevations. Black-line and color building elevations clearly indicating all proposed changes to the building must be submitted.
4. Building Rendering. The conceptual building rendering that was submitted shows planter boxes in the storefront windows. If such planters are proposed, please ensure that they are shown on the proposed building elevations. Lines are also drawn on the second floor depicting what appears to be downspouts or another type of improvement and diagonal shading is shown on the beams between the storefront windows. Clarification should be provided on the building rendering and/or building elevations about what these lines and this shading represents.
5. List of Building Materials and Colors. The list of building materials and colors should be expanded to include information about the materials and colors proposed for all improvements, including but not limited to, any new window trim, downspouts, tile, concrete or exterior painting.
6. Awning.
 - a. Staff has no objection to the design concept and awning as proposed. However, the new awning does cover the original sunburst arch over the

Ms. Foucre
Re: 488-490 Main Street
February 16, 2011
Page 2



entranceway. Guideline 3.7.3 of the Appearance Review Guidelines states that "*Canopies and awnings should not obscure original architectural details*". Therefore, you may wish to be prepared to respond to any questions by the ARC about why the awning was designed as proposed.

- b. You are encouraged to amend the plans to include an awning with valances on the sides and that extends straight across the bottom in order to bring the awning closer into conformance with Guideline 3.7.2.
- c. Please note that the permitted square footage of signage on the awning is limited to .5 square feet per lineal foot of building footage and that any approval of the proposed plans should not be considered an approval of the proposed awning signage. The signage on the awning will be reviewed for conformance with the Sign Code upon receipt of a Sign Permit application.

To proceed with the application process, a complete and collated copy of a revised application packet that fully responds to the above comments should be submitted to the Planning and Development Department for review. After staff has reviewed the application and determined that it is complete, the request would be scheduled for consideration by the ARC. The ARC is an advisory Commission and would forward a recommendation on the request to the Village Board of Trustees who would ultimately act on the application.

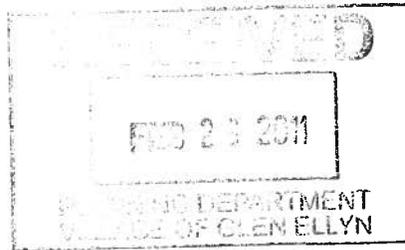
If you have any questions, feel free to contact me at 630-547-5249 or Micheles@glenellyn.org.

Sincerely,

Michele Stegall
Village Planner

Cc: Staci Hulseberg, Planning and Development Department

X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Main\Main 488-490, Marcel's,
EA\Letter First Review 021511.docx



Jillian R. Foucré
314 Greenfield
Glen Ellyn, Illinois 60137

February 28, 2011

Michele Stegall
Village Planner
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Re: Exterior Appearance Review Application

Dear Ms. Stegall,

Thank you for your letter of February 16, 2011 requesting additional information about the February 3rd application for 488-490 N. Main Street. My response to each item is either described below or is attached as a separate document. Please contact me with any additional questions.

1. We did close on the property on February 16, 2011. Attached is a copy of the Warranty Deed conveying the interest in the property to 488-490N. Main Street, LLC. (Attachment A) In addition, attached is the Operating Agreement showing that the LLC has as its sole members myself and my husband, Robert S. Bye. (Attachment B)
2. Marcel's Culinary Experience is a new retail and service business to be located in Glen Ellyn at 490 N. Main Street. Marcel's will sell retail cookware, cutlery, tableware, table linens and specialty packaged foods and will also feature cooking classes for recreational cooks of all ages in a variety of specialties. These classes will be in both demonstration and hands on formats and will include skills classes, complete menus, and subscription series programs. There will be a variety of target audiences, including different experience levels, children and teens, and targeted adult demographics. Private events and parties will also be offered.

The entire interior of the retail space at 490 N. Main Street is being renovated to reflect the quality of both the merchandise and the customer at Marcel's. This will include highlighting certain features of this historically significant building such as hardwood floors, elevated ceilings, and interior brick surfaces.

The proposed improvements to the exterior are intended to maintain and enhance the architectural integrity of the building while creating a brighter, more inviting storefront utilizing the awning and signage to clearly unify the entire space and at the same time highlighting architectural features which are currently obscured. Specifically, the following improvements are planned:



- The uppermost section of the original windows will be restored from the current flat black paint to clear glass, matching the bottom section of the windows. (See color elevation)
- A single awning will replace the current double awning which will more effectively showcase the exterior of the building and provide the unified look of a single business. (See color elevation)
- The center front door (leading to the apartment) will be replaced with one that is more compatible with the building design and detail. (Attachment C)
- The exterior sidewalls adjacent to the doors to the first floor space will be covered with ceramic tile in a herringbone pattern style of the color shown (crisp linen) with a border in mustard. (Attachment D and see color elevation)
- The concrete aprons in front of the doors to the first floor space will be replaced with French blue non-skid exterior grade tile and the show window platforms will be covered with the same tile. (Attachment E including specifications for both attachments D and E)
- Historic enamel address plaques, in French blue, will be placed on either side of the doorway. (Attachment F and see color elevation)

3. Please see attached black-line and color elevation plans. (Attachment G and H)

4. The planter boxes that are shown are not in the storefront windows but are on the sidewalk outside of the storefront. They are not attached to the building. The lines that you saw on the original drawing were not intended to reflect any modification to the upper portion of the building but were simply drawn in to show existing detail that was not evident from the photograph. There are no planned changes to the downspouts, the lower window frames or any part of the upper half of the building exterior. The elevations will hopefully make all of this clear.

5. Material detail is as follows:

- Awning – Canvas with a background color to match Pantone yellow (1215) and piping and lettering to match Pantone blue (7692) (see color elevation)
- Door – mahogany with artistic iron grill and glue chip glass (photo of door and detail attached) (Attachment C)
- Sidewalls – crisp linen in herringbone pattern with 6 inch mustard border (Attachment D)
- Concrete aprons and show window platforms – French blue mosaic tile in herringbone pattern (Attachment E)
- Address plaques – ceramic in French blue and white (Attachment F and color elevation)

6. a. You are correct that the proposed awning will cover the arched brickwork in the entryway. However, the removal of the two existing awnings will expose architectural

detail that is currently obscured. This includes the restoration of the original windows to their full height, the ability to see the horizontal ironwork and florets that are currently above the awnings and now cannot be seen, and exposure of more of the brick exterior of the building by reducing the number of awnings. As stated above, the intent is to brighten and unify the storefront while making more of the architectural detail visible.

b. As you can see from the elevation drawing, we have included valances on the sides of the awning and there is a front valance, as recommended in Guideline 3.7.2. The sawtooth edge on the front valance provides detail that mimics the shape of the peaks at the top of the building, in keeping with the recommendation for the awning to blend into the building shape.

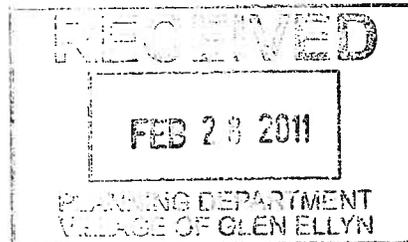
c. I understand that the signage on the awning will be limited to 22 square feet as the building is 44 feet long. I also understand that the signage will need to undergo a separate approval, which I will submit once the Exterior Appearance Application has been approved.

Michele, please let me know if this information does not meet your needs or if you have any other questions. You can reach me at 630-399-5871. Thank you for your assistance.

Sincerely,

Jillian R. Foucré

cc: (cover letter only)
Staci Hulseberg
Janie Patch



Attachment C

Mahogany Savannah

Exterior Doors - Mahogany Wood Doors, Door Exterior Wood and Wood exterior doors » Mahogany Savannah



click for larger image

Mahogany Savannah

[Savannah]

Solid Mahogany French Door (1-3/4") With an Artistic Iron Grill

30" X 80"= \$699

32" X 80"= \$699

36" X 80"= \$699

30" X 84"= \$699

32" X 84"= \$699

36" X 84"= \$699

Glass Options:

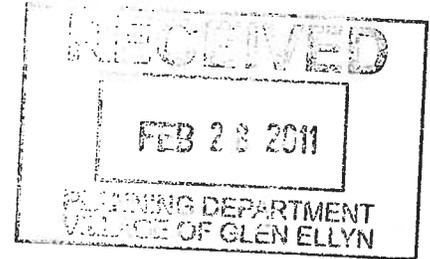
- Clear

- Frosted

- Glue Chip

(click on door to see glass pictures)

Click for Fast Quote



Features

Widths Available

3/0 (36")

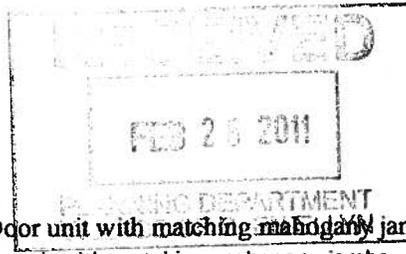
Pre-Hanging

Exterior: Add \$270 for an Exterior pre-hung Single Door unit with matching mahogany jambs

Exterior: Add \$460 for an Exterior pre-hung Double Door unit with matching mahogany jambs.

*Doors are unfinished (picture shows finished door)

This door is available with either dual clear glass with a tempered bug or a frosted/obscure glass. These Mahogany doors are the highest quality available in the market today. While many of our competitors have sacrificed quality by turning to MDF/Vencer door constructions to reduce production cost we at ETO Doors have kept quality as our primary



Widths Available

3/0 (36")

Pre-Hanging

Exterior: Add \$270 for an Exterior pre-hung Single Door unit with matching mahogany jambs

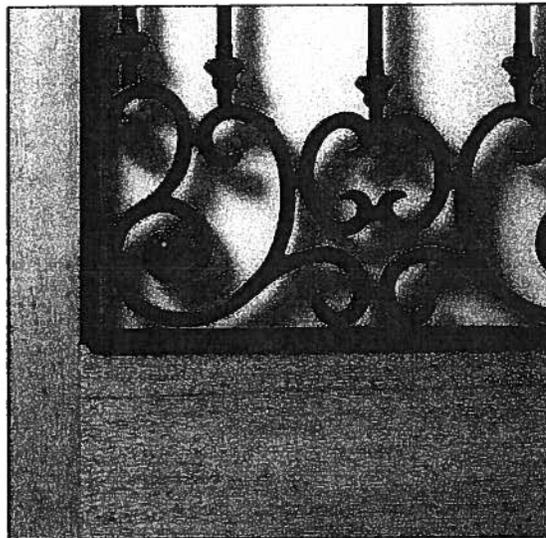
Exterior: Add \$460 for an Exterior pre-hung Double Door unit with matching mahogany jambs.

*Doors are unfinished (picture shows finished door)

This door is available with either dual clear glass with a tempered bug or a frosted/obscure glass. These Mahogany doors are the highest quality available in the market today. While many of our competitors have sacrificed quality by turning to MDF/Veneer door constructions to reduce production cost we at ETO Doors have kept quality as our primary concern.

The door you are viewing is truly solid. The panels, stiles and rails are 100% solid Brazilian mahogany wood. **These Iron Grille Doors are great for entry doors and other unique entrances.** They are Exterior Grade and can be used for interiors as well. These fine works of art never fail to impress visitors and clients by virtue of their craftsmanship, artistry and vision. Our Brazilian Mahogany is very carefully selected and is superior to other forms of mahogany in the market today.

Don't be misled by our competitive pricing (we are able to keep our pricing down by selling a large quantity of door everyday!) These are some of the highest end doors in the market today!

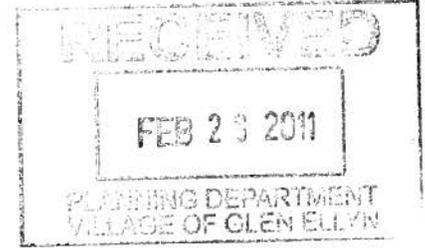


Glue Chip
Glass



Canvas Name **Herringbone**

Pattern Name



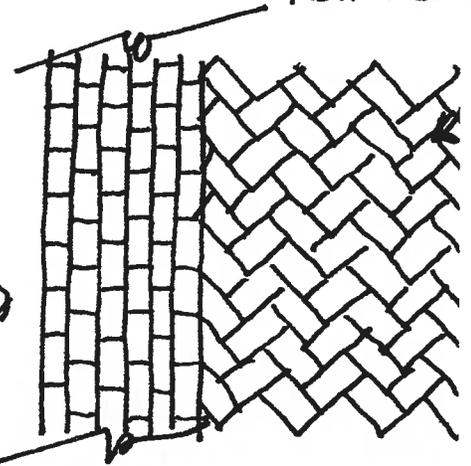
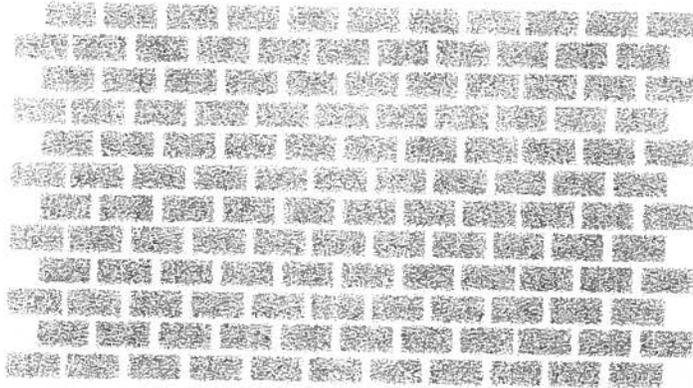
Series Name	Color Number /Name	Tiles	Percent
Keystone Shapes	D139 - Crisp Linen	128	100%

To learn more about care & maintenance and installation of your tile or to locate a Dealer close to you, please visit www.daltileproducts.com.

Canvas Name 2"x1" Brick

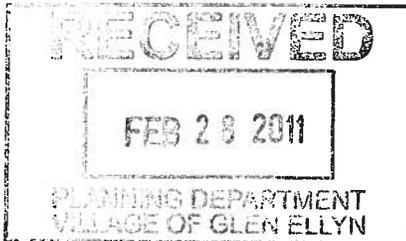
Pattern Name

CRISP LINE
FIELD TILE



Series Name	Color Number /Name	Tiles	Percent
 Keystone Shapes	D181 - Mustard	132	100%

6" BORDER
MUSTARD

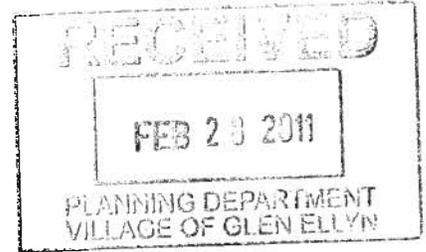
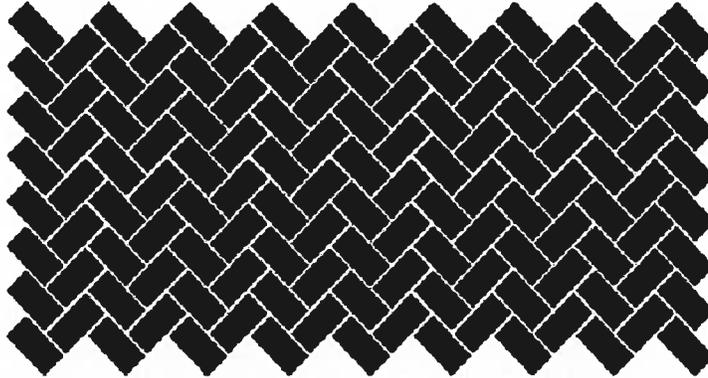


To learn more about care & maintenance and installation of your tile or to locate a Dealer close to you, please visit www.daltileproducts.com.

~~Attachment A~~

Herringbone

ENTRY FLOOR &
SHOW WINDOW BASE



Color	Color Number / Name	Tiles	Percent
	Keystone Shapes D023 - Galaxy	128	100%

To learn more about care & maintenance and installation of your tile or to locate a Dealer close to you, please visit www.daltileproducts.com.

DAKILE KEYSTONE MOSAIC SPECS.

Refractive Index: Low/Medium/High

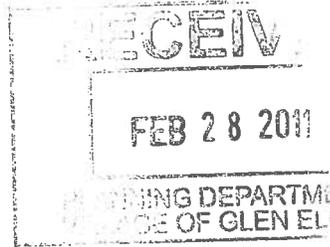
Grout Variation: Low (V1) to High (V3)

Tile Thickness: 1/4"

Net Width and Grout Width: 1/8" Approximately.

Applications

	Residential	Light Commercial	Commercial	Industrial/Institutional
Floral	X	X	X	X
Single Background	X	X	X	X
Colorful	X	X	X	X
Polka Dots	X	X	X	X
Abstract				



Test Results

	C.O.F.		Moisture Absorption	Freezing Expansion	MODULUS
	Wet	Dry			
Non-Absorbent	0.66	0.67	0.0%	0.00%	NA
Absorbent	0.68	0.73	0.0%	0.00%	NA
Acoustic Reference	4 Commercial				

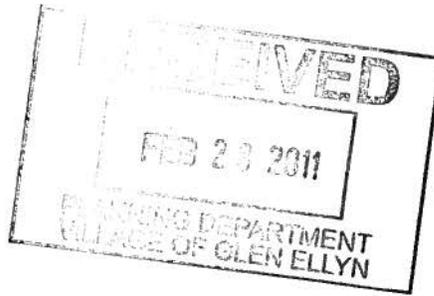
Notes

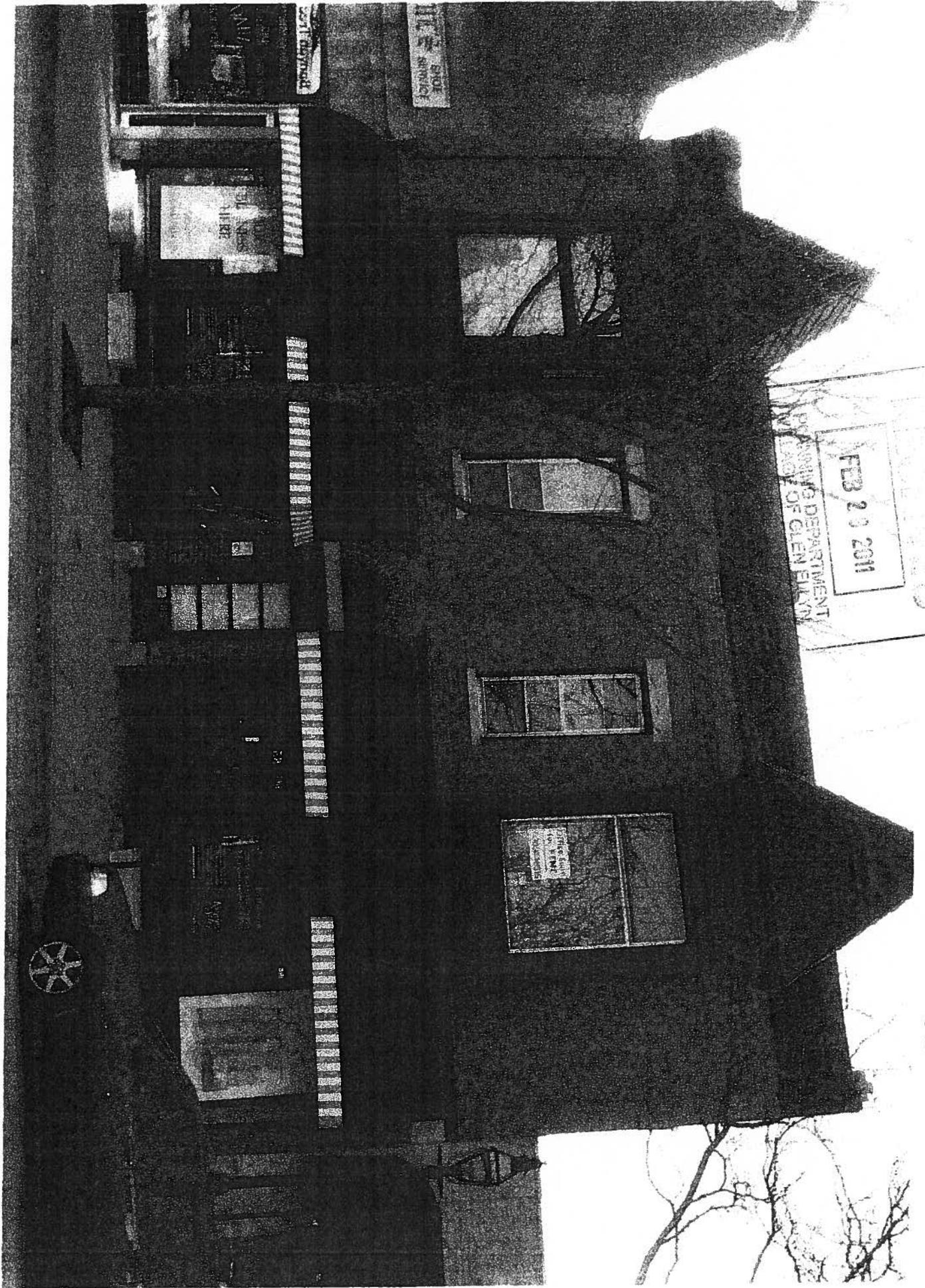
- Our tile mounting method is of 1" x 2" dimensions, with mounting mesh applied at 1/8" intervals. This method has not been tested for durability.
- Do not use expansion joints, including joint seals, on walls, and do not use floating floors with expansion joints. All floors are followed.
- The tiles are grouped by price. No. 1 is the least expensive, No. 2 is premium price.
- Turn to your Daktile representative for information about our special patterns and special conditions.
- All tiles available in 1" and 2" unglazed surface.
- All tiles available in 1" and 2" size with abrasion-resistant tile available in other sizes - see grid (10-11).
- For 1" x 2" is made to order only.
- 1" x 2" glazed available in the following colors: Desert (D117), Abstract (D118), Harbor (D119), Diamond (D120), Aqua (D121), Emerald (D122), Opus (D123), Mist (D124), Marble (D125), Granite (D126), Navy (D127), Ocean (D128), Desert Gray (D129), Granite (D130), Desert Gray (D131), Black (D132), Cavatone Park (D133), The Best (D134), The Best (D135), The Best (D136).
- All tiles available in 2" Keystone Floor Tiles are 1/8" thick and 1/8" thick. All other tiles are 1/4" thick.
- 1" x 2" glazed available in the following colors: Desert (D117), Abstract (D118), Harbor (D119), Diamond (D120), Aqua (D121), Emerald (D122), Opus (D123), Mist (D124), Marble (D125), Granite (D126), Navy (D127), Ocean (D128), Desert Gray (D129), Granite (D130), Desert Gray (D131), Black (D132), Cavatone Park (D133), The Best (D134), The Best (D135), The Best (D136).
- The tiles are available in light and dark shades.
- The tiles are available in groups 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.
- The tiles are available in 1" x 2" size only.

Attachment #



Font - Times





LAURENT.

490
MAIN

EXISTING BALC, WINDOWS,
TRAILWORK AND CORN DETAILS
TO REMAIN.

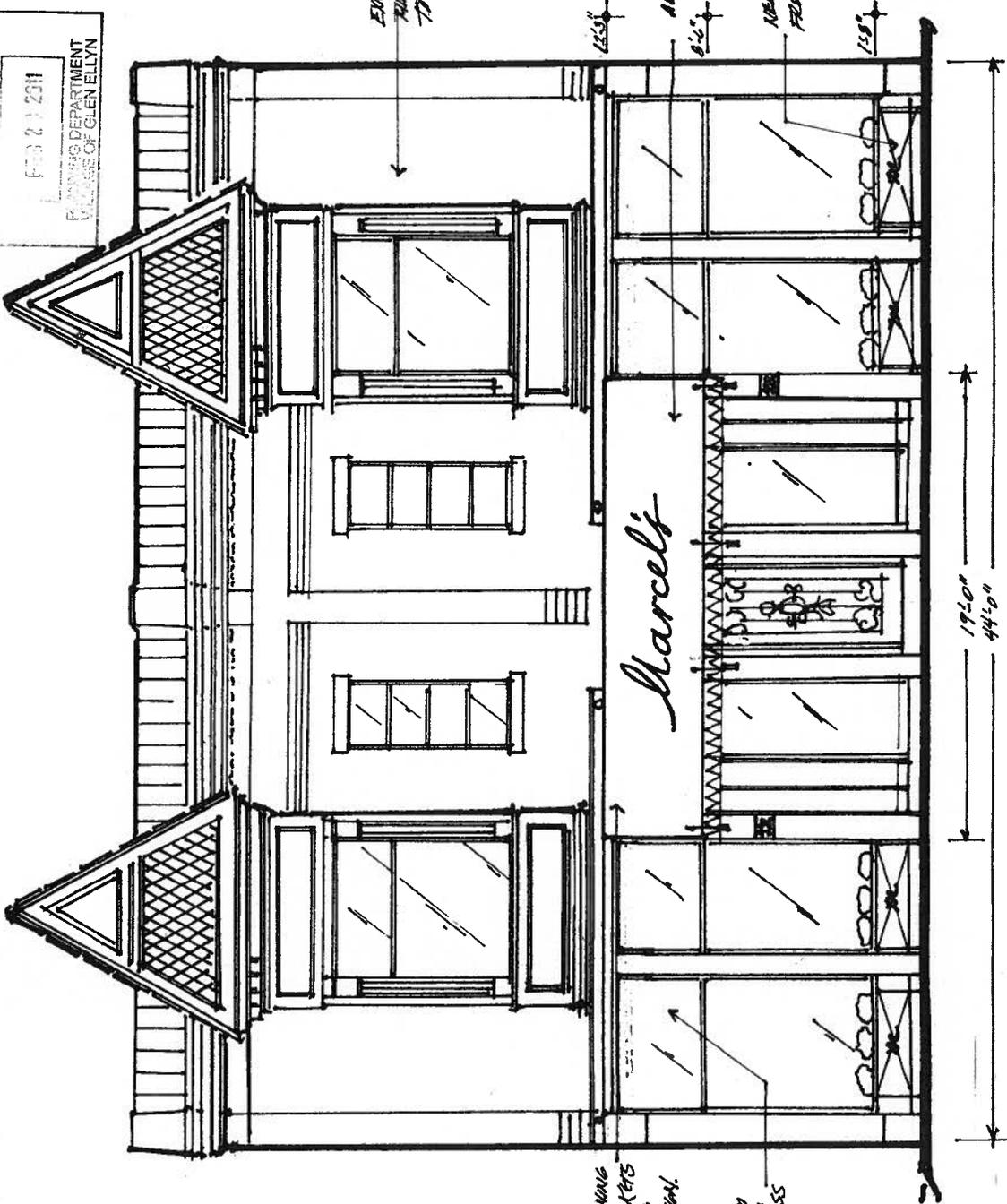
ADDING 4" HIGH PLUS APRON
30" DEEP AT BASE

NEW PAINTED EDGES IN
FRONT OF WINDOWS

Attachment

65

RECEIVED
FEB 21 2011
PLANNING DEPARTMENT
VILLAGE OF GLEN ELLYN

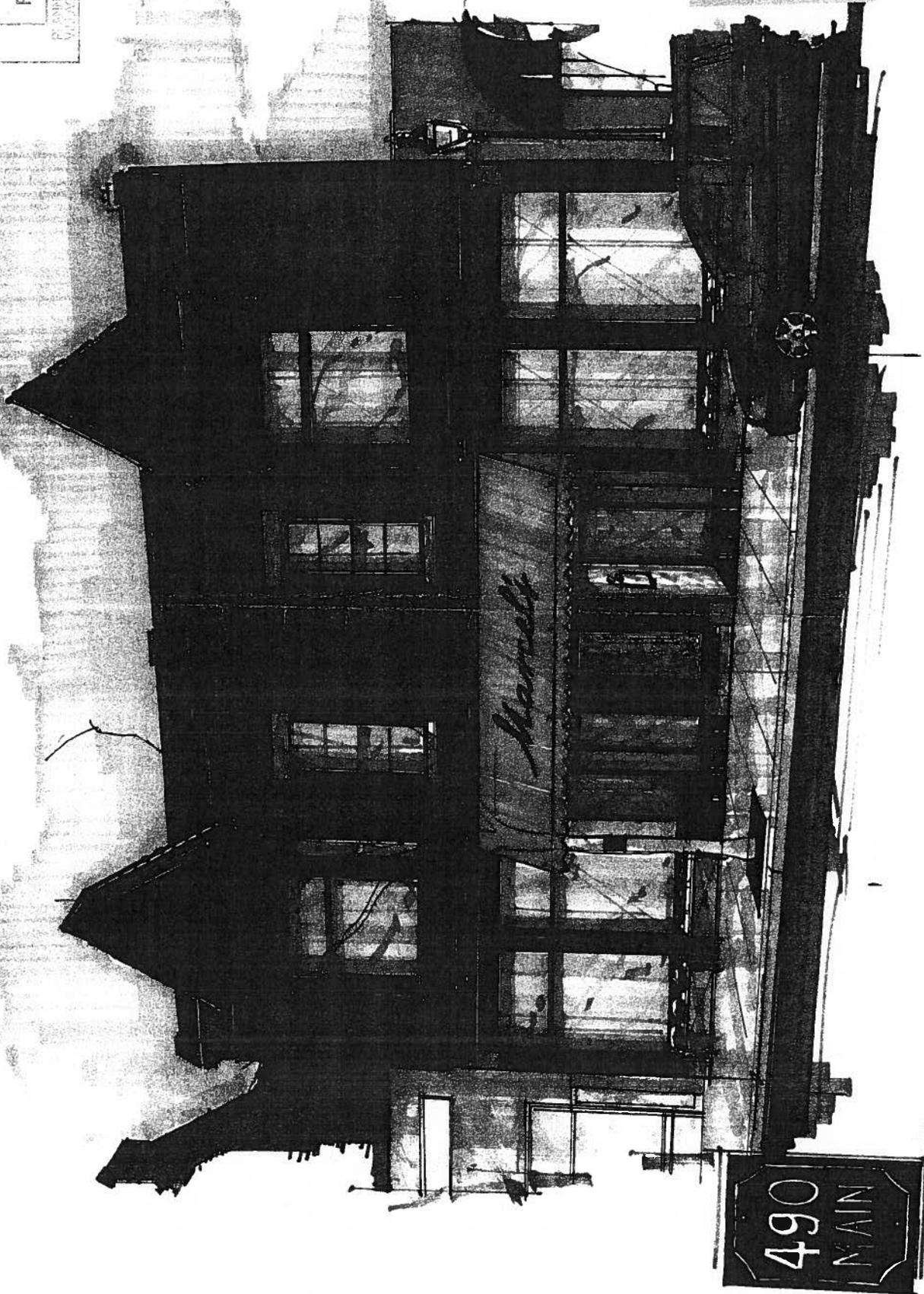


NEW EUROPEAN STYLE WINDOW
WITH HEAVY IRON BRACKETS
OVER BOTH ENTRY + EXITS
FOR UNIFIED STREET DESIGN.

EXISTING PAINTED TRIM ON
WINDOWS RESTORED WITH
ALUMINUM SPANNING GLASS
MINIMIZE CRACKS AND
VIBRANCY.

RECEIVED
FEB 28 2003
PLANNING DEPARTMENT
MUNICIPALITY OF GLEN ELLIOTT

Attachment #



490
MAIN

MEMORANDUM

TO: Terry Burghard, Interim Village Manager

FROM: Staci Hulseberg, Planning and Development Director
 Michele Stegall, Village Planner *MS*
 Andrew Letson, Planning Intern *AL* *SH*

DATE: April 5, 2011

FOR: April 11, 2011 Regular Village Board Meeting

SUBJECT: 631 Roosevelt Road – Special Use Permit

Background. Circle K, a.k.a Shell, located at 631 Roosevelt Road, has submitted a Special Use Permit application in accordance with Section 10-4-15(B)14 of the Glen Ellyn Zoning Code to allow outdoor merchandise and outdoor storage on the private sidewalk in front of the store. The petitioner is requesting approval to store and sell: LP gas cylinders, windshield washer solvent, antifreeze and firewood. The subject property is located at the southeast corner of Roosevelt Road and Park Boulevard. The property is zoned C3 Service Commercial District.

Plan Commission Recommendation. On March 10, 2011, the Plan Commission held a public hearing to discuss the petitioner’s request. No members of the public spoke at the hearing in regard to the request. By a vote of 10-1, the Plan Commission recommended approval of the request subject to the following conditions:

- A. The outdoor merchandise and outdoor storage shall be in substantial conformance with the plans as submitted and testimony presented.
- B. Outdoor merchandise and outdoor storage shall be limited to the items identified in the petitioner’s application packet including, but not limited to, LP gas cylinders, windshield washer solvent, antifreeze, firewood and other similar items.
- C. Outdoor merchandise and storage shall be limited to the three locations adjacent to the building east of the convenience store entrance as outlined on the petitioner’s site plan and displays shall not be located less than 43 inches from the edge of the curb.
- D. Wheel stops shall be installed in all parking spaces on the north side of the building six (6) inches from the curb with the exception of the handicapped space immediately to the west of the handicapped ramp.

Action Requested. The Village Board may approve, approve with conditions or deny the petitioner’s request for approval of a Special Use Permit. The Planning and Development team has prepared an Ordinance to approve the request with conditions for consideration at the April 11, 2011 Village Board meeting.

Attachments: Location Map
Notice of Public Hearing and Mailing Labels
Minutes from March 10, 2011 Plan Commission Meeting
Ordinance
Petitioner's Application Packet

Cc: Phil Norton, Police Chief
Joe Kvapil, Building and Zoning Official
Bill Keel, Property Inspector
Sal Minniti, Circle K

X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Roosevelt\Roosevelt 631\Roosevelt 631,
Circle K, SUP Outdoor Sales\040511 VB Memo.doc

NOTICE OF PUBLIC HEARING BEFORE THE GLEN ELLYN PLAN COMMISSION

Circle K, owner of property located at 631 Roosevelt Road is requesting approval of a Special Use Permit in accordance with Section 10-4-15(B)14 of the Glen Ellyn Zoning Code to allow outdoor merchandise and outdoor storage on the sidewalk in front of the convenience store. The subject property is located at the southeast corner of Roosevelt Road and Park Boulevard. The site is zoned C3 Service Commercial Zoning District.

Before the Glen Ellyn Village Board can consider the application, the Plan Commission must conduct a public hearing. The Plan Commission will consider the requested Special Use Permit at a public hearing on **Thursday, March 10, 2011 at 7:30 p.m.** in a meeting room on the third floor of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois

The subject property is legally described as follows:

PARCEL 1:

THAT PART OF THE NORTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST $\frac{1}{4}$; THENCE RUNNING EAST ON THE SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE FOR A POINT OF BEGINNING; THENCE EAST ON THE NORTH LINE OF SAID NORTHWEST $\frac{1}{4}$, 121.16 FEET; THENCE SOUTH 05 DEGREES 42 MINUTES WEST PARALLEL TO THE CENTER OF SAID JOLIET ROAD, 158.16 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID NORTHWEST $\frac{1}{4}$, 121.16 FEET TO THE CENTER OF JOLIET ROAD; THENCE 05 DEGREES 42 MINUTES EAST ALONG THE CENTER OF SAID JOLIET ROAD, 158.16 FEET TO THE POINT OF BEGINNING (EXCEPT THAT PART DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF THE AFORESAID NORTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 23 AND THE EXSISTING CENTER LINE OF JOLIET ROAD (PARK BOULEVARD)); THENCE ON AN ASSUMED BEARING OF SOUTH 04 DEGREES 57 MINUTES 17 SECONDS EAST 99.91 FEET ALONG SAID EXISTING EASTERLY RIGHT OF WAY LINE OF JOLIET ROAD TO A POINT, SAID POINT BEING MONUMENTED BY AN ILLIOS DEPARTMENT OF TRANSPORTATION SURVEY MARKER; THENCE 89 DEGREES 14 MINUTES 23 SECONDS EAST 67.96 FEET, THENCE NORTH 04 DEGREES 57 MINUTES 17 SECONDS EAST 40.40 FEET TO A POINT ON SAID NORTH LINE OF NORTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 23; THENCE SOUTH 89 DEGREES 21 MINUTES 31 SECONDS WEST 121.24 FEET (RECORDED AS 121.1 FEET) ALONG SAID NORTH LINE OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 23 TO THE POINT OF BEGINNING) IN DUPAGE COUNTY, ILLIOIS.

PARCEL 2:

THAT PART OF THE NORTHWEST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST $\frac{1}{4}$ AND RUNNING THENCE EAST ON SECTION LINE TO THE INTERSECTION OF THE CENTER

LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE; THENCE EAST ON SECTION LINE, 121.16 FEET; THENCE SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL WITH THE CENTER OF SAID JOLIET ROAD, 158.16 FEET FOR A PLACE OF BEGINNING; THENCE CONTINUING SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL WITH THE CENTER OF SAID JOLIET ROAD, 51.09 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID NORTHEAST ¼ 121.16 FEET TO THE CENTER LINE OF SAID JOLIET ROAD; THENCE NORTH 5 DEGREES 42 MINUTES EAST ON SAID CENTER LINE, 51.09 FEET TO A POINT THAT IS 158.16 FEET SOUTH 5 DEGREES 42 MINUTES WEST FROM SAID INTERSECTION OF THE CENTER LINE OF SAID JOLIET ROAD WITH THE NORTH LINE OF SAID NORTHEAST ¼; THENCE EAST PARALLEL WITH SAID NORTH LINE, 121.16 FEET TO THE PLACE OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 3:

THAT PART OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST ¼ AND RUNNING THENCE EAST ON SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE; 121.16 FEET, FOR A POINT OF BEGINNING, THENCE EAST ON SECTION LINE 188.09 FEET; THENCE SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL TO JOLIET ROAD, 209.25 FEET; THENCE WEST PARALLEL TO NORTH LINE OF SAID NORTHEAST ¼, 188.09 FEET; THENCE NORTH 5 DEGREES 42 MINUTES EAST, 209.25 FEET, TO THE POINT OF BEGINNING (EXCEPT THAT PART THEREOF LYING NORTH OF THE SOUTH LINE OF LAND TAKEN BY THE DEPARTMENT OF TRANSPORTATION OF THE STATE OF ILLINOIS, PER CASE 88ED-118) IN DUPAGE COUNTY, ILLINOIS.

P.I.N. 05-23-200-002; 05-23-200-018; and 05-23-200-020

All persons in the Village of Glen Ellyn who are interested are invited to attend the public hearing to listen and be heard. Information related to the requests is available for public review in the Planning and Development Department of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois. Questions related to the request should be directed to Andrew Letson, Planning Intern, 630-547-5246.

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village 24 hours in advance of the meeting.

Andrew Letson,
Planning Intern

(Published in The Daily Herald on Wednesday, February 23, 2011)

X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Roosevelt\Roosevelt 631\Roosevelt 631, Circle K, SUP Outdoor Sales\Public Hearing Notice.doc

DRAFT
PLAN COMMISSION
MINUTES
MARCH 10, 2011

The meeting was called to order by Chairman Julie Fullerton at 7:34 p.m. Commissioners Craig Bromann, Todd Buckton, Linda Dykstra, Robert Friedberg, Jeff Girling, Heidi Lannen, Julie McCormick, Jay Strayer, Ray Whalen and Lyn Whiston were present. Also present were Trustee Liaison Michelle Thorsell, Village Planner Michele Stegall, Planning Intern Andrew Letson and Recording Secretary Barbara Utterback. Chairman Fullerton welcomed new member Lyn Whiston to the Plan Commission.

Commissioner Girling moved, seconded by Commissioner Dykstra, to approve the minutes of the November 18, 2010 Plan Commission meeting. The motion carried unanimously by voice vote.

Chairman Fullerton explained the procedures of the Plan Commission. On the agenda was one public hearing regarding a Special Use Permit for Circle K (aka Shell) at 631 Roosevelt Road.

PUBLIC HEARING – CIRCLE K, 631 ROOSEVELT ROAD – SPECIAL USE PERMIT

A REQUEST FOR APPROVAL OF A SPECIAL USE PERMIT TO ALLOW OUTDOOR MERCHANDISE AND OUTDOOR STORAGE AT CIRCLE K (AKA SHELL) LOCATED AT 631 ROOSEVELT ROAD AND PARK BOULEVARD IN THE C3 SERVICE COMMERCIAL ZONING DISTRICT.

Staff Introduction

Planning Intern Andrew Letson stated that Circle K (aka Shell) is requesting approval of a special use permit to allow outdoor merchandise that includes washer fluid, fire wood, propane tanks and other similar items. Mr. Letson displayed a site plan and indicated the three areas where the products will be located. Mr. Letson stated that staff's only concern regarding the proposed special use permit is one area where parked cars can overhang the walkway and reduce pedestrians' space from 43 inches to 19 inches. Mr. Letson added that staff recommends that the petitioner place wheel stops 6 inches from the edge of the curb so that the car wheels would stop 6 inches from the curb. Mr. Letson explained that the parking spaces are 17 feet 6 inches and if the wheel stops are placed 6 inches from the curb and allowing for 1-1/2 feet of overhang and 19 feet for a parking space, pedestrians would have 25 inches of available space. Mr. Letson stated that 36 inches is usually recommended for egress, however, handicapped persons generally do not use the narrow sidewalk area because the handicap spaces and ramp are on the other side of the entrance. Mr. Letson displayed three photographs of the subject site.

Petitioners' Presentation

Sal Minniti, Store Manager for Circle K, 631 Roosevelt Road, Glen Ellyn, Illinois and Terry Johnson, District Manager for Circle K, 419 N. Ridgeland, Elmhurst, Illinois spoke regarding the Special Use Permit request. Mr. Johnson stressed that the outdoor storage will not infringe on the handicap side of the building. He also stated that there is an area where a wheel stop will not be installed because a sloping ramp for wheelchair access covers that space. Mr. Johnson added that the wheel stops will be anchored into the asphalt so that they will not move.

Responses to Questions from the Plan Commission

Mr. Letson clarified for Commissioner Buckton that staff recommends installing wheel stops all across the north side of the subject property for aesthetic purposes. Mr. Letson responded to Commissioner Buckton that a wheel stop costs approximately \$40.00 and wheel stops are generally anchored. Mr. Letson responded to Commissioner Bromann that he does not feel moving cars out 6 inches from the curb is a safety concern because a considerable amount of space would remain available for cars to pass through the site. Mr. Johnson responded to Chairman Fullerton that he would be happy to accommodate staff's condition regarding the placement of wheel stops 6 inches from the edge of the curb. Mr. Minniti indicated for Commissioner Bromann the parking space that cannot be moved back 6 inches. Commissioner McCormick asked staff if it is necessary to require the petitioner to install wheel stops in the area where one wheel stop will not be located, and Ms. Stegall responded that issue is for the Plan Commission to decide. Mr. Johnson felt that it would be more aesthetically pleasing if the wheel stops were placed in all the spaces except one. Mr. Johnson agreed with Commissioner Strayer that outdoor sales on the site have been taking place for quite some time and explained that a Village inspector recently informed them that they need a special use permit for outdoor storage in order to comply with the code. Mr. Johnson explained for Commissioner Strayer that RDK Ventures is a partnership of Shell and Circle K. Mr. Johnson responded to Commissioner Bromann that he believes the firewood Circle K sells is continually monitored for insects by the company from which it is purchased. Mr. Minniti responded to Commissioner Whalen that they do not intend to sell those products outdoors that have been previously sold in the past such as salt, soda pop and oil.

Persons in Favor of or in Opposition to the Petition

No persons spoke in favor of or in opposition to the petitioner's request.

Commissioner Bromann moved, seconded by Commissioner Girling to close the public hearing.

Comments from the Plan Commission

Commissioners Friedberg, Buckton, Lannen, Girling, McCormick, Strayer, Whiston and Chairman Fullerton were in favor of the proposed special use permit with the condition

that wheel stops are installed on the north side 6 inches from the curb in all parking spaces except the handicap space. Commissioner Dykstra was in favor of the special use permit but felt the wheel stops are unnecessary as the gas station/store has been successfully operating without them for a long time. She added that if wheel stops are to be installed, they would look more uniform if they were placed to the east of the door only. Although in favor of the special use permit, Commissioner Whalen recommended that a traffic consultant evaluate the site for safety regarding internal circulation and traffic access off of Park Boulevard. Commissioner Bromann was not in favor of the special use permit because he felt the 19-inch clearance with the additional 6 inches was not a sufficient amount of space.

Motion

Commissioner Girling moved, seconded by Commissioner Friedberg, that the Plan Commission recommends that the Village Board approve a Special Use Permit as requested by Circle K in accordance with Section 10-4-15(B)14 of the Glen Ellyn Zoning Code to allow outdoor storage and outdoor merchandise on property commonly known as 631 Roosevelt Road based on the following findings of fact: 1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective, of the Comprehensive Plan and/or Zoning Code because outdoor storage and outdoor merchandise in the C3 Service Commercial District zoning district is permitted with a Special Use Permit. 2. The proposed project is designed and shall be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area because the proposed merchandise to be sold will be maintained in a neat and orderly manner. 3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because the proposed area for outdoor merchandise and outdoor storage is located directly in front of Circle K and a clear path will be maintained to allow pedestrians to pass in front of the store. 4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services because the proposed use should have little to no impact on the public facilities and services currently serving the site. 5. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village because the proposed merchandise and storage will be controlled by Circle K and can be easily removed when necessary. Outdoor merchandise creates a potential for increased sales which will assist in improving the economic welfare of the Village of Glen Ellyn. 6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the merchandise and storage will not create an environment where an increase of any of the aforementioned items will occur. 7. The project will have vehicular approaches to the property which shall be so designed as not to create any undue interference with traffic on surrounding public streets or roads because the existing vehicle access will not change with approval.

of the requested Special Use Permit. 8. The project will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because no changes to the land will be made that would affect the existing runoff. 9. The project will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the community because no construction or demolition is being requested and no changes are proposed that cannot easily be reversed.

The recommendation for approval was subject to the following conditions: A. The outdoor merchandise and outdoor storage shall be in substantial conformance with the plans as submitted and testimony presented. B. Outdoor merchandise and outdoor storage shall be limited to the items identified in the petitioner's application packet including, but not limited to, washer fluid, firewood, propane tanks and other similar items as well as the representations made at the Plan Commission public hearing. C. Outdoor merchandise and outdoor storage shall be limited to the three locations adjacent to the building as outlined on the petitioner's site plan, and displays shall not be located less than 43 inches from the edge of the curb. D. Wheel stops are to be installed in all parking spaces six (6) inches from the curb on the north side of the building with the exception of the handicap space immediately west of the handicap ramp.

The motion carried with ten (10) "yes" votes and one (1) "no" vote as follows: Commissioners Girling, Friedberg, Buckton, Dykstra, Lannen, McCormick, Strayer, Whalen, Whiston and Chairman Fullerton voted yes; Commissioner Bromann voted no.

Trustee Report

Trustee Thorsell congratulated Plan Commissioner Robert Friedberg on his placement on the general election ballot for Village Trustee. Trustee Thorsell provided status on the Village Manager hiring process and stated that the budget process is currently underway. Trustee Thorsell also announced that the ethics ordinance recently passed.

Chairman's Report

Chairman Fullerton announced that staff is in the process of holding a joint workshop with the Plan Commission and Zoning Board of Appeals. Ms. Stegall provided additional details regarding this training opportunity which will be led by Planning Consultant Pete Pointner and which is tentatively scheduled for Tuesday, April 26, 2011.

Staff Report

Ms. Stegall provided an update on the renewal of annexation agreements that the Planning and Development Department has been working on and changes to the Village's boundary line agreement with Lombard. Ms. Stegall also stated that staff is in the beginning stages of working on zoning code updates related to floodplain and stormwater.

There being no further business before the Plan Commission, the meeting was adjourned at 8:26 p.m.

Prepared by:
Barbara Utterback, Recording Secretary

Reviewed by:
Andrew Letson, Planning Intern

Village Of Glen Ellyn

Ordinance No. _____

**An Ordinance Granting Approval of a Special Use Permit
to Allow Outdoor Merchandise and Outdoor Storage
at Circle K, a.k.a. Shell, Located at 631 Roosevelt Road
Glen Ellyn, IL 60137**

**Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This ____ Day of _____, 20 ____.**

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this ____
day of _____, 20 ____.

Ordinance No. _____

**An Ordinance Granting Approval of a Special Use Permit
to Allow Outdoor Merchandise and Outdoor Storage
at Circle K, a.k.a. Shell, Located at 631 Roosevelt Road
Glen Ellyn, IL 60137**

Whereas, RDK Ventures, owner of Circle K and the property located at 631 Roosevelt Road, has petitioned the Village President and Board of Trustees for approval of a Special Use Permit in accordance with Section 10-4-15(B)14 of the Glen Ellyn Zoning Code to allow outdoor merchandise and outdoor storage on the private sidewalk in front of Circle K located at 631 Roosevelt Road; and

Whereas, the subject property is located at the southeast corner of Roosevelt Road and Park Boulevard and is zoned C3 Service Commercial zoning district and;

Whereas, the property is legally described as follows:

PARCEL 1:

THAT PART OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST ¼; THENCE RUNNING EAST ON THE SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE FOR A POINT OF BEGINNING; THENCE EAST ON THE NORTH LINE OF SAID NORTHWEST ¼, 121.16 FEET; THENCE SOUTH 05 DEGREES 42 MINUTES WEST PARALLEL TO THE CENTER OF SAID JOLIET ROAD, 158.16 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID NORTHWEST ¼, 121.16 FEET TO THE CENTER OF JOLIET ROAD; THENCE 05 DEGREES 42 MINUTES EAST ALONG THE CENTER OF SAID JOLIET ROAD, 158.16 FEET TO THE POINT OF BEGINNING (EXCEPT THAT PART DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF THE AFORESAID NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 23 AND THE EXSISTING CENTER LINE OF JOLIET ROAD (PARK BOULEVARD); THENCE ON AN ASSUMED BEARING OF SOUTH 04 DEGREES 57 MINUTES 17 SECONDS EAST 99.91 FEET ALONG SAID EXISTING EASTERLY RIGHT OF WAY LINE OF JOLIET ROAD TO A POINT, SAID POINT BEING MONUMENTED BY AN ILLIOIS DEPARTMENT OF TRANSPORTATION SURVEY MARKER; THENCE 89 DEGREES 14 MINUTES 23 SECONDS EAST 67.96 FEET, THENCE NORTH 04 DEGREES 57 MINUTES 17 SECONDS EAST 40.40 FEET TO A POINT ON SAID NORTH LINE OF NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 23; THENCE SOUTH 89 DEGREES 21 MINUTES 31 SECONDS WEST 121.24 FEED (RECORDED AS 121.1 FEET) ALONG SAID NORTH LINE OF THE NORTHWEST ¼ OF SECTION 23 TO THE POINT OF BEGINNING) IN DUPAGE

COUNTY, ILLIOIS.

PARCEL 2:

THAT PART OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST ¼ AND RUNNING THENCE EAST ON SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE; THENCE EAST ON SECTION LINE, 121.16 FEET; THENCE SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL WITH THE CENTER OF SAID JOLIET ROAD, 158.16 FEET FOR A PLACE OF BEGINNING; THENCE CONTINUING SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL WITH THE CENTER OF SAID JOLIET ROAD, 51.09 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID NORTHEAST ¼ 121.16 FEET TO THE CENTER LINE OF SAID JOLIET ROAD; THENCE NORTH 5 DEGREES 42 MINUTES EAST ON SAID CENTER LINE, 51.09 FEET TO A POINT THAT IS 158.16 FEET SOUTH 5 DEGREES 42 MINUTES WEST FROM SAID INTERSECTION OF THE CENTER LINE OF SAID JOLIET ROAD WITH THE NORTH LINE OF SAID NORTHEAST ¼; THENCE EAST PARALLEL WITH SAID NORTH LINE, 121.16 FEET TO THE PLACE OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 3:

THAT PART OF THE NORTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST ¼ AND RUNNING THENCE EAST ON SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE; 121.16 FEET, FOR A POINT OF BEGINNING, THENCE EAST ON SECTION LINE 188.09 FEET; THENCE SOUTH 5 DEGREES 42 MINTUES WEST PARALLEL TO JOLIET ROAD, 209.25 FEET; THENCE WEST PARALLEL TO NORTH LINE OF SAID NORTHEAST ¼, 188.09 FEET; THENCE NORTH 5 DEGREES 42 MINTUES EAST, 209.25 FEET, TO THE POINT OF BEGINNING (EXCEPT THAT PART THEREOF LYING NORTH OF THE SOUTH LINE OF LAND TAKEN BY THE DEPARTMENT OF TRANSPORTATION OF THE STATE OF ILLINOIS, PER CASE 88ED-118) IN DUPAGE COUNTY, ILLINOIS.

P.I.N.s 05-23-200-002; 05-23-200-018; and 05-23-200-020; and

Whereas, following due and proper publication of notice in the Daily Herald on February 23, 2011, not less than fifteen (15) nor more than thirty (30) days prior thereto, and following written notice to all property owners within 250 feet of the site, and the placement of a placard on the subject property not less than fifteen (15) days prior thereto, the Plan Commission of the Village of Glen Ellyn conducted a public hearing on March 10, 2011 at which hearing the Plan Commission

considered the petitioner's request for approval of the requested Special Use Permit; and

Whereas, at the March 10, 2011 public hearing, the petitioner presented evidence and testimony in support of the request, and no members of the public spoke in regard to the request; and

Whereas, after having considered the evidence presented, including the exhibits and materials submitted, the Plan Commission made its findings of fact and recommendations as set forth in the minutes from the March 10, 2011 Plan Commission meeting, a draft of which is attached hereto as Exhibit "A", and pursuant to Section 10-10-14 of the Zoning Code, by a vote of seven (7) "yes" and one (1) "no," the Plan Commission recommended approval of the requested Special Use Permit; and

Whereas, the Village President and Board of Trustees have reviewed the evidence, exhibits, and materials presented at the March 10, 2011 Plan Commission public hearing and have considered the findings of fact and recommendations of the Plan Commission; and

Whereas, the President and Board of Trustees have determined that granting the requested Special Use Permit is consistent with the goals of the Glen Ellyn Zoning Code.

Now, Therefore, be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The minutes from the March 10, 2011 Plan Commission meeting, a draft of which is attached hereto as Exhibit "A," and the findings of fact set forth therein and in the preambles above are hereby adopted as the findings of fact of the Village President and Board of Trustees based upon their review of the evidence, exhibits, and materials presented at the March 10, 2011 public hearing before the Plan Commission.

Section Two: Based upon the findings of fact and recommendations of the Plan Commission, as adopted herein, and the findings of fact and conclusions set forth in the preambles

above, the Village President and Board of Trustees hereby grant approval of the requested Special Use Permit to allow outdoor merchandise and outdoor storage on the private sidewalk in front of Circle K located at 631 Roosevelt Road.

Section Three: This grant of approval of the requested Special Use Permit is subject to the following conditions:

- A. The outdoor merchandise and outdoor storage areas shall be maintained in substantial conformance with the plans as submitted and the testimony presented at the March 10, 2011 Plan Commission public hearing and with the petitioner's application packet stamped received February 25, 2011, including the following plans and documents referenced below, as though they were attached to this Ordinance:
1. Letter from Carole Owings dated February 16, 2011
 2. Special Use Permit Application signed January 26, 2011
 3. Narrative Statement (no date)
 4. Enlarged Plat of Survey (no date)
 5. Site Plan (attached hereto as Exhibit "B")
 6. Pictures of display areas (6) – (no date)

and these plans and documents shall be filed with and made part of the permanent records of the Glen Ellyn Planning and Development Department.

- B. Outdoor merchandise and outdoor storage shall be limited to the items identified in the petitioner's application packet including LP gas cylinders, windshield washer solvent, antifreeze, firewood and other similar items.
- C. Outdoor merchandise and storage shall be limited to the three locations adjacent to the building east of the convenience store entrance as outlined on the petitioner's site plan and displays shall not be located less than 43 inches from the edge of the curb.
- D. Wheel stops must be installed and maintained in all parking spaces on the north side of the building six (6) inches from the curb with the exception of the handicapped space immediately to the west of the handicapped ramp.

Section Four: This grant of approval of a Special Use Permit shall expire and become null and void within 24 months of the date of this Ordinance if the outdoor merchandise and outdoor storage areas are not in use within said time period provided, however, that the Village Board, by motion, may extend the time period of approval. Further, the Village Board may, for good cause

shown, waive or modify any conditions set forth in this Ordinance without requiring that the matter return for a public hearing.

Section Five: This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

Section Six: Failure of the owners or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of such Ordinance, shall subject the owners or party in interest to the penalties set forth in Section 10-10-18 (A) and (B) of the Village of Glen Ellyn Zoning Code.

Section Seven. The Village Clerk is hereby authorized to record to this Ordinance with the DuPage County Recorder.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

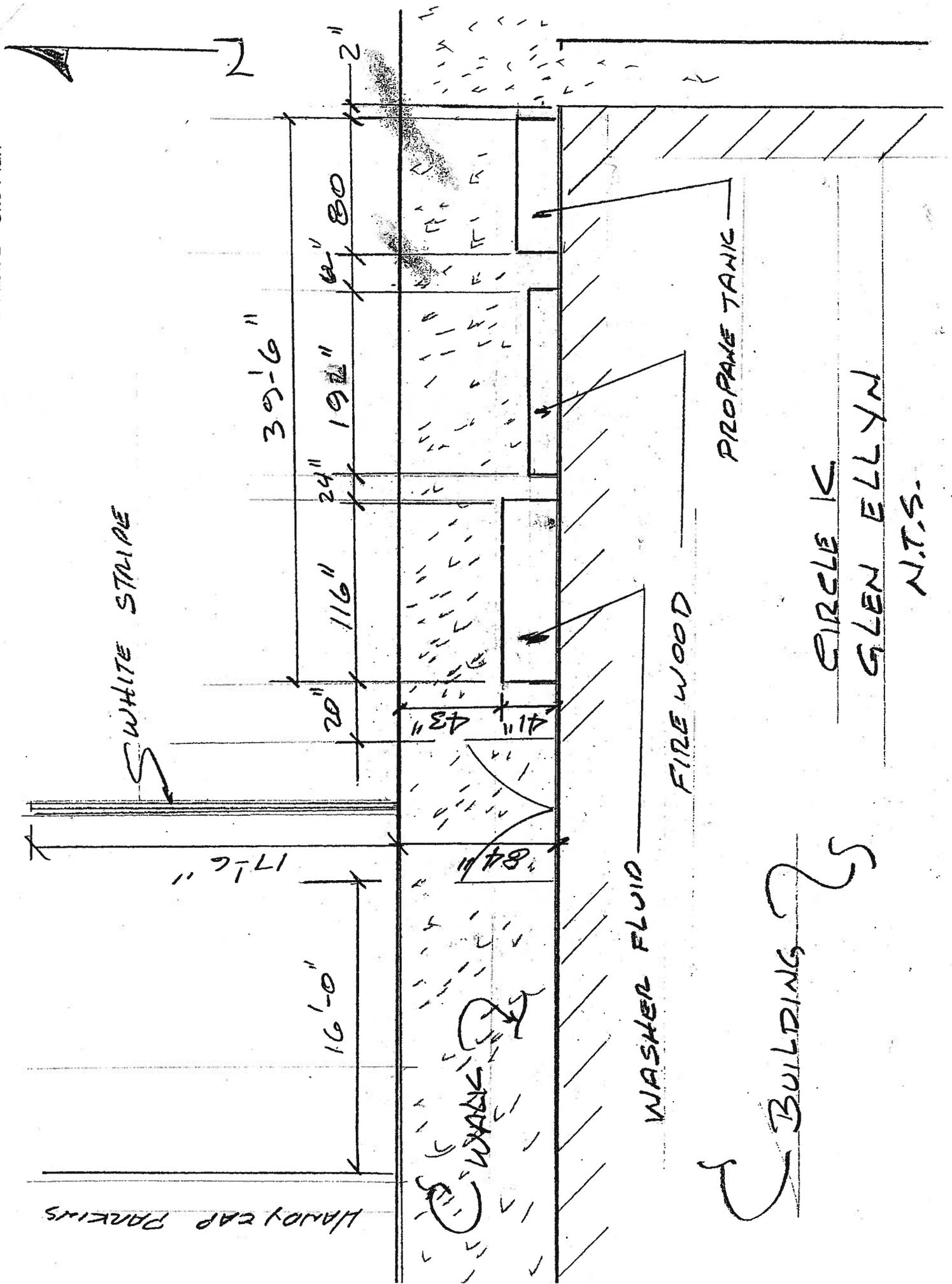
Village President of the
Village of Glen Ellyn, Illinois

Attest:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the ___ day of _____.)

X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Roosevelt\Roosevelt 631\Roosevelt 631, Circle K, SUP Outdoor Sales\Ordinance.doc



CIRCLE K
 GLEN ELLYN
 N.T.S.

BUILDING



February 16, 2011

Village of Glen Ellyn
535 Duane Street
Glen Ellyn IL 60137

To whom it may concern,

Enclosed Please find the following regarding our Special Use Permit application for your review.

Application for Special Use Permit
Narrative Statement
Proof of ownership
Unanimous written consent of the board of managers for Mac's Convenience Store LLC
Affidavit of Authorization
Reimbursement of Fees Agreement
Plat of survey
Site Plan
Photos

Best Regards,

A handwritten signature in black ink that reads 'Carole Owings'.

Carole Owings
Store Support Specialist
P O Box 347
Columbus IN 47202-0347
812-378-1772 X1347
Fax 812-314-2010
cowings@circlekmidwest.com

Circle K
Midwest Division

315 Commons Mall, Columbus, Indiana 47201
Phone (812) 379-9227 Fax (812) 379-1002

APPLICATION FOR SPECIAL USE PERMIT

The undersigned petitions the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, to consider the Special Use described in this application.

Date Filed: 1-26-11 Application No: _____

Name of Applicant: Circle K # 6700

Contact Information: Address of Applicant: 631 W Roosevelt
Glen Ellyn IL 60137

Business Phone: 630-469-5095 Fax: 812-314-2010

Cell/Home Phone: _____ Email: _____

Property Interest of Applicant: Owner
(Owner, Contract Purchaser, Owner Representative)

Contact Information:

Name of Owner: RDK Ventures LLC

Address of Owner: PO Box 347
Columbus IN 47202

Business Phone: 812-379-9227 X 1347 Fax: 812-314-2010

Cell/Home Phone: _____ Email: _____

Address and Legal Description of Property: 631 W. Roosevelt
Total sqft of building is 3420, one story building
paved parking lot
* See attached

Permanent Index No. (PIN): 05-23-200020 Zoning: C-3

Lot Dimensions: 256' x 170' Lot Area: _____

Present Use: Retail business

Requested Use/Construction: The display of outside display of
Windshield washer solvent, anti freeze and Fire Wood

Estimated Date to Begin New Use/Construction: Current

Name(s), Address(es) and Phone No(s). of Experts (architects, engineers, etc.):

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the

requirements of paragraph (E) of Section 10-10-14 of the Zoning Code:

Sales of proposed items for the benefit of customers
and will have no adverse affects on adjoining properties

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code:
Objective of full customer service will be met by sales
of said items
2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:
Outside displays will be maintained in a neat and
orderly manner
3. Will not be hazardous or disturbing to existing or future neighborhood uses:
All items are packaged & contained
4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:
Trash cans available
on premise to dispose of empty plastic bottles.
5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village:
No cost to village
6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:
Regular customer traffic currently.
7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:
Existing parking lot entrance/exits

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief: No increase potential
for damage

9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community: Displays will be kept on property

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Glen Ellyn for the purpose of inspection.

I (We) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

1-26-11

Date

Betty Watts

Signature of Applicant

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED
BY COMPLETING THIS APPLICATION IN DETAIL**

Narrative Statement

Narrative statement for Circle K # 6700 631 Roosevelt Road Glen Ellyn IL 60137

Mac's Convenience Stores LLC requests a Special Use permit for the following;

Outdoor displays of

*LP gas cylinders

*Windshield washer solvent

*Antifreeze

*Firewood

These items will be displayed in the front of our building 24/7 365 days a week.

This will have no impact on the surrounding pedestrian sidewalks or neighboring properties as they will be against our building. We are striving to be as full service to our customers as possible and these items fit within that business model.

8400147
page



FRED BUCHOLZ
DUPAGE COUNTY RECORDER

JAN. 19, 2010 RHSP 2:28 PM
DEED 05-23-200-002
013 PAGES R2010-008314

After Recording, Return To:
Mail tax Bills
Name: RDK Ventures LLC
Address: c/o Sharon Morrow
P.O. Box 347
4080 W. Jonathan Moore Pike
Columbus, Indiana 47201

This Instrument Was Prepared By:

Michael Sanchez
Shannon, Martin, Finkelstein & Alvarado, P.C.
2400 Two Houston Center
909 Fannin Street
Houston, Texas 77010

SPECIAL WARRANTY DEED

This Special Warranty Deed, dated to be effective as of the 6 day of January, 2010 ("**Effective Date**"), is by and between **Equilon Enterprises LLC**, a Delaware limited liability company d/b/a Shell Oil Products US, with offices located at 700 Milam Street, Office 2069A, Houston, Texas 77002 ("**Grantor**") and **RDK Ventures LLC**, a Delaware limited liability company, with offices located at P.O. Box 347, 4080 W. Jonathan Moore Pike, Columbus, Indiana 47201 ("**Grantee**").

WITNESSETH:

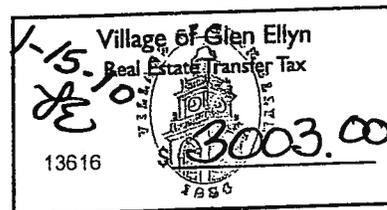
For and in consideration of the sum of Ten Dollars (\$10.00) and the mutual covenants and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby GRANT, BARGAIN and SELL unto Grantee, its successors and assigns forever the premises more particularly described in **Exhibit A** attached hereto and made a part hereof (the "**Premises**"), together with any buildings, fixtures and improvements owned by Grantor and located thereon.

Together with all right, title and interest, if any, of Grantor in and to any streets and roads abutting the Premises to the center lines thereof, plus all the estate and rights of Grantor in and to any easements, rights, privileges, appurtenances, strips and gores and all other hereditaments appurtenant to the Premises;

This conveyance is made by Grantor and accepted by Grantee SUBJECT TO all reservations, exceptions, restrictions, easements, encumbrances, rights of way, applicable zoning regulations, other matters of record affecting the same and set forth on **Exhibit B**, to the extent that the same are currently valid and enforceable against the Premises.

TO HAVE AND TO HOLD the Premises unto Grantee, its successors and assigns in fee simple forever; but:

IN ADDITION TO THE FOREGOING, Grantor grants the Premises to Grantee subject to the following covenants and restrictions:



Cost Center: # 137043 (Equilon)/ 6700 (RDK)
Address: 631 Roosevelt Rd., Glen Ellyn, IL

1. From and after the Effective Date until December 31, 2029 ("**Termination Date**"), if gasoline or branded diesel is stored, advertised or sold at or from the Premises, the gasoline or branded diesel stored, advertised or sold shall be sold under the "Shell" trademark ("**Brand Covenant**"), all as more fully set forth in that certain Branding and Product Purchase Commitment Agreement dated as of the Effective Date, by and between Grantor and Grantee ("**Branding Agreement**"). The Brand Covenant shall expire automatically on the Termination Date without need for filing a release, or other action of either Grantor or Grantee. The Premises and every portion thereof shall be improved, held, used, occupied, leased, sold, hypothecated, encumbered and conveyed subject to the Brand Covenant. Grantor and Grantee intend and agree that the Brand Covenant and the remedies for breach thereof, as provided in the Branding Agreement, shall be covenants running with the land. The benefits of the Brand Covenant shall inure to the benefit of Grantor, its successors and assigns as the operator or supplier (directly or indirectly) of retail operations in the State of Illinois. The burdens of the Brand Covenant shall apply to the entire Premises, shall pass with each and every portion of the Premises, and shall apply to and bind Grantee and Grantee's respective successors, assigns, transferees and subsequent owners in interest of the Premises.

2. Until the Termination Date, Grantor retains a right of first refusal to purchase the Premises, pursuant to the terms of the Branding Agreement ("**Right of First Refusal**"). The Right of First Refusal shall expire automatically on the Termination Date, without need for filing a release, or other action of either Grantor or Grantee. The terms of the Right of First Refusal are set forth on **Exhibit C**.

3. Grantee has granted a right of access to Grantor pursuant to the terms of an Access Agreement dated as of the Effective Date, which is being recorded on the same day as this instrument.

4. Grantee covenants and agrees that (a) it shall not install any well or other tank, pump or related equipment for the storage of potable water at the Premises; and (b) it shall not improve or use the Premises for residential purposes (including multi-family residential uses), or for any hospital, school, elder care or day care center or for a park or playground.

5. Grantor and Grantee intend and agree that each of the covenants set forth in paragraphs 1, 2 and 4, above, shall be covenants running with the land. The benefits of the covenants set forth in paragraphs 1, 2 and 4 shall inure to the benefit of Grantor, its successors and assigns. The burdens of the covenants shall apply to the entire Premises, shall pass with each and every portion of the Premises, and shall apply to and bind Grantee and Grantee's respective successors, assigns, transferees and subsequent owners in interest of the Premises. Grantee agrees to include the foregoing restrictions, covenants and conditions, including but not limited to the Brand Covenant, in any conveyance or assignment of the Premises to a successor grantee.

6. NOTWITHSTANDING ANYTHING CONTAINED HEREIN TO THE CONTRARY, GRANTEE ACKNOWLEDGES, UNDERSTANDS AND AGREES THAT GRANTEE HAS BEEN GIVEN THE OPPORTUNITY TO MAKE FULL AND COMPLETE INSPECTIONS OF THE PREMISES TO GRANTEE'S SATISFACTION PRIOR TO THE DATE HEREOF AND THAT, AS OF THE DATE HEREOF, GRANTEE IS RELYING SOLELY ON GRANTEE'S OWN INVESTIGATIONS OF THE PREMISES AND NOT ON ANY INFORMATION PROVIDED OR TO BE PROVIDED BY GRANTOR, OR ANY AGENT, REPRESENTATIVE OR OTHER PARTY ACTING, OR PURPORTING TO ACT, ON BEHALF OF GRANTOR. IT IS THE UNDERSTANDING AND INTENTION OF THE PARTIES THAT EXCEPT AS EXPRESSLY SET

FORTH IN THE PURCHASE AGREEMENT, THE SALE OF THE PREMISES FROM GRANTOR TO GRANTEE IS MADE ON A STRICT AS IS, WHERE IS BASIS AND WITH ALL FAULTS. GRANTEE ACKNOWLEDGES THAT EXCEPT AS EXPRESSLY SET FORTH IN THE PURCHASE AGREEMENT, GRANTOR HAS NOT MADE, DOES NOT MAKE AND SPECIFICALLY NEGATES AND DISCLAIMS ANY REPRESENTATIONS, WARRANTIES, PROMISES, AGREEMENTS OR GUARANTIES OF ANY KIND OR CHARACTER WHATSOEVER, EXPRESS OR IMPLIED, ORAL OR WRITTEN, RELATING TO, CONCERNING OR WITH RESPECT TO (A) THE VALUE, NATURE, QUALITY OR PRESENT OR FUTURE CONDITION OF THE ASSETS, INCLUDING WITHOUT LIMITATION THE PREMISES, (B) THE COMPLIANCE OF, OR BY, THE PREMISES WITH ANY LAWS OF ANY APPLICABLE GOVERNMENTAL ENTITY, (C) THE LIABILITY, MERCHANTABILITY, MARKETABILITY, OR PROFITABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE OF THE PREMISES, INCLUDING WITHOUT LIMITATION THE ASSETS THEREON, OR (D) ANY OTHER MATTER WITH RESPECT TO THE ASSETS. GRANTEE REPRESENTS TO GRANTOR THAT GRANTEE IS RELYING, HAS RELIED AND SHALL IN THE FUTURE RELY SOLELY UPON ITS OWN INVESTIGATIONS, INSPECTIONS AND STUDIES OF THE PREMISES, AND NOT ON ANY INFORMATION PROVIDED OR TO BE PROVIDED BY GRANTOR, GRANTOR'S AGENTS OR CONTRACTORS OR OTHERWISE GENERATED FROM THIRD PARTY SOURCES. GRANTOR SHALL NOT BE LIABLE OR BOUND IN ANY MANNER BY ANY VERBAL OR WRITTEN STATEMENT, REPRESENTATION OR INFORMATION PERTAINING TO THE PREMISES OR THE OPERATION THEREOF FURNISHED BY ANY PARTY PURPORTING TO ACT ON BEHALF OF GRANTOR, INCLUDING, WITHOUT LIMITATION, ANY AGENT, BROKER OR SALESPERSON. GRANTEE ACKNOWLEDGES THAT THE PURCHASE PRICE HAS BEEN SPECIFICALLY NEGOTIATED AND ADJUSTED TO TAKE INTO ACCOUNT THE AS-IS NATURE OF THIS SALE AND THE DISCLAIMERS AND WAIVER OF REPRESENTATIONS AND WARRANTIES AS STATED HEREIN.

Grantee hereby acknowledges that the terms, conditions and duration of the foregoing restrictions, covenants, and conditions are fair and reasonable. Grantee hereby agrees that, in the event the foregoing restrictions, covenants or conditions are violated, Grantor, and/or any successor-in-interest to Grantor, (i) may elect to enforce the foregoing restrictions, covenants and conditions by an action in equity to obtain an injunction against any violation of the foregoing restrictions, covenants, and conditions; and (ii) may pursue any other remedy available at law or in equity for any breach of the foregoing restrictions, covenants, or conditions.

All purchasers, lessees, and possessors of all or any portion of the Premises shall be deemed by their purchase, leasing, or possession of the Premises to have agreed to the foregoing restrictions, covenants, and conditions. Grantee's acceptance of the deed to the Premises evidences Grantee's acceptance of, and agreement to, the foregoing restrictions, covenants, and conditions, and Grantee acknowledges that Grantee has received adequate and sufficient consideration for Grantee's acceptance of and agreement to the foregoing restrictions, covenants, and conditions. Any failure to enforce any breach of the foregoing restrictions, covenants, and conditions shall not constitute a waiver of the foregoing restrictions, covenants, and conditions, or of any subsequent breach thereof, or any remedy that may be exercised for breach thereof. Any waiver of any breach of the foregoing restrictions, covenants, and conditions shall not constitute a waiver of any subsequent breach thereof, or of any remedy that may be exercised for breach thereof. The exercise of any remedy for any breach of the foregoing restrictions, covenants, and conditions shall not preclude the exercise of any other remedy for any breach of the foregoing restrictions, covenants, and conditions.

SUBJECT to the foregoing, Grantor covenants with Grantee that Grantor shall warrant and defend title to the Premises against the lawful claims of all persons claiming by, through, or under Grantor, but not otherwise.

HOUSTON2324355.6

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

STATE & COUNTY TAX	STATE OF ILLINOIS	# 0000003942	REAL ESTATE TRANSFER TAX
	 JAN. 19. 10 <i>dlb</i>		00984.00
	DUPAGE COUNTY		FP 326689

984.00

IN WITNESS WHEREOF, Grantor has caused this Special Warranty Deed to be effective as of the Effective Date.

"GRANTOR"

EQUILON ENTERPRISES LLC
d/b/a Shell Oil Products US

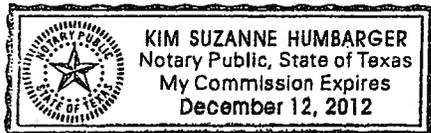


By: _____
Name: David N. Burrow
Title: Manager, Portfolio & Alliances US

STATE OF TEXAS)
) SS.
COUNTY OF HARRIS)

The within and foregoing instrument was acknowledged before me this 5th day of January, 2010 by David N. Burrow, the Manager, Portfolio & Alliances US of Equilon Enterprises LLC, a Delaware limited liability company d/b/a Shell Oil Products US, on behalf of said limited liability company.

Witness my hand and official seal.



Kim S. Humbarger
NOTARY PUBLIC

[Notary Seal]

AGREED AND ACCEPTED:

"GRANTEE"

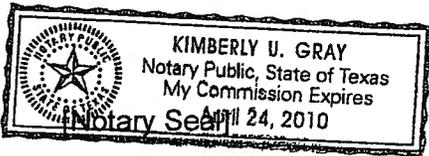
RDK VENTURES LLC

By: *Darrell J. Davis*
Darrell J. Davis, President

STATE OF TEXAS)
) SS.
COUNTY OF HARRIS)

The within and foregoing instrument was acknowledged before me this 6 day of January, 2010 by Darrell J. Davis, the President of RDK Ventures LLC, a Delaware limited liability company, on behalf of said limited liability company.

Witness my hand and official seal.



Kimberly U. Gray
NOTARY PUBLIC

(31) 137043

J.P. "RICK" CARNEY
RECORDER

AFFIDAVIT - METES AND BOUNDS

STATE OF ILLINOIS

} SS.

COUNTY OF DUPAGE

DOCUMENT NO. _____

David N. Burrow, Manager, Portfolio & Alliances, US on behalf of
Equilon _____, being duly sworn on oath, states that

offices ~~XXXX~~ resides at Pennzoil N. Tower, 700 Milam St. #2069A, Houston, TX 77002. That the

attached deed is not in violation of 765 ILCS 205/1 for one of the following reasons:

- ① The sale or exchange is of an entire tract of land not being a part of a larger tract of land.
- 2. The division or subdivision of the land is into parcels or tracts of five acres or more of size which does not involve any new streets or easements of access.
- 3. The division is of lots or blocks of less than one acre in any recorded subdivision which does not involve any new streets or easements of access.
- 4. The sale or exchange of parcels of land is between owners of adjoining and contiguous land.
- 5. The conveyance is of parcels of land or interests therein for use as right of way for railroads or other public utility facilities, which does not involve any new streets or easement of access.
- 6. The conveyance is of land owned by a railroad or other public utility which does not involve any new streets or easements of access.
- 7. The conveyance is of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use.
- 8. The conveyance is made to correct descriptions in prior conveyances.
- 9. The sale or exchange is of parcels or tracts of land following the division into no more than two parts of a particular parcel or tract of land existing on July 17, 1959, and not involving any new streets or easements of access.
- 10. The sale is of a single lot of less than five acres from a larger tract, the dimensions and configurations of said larger tract having been determined by the dimensions and configurations of said larger tract on October 1, 1973, and no sale prior to this sale, or any lot or lots from said larger tract having taken place since October 1, 1973, and a survey of said single lot having been made by a registered land surveyor.

CIRCLE NUMBER ABOVE WHICH IS APPLICABLE TO ATTACHED DEED.

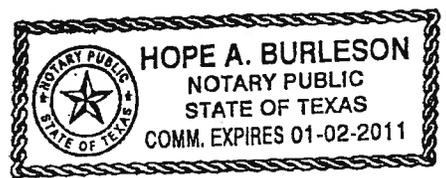
AFFIANT further states that _____ makes this affidavit for the purpose of inducing the Recorder of DuPage County, Illinois, to accept the attached deed for recording.

SUBSCRIBED AND SWORN TO BEFORE ME

this 16th day of January, 2010

Hope A. Burleson

Notary Public



48 116811

PLAT ACT AFFIDAVIT

STATE OF ILLINOIS } SS.
COUNTY OF COOK

David N. Burrow, Manager, Portfolio & Alliances, US on behalf of Equilon Enterprises LLC, being duly sworn on oath, states that

Offices ~~reside~~ at Pennzoil N. Tower, 700 Milam St. #2069 A, Houston, TX That the attached deed is not in violation of 765 ILCS 205/1 for one of the following reasons: 77002

1. Said Act is not applicable as the grantors own no adjoining property to the premises described in said deed;

- OR -

the conveyance falls in one of the following exemptions as shown by Amended Act which became effective July 17, 1959.

- 2. The division or subdivision of the land into parcels or tracts of five acres or more in size which does not involve any new streets or easements of access.
- 3. The divisions of lots or blocks of less than one acre in any recorded subdivision which does not involve any new streets or easements of access.
- 4. The sale or exchange of parcels of land between owners of adjoining and contiguous land.
- 5. The conveyance of parcels of land or interests therein for use as right of way for railroads or other public utility facilities, which does not involve any new streets or easement of access.
- 6. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access.
- 7. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use.
- 8. Conveyances made to correct descriptions in prior conveyances.
- 9. The sale or exchange of parcels or tracts of land existing on the date of the amendatory Act into no more than two parts and not involving any new streets or easements of access.

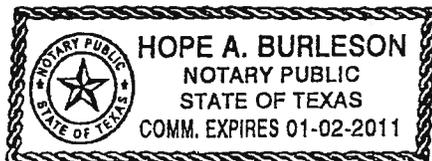
CIRCLE NUMBER ABOVE WHICH IS APPLICABLE TO ATTACHED DEED.

Affiant further states that _____ makes this affidavit for the purpose of inducing the Recorder of Deeds of Cook County, Illinois, to accept the attached deed for recording.

SUBSCRIBED and SWORN to before me

this 14th day of January, 2010.

Hope A. Burleson
Notary Public



**UNANIMOUS WRITTEN CONSENT OF
THE BOARD OF MANAGERS OF
MAC'S CONVENIENCE STORES LLC
MAY 8, 2008**

The undersigned, being all the managers of Mac's Convenience Stores LLC, a Delaware limited liability company (the "**Company**"), hereby consent to the following actions in lieu of a meeting.

ASSISTANT SECRETARY

WHEREAS it is in the Company's interest to appoint an additional Assistant Secretary for its business operations.

THEREFORE, BE IT RESOLVED :

THAT Betty Watts be and is hereby appointed as an Assistant Secretary of the Company, to hold the office until the first meeting of the board of managers following the next annual meeting of members or until she resigns or is otherwise replaced; and

 **THAT** any manager or officer of the Company, is hereby authorized to do, or cause to be done, all such acts and things and to make, execute and deliver, or cause to be made, executed and delivered, all such documents, instruments, orders and certificates, in the name and on behalf of the Company or otherwise as he may deem necessary, advisable or appropriate to carry out the purpose and intent of the foregoing resolutions.

This consent may be executed in counterpart, all of which shall be deemed to be part of one and the same original instrument.



BRIAN HANNASCH



TODD ISAACS

RÉAL PLOURDE

6-100
Special Use

AFFIDAVIT OF AUTHORIZATION

I, Betty Watts owner of the property described as
631 W. Roosevelt
see attached

verify that Terry Johnson, Market Manager
is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission,
Zoning Board of Appeals, Architectural Review Commission, and/or Village Board of Trustees.
Owner acknowledges that any notice given applicant is actual notice to owner.

Betty Watts
OWNER

Beth A. Butler

NOTARY

OFFICIAL SEAL
BETH ANNE BUTLER
Notary Public, State of Indiana
My Commission Expires: 8/28/2014

REIMBURSEMENT OF FEES AGREEMENT

Village of Glen Ellyn Acct: # _____

Initial Deposit Amount: _____

I. DESCRIPTION OF PROJECT: Outdoor displays of fire wood, antifreeze
and window washer solvent

II. OWNER:

- A. Owner of Property: RDK Ventures LLC
- B. Owner's Address: P.O. Box 347 Columbus IN 47202
- C. Owner's Home Phone Number: NA Fax: 812-314-2010
- D. Owner's Work Phone Number: 812-379-9227 X1347
- E. Owner's E-mail: cowings@circlek.com
- F. If Owner is a Land Trust or Corporation, the attached disclosures of interest should be filled out.

III. PERSON MAKING REQUEST (Petitioner):

- A. Name of Petitioner: RDK Ventures LLC
- B. Petitioner's Address: P.O. Box 347 Columbus IN 47202
- C. Petitioner's Home Phone Number: _____
- D. Petitioner's Work Number: 812-379-9227 X1347
- E. Petitioner's E-mail: cowings@circlek.com

IV. LOCATION OF PROPERTY:

- A. General Location of Property: 631 W. Roosevelt
- B. Acreage of Parcel: 1.08
- C. Permanent Index Number(s): 05-20-200.020
- D. Legal Description (Please attach)

V. REIMBURSEMENT OF FEES:

The Ordinances of the Village require the owners of property, or individuals seeking to utilize property, to receive approval by ordinance or the issuance of a permit to undertake various uses or improvements of property in the Village. These uses can include requests for textual or map changes in the Zoning Ordinance, applications for building permits, requests for zoning relief and other similar requests. The Village has established a fee schedule for the anticipated use of staff time in processing such petitions or applications. In many cases, however the Village cannot reasonably evaluate the validity or compliance of the petition or application with the Ordinances of the Village without the use of reports from various consultants. In some cases, the application or petition requires among other things, public hearings and associated public notice costs, preparation of minutes or transcripts from the public hearing or meeting, recording costs of Ordinances and the preparation of reports by consultants whose services require the payment of out-of-pocket expenses by the Village. These expenses would not have been incurred but for the petition or application. The Village does not intend to seek to make a profit on its utilization of such consultants, but requires that the applicant, or the person receiving benefit, shall be obligated to reimburse the out-of-pocket expenses incurred by the Village. The Village shall seek to employ consultants who shall charge rates consistent with those paid by private parties who seek similar consulting services. The Village intends, through this Agreement, to cause the payment of out-of-pocket expenses and to require the creation of an escrow fund to guarantee that the petition or application will not result in the citizens of the Village being required to pay for costs incurred at the request of the owner or applicant.

execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the completion of Village deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, issuance of a building permit, approval of a final inspection, or issuance of a final certificate of occupancy upon the real property in question whichever occurs later.

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AND OWNER AGREE THAT PETITIONER AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF GLEN ELLYN, AND THE OBLIGATIONS FOR PAYMENT RELATING TO THE FILING OF PETITION OR APPLICATION, AS SET FORTH HEREIN.

Betty Watts
OWNER

Village of Glen Ellyn

Owner

By: _____
Planning and Development Director

Date: _____

Date: _____

Exhibit A
Legal Description

31-1

CC#137043

PARCEL 1:

THAT PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST 1/4; THENCE RUNNING EAST ON THE SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE FOR A POINT-OF-BEGINNING; THENCE EAST ON THE NORTH LINE OF SAID NORTHWEST 1/4, 121.16 FEET; THENCE SOUTH 05 DEGREES 42 MINUTES WEST PARALLEL TO THE CENTER OF SAID JOLIET ROAD, 158.16 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID NORTHWEST 1/4, 121.16 FEET TO THE CENTER OF JOLIET ROAD; THENCE NORTH 05 DEGREES 42 MINUTES EAST ALONG THE CENTER OF SAID JOLIET ROAD, 158.16 FEET TO THE POINT OF BEGINNING (EXCEPT THAT PART DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF THE AFORESAID NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23 AND THE EXISTING CENTER LINE OF JOLIET ROAD (PARK BOULEVARD); THENCE ON AN ASSUMED BEARING OF SOUTH 04 DEGREES 57 MINUTES 17 SECONDS WEST 160.49 FEET (RECORDED AS 158.16 FEET) ALONG SAID EXISTING CENTER LINE OF JOLIET ROAD; THENCE NORTH 89 DEGREES 18 MINUTES 36 SECONDS EAST 33.32 FEET TO A POINT ON THE EXISTING EASTERLY RIGHT OF WAY LINE OF JOLIET ROAD; THENCE NORTH 04 DEGREES 57 MINUTES 17 SECONDS EAST 99.91 FEET ALONG SAID EXISTING EASTERLY RIGHT OF WAY LINE OF JOLIET ROAD TO A POINT, SAID POINT BEING MONUMENTED BY AN ILLINOIS DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS SURVEY MARKER; THENCE NORTH 47 DEGREES 05 MINUTES 50 SECONDS EAST 29.62 FEET TO A POINT, SAID POINT BEING MONUMENTED BY AN ILLINOIS DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS SURVEY MARKER; THENCE NORTH 89 DEGREES 14 MINUTES 23 SECONDS EAST 67.96 FEET, THENCE NORTH 04 DEGREES 57 MINUTES 17 SECONDS EAST 40.40 FEET TO A POINT ON SAID NORTH LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23; THENCE SOUTH 89 DEGREES 21 MINUTES 31 SECONDS WEST 121.24 FEET (RECORDED AS 121.1 FEET) ALONG SAID NORTH LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23 TO THE POINT OF BEGINNING) IN DUPAGE COUNTY, ILLINOIS.

PARCEL 2:

THAT PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST 1/4 AND RUNNING THENCE EAST ON SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE; THENCE EAST ON SECTION LINE, 121.16 FEET; THENCE SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL WITH THE CENTER OF SAID JOLIET ROAD, 158.16 FEET FOR A PLACE OF BEGINNING; THENCE CONTINUING SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL WITH THE CENTER OF SAID JOLIET ROAD, 51.09 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID NORTHEAST 1/4 121.16 FEET TO THE CENTER LINE OF SAID JOLIET ROAD; THENCE NORTH 5 DEGREES 42 MINUTES EAST ON SAID CENTER LINE, 51.09 FEET TO A POINT THAT IS 158.16 FEET SOUTH 5 DEGREES 42 MINUTES WEST FROM SAID INTERSECTION OF THE CENTER LINE OF SAID JOLIET ROAD WITH THE NORTH LINE OF SAID NORTHEAST 1/4; THENCE EAST PARALLEL WITH SAID NORTH LINE, 121.16 FEET TO THE PLACE OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

Exhibit A Continued

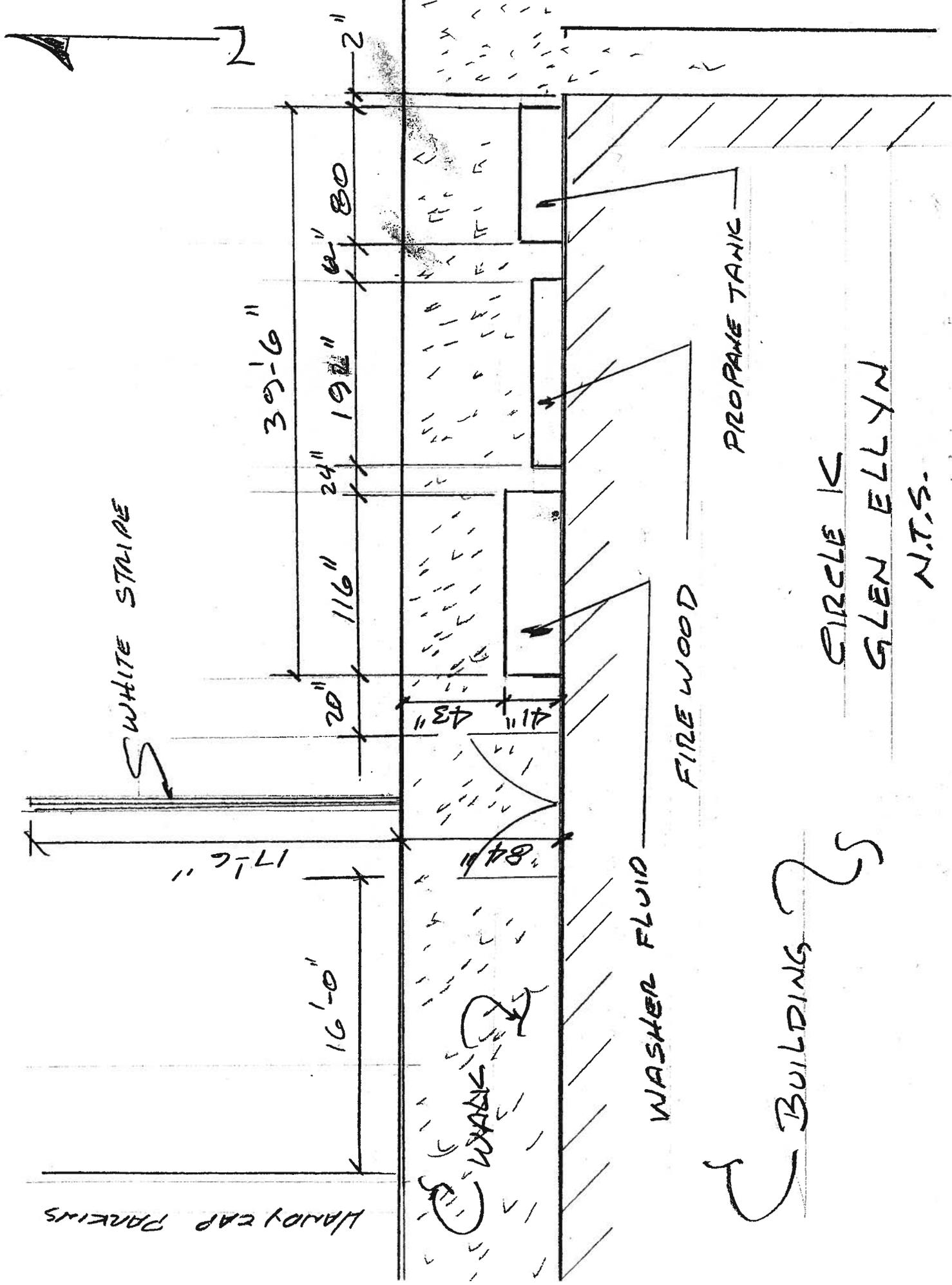
31-2

PARCEL 3:

**THAT PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23,
TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN,
DESCRIBED AS FOLLOWS:**

**COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST 1/4 AND RUNNING
THENCE EAST ON SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF
JOLIET ROAD (PARK BOULEVARD) WITH SAID SECTION LINE; THENCE EAST ON
SECTION LINE, 121.16 FEET, FOR A POINT OF BEGINNING; THENCE EAST ON SECTION
LINE 188.09 FEET; THENCE SOUTH 5 DEGREES 42 MINUTES WEST PARALLEL TO
JOLIET ROAD, 209.25 FEET; THENCE WEST PARALLEL TO NORTH LINE OF SAID
NORTHEAST 1/4, 188.09 FEET; THENCE NORTH 5 DEGREES 42 MINUTES EAST, 209.25
FEET, TO THE POINT OF BEGINNING (EXCEPT THAT PART THEREOF LYING NORTH OF
THE SOUTH LINE OF LAND TAKEN BY THE DEPARTMENT OF TRANSPORTATION OF THE
STATE OF ILLINOIS, PER CASE 88ED-118) IN DUPAGE COUNTY, ILLINOIS.**

**Tax Parcel ID No(s). 05-23-200-002; 05-23-200-018; and 05-23-200-020
Address: 631 Roosevelt Rd., Glen Ellyn, IL 60137-5818
137043/1259/6700**



HANDY CAR PARKING

WHITE STRIPE

WAX

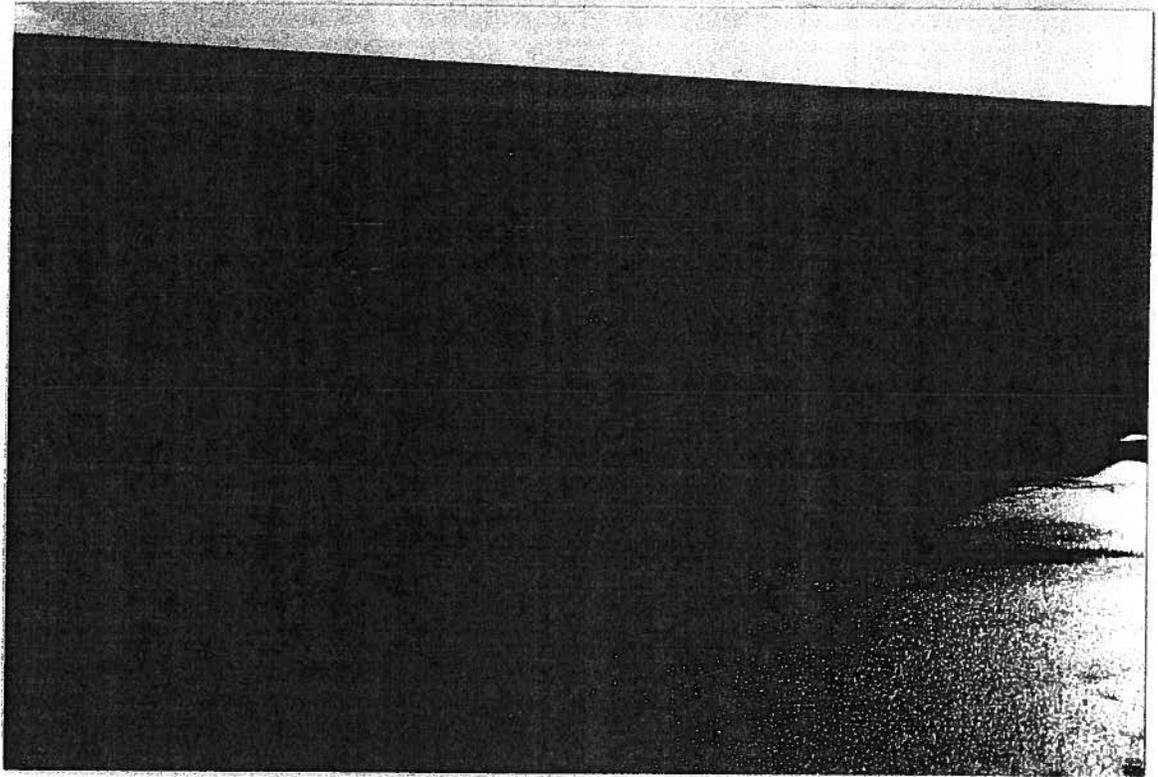
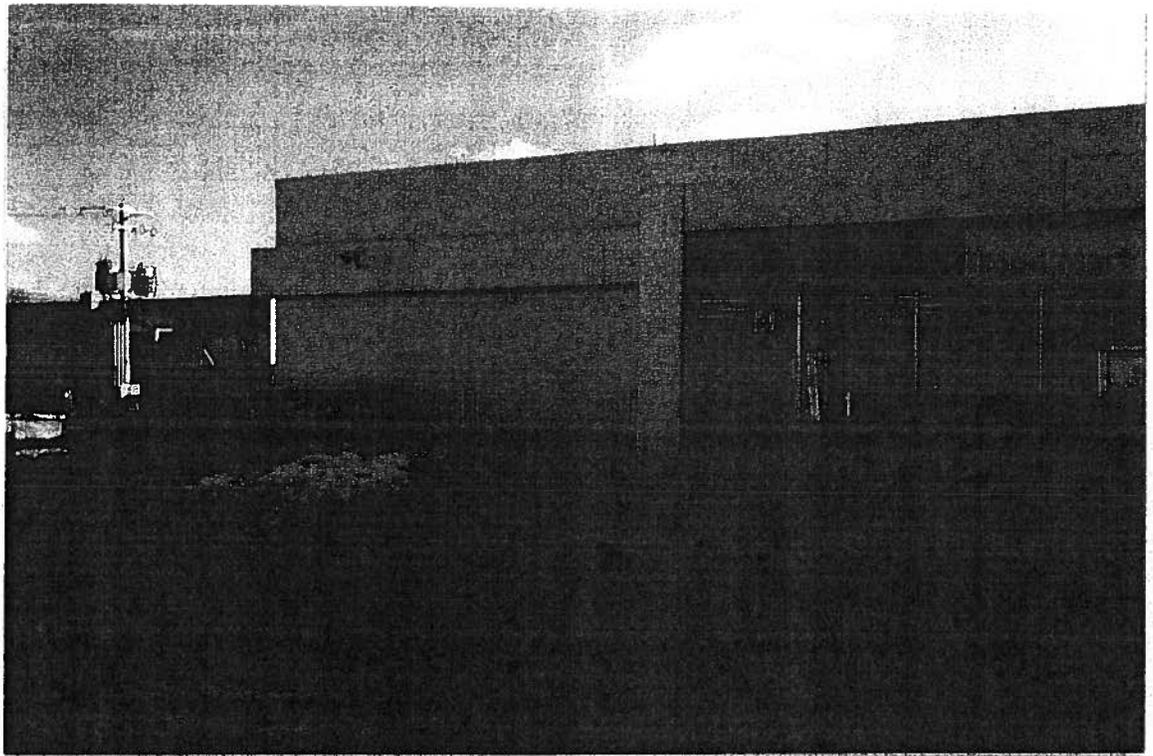
WASHER FLUID

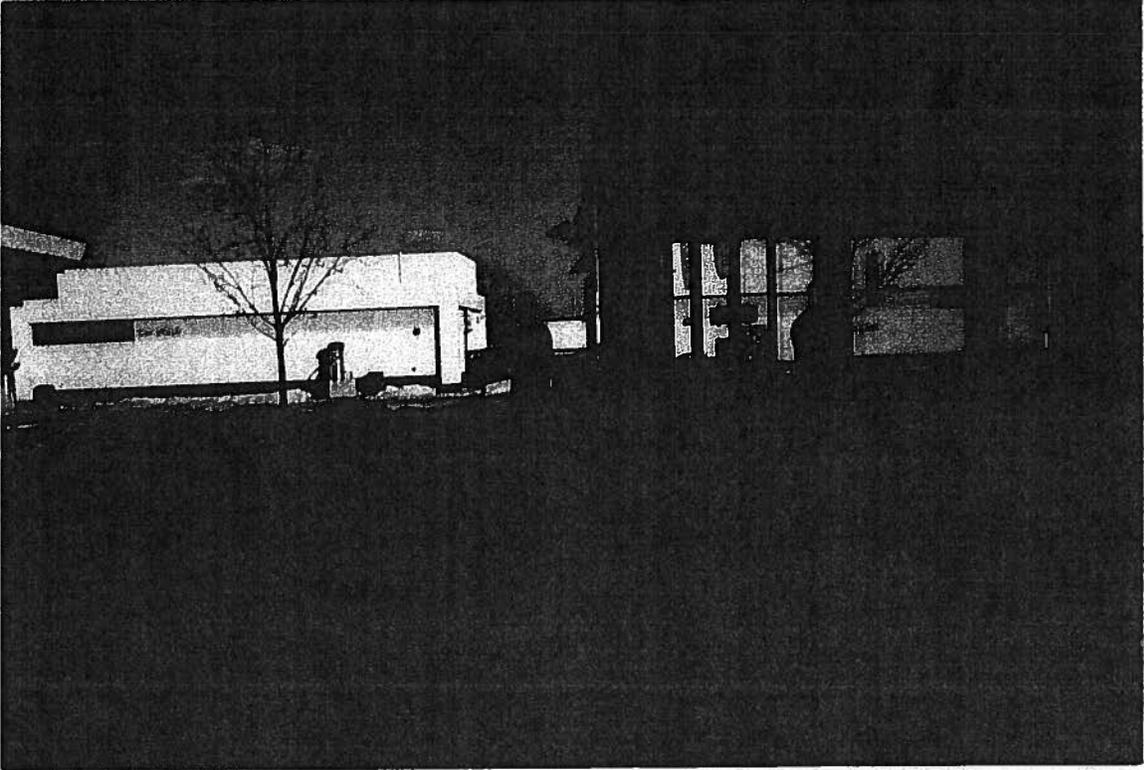
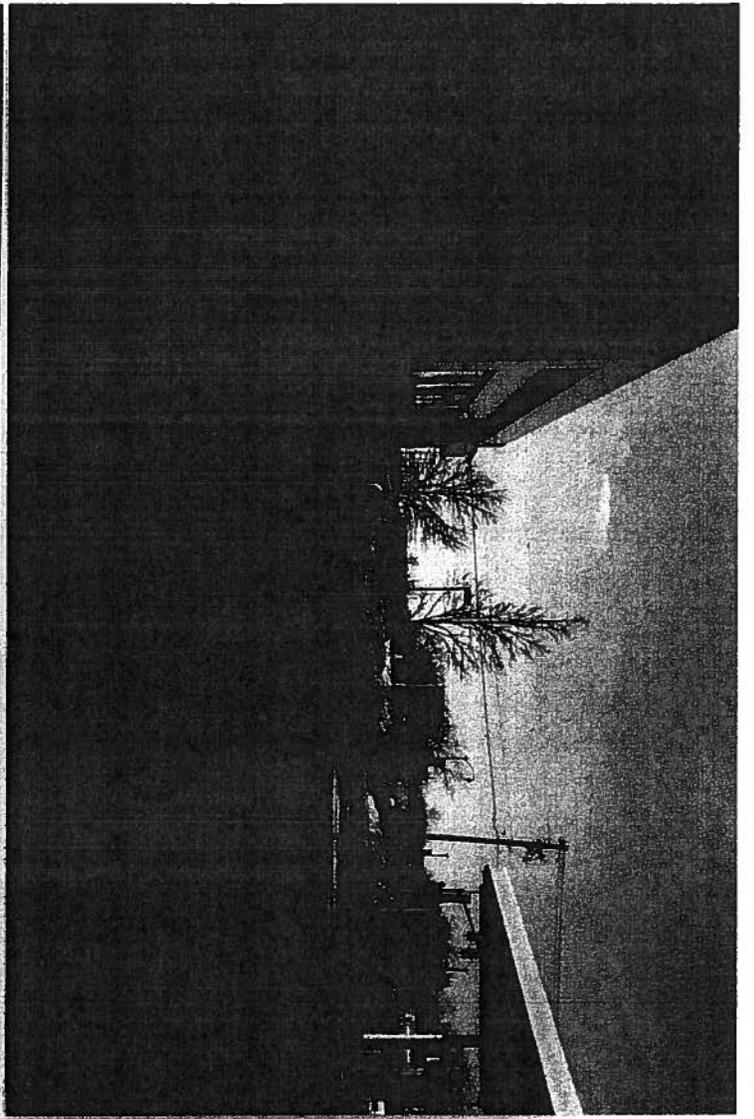
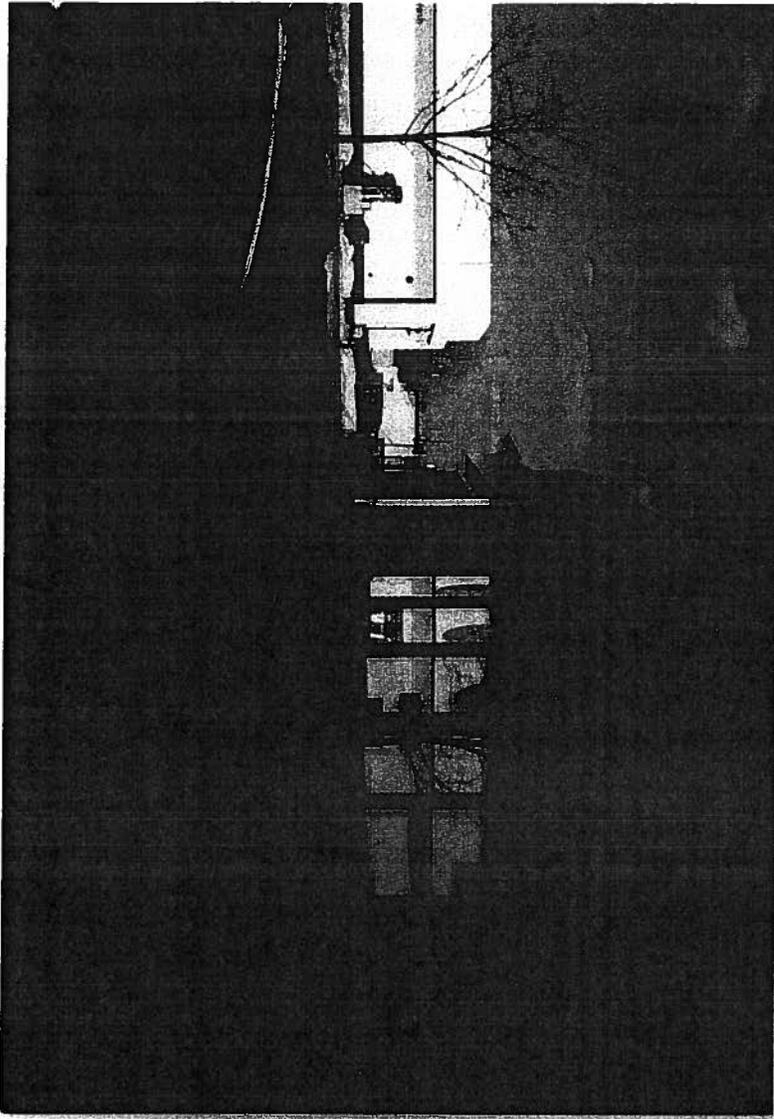
FIRE WOOD

PROPANE TANK

BUILDING

CIRCLE K
 GLEN ELLYN
 N.T.S.





A-11



To: Terry Burghard, Interim Village Manager
From: Jeffrey D. Perrigo, Interim Public Works Director
Date: April 05, 2011
Re: Braeside Neighborhood Lighting Improvements Project

Issue

On March 31, 2011, bids for the Braeside Neighborhood Lighting Improvements Project were received and opened with very positive results. Interest in the project was significant as evidenced by receiving eleven bids. Significant interest and intense competition for relatively scarce public improvement projects have led substantially lower bids than estimated. The low bidder on this project, Utility Dynamics, submitted a total bid of \$474,500; approximately 25% below the engineer's estimate of \$627,500. The Village has done three other street lighting projects with Utility Dynamics since 1996 with very positive experiences. The project's funding is, in part, subsidized by a Community Development Block Grant (CDBG) which will cover 50% of the construction costs. The Village Board approved the receipt of CDBG funds in May of 2010 at the same that Pavia-Marting was approved as the design engineer for the project.

Action Requested

Approve award of a contract to Utility Dynamics in the amount of \$522,000 (includes 10% contingency) for the installation of the complete LED lighting system in the Braeside Neighborhood.

Approve award of a contract to Civiltech Engineering in the amount of \$65,000 (includes 10% contingency) for the construction engineering services and oversight of the LED lighting system installation in the Braeside Neighborhood.

Recommendation

Approve award of contracts as noted above and addressed in the attachment.

Attachments

Memorandum dated April 02, 2011, from Professional Engineer, Bob Minix which covers the project overview, bid results, contract award and engineering services required during construction.

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director
from: Bob Minix, Professional Engineer 
subject: Braeside Neighborhood Lighting Improvements Project
Recommendations for Contractor and Engineering Service Agreement Awards
date: April 2, 2011

I am pleased to present the results from the March 31, 2011 bid opening for the subject project and to make recommendations for Village Board approval of a contract award to Utility Dynamics Corporation as well as a services agreement with Civiltech Engineering, Inc. for oversight during construction. We continue to benefit from significant contractor interest and intense competition for relatively scarce public improvement projects of all types in this current economic climate.

PROJECT OVERVIEW

The Braeside Neighborhood Lighting Improvements Project features the installation of a brand new and complete street lighting system in the Braeside subdivision, located east of I-355 and north of Roosevelt Road (see attached map). The lighting system will be installed on each of the roadways in Braeside. The units will be spaced at regular intervals along the streets to provide a reasonable lighting level to eliminate long stretches of dark zones and promote increased security at night. The Police Department feels that increased lighting in the Braeside area would complement their patrol efforts, particularly along Brighton and near Surrey Park in the northeast section of the subdivision.

The specific work in this contract includes the installation of 1-1/2" Polyethylene Unit Duct by directional drilling; furnishing and installation of approximately 100 new ornamental light poles and luminaires; installation of a lighting controller; restoration; and all other required construction. The lighting units will feature LED (light emitting diodes) technology that will result in far less energy consumption than more traditional high intensity lighting units and offers some very interesting capabilities for customized lighting levels. The project was designed by the engineering consulting firm of Pavia-Marting & Company. The lighting unit is modeled after the lower level acom-style light on the Roosevelt Road street lights. A typical pole and luminaire unit is shown on the attached cut-sheet from one possible supplier. The engineer's estimate for construction of the project was \$627,000 and the FY12 budget allotted \$650,000 for construction and engineering oversight.

The Village of Glen Ellyn was awarded a Community Development Block Grant in 2010 to assist in funding construction of the project, covering 50% of the contractor costs up to a maximum of \$300,000. The CDBG Agreement with DuPage County governing the receipt of the block grant

monies was approved by the Village Board in May 2010 at the same time that the Pavia-Marting design engineering contract was approved.

PROJECT BIDDING AND CONSTRUCTION CONTRACT AWARD

Following completion of the design plans and specifications, the project was advertised for bidding, including the mandatory legal notice published in the Daily Herald; a special advertisement in a Dodge-McGraw Hill publication (required as part of the CDBG funding); and a directed letter of invitation sent to nearly 50 contractors, including about 30 minority business enterprises (again as required by CDBG funding rules). Contractor interest was heavy with over 15 sets of documents sold to firms that primarily deal with electrical installation assignments. Eight firms attended the non-mandatory pre-bid meeting conducted on March 22, 2011.

Bids were received on March 31, 2011 for the project. Eleven contractors submitted bids with Utility Dynamics Corporation of Oswego, IL submitting the low bid of just under \$475,000. The following table summarizes the bid results received last Thursday.

Contractor	Total Bid
Utility Dynamics Corporation	\$474,533
Elmund & Nelson	\$492,243
H & H Electric	\$511,720
Thorne Electric, Inc.	\$541,028
Meade Electric Company	\$549,123
Lyons Electric	\$576,795
John Burns Construction	\$618,889
Heckor & Company	\$633,184
Horizon Contractors, Inc.	\$669,854
IHC Construction	\$679,852
Virgil Cook & Son, Inc.	\$741,110
Engineer's Estimate (Pavia-Marting)	\$627,309

The complete bid tabulation has been prepared by Pavia-Marting and is available for examination in the project files.

The Utility Dynamics bid was approximately 25% below the Engineer's estimate. As noted, the bids ranged both below and above the Engineer's estimate. The second low bid was only 4% above the winning bid.

Utility Dynamics is a firm familiar to Public Works staff. In addition to performing occasional on-request assignments for the Operations group, Utility Dynamics has performed three other street lighting projects for the Village: the 1996 Duane Street Lighting Installation project near the library, the 1998 Street Lighting project that placed units on Duane and along the Prairie Path between Prospect and Main, and the 2004 Crescent Boulevard Street Lighting Improvements Project that

complemented the electric, telephone and cable utility undergrounding work in front of Glenbard West High School. The firm is capable of performing the project in accordance with the contract documents.

A construction contract award to Utility Dynamics, with project funding (including a 10% contingency) in the amount of \$522,000 is recommended. Funding will be taken from the FY12 Capital Projects fund, Account Number 40000-580100. The Project Number for the Braeside Neighborhood Lighting Improvements Project is #01102.

According to the terms of the CDBG agreement, reimbursement from DuPage County will be 50% of the contractor expenses. Reimbursements will follow contractor payments made by the Village upon application to the County

Project construction activities will be getting underway in Braeside by early May. It is anticipated that the underground work consisting of construction of pole foundations and wiring work will be done by the end of July. Depending on the lead time for manufacturing of the poles and luminaires, the lighting project should be operational by Labor Day.

ENGINEERING SERVICES DURING CONSTRUCTION

Civiltech Engineering, Inc. is recommended for the assignment to oversee the construction contract on behalf of the Village. There are three primary reasons for this recommendation: the established credentials and capabilities of the firm; their knowledge of the project area; and their familiarity with the administration of a Block Grant project. In addition to their many other Village assignments over the past eight years, the firm provided construction management of the 2009 Braeside Neighborhood Improvements Project that reconstructed Surrey Drive between Roosevelt Road and Briar Street and included other improvements built throughout the subdivision. The 2009 Braeside project also received Block Grant dollars and Civiltech was instrumental in managing the myriad documentation requests associated with these programs.

In addition, the firm is leveraging its recent assignment to oversee the Sunset / Turner project to advantage, assigning Dave Bugaj as the project manager. Dave will be involved with both projects, coordinating staffing needs as each project dictates. Jason May will be the primary on-site engineer for Civiltech for the lighting project; Mr. May has extensive Glen Ellyn experience including the 2009 Braeside Neighborhood Improvements project.

I have reviewed Civiltech's proposal for the project. While this proposed assignment is similar in many ways to previous efforts by the consultant – including on-site inspections, review of project layout, construction documentation, report preparations (including Block Grant paperwork), material testing and preparation of record drawings – Civiltech feels that **part-time** inspection services will be sufficient and appropriate for this type of project where contractor activities will be staggered and potentially intermittent over the course of the work. The material testing required for the project will be performed by Midland Standard Engineering and Testing, Inc. as a sub-consultant.

Civiltech proposes to provide all the described services for a total fee of \$58,635, of which, about \$4,000 will be spent on material testing. For the purposes of this proposal (and consistent with recent

projects), the firm is using an overhead rate of 132%, below their IDOT approved rate of 156%. The overall multiplier used is 2.65.

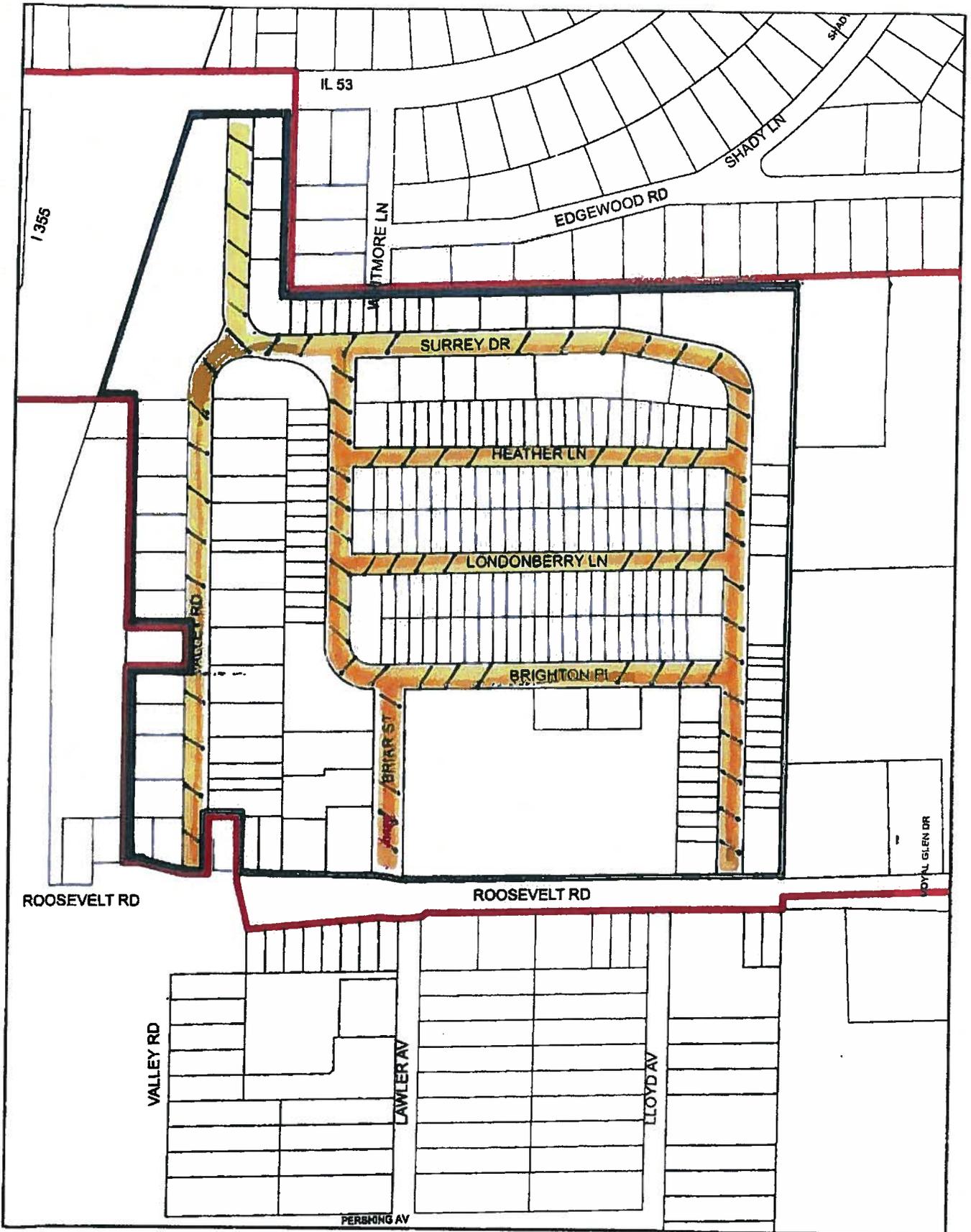
The estimated personnel time required to provide the proposed construction services is about 675 hours and is based on the firm's assessment of the level of effort required during the specified timeframe of construction. I concur with this analysis and recommend approval of the Civiltech proposal. Excerpts from the Civiltech proposal are enclosed.

With a **10% contingency**, the recommended funding level for the engineering service agreement is **\$65,000**. Funding will again be taken from the FY12 Capital Projects fund, Account Number 40000-580100, with the same project number of #01102.

enc. Excerpts from Civiltech Proposal

cc: Terry Burghard, Interim Village Manager
Jeff Perrigo, Interim Public Works Director
Kristen Schrader, Assistant to the Village Manager - Administration
Patti Underhill, Administrative Services Coordinator
Michael Treve, DuPage Community Development Commission

Braeside Improvement Area



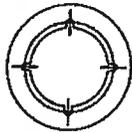
Prepared By: Planning and Development
Date Printed: September 18, 2009

0 175 350 700
Feet

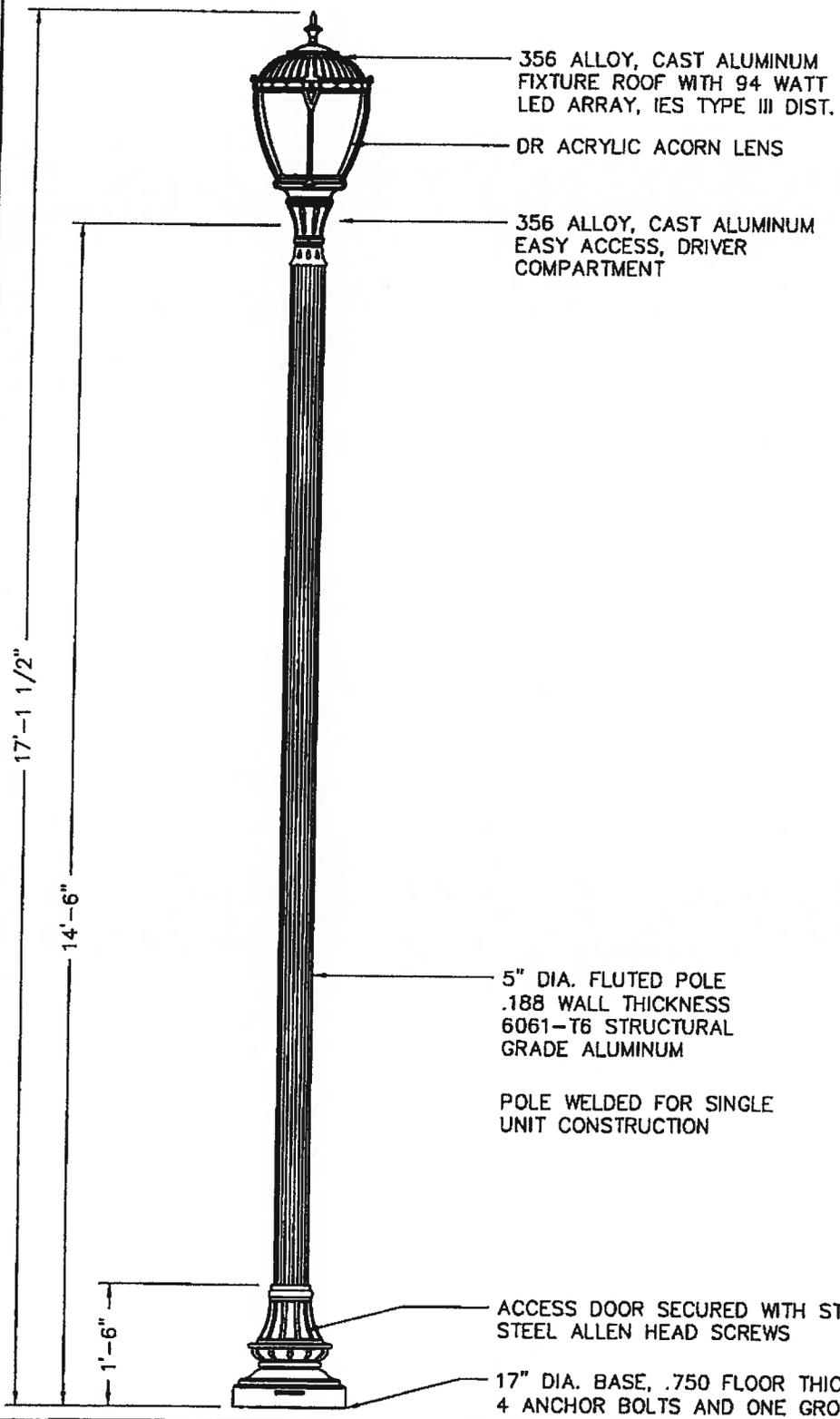
 Location of Lighting Improvements



STREET SIDE



ACCESS DOOR



GLEN ELLYN, IL	POLE HEIGHTS HAVE A TOLERANCE OF + OR - 2"	3/21/2011	SC
	1130A-ALED/5P/PT/4214.5FP5/4A1R45T3/BKT FINISH SS	3/4" = 1' DRAWING NUMBER	
SINCE 1923			
SOCKET TYPE			
WATTAGE 94			
LIGHT SOURCE LED			
VOLTAGE 120-277			
FUSE			
FINISH TEXTURED BLACK			

March 30, 2011

Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn
30 South Lambert
Glen Ellyn, IL 60137

Re: **Braeside Neighborhood Lighting Improvements
Construction Engineering Services
Proposal / Agreement**

Dear Mr. Minix:

We are pleased to submit our Proposal/Agreement to furnish professional services in connection with the construction engineering of the Braeside Neighborhood Lighting Improvements. Based on our understanding of the contract plans, the following is our proposed scope of work, project team, estimate of man-hours and fee:

I. PROJECT OUTLINE

A. Scope of Improvement

The project is expected to start by mid to late April 2011 and be completed by September 30, 2011 per the construction contract. There is also an interim completion date for the underground work of July 30, 2011. There may be time spent waiting for the new poles to be delivered which is accounted for with the interim and final completion dates. This time has been shown on the anticipated contractor's schedule included in Attachment D. This improvement consists of the installation of polyethylene unit duct by directional drilling, furnishing and installing new ornamental light poles and luminaires, installation of a controller, and landscape restoration on Surrey, Briar, Valley, Heather, Londonberry, and Brighton streets. The plans were prepared by Pavia - Marting & Co., and the project will be let on March 31st.

B. Scope of Engineering Services

The primary objective of the engineering services is to provide part-time resident inspection including project coordination, construction layout verification, quality control, material testing, and documentation. The project's schedule allows for proper inspection and documentation to be accomplished with only a part-time presence on site which will prove to be a significant savings for the Village.

Following is our proposed scope of work for construction engineering services:

- 1) Provide geometric control including verification of the contractor's construction staking and layout.

- 2) Provide quality control of the construction through part-time inspection, interpretation, and enforcement of the contract documents, Standards and Specifications, IDOT Construction Manual, and policies. The Resident Engineer will be certified in IDOT Documentation.
- 3) Measure, compute, and document pay item quantities.
- 4) Maintain a daily record of the contractor's activities throughout construction, including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work through field books and a diary.
- 5) Prepare and submit all partial and final pay estimates, change orders, records, documentation, and reports in the required form and number of copies.
- 6) Assist in utility coordination during construction.
- 7) Provide for proportioning and testing of concrete and bituminous mixtures in accordance with the appropriate manual as issued by the Bureau of Materials and Physical Research of IDOT. The material testing subconsultant will perform the off-site plant inspections and on-site concrete testing. All other on-site material testing will be performed by the Resident Engineer.
- 8) Revise contract drawings to reflect as-built conditions.
- 9) The Resident Engineer will serve as the Village's liaison with the residents and will attempt to resolve all issues in the field.
- 10) Conduct weekly progress meetings between the Village, Contractor, and Engineer. The Resident Engineer will provide agendas and meeting minutes for all attending parties. A weekly progress report will be provided to the Village at the progress meeting.

C. Project Staff Qualifications

We propose to assign **Mr. James D. Ewers, P.E.** to serve as Project / Quality Manager for this project. Mr. Ewers has been with Civiltech for over six years as our Construction Services Department Head, and he was the Project Manager for the Park and Lambert Resurfacing, Riford Road Reconstruction, and the Bryant / Thain's Addition Improvement Projects last year in Glen Ellyn. Prior to joining Civiltech, he worked at IDOT in the Bureau of Construction for fifteen (15) years. During his tenure at IDOT, he rose from assistant engineer to resident engineer to project manager for hundreds of projects. Those projects ranged from downtown streetscapings to major interstate rehabilitations.

We propose to assign **Mr. David M. Bugaj** to serve as Resident Engineer for this project. Mr. Bugaj has over twenty years experience in various areas of construction inspection, material inspection, and project coordination. He has been employed with Civiltech Engineering for over eleven years where his assignments have included inspection on the Newton Avenue, Anthony Avenue and Cottage Street Infrastructure Improvement Project, the Hillside Basin Improvement Project, the Wingate Basin Improvement Project, the SACROW Improvements, Prospect Avenue, Sunset Avenue, Lambert Farms Utility Improvements, the East Panfish

Basin Improvements, Duane, 2007 Street Improvements, the Montclair Parking Lot, Parkside-Summerdale, 2008 Street Improvements, the Park Boulevard Reconstruction, Braeside Improvements, the 2009 Street Improvements, and most recently the Park and Lambert Resurfacing, the Riford Road Reconstruction, and the Bryant / Thain's Addition Improvement Projects. He has proven his ability to coordinate with residents and business owners affected by a major construction project.

Mr. Jason May will serve as Assistant Resident Engineer for this improvement. Mr. May has been with Civiltech for three years, all of which have been working with Glen Ellyn. He was the Assistant Resident Engineer for the reconstruction project in this area during 2009. Mr. May is very familiar with the streets in Braeside, and has the knowledge of where various utilities were placed along the reconstructed streets. This will prove to be quite advantageous during unit duct and foundation installation. He has proven experience in situations involving residents and businesses affected by an improvement of this nature. His part-time presence on the job site will provide for easy access to him and prompt answers to questions regarding construction operations and scheduling.

There are great efficiencies that the Village of Glen Ellyn will realize since the Resident Engineer and Assistant Resident Engineer will be splitting their time between this and other nearby projects.

Ms. Denise C. Rolando will be responsible for providing construction layout verification. The Resident Engineer will be responsible to coordinate the layout verification efforts efficiently. The survey crew will be utilized on a part-time, "as needed" basis. Civiltech also has additional survey staff who may be called upon to assist Ms. Rolando in order to ensure that construction layout verification does not delay the contractor's progress.

D. Proposed Subconsultants

Civiltech will provide all work for this contract with its own forces with the exception of material testing. We have provided for material testing services to ensure the quality of p. c. concrete. These services will be subcontracted to **Midland Standard Engineering & Testing, Inc.**, a firm specializing in material testing. Civiltech will provide coordination with the testing firm to ensure the proper notification is given for testing needs, review all material reports, and include them into the project records.

E. Insurance Coverages

Civiltech Engineering maintains General Liability insurance with an aggregate coverage amount of \$5,000,000 (\$3,000,000 each occurrence), Automobile Liability insurance with a single limit coverage amount of \$3,000,000 as well as Worker's Compensation Insurance. We also maintain Professional Liability Insurance with an aggregate amount of \$2,000,000.

II. COMPENSATION

A. Man hour and Direct Cost Estimate

A schedule indicating our anticipated manhours is attached. You will note that we believe the contractor will typically be working 40 hours per week. We anticipate providing part-time inspection throughout the duration of the project. Because our staff is working on nearby projects, we were able to provide complete inspection with fewer hours. This adjustment is shown on the attached schedule with reduced hours for the Resident Engineer and the Assistant Resident Engineer. Both engineers will be able to split their time between projects and still achieve our complete project scope providing the excellent Construction Engineering Services the Village has come to expect from Civiltech. Project Manager hours are also shown which will include attendance at progress meetings, assistance in plan interpretation, correspondence, and project coordination.

Direct costs include the cost of a vehicle which will be billed at the rate of \$40.00 per day, printing and photography expenses, and material testing performed by our subconsultant.

B. Engineering Fee

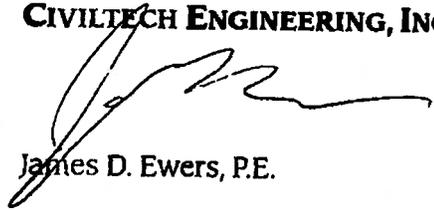
We propose to perform the work on the basis of a "not to exceed fee" of \$58,635.00. Our approved IDOT overhead rate for fiscal year ending December 31, 2009 is 155.73%. Using this approved IDOT overhead rate and the IDOT profit formula (14.5% x 2.5573 x direct labor) results in an overall billing factor of 2.9281. Civiltech is holding its overall billing factor to a flat 2.65 x direct labor for the Village of Glen Ellyn. This results in a savings to the Village of nearly \$5,500. Direct costs such as printing, vehicle expenses (\$40.00/day), and subconsultant costs will be billed at their actual cost.

Compensation for our work will be based upon **actual labor dollars expended times a factor of 2.65** to cover actual payroll, overhead and indirect costs, payroll burden and fringe benefit costs, and profit. Attachment E includes the details of our Cost Estimate of Consultant Services and supporting documents.

If this proposal is acceptable, please execute below and return one copy to us. In the meantime, we will make ourselves available to discuss any questions with you. We thank you for the opportunity to submit this proposal, and look forward to working with you to make the Braeside Neighborhood Lighting Improvements a great success.

Very truly yours,

CIVILTECH ENGINEERING, INC.


James D. Ewers, P.E.

Accepted By: _____

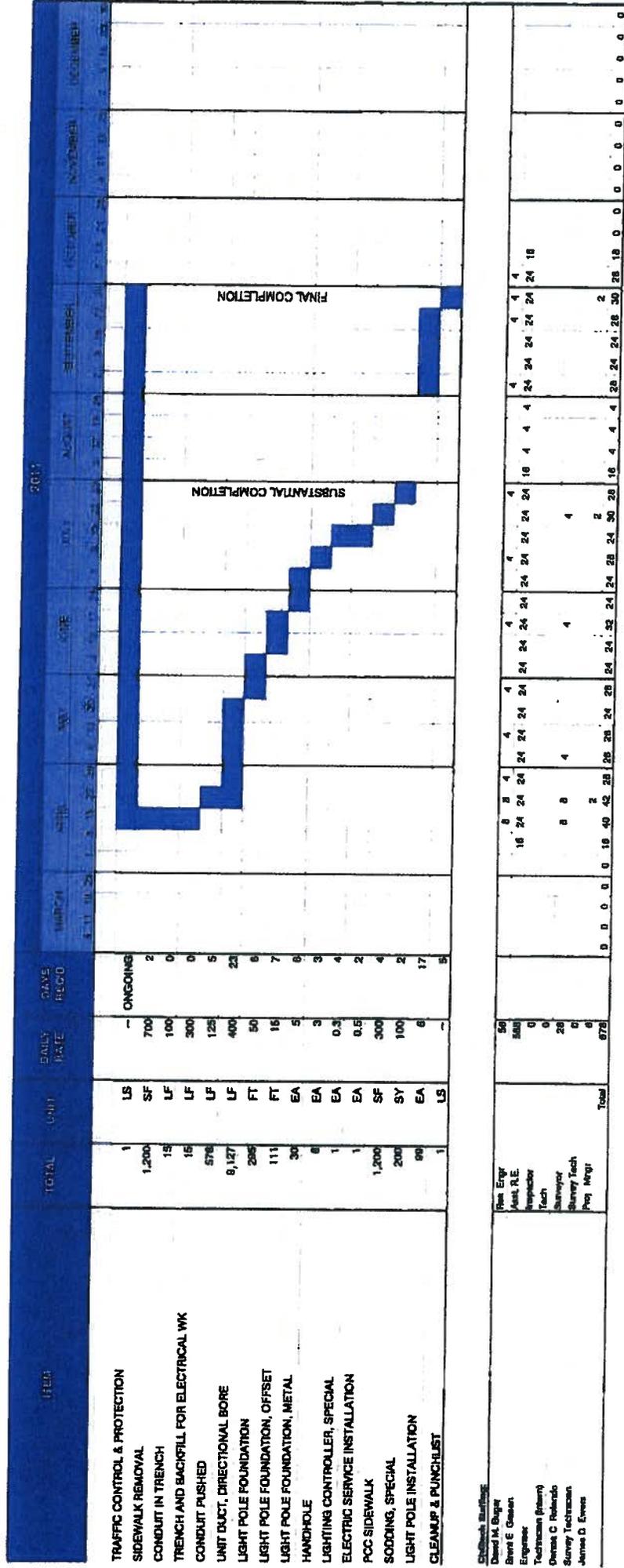
Title: _____

Date: _____



Anticipated Project Schedule

BRAESIDE NEIGHBORHOOD LIGHTING IMPROVEMENTS





Cost Estimate of Consultant Services

BRAESIDE NEIGHBORHOOD LIGHTING IMPROVEMENTS

* Held to previous year's rate (Below firm's approved rates on file with IDOT's Bureau of Accounting and Auditing):
 * Firm's approved Over Head rate on file with IDOT is 155.73%. Holding to 132.00% for Glen Elynn.
 ** Labor x 0.145 x 2.3200 = Fixed Fee
 Complexity factor (R=0.00)

Consultant: CivilTech Engineering, Inc.

Prepared: 3/29/2011

ITEM	Employee Classification	Estimated Manhours by Task					Total Number of Manhours	Percent of Total	Project Rate	Material Costs	Fixed Fee**	TOTAL		
		Design	Construction	Construction Management	Construction Administration	Construction Inspection								
Construction Engineering:	Res. Engr.	8	28	16			56	8.26%	43.50 \$	2,436 \$	804 \$	6,456 \$		
	Asst. RE	8	390	166			588	86.79%	27.25 \$	16,023 \$	5,288 \$	42,461 \$		
	Engr. (Inspector)						0	0.00%	27.25 \$	- \$	- \$	- \$		
	Tech (Intern)						0	0.00%	14.00 \$	- \$	- \$	- \$		
	Surveyor			2			28	4.13%	32.65 \$	914 \$	302 \$	2,422 \$		
	Survey Technician						0	0.00%	14.00 \$	- \$	- \$	- \$		
Proj. Mngr.		3			3	6	0.88%	83.00 \$	378 \$	125 \$	1,002 \$			
SUBTOTAL											\$ 52,341			
TOTALS											\$ 12,751	\$ 25,071	\$ 6,519	\$ 55,635

- Direct Expenses:
- 1.) Vehicle Expense
 - 2.) Material Testing
 - 3.) Printing Expense
 - 4.) Photography
- 1.) 60 Days @ \$40.00/Day
 2.) Material Testing (Midland Standard Engineering & Testing, Inc.)
 3.) Estimated printing expense for Record Drawings
 4.) Estimated photography expense



Direct Costs

BRAESIDE NEIGHBORHOOD LIGHTING IMPROVEMENTS

Printing Expense

Assume 3 large sets for working drawings & 1 set for final "As-Builts"

Bond Prints: 3 sets X 21 sheets/set X \$0.72 per sheet = \$45.36

Mylars: 1 set X 21 sheets/set X \$4.00 per sheet = \$84.00

Total = \$129.36

Say: \$130.00

Photography Expense

Assume 10 sets of developed digital pictures @ \$10.00 ea. = \$100.00

Total: \$100.00

A-12



To: Terry Burghard, Interim Village Manager
From: Jeffrey D. Perrigo, Interim Public Works Director
Date: April 05, 2011
Re: Hawthorne Improvements Project

Issue

Next year's roadway improvements program is entirely encompassed in the Hawthorne Improvements Project which is scheduled for construction in 2012. The project will include the complete reconstruction of Hawthorne from Ellyn Avenue to the Wheaton border (the entire roadway within the Village limits) and a block of Pleasant, just south of Hawthorne. The estimated construction cost for the project is estimated at \$4.5 million.

To ready the project for bidding, a request for qualifications was obtained from nine design consultants. The submittals have been reviewed and assessed as to the firm's qualifications, responsiveness, estimated level of effort to perform the project and the firm's experience. From the group of nine submittals, the overwhelming choice to design the project is Engineering Resource Associates (ERA). ERA was the design firm for many projects in the recent past including the 2007 Parkside-Summerdale Project (with the roundabout) and last year's Bryant-Thain's Addition Project. ERA provides a seasoned team approach to design and consistently produces reliable plans and specifications which yield a great value to the Village.

Action Requested

Approve award of a contract to Engineering Resource Associates in the amount of \$290,000 (includes 10% contingency) for the design engineering services for the Hawthorne Improvements Project.

Recommendation

Approve award of contract as noted above and addressed in the attachment.

Attachments

Memorandum dated April 04, 2011, from Professional Engineer, Bob Minix which covers the project background, project issues, RFQ submittals, ERA proposal, schedule, and services required in preparation for construction.

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

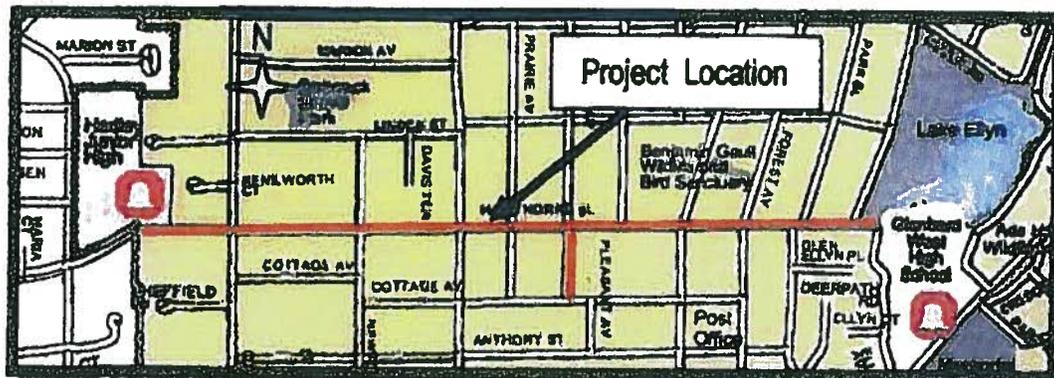
from: Bob Minix, Professional Engineer 

subject: Hawthorne Improvements Project
Recommendation for Selection of Design Engineer

date: April 4, 2011

I am very pleased to present for Village Board approval a recommendation to retain the consulting firm of **Engineering Resource Associates** of Warrenville to provide design engineering services for the reconstruction of the entire length of Hawthorne scheduled for 2012. This recommendation is based on a review of qualification materials submitted by nine selected consultants that have established Glen Ellyn design experience or have expressed interest in Village projects and have credentials that warrant closer examination. A Request for Qualifications was developed and sent to the consultants for their consideration. A copy of the RFQ is enclosed for reference.

PROJECT BACKGROUND



The reconstruction of Hawthorne will constitute the entirety of the 2012 roadway improvement program. The project will be comprehensive in scope, including extensive underground improvements in the water, sanitary sewer and storm sewer systems. The proposed project includes the complete reconstruction of the existing Hawthorne roadway within the Village and the section of Pleasant Avenue between Cottage and Hawthorne, totaling about one mile of street work, with a concrete pavement to be constructed on Hawthorne. Total construction cost of the project is currently projected to be \$4.5 million.

Hawthorne is designated as a Neighborhood (minor) collector street in the Village. The existing roadway width is 21 ft. back-of-curb to back-of-curb. Public sidewalk exists in most locations in the corridor with the exception of a missing segment on the south side of Hawthorne east of Park Blvd. As a non-local street undergoing complete reconstruction, Hawthorne would be subject to the provisions of Resolution 01-12 that call for a reconstructed street width of 25 ft. back-to-back and new sidewalk where none currently exists. Each end of Hawthorne is anchored by schools: Hadley Junior High School on the west and Glenbard West High School on the east. The City of Wheaton borders on the west end of Hawthorne.

PROJECT ISSUES

- ❑ The existing roadway width is 21 ft. back-to-back; changing the street width would likely result in conflicts with existing utility poles, reduce green space and potentially impact the urban forest in the corridor. Most corridor residents appear to be opposed to widening of the roadway, citing tree impacts and increased vehicle speeds as a result. Significant resident input is anticipated throughout the preliminary design phase. A process to resolve construction design issues has been established in the Village that will take a minimum of two months to conclude following the public meeting conducted at the end of the preliminary engineering phase in June 2011.
- ❑ It has been reported that all residents on the south side of Hawthorne east of Park Blvd. are opposed to new sidewalk.
- ❑ Roadway configuration and project construction may have significant impacts on school operations on both ends of the Hawthorne corridor.
- ❑ The concrete pavement must be installed with a paving machine.

RFQ SUBMITTALS

The RFQ resulted in nine submittals that have now been reviewed and assessed as to qualifications, responsiveness and estimated level of effort to perform the project. Please note that specific consultant costs were not requested with the RFQ submittals; rather personnel hour estimates were obtained primarily as a means of judging the relative level of effort anticipated by each consultant. Consistent with the typical requirements for the procurement of professional engineers, the best qualified firm is selected and then invited to submit a detailed cost proposal.

The nine RFQ submittals were evaluated using a variety of criteria, including firm experience and qualifications, project team makeup and organization, schedule, understanding and approach to the project, and personnel hours. Each of the nine consulting engineers added other sub-consultants in the attempt to build a team with suitable qualifications and experience for the project. Scores were assigned by me to each criterion and the firms ranked according to the total points accrued. The firms submitting qualification packages and the relative ranking of the firms using my evaluation methodology are shown as follows:

Hawthorne Reconstruction Project Ranking of Engineering Consultants
Engineering Resource Associates
Burns & McDonnell
Civiltech Engineering, Inc.
Kudrna & Associates
Engineering Enterprises, Inc.
Hampton, Lenzini & Renwick
V3 Companies
Pavia-Marting
Thomas Engineering Group

Engineering Resource Associates was the highest ranked team by a significant margin, even in the circumstances of generally very good submittals by the consultants. Their Statement of Qualifications was outstanding, with excerpts included herewith, with the reader encouraged to review at least the cover letter. ERA has extensive Village experience with 17 projects cited in their resume. On a regular basis, ERA has demonstrated a high level of performance on major Village projects, including the award-winning 2008 Parkside-Summerdale and the recently completed 2010 Bryant / Thain's Addition projects. The proven ERA staff featured on past Glen Ellyn projects makes up the core engineering team. Particular strengths included the use of ERA President Rod Beadle as the lead presenter at public meetings; a very strong stormwater group; and unmatched environmental capabilities complementing the overall team led by Project Manager Steve Wegner. Their project understanding and approach were particularly strong, demonstrating a comprehensive understanding of the project's goals and challenges. The estimated level of effort for ERA was 2,393 personnel hours which was just above the nine-consultant average of 2,325 hours.

Again, ERA was a clear choice as the best qualified firm for the Hawthorne project and this recommendation is given with a real sense of confidence that ERA is the best consultant for the project.

ENGINEERING RESOURCES PROPOSAL

The scope of the assignment will include field surveys; coordination of sub-consultants for geotechnical and traffic studies; various project and public meetings; development of base drawings; development and assessment of alternative street width and new sidewalk configurations; stormwater quantity and quality analyses; review of sanitary sewer and water main systems with recommendations for upgrades; development of plans, specifications and cost estimates; permitting assistance; and assistance during the contract bidding period.

In response to my request today, ERA provided a detailed cost breakdown for the variety of services based on their proposed Project Approach (copy included). The proposed fee for the project is **\$263,000** including \$12,500 for sub-consultant services and about \$4,000 in other direct costs. This fee amount represents less than 6% of the estimated \$4.5 million construction cost amount and benchmarks very well with previous projects. The total number of personnel hours shown on the Hour and Fee Summary was increased slightly at my request to include some additional drainage investigations at two locations on Newton Avenue adjacent to Hawthorne where flooding problems have been noted. The fee request is reasonable and acceptance of the ERA proposal is recommended

With a 10% contingency, the recommended funding level for the project is **\$290,000** as shown in the following table. The current FY12 budget amounts for the project are \$35,000 in Water, \$65,000 in Sanitary and \$250,000 in Capital Project funds (total of \$350,000).

Hawthorne Improvements Project			
Recommended Funding for Design Engineering (including Contingency)			
Engineering Resource Associates			
Project Item	Funding Source (FY12)	Account No.	Amount
Water Main	Water Fund	50100-580100	\$30,000
Sanitary Sewer	Sanitary Sewer Fund	50200-580100	\$50,000
Street & Storm Sewer	Capital Projects Fund	40000-580160	\$210,000
		TOTAL	\$290,000

SCHEDULE

The engineering assignment is composed of various preliminary engineering tasks that will develop information with a focus on the critical street width and sidewalk issues. The detailed design phase will get underway in the fall once all the design parameters are established. Project bidding will occur early in 2012, with project construction to begin as early as possible so that pavement placement can take place to accommodate the start of school in late August 2012.

Anticipated Consultant Agreement Approval	April 11, 2011
Begin Engineering	April 18, 2011
Complete Preliminary Engineering	June 2011
Initial Public Meeting	June 2011
Street Width and Sidewalk Design Criteria Review	
Capital Improvements Commission	July 2011
Village Board Review of CIC Recommendation	August 2011
Begin Detailed Design Engineering	September 2011
Complete Detailed Design Engineering	January 2012
Project Letting	February 2012

enc. as noted

cc: Terry Burghard, Interim Village Manager
 Jeff Perrigo, Interim Public Works Director
 Kristen Schrader, Assistant to the Village Manager - Administration
 Patti Underhill, Administrative Services Coordinator



March 1, 2011

TO: SELECTED ENGINEERING CONSULTANTS

SUBJECT: REQUEST FOR STATEMENTS OF QUALIFICATIONS
HAWTHORNE IMPROVEMENTS PROJECT
VILLAGE OF GLEN ELLYN

Village President
Mark Pfefferman

Trustees
Jim Comerford
Peter E. Cooper
Phillip Hartweg
Carl L. Henninger
Peter F. Ladesic
Michelle Z. Thorsell

Village Clerk
Suzanne R. Connors

Interim Village Manager
Terry Burghard

Civic Center
535 Duane Street
Glen Ellyn, IL 60137
630 469-5000
Fax 630 469-8849
Web: www.glenellyn.org

Police Department
535 Duane Street
630 469-1187
Fax 630 469-1861

Public Works Department
30 South Lambert Road
630 469-6756
Fax 630 469-3128

The Village of Glen Ellyn wishes to engage a qualified consulting firm to provide preliminary and final design engineering services for the reconstruction of Hawthorne between the west Village limits and Ellyn Avenue. The engineer will conduct surveys and traffic studies, perform various analyses, attend a series of public meetings and prepare contract documents for the improvement scheduled for construction in 2012. A key project goal will be the timely resolution of various design issues requiring public input and Village Board and Commission review.

The proposed project includes the complete reconstruction of the existing Hawthorne roadway within the Village and the section of Pleasant Avenue between Cottage and Hawthorne totaling about one mile of pavement replacement, with a concrete pavement to be constructed on Hawthorne. Included in the scope of work will be upgrades to the existing Village underground infrastructure including various lengths and segments of storm sewers, sanitary sewers and water mains. Total estimated construction cost of the project is \$4.5 million and constitutes the entirety of the Village's planned 2012 street rehabilitation program.

A street map and zoning map are available online at the Village of Glen Ellyn website <http://www.glenellyn.org>. Select Village Publications on the home page and look under Maps. Excerpted copies of the Village water and sewer system maps in the Hawthorne area are included herein for reference as well.

Hawthorne is designated as a Neighborhood (minor) collector street in the Village. The existing roadway width is 21 ft. back-of-curb to back-of-curb. Public sidewalk exists in most locations in the corridor with the exception of a missing segment on the south side of Hawthorne east of Park Blvd. As a non-local street undergoing complete reconstruction, Hawthorne would be subject to the provisions of Resolution 01-12 that call for a reconstructed street width of 25 ft. back-to-back and new sidewalk where none currently exists. Each end of Hawthorne is anchored by schools: Hadley Junior High School on the west and Glenbard West High School on the east. The City of Wheaton borders on the west end of Hawthorne.

Qualification statements are due by the close of business on Friday, March 18, 2011. Two written copies of the Qualifications for the Hawthorne Improvements Project are to be submitted to:

Robert Minix, Professional Engineer
Glen Ellyn Public Works Department
30 South Lambert Road
Glen Ellyn, IL 60137

PROJECT ISSUES

- ❑ The existing roadway width is 21 ft. back-to-back; changing the street width would likely result in conflicts with existing utility poles, reduce green space and potentially impact the urban forest in the corridor. Most corridor residents appear to be opposed to widening of the roadway, citing tree impacts and increased vehicle speeds as a result. Significant resident input is anticipated throughout the preliminary design phase. A process to resolve construction design issues has been established in the Village that will take a minimum of two months to conclude following the public meeting conducted at the end of the preliminary engineering phase.
- ❑ It has been reported that all residents on the south side of Hawthorne east of Park Blvd. are opposed to new sidewalk.
- ❑ Roadway configuration and project construction may have significant impacts on school operations on both ends of the Hawthorne corridor.
- ❑ The concrete pavement must be installed with a paving machine.

PROJECT STAKEHOLDERS

Key project stakeholders include:

- ❑ Village of Glen Ellyn Village Board, as elected representatives of the entire community
- ❑ Glen Ellyn Capital Improvements Commission, volunteer representatives of the community that assist elected officials and Village staff with capital project issues
- ❑ Glen Ellyn Public Works Department
- ❑ Hawthorne corridor residents
- ❑ Hawthorne corridor churches
- ❑ Glen Ellyn School District #41, particularly Hadley Junior High School
- ❑ Glenbard School District #87, particularly Glenbard West High School
- ❑ Needs and interests of the Glen Ellyn Police Department and Fire Company
- ❑ Glen Ellyn Park District
- ❑ City of Wheaton
- ❑ Utility Companies

PROJECT SCOPE

The following points represent current staff views on project needs and endpoints; the consultants are welcomed and encouraged to refine these in the development of their scope of services and to discuss them in the submitted written materials. The engineering consultant will:

- ❑ Familiarize themselves with current roadway configuration, alignment and conditions, including review of available Village information, plans, reports and sewer videos.
- ❑ Coordinate with utilities and other agencies.
- ❑ Conduct traffic counts at strategic locations to determine vehicle numbers and speeds.
- ❑ Perform stormwater hydrology/hydraulic assessments to determine storm sewer sizes and routing.
- ❑ Develop a recommended geotechnical investigation program and retain a qualified firm as a sub-consultant to perform the needed investigations.
- ❑ Receive input from major project stakeholders, particularly school districts, churches, appropriate Village departments and the City of Wheaton.
- ❑ Perform topographic and utility surveys in the project corridors.
- ❑ Perform preliminary engineering to develop at least two street layout plans for 21 ft. and 25 ft. back-to-back wide roadways. A plan for new sidewalk on the south side of Hawthorne east of Park Blvd. will also be developed. This phase of the work will include identification and discussion of various project issues, impacts and costs relating to street width and new sidewalk. Any other design features relating to roadway geometry, striping, traffic control devices, signage; underground improvements; sidewalks; parkways; and trees should be identified and discussed. A letter report will be prepared.
- ❑ Attend public information and Commission / Board design criteria review meetings; at least four public meetings are contemplated for the design phases of the project wherein corridor resident input will be featured.
- ❑ Following resolution of design issues and criteria, complete project plans, specifications and cost estimates in suitable detail for bidding and constructing the project.
- ❑ Obtain necessary IEPA permits and other project permits as required (including County Stormwater Permit).
- ❑ Distribute contract document and attend pre-bid meeting. Provide normal and customary bidding administration services.

- Meet with the Public Works project team as required to discuss project issues and progress.
- Attend pre-construction meeting.
- Provide all developed reports, studies, plans and other information as requested in digital format, with no limitation on usage, but with the understanding that use of such data will be at the sole risk of the Village.
- Provide other services identified as necessary to perform the engineering design services.

QUALIFICATION STATEMENTS

Please provide in your submitted materials a letter describing your approach, recommendations, schedule, limitations and estimated personnel effort for the Hawthorne Improvements Project. Important features/critical items associated with the project should be identified and discussed. A description/discussion of the proposed engineering work products / plan list should be included. A schedule with important milestones should also be provided. Anticipated meetings and interactions with Village staff, as well as what items are required from the Village, should also be discussed. Please note that the Village will make available whatever records or archival information it may possess; however it will be up to the consultant to review the records in the Village offices and work with staff to secure the necessary information. The consultant should be prepared to supply personnel familiar with ArcView and AutoCAD in order to effectively mine the Village's available GIS and engineering data.

Submission of voluminous general qualification material is not necessary, although the basic firm brochure is welcome as well as any other relevant material. A set of plans and specifications from a representative project (not Glen Ellyn or IDOT; preferably not in an IDOT based format; and including underground improvements) should be provided for examination and review; these documents will be returned to the consultant at the end of the RFQ process.

The level of effort anticipated by the consultant for this project, in terms of the overall estimated number of personnel hours (by class or type of employee), should be provided with the response to this RFQ. **Specific dollar amounts are not requested at this time.**

INTERVIEW

Following receipt and review of the qualification materials, one or more consulting teams likely will be invited for an informal discussion and question / answer session with Village staff. The Village reserves the right to limit the number of interviews in its determination of the best qualified firm. After the interviews are concluded, the Village will negotiate the final scope and contract costs with the selected firm.

The form of the contract will be the cost-plus type. Proposed project personnel hours and associated compensation schedule will be provided with the formal contract. Consultant fees should also include an allowance for all direct expenses. It will be the Consultant's

responsibility to provide detailed manpower and direct cost information with the project invoices so that all project activities and associated costs are clearly identified.

EVALUATION CRITERIA

The following items will be considered in the evaluation of each consultant:

- Experience with similar projects
- Schedule, including readiness to serve and level of commitment to meet the proposed milestone dates
- Project staffing and organization
- Project manager / project engineer (lead technical person) background and experience
- Project understanding
- Project approach
- References
- Consultant's estimate of likely engineering effort
- Expertise in traffic studies
- Expertise in public presentations
- Quality control measures
- Overall quality of the submittal

SCHEDULE

Request for Qualification to Consultants	March 1, 2011
Written Materials Submitted	March 17, 2011
Interviews (if conducted)	Week of March 28, 2011
Recommendation to Village Board	April 5, 2011
Anticipated Contract Award by Village Board	April 11, 2011
Begin Engineering	April 18, 2011
Complete Preliminary Engineering	June 2011
Begin Detailed Design Engineering	September 2011
Complete Detailed Design Engineering	January 2012

Village of Glen Ellyn Hawthorne Improvements Project RFQ

March 1, 2011

Page 6

Thank you for your interest in Glen Ellyn projects and the favor of a response to this Request for Qualifications. Please contact me at 630-547-5514 or bobm@glenellyn.org with any questions.

Very truly yours,

A handwritten signature in black ink that reads "Bob Minix". The signature is written in a cursive, slightly slanted style.

Robert J. Minix, Professional Engineer
Glen Ellyn Public Works Department

cc: Terry Burghard, Interim Village Manager
Jeff Perrigo, Interim Public Works Director
Phil Norton, Police Chief
Staci Hulseberg, Planning and Development Director
Capital Improvements Commission



ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors

March 18, 2011

Mr. Robert Minix, P.E.
Village Engineer
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

SUBJECT: Statement of Qualifications for Hawthorne Improvements Project

Dear Bob:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this Statement of Qualifications for the Hawthorne Improvements Project. The statement has been prepared in accordance with the request for qualifications, our recent meeting, visits to the project site and our experience on similar projects.

ERA is a full-service civil engineering, structural engineering, environmental science and surveying firm that has provided design and construction phase services to municipal, county and state agencies. Over the past 21 years, we have completed numerous successful roadway and infrastructure projects throughout the northeast Illinois area.

The following is a summary of some of the primary advantages that ERA will provide to the Village of Glen Ellyn on the Hawthorne Improvements Project.

- **Municipal Roadway and Infrastructure Experience**

ERA has a 21 year history of providing design and resident engineering services for roadway reconstruction and infrastructure improvements projects for municipal clients. These projects were completed successfully in communities throughout Northeastern Illinois. Projects have been performed in residential neighborhoods, central business districts, industrial areas, and along major transportation corridors. Our staff has specialized experience working with residents, business owners, commuters, public officials and other project stakeholders to address their concerns, answer their questions and accommodate their needs. We advocate stakeholder involvement and participation from early in preliminary design through to final construction.

- **Stakeholder Coordination and Communications**

The Hawthorne Improvements Project will require a high level of public meetings and participation. ERA has extensive experience working with municipal staff and officials, residents, business owners, commuters and other project stakeholders. We have found that implementing effective stakeholder coordination and communication early in the project schedule helps to identify primary issues and concerns and leads to better acceptance of the project. ERA uses a project collaboration website with controlled levels of access and security that facilitates sharing of information with our clients and stakeholders.

www.eraconsultants.com

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3a701 West Avenue, Suite 150
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T 630 393 3060
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501 West State Street, Suite 203
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Chicago
10 South Riverside Plaza, Suite 1800
Chicago, IL 60606
T 312 683 0110
F 312.474 6099

Champaign
3002 Crossing Court
Champaign, IL 61822
T 217.351 6268
F 217 355 1902

Rod Beadle, ERA's founder and President, will be the primary presenter at public meetings for the project. He has extensive experience giving effective presentations and public speaking engagements. He has presented project elements for numerous village boards, at professional society events and other venues. In addition, after the primary presentation, we will typically set up several workstations, each with ERA project staff, where project stakeholders can review plans and exhibits and discuss their specific concerns.

- **Staff Experience**

As detailed in our statement, our project team has extensive experience providing comprehensive services on similar assignments. The following is a summary of years of experience and tenure at ERA for the primary members of our project team.

- Project Manager - Steve Wegner, PE - 28 years/17 at ERA
- Project Director – Rod Beadle, PE - 27 years/21 at ERA
- Senior Project Engineer – John Mayer, PE – 24 years/13 at ERA
- Project Engineer - Brian Dusak – 9 years/9 at ERA
- Stormwater Engineer - Marty Michallsko, PE – 13 years/13 at ERA
- Senior Cad Technician - Rick Tanner – 33 years/21 at ERA

- **Glen Ellyn Experience and Knowledge**

ERA has an extensive history of designing and constructing roadway rehabilitation/reconstruction, infrastructure and storm water projects throughout the Village of Glen Ellyn. Our project manager, Steve Wegner, has personally overseen the design and construction of over 20 miles of improvements for the Village. Steve is a principal with the firm and has a vested interest in maintaining a strong working relationship with Village staff. During our tenure working with the Village, we have introduced several concepts that became Village standards such as: the sanitary service clean-out and front yard drain. Steve has met with residents to “draw” proposed alignments in the field to help explain the plans. This was essential to obtain buy-in for the Village's recent award-winning Parkside-Summerdale Infrastructure Improvements project. The following is a listing of many of the projects performed by ERA for the Village of Glen Ellyn.

- Wingate Basin Reconstruction
- Sacrow Area Reconstruction
- Kenilworth Avenue Reconstruction
- Lambert Farms Infrastructure Improvements
- Raintree Renovation Project
- Roosevelt Road Streetscape and Lighting
- Park Boulevard Emergency Vehicle Preemption Project
- Forest Hillside Reconstruction Project
- North Main Basin Reconstruction Project
- Parkside-Summerdale Area Project
- Taylor Basin Drainage Study
- Main and Pennsylvania Parking Lot Reconstruction
- Crescent Boulevard Water Main
- Raintree Water main Replacement
- Lorraine Road Reconstruction Projects
- Bryant Avenue Rehabilitation
- Civic Center Parking Lot Reconstruction Project

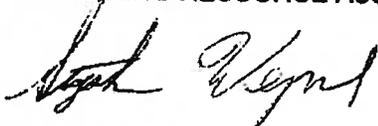


- **Stormwater and Environmental Expertise**

Our staff includes a number of former DuPage County engineers and environmental professionals with first-hand experience regulating development using the ***DuPage County Countywide Storm water and Flood Plain Ordinance (DPCSFPO)***. These experts not only participated in authoring the regulations, but provided guidance for decades to consulting engineers as how to meet the minimum requirements of the DPCSFPO. This depth of knowledge regarding the interpretation and application of the DPCSFPO is unique to ERA and will ensure that the project is compliant with the requirements established in the DPCSFPO which the Village utilizes as its guidelines.

We appreciate the opportunity to submit this statement and we trust that it meets with your approval. We look forward to working with the Village of Glen Ellyn on this and future assignments. Please contact me at (630) 393-3060 if you have any comments or questions.

Sincerely,
ENGINEERING RESOURCE ASSOCIATES, INC.



Stephen R. Wegner, PE
Project Manager / Principal



Roadway and Infrastructure Improvements Team

Hawthorne Improvements Project



ENGINEERING RESOURCE ASSOCIATES, INC.
 Consulting Engineers, Scientists & Surveyors
www.eraassociates.com

Village of Glen Ellyn
 Robert J. Minax, PE
 Professional Engineer

Subconsultants
 Sam Schmitt's Engineering
 Traffic Studies Consultant
 Mullins Engineering, Inc.
 Professional Engineers

Quality Control
 *Rodney A. Beadle, PE, CFM
 Project Director/Community Relations

Project Leadership
 *Stephen R. Wegner, PE
 Project Manager

Transportation / Traffic
 *John E. Mayer, PE, CFM
 Senior Project Engineer
 *Brian J. Dusak, PE, CFM
 Project Engineer
 Michael G. Maslowski, EI
 Project Engineer

Hydraulics and Hydrology
 *Marty J. Michalisko, PE, CFM
 Project Engineer
 Jenny L. Loewenstein, PE, CFM, CPESC
 Project Engineer

Environmental / BMPs
 *Bruce W. Maiti, CFM
 Director of Environmental Services
 Erin R. Pande, PWS
 Environmental Scientist
 Daniel K. Matter, APSS
 Environmental Scientist

Land Surveying
 Bradley A. Strohl, PLS
 Professional Land Surveyor
 David Pogreba
 Land Surveyor

Public Coordinations & Presentations
 *Rodney A. Beadle, PE, CFM
 Project Director/Community Relations
 William C. Pearch
 Marketing / Public Relations

Drafting / GIS
 Richard Tanner
 CAD Technician
 David Bussema
 CAD Technician
 Andrew Johnson
 CAD Technician
 Marlo A. Slicht
 GIS Technician

* Key Personnel -
 Resumes Provided



ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors

April 4, 2011

Mr. Robert Minix, P.E.
Village Engineer
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

**SUBJECT: Hawthorne Improvements Project
Updated Project Approach and Hours and Fees**

Dear Bob:

Engineering Resource Associates, Inc. (ERA) is pleased to be selected by the Village of Glen Ellyn for the Hawthorne Improvements Project. Based upon your request, we are pleased to provide you with an updated Project Approach, as well as, Hours and Fees.

We appreciate this opportunity and look forward to working with the Village of Glen Ellyn on this assignment. Please contact me at (630) 393-3060 if you have any comments or questions.

Sincerely,
ENGINEERING RESOURCE ASSOCIATES, INC.

Rodney A. Beadle, P.E., CFM
President

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PROJECT APPROACH

Project Background

Hawthorne Boulevard is a neighborhood minor collector street that extends approximately 5,100 feet from the western village limits to Elyn Avenue. The pavement is in generally poor condition and is apparently in need of replacement. The existing pavement is 21 feet wide as measured from back of curb to back of curb. In addition, there is no existing sidewalk in the south parkway east of Park Boulevard. Approximately 500 feet of Pleasant Avenue between Hawthorne Boulevard and Cottage Avenue will also be reconstructed as part of this project. In addition a storm sewer extension of approximately 200 feet along Newton Avenue north of Hawthorne will be required along with adding additional storm sewer mid block of Newton Avenue between Hawthorne and Cottage Avenue. The right-of-way along Hawthorne Boulevard is 60 feet wide from the west limit of the project to Western Avenue and then increases to 66 feet for the remainder of the project. It is anticipated that Hawthorne Boulevard will be reconstructed using slip-formed PCC pavement and Pleasant Avenue will be reconstructed using bituminous pavement.

A major consideration with the project is the village standard that was adopted in 2001 that requires non-local streets to be reconstructed to a width of 25 feet and to install new sidewalk where none exists. Many of the residents along the project have expressed deep concern over widening of the street because of impact to the many mature parkway trees and the perception of increased traffic and speeds along the street. In addition, there are numerous power poles located within two feet of the back of curb throughout most of the project and, in some locations, on both sides of the street. Widening of the street would require moving the poles further back and could cause additional conflicts with the trees. The effect of this widening on this project needs to be studied and presented to the village. As the use of Hawthorne Boulevard varies along its length, the final width may vary.

The project is scheduled to be constructed in 2012 at an estimated cost of \$4.5 million. The project will be funded entirely with village funds.

The Village of Glen Ellyn now desires to retain a qualified engineering firm to provide preliminary and final design services for the proposed project.

Project Elements and Innovative Approach

The Hawthorne Improvements Project will present many challenges and unique issues. The following is a summary of our understanding of the primary project elements and our innovative approach to address them and ensure the successful completion of the project.

1. Hadley Junior High School is located at the west limit of the project. The existing alignment adjacent to the school consists of a sharp bend in the road rather than a





PROJECT APPROACH

- curve. This may be an opportune time to modify the alignment and create a smooth curve creating a safer school zone environment. These improvements will require coordination and participation from the City of Wheaton as the project limits would need to extend into their jurisdiction. Through preliminary discussions with the City of Wheaton they are in favor of these improvements and would be open to discussion.
2. In order to evaluate the impact of widening the street, we will evaluate vehicular and pedestrian traffic within school zones and near neighborhood churches, review parking restrictions and measure prevailing traveling speeds at various locations. Public presentations may be required to discuss the traffic concerns related to various aspects of the project and present rationale for the proposed options.
 3. Effective stakeholder coordination will be critical to the ultimate success of this project. Our project work plan includes a high level of public input and coordination concentrating on addressing concerns over street trees and traffic issues. Our stakeholder coordination process will include the following primary elements.
 - a. Resident input regarding perception of problems, tree concerns, travel speeds, traffic volumes, parking demands, drainage issues, construction impacts and access restrictions. It is anticipated that several neighborhood residents will be interviewed to further define these concerns. Several public meetings are also anticipated to receive comments and to present and describe alternative improvements.
 - b. Hadley School input regarding traffic circulation during pick up times, parking, pedestrian crossings, construction impacts and bus route concerns.
 - c. Glenbard West High School input regarding student parking, bus routes, summer activities, pedestrian routes and security concerns.
 - d. Adjacent church input regarding traffic circulations, access during construction, parking and pedestrian crossings.
 - e. Village staff input including Police and Fire Departments as well as Public Works Department staff.
 - f. Village Board and commission input including attendance at workshops and presentation of alternative improvements.
 - g. City of Wheaton input regarding roadway alignment, traffic concerns, construction impacts and stormwater issues.
 4. We may want to consider sequencing the construction to meet midpoint deadlines. This would help accommodate events such as the Fourth of July parade. The schedule will also need to consider school schedules to minimize conflicts and disruptions.





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5. The State of Illinois Public Act 96-1416 for New Clean Construction or Demolition Debris (CCDD) requires that plans and specifications must be prepared in a manner that clearly defines the contractor's responsibility regarding the removal and disposal of excavated materials from the site. This may be accomplished, in part, by reviewing soil maps of the area. To minimize the impact on project cost and schedule, ERA typically has boring samples taken as part of the geotechnical investigation. The samples are tested on site with the use of a photo ionization detector (PID) and the readings are recorded with the boring logs. Including the results with the soils boring logs in the contract documents allows bidders to gain a better understanding of the materials that may be encountered during construction. This can ultimately result in lower prices for items associated with excavation.
6. This project may provide a good opportunity to incorporate best management practices (BMPs) to enhance storm water quality and help conform to County stormwater ordinances as well as NPDES requirements. A preliminary analysis of the site suggests that a non-mechanical BMP at Lake Ellyn may be an ideal location for BMPs. A BMP at this location could also serve as an educational tool for students at Glenbard West High School. ERA has designed and permitted numerous similar BMP enhancements for similar projects throughout Northeast Illinois.
7. The location of the power poles throughout the corridor is a major concern for the project. Based on discussions with Commonwealth Edison, where poles are currently on both sides of the street, they may be able to move all lines to one side. However, this work would take a minimum of 20 weeks. Slip forming the new concrete pavement requires a three feet wide clear space on each side. This may necessitate moving, or temporarily supporting some of the power poles regardless of the proposed street width. The use of alley arms for the poles may allow the wires to remain where they are as the poles are relocated. This would cause less damage to the trees.
8. The final street width may vary along the project alignment. Since the nature and use of the street and adjacent land usage varies along the corridor, the best solution for one area may not be appropriate throughout. Therefore, the proposed cross section may differ based upon public input, parking demand, and other factors specific to that section of the corridor.
9. For roadway projects, the current DuPage County and Village of Glen Ellyn stormwater ordinances require stormwater detention storage if the nature of the conveyance system is changed or if new disturbed/impervious area exceeds one acre. Based on our initial evaluation, it appears that the nature of the conveyance system will not be changed and the new disturbed/impervious area will likely be slightly less than one acre even if the roadway is widened to 25 feet. This should be closely monitored during design to ensure





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that the detention threshold isn't exceeded.

10. The Hawthorne Boulevard corridor has three main drainage divides and four drainage basins. The first divide is located west of Kenilworth Avenue. Stormwater west of the divide (Drainage Basin 1) runs over the roadway and into the City of Wheaton's storm sewer system. Stormwater east of the first divide (Drainage Basin 2) flows into existing Glen Ellyn sewers at the intersection of Kenilworth and Hawthorne. The second divide is located just east of Newton Avenue. Stormwater east of the divide (Drainage Basin 3) flows over Hawthorne Boulevard to a small diameter sewer located at the intersection of Western Avenue. The third divide is located just west of Main Street. Stormwater east of the divide (Drainage Basin 4) is conveyed to the intersections of Main, Forest, and Park where runoff is directed north on those streets. It is important to understand the individual challenges each of these drainage basins present to the design project.
 - a. Drainage Basin 1 – Drains to the City of Wheaton storm sewer system. An increase of impervious surfaces in this area may require a small amount of detention in order to meet existing conditions runoff rates. A preliminary analysis of this basin suggests that the green island created by Hadley School's drop off drive may be an ideal location for inexpensive storage. This drainage challenge is very similar to our previous work on Lambert Farms improvements.
 - b. Drainage Basin 2 – Drains to the Village of Glen Ellyn's storm sewer. The sewer on Hawthorne between Kenilworth and Newton Avenue should be evaluated and sized to convey the standard 5-year storm. It is our understanding that the system downstream at Cottage and Newton may surcharge and cause drainage problems at the intersection. The drainage design in Basin 2 should take this into account and minimize increases in flow where possible.
 - c. Drainage Basin 3 – Drains to the Village of Glen Ellyn's storm sewer. The sewer on Hawthorne between Western and Prairie Avenue and the sewer on Pleasant from Hawthorne to Cottage Avenue should be sized to convey the 5-year storm event. It is our understanding that the design of the sewer system on Pleasant Avenue should take into consideration future rear yard connection by residents. Considerations may include lowering the storm sewer system through this stretch and providing a catch basin at the property lines to connect to. This drainage challenge is very similar to our work on Kenilworth Avenue.
 - d. Drainage Basin 4 – Drains to a significant drainage ditch approximately 400 feet north of Hawthorne. The storm sewer and inlets on this stretch of Hawthorne are minimal and majority of runoff ends up in the drainage ditch. To help alleviate the ditch and downstream sewer it may be beneficial to provide additional storm sewer that captures the 5-year storm and conveys flow directly to Lake Ellyn. Creative intersection design can help ensure runoff does not flow north down Main, Forest and Park. This drainage challenge is very similar to our work on





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Parkside/Summerdale.

11. As stated in item 10 above, a drainage divide exists on Hawthorne just west of Kenilworth that appears to be a typical roadway drainage divide. A closer look suggests that this divide appears to be a significant issue in the roadway design. The divide appears to be the boundary between the West Branch DuPage River and East Branch DuPage River watersheds and the boundary between runoff flowing to Glen Ellyn and Wheaton. Diversion of flow from one major watershed to another is difficult to permit and should be avoided if possible. The roadway and storm sewer design will require coordination with Wheaton as the runoff west of the divide will enter their system. Through preliminary discussions with the City proposed runoff rates should meet the existing conditions. This is consistent with the work we did for the Lambert Farms project.

Work Plan

ERA will provide engineering services in accordance with the following work plan.

1. **Project Meetings and Coordination** - The following meetings are anticipated during the design phase of this project:
 - a. Kick-Off Meeting - Meet with Village of Glen Ellyn staff to discuss project issues, compile background information and initiate project.
 - b. Status Meetings - Meet with village staff during design period to review status and discuss relevant issues. We anticipate four status meetings with village staff.
 - c. Stakeholder Meetings – Meet with various stakeholders such as including the school districts, City of Wheaton staff, churches, and village departments to discuss project elements and concerns.
2. **Public Meetings and Coordination** - ERA will prepare materials and presentations and attend public meetings and Village of Glen Ellyn Board and Commission meetings to solicit and consider input from the public and other stakeholders. By presenting and discussing project design elements, these meetings allow us and village staff to meet closely with the public in order to understand concerns and discuss other considerations. When done effectively, these meetings can inform the public of unique issues, and obtain buy-in and support for the project. We anticipate at least four public meetings.
3. **Data Acquisition** - This task includes the acquisition of data available from various sources to aid in the inventory and delineation of existing conditions. The following items will be obtained:





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- a. Existing roadway plans provided by the village
 - b. GIS data from village
 - c. Aerial-based tax maps
 - d. Public utility atlases (storm, sanitary, water)
 - e. Private utility atlases (gas, electric, telephone, cable T.V.)
 - f. DuPage County topographic mapping and GIS information
4. **Geotechnical Analysis** - This task includes obtaining pavement cores and soil borings along the project alignment. It is anticipated that 7 corings and 5 borings to a depth of approximately 10 to 15 feet will be acquired. The samples will be tested on site with the use of a photo ionization detector (PID) and the readings will be recorded with the boring logs. Including the results with the soils boring logs in the contract documents allows bidders to gain a better understanding of the materials that may be encountered during construction. This work will be performed by our geotechnical sub-consultant, Rubino Engineering after determining the extent of the sanitary work and a preliminary layout of the storm sewer.
5. **Traffic Analysis** - ERA will work with our traffic engineering sub-consultant, Sam Schwartz, Inc. to perform a comprehensive traffic study along the project alignments. These tasks include obtaining relevant traffic count information and other empirical information such as crash data in order to assess the impacts on various design scenarios. Specific elements include:
- a. Traffic counts – Four locations of traffic counts are proposed in order to quantify the vehicular activity near Hadley Junior High, Glenbard West High School, one location near Western Avenue and one location near Main Street. Traffic counts will include vehicular volume, speed and classification for each period. Traffic count data will be collected for three consecutive weekdays.
 - b. On-Street Parking – The existing on-street parking locations along Hawthorne will be documented and reviewed to identify potential impacts associated with the various design scenarios. Parking demand associated with Hadley Junior High, Glenbard West High School, adjacent churches and residences will be determined based upon input from representatives from these properties, zoning and trip generation publications.
 - c. Crash Data – Accident information obtained from the local police department will be reviewed to ascertain locations prone to vehicular or pedestrian crashes.
 - d. Potential Improvements - Potential traffic calming concepts will be presented to address traffic safety concerns identified through this analysis.
 - e. Executive Summary Letter – A summary report will be prepared in the form of an executive summary letter which outlines the information presented in the above tasks along with providing conclusions and recommendations.





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6. **Field Survey** – This task will include a topographic survey along the project limits. The field survey will be performed using our in-house electronic total stations and data recorders. The survey will be done in state plane coordinates for ease in use with the village's GIS system. Survey information will be downloaded directly into our AutoCAD based electronic drafting system. The following planimetric features will be surveyed:
 - a. The Survey will extend 250 feet west of the village limits to allow design of a new alignment.
 - b. Vertical and horizontal locations of topographic features within the rights-of-way including hydrants, valves, manholes, inlets, power poles, edge of pavement, sidewalks, signs, driveways and found property corners.
 - c. All trees within the right-of-way limits will be surveyed along the project alignment. The breast height diameter of each tree will also be measured.
 - d. Driveways, sidewalks and structures located within 15 feet of the right-of-way will be located.
 - e. Inventory and survey of utility structures including rim to invert depths, pipe types and sizes.
 - f. Cross streets will be surveyed 100 feet beyond the centerline of the intersecting street.
 - g. Cross sections will be taken every 50 feet and at every driveway and every sidewalk crossing.
 - h. The total length of survey including the additional alignment design on the west side and cross streets is approximately 8,500 feet.
7. **Base Plans and Profile Sheets** - Information compiled from the field survey and data gathering tasks will be combined to produce base plans at a scale of 1" = 20' of the existing conditions. Base plan and profiles sheets will be prepared using our AutoCAD based system conforming to Village of Glen Ellyn graphic standards. Base plans will be submitted to the village and private utility companies for review and comments.
8. **Analysis and Evaluation** - ERA will analyze and evaluate the following design elements for this project.
 - a. **Roadway Width** – Two proposed roadway layouts will be analyzed. The first will be for a 21 feet back to back wide street, the second will be for a 25 feet back to back width. In addition, a plan for a new sidewalk east of Park Boulevard in the south parkway. A letter report will be prepared that will identify various project issues for each layout such as impacts on the trees, power pole impacts, speed, driveway apron and parkway slopes, storm water storage and permitting requirements and





PROJECT APPROACH

associated costs. It is anticipated that the final proposed roadway width may vary throughout the corridor.

- b. **Hydrology and Hydraulics** – ERA will perform a detailed analysis of stormwater hydrology and hydraulics within and adjacent to the project area. The assessment will include an evaluation of existing storm sewers within the Hawthorne right-of-way from the village limits on the west to Ellyn Avenue on the east. This evaluation will also include storm sewer on Pleasant Avenue from Hawthorne to Cottage. ERA will evaluate existing sewers capacity, size new storm sewers to convey the 5-year storm event, provide recommendations for new storm sewer routing, provide recommendations for storm sewer depths, provide recommendations for required detention volume, provide recommendations for miscellaneous stormwater improvements, etc. It is assumed that receiving downstream storm sewers will not be improved and new storm sewers will have to tie in appropriately.

This task includes reviewing internal video of the existing sewers, if available, to determine if any repair or replacement of the existing system is required. In addition, new storm sewers will be sized to convey the water based upon the final width and profile of the roadway.

- c. **Sanitary Sewers** – This task includes reviewing video and logs to observe the condition of the existing sanitary mains and services. We will evaluate the feasibility of rehabilitating the lines through spot repairs and internal lining techniques. The village desires to replace the sanitary sewer mains between the western limits of the project and Kenilworth Avenue, extend a main west of Forest Avenue and relocate a main into the right-of-way west of Park Boulevard. In addition all existing services will be replaced from the main to approximately 10 feet back of curb.
- d. **Water Main** – This task includes the replacement of the existing water main between the western project limits to Newton Avenue, relocating a long service and the installation of a new water main between Main Street and Park Boulevard. In addition, we will work with village staff and the Fire Department to ensure the remaining system meets the 300 foot hydrant spacing requirement and if any maintenance such as valve replacement needs to occur.





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9. **Plans, Specifications and Estimates (PS&E)** – This task includes the preparation of contract documents in accordance with Glen Ellyn and IDOT standard format utilizing AutoCAD 3D 2011. Final plans anticipate the following sheets.

a.	Cover Sheet, Location Map and Index of Sheets	1 sheet
b.	General Notes and Legend	1 sheet
c.	Sequence of Construction	3 sheets
d.	Typical Sections	1 sheet
e.	Summary of Quantities	1 sheet
f.	Schedules of Quantities	3 sheets
g.	Alignment, Ties and Benchmarks	1 sheet
h.	Plan & Profile Sheets (1"=20')	12 sheets
i.	Cross Section Sheets	24 sheets
j.	Traffic Control / Detour Plan	2 sheets
k.	Erosion & Sediment Control Plan	2 sheet
l.	Construction Details	4 sheets
	Total	55 sheets

Specifications will be prepared in the format required for IDOT projects using Microsoft Office 2010. Village standard contract documents will be provided. The specifications will reference IDOT Standard Specifications and the village's standards. Bid documents and unit price bid item quantities will be included. Contract documents will include bid forms, notice to bidders, contract forms, bonding and insurance requirements and state and federal compliance requirements. PS&E will be submitted for review and approval at the 65%, 95%, and final bid documents stages of completion.

This task also includes the preparation of a preliminary and final engineer's opinion of probable construction cost for the proposed improvements. They will be prepared using our extensive database of recent unit prices on similar projects in the area.

10. **Permitting** – ERA will prepare and submit permit applications for the following regulatory authorities.
- IEPA, Sanitary Sewers – Prepare submittal, coordinate with staff, respond to comments.
 - IEPA – Water Mains Sewers – Prepare submittal, coordinate with staff, respond to comments.
 - Village of Glen Ellyn/DuPage County Stormwater Permit – It is anticipated that the proposed improvements will not exceed detention threshold requirements. It is also anticipated that there are no floodplain or wetland impacts associated with this





PROJECT APPROACH

project. This task includes coordination with village and/or county staff, preparation of a permit application and response to comments.

11. **Bidding Assistance** – ERA will provide bidding assistance services as follows.
- a. Issue notices to qualified bidders
 - b. Place project advertisements in Dodge Reports and other trade publications
 - c. Distribute documents to interested bidders. ERA will retain plan fees to offset printing costs
 - d. Attend pre-bid conference
 - e. Issue addenda if required
 - f. Respond to bidder questions
 - g. Attend bid opening
 - h. Tabulate bids
 - i. Investigate bidder qualifications and references
 - j. Provide award summary
 - k. Provide four sets of conformed contract documents for signing and ten additional sets of documents to the contractor for use during construction of the project.

Project Schedule

It is our understanding that the Village of Glen Ellyn desires to have the final plans and specifications complete and ready for bidding by January 2012. ERA has the staff and resources available to fully staff the project for the duration of the design in order to meet this deadline. If the project schedule or scope of services changes, we have additional staff and resources available to accommodate the project. Our experience on similar assignments and ability to shift staff and resources will contribute to the ultimate success of this project.



Hour and Fee Summary

Village of Glen Elyn
Hawthorne Improvements Project

Prepared By:
Engineering Resource Associates, Inc.
4-Apr-11

Multiplier Rate: 2.60

PD = Project Director
DES = Director of Environmental Services
PM = Project Manager
PE = Project Engineer
DE = Design Engineer
ES = Environmental Specialist
LS = Land Surveyor
CC = Survey Crew Chief
FT = Survey Field Technician
CT = CAD Technician

Staff Title	PD	PM	PE	DE	ES	LS	CC	FT	CT	DL	Total
Pay Rate:	\$70.00	\$65.00	\$49.00	\$33.25	\$37.50	\$35.00	\$26.75	\$22.00	\$35.00	\$22.10	\$22.10
Charge Rate:	\$182.00	\$169.00	\$127.40	\$86.45	\$97.50	\$91.00	\$70.55	\$57.20	\$91.00	\$57.46	\$57.46
DESIGN/ENGINEERING											
1. Project Meetings and Coordination	8	16	24	8	0	0	0	0	0	0	84
2. Public Meetings and Coordination	16	16	24	16	4	0	0	0	0	0	152
3. Data Acquisition	0	2	8	16	4	0	0	0	4	4	38
4. Geotechnical Report Analysis	0	4	12	0	2	0	0	0	0	0	18
5. Traffic Study and Analysis	2	11	14	0	0	0	0	0	8	2	37
6. Field Survey	0	2	0	8	4	16	100	100	4	0	234
7. Base Plans and Profiles	0	4	8	18	0	0	0	0	112	0	140
8. Analysis and Evaluation Roadway Width Hydrology and Hydraulics Sanitary Sewers Water Main	4	8	12	24	0	0	0	0	80	0	128
	2	4	16	40	0	0	0	0	32	0	94
	0	4	18	64	0	0	0	0	40	8	132
	2	8	12	24	0	0	0	0	24	8	76
9 Plans, Specifications and Estimates 85% Submittal 95% Submittal Final Submittal	4	24	60	120	2	0	0	0	240	8	458
	4	16	34	66	4	0	0	0	210	8	372
	2	16	24	88	8	0	0	0	160	4	302
10. Storm Water Permitting	2	8	16	60	12	0	0	0	16	8	122
11. Bidding Assistance	2	8	12	24	0	0	0	0	0	8	54
Design Engineering Subtotal	48	151	282	604	40	16	100	100	994	76	2423
Direct Costs											
Mileage											\$1,100
Printing											\$2,500
Soil Borings											\$9,000
Traffic Study											\$3,500
Shipping											\$200
Subtotal, Direct Costs											\$16,300
Project Totals											\$282,971

DESIGN/ENGINEERING

Direct Costs

Subtotal, Direct Costs

Project Totals

MEMORANDUM

A-13

TO: Terry Burghard, Interim Village Manager
FROM: Staci R. Hulseberg, Planning and Development Director
Andrew Lueck, Planning Intern *AL*
DATE: April 6, 2011
FOR: April 11, 2011 Village Board Meeting
SUBJECT: Advance Auto Parts Promotional Event

Request: Advance Auto Parts has submitted a request to conduct a 1-day promotional event in the parking lot of their store located at 696 Roosevelt Road between the hours of 12:30 p.m. and 6:30 p.m. on April 29, 2011. Advance Auto Parts would coordinate the event which would include parking a semi-trailer housing a disassembled monster truck in their parking lot. The trailer would be approximately 70 feet in length, with a platform extending 3 feet away from the side for guests to walk onto the trailer. A variety of activities are planned for this event which include picture taking, airbrushed tattoos and a video game. The attached summary and site plan dated March 23, 2011 was submitted by Advance Auto Parts and reflects the details of the event.

Zoning Regulations: The Zoning Code requires a special use for "Outdoor sales, storage, promotional activities, or tents." In the past, the Village Board has waived these sections for other promotional events and tents for various businesses/agencies including: Webb Dodge, Jerry Haggerty Chevrolet, Harris Bank, the Chamber of Commerce, the Jaycees, the Park District, the YMCA, and various churches.

Issues: Due to potential impact on adjoining properties, Advance Auto Parts should provide notice and details of the event to property owners (Pickwick Place, Rosin Eye Care). If the property owners are willing to allow parking on their sites for this one-time special event, it would be beneficial to the community.

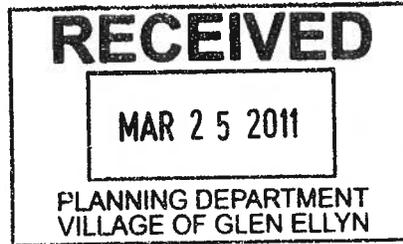
Village Board Action: Advance Auto Parts is requesting that the Village Board consider a motion to waive Section 10-4-15.B.14 of the Village Code to allow a special promotion event on April 29, 2011 as described in the attachment.

Attachment: March 23, 2011 Letter and Attachments from Steven Czerak of Advance Auto Parts

cc: Phil Norton, Police Chief
Joe Kvapil, Building & Zoning Official
Steven Czerak, Advance Auto Parts



Advance Auto Parts
Store #8803
696 Roosevelt Rd.
Glen Ellyn, IL 60137



Staci Hulseburg
Village of Glen Ellyn
Planning and Development
535 Duane St
Glen Ellyn, IL 60137

March 23, 2011

Dear Ms. Hulseburg,

I would like to start by thanking you for the opportunity to serve the Glen Ellyn community and express my appreciation for all of the support that the village has been able to provide thus far. I am writing this letter in regards to an event we would like to have at our location on Roosevelt Rd in Glen Ellyn. As you may or may not know, Advance Auto Parts has the title sponsorship for the monster truck series "Monster Jam". This is a huge way for us to connect with our customers and over the past few years has become a strong part of our brand and image. As a chain of 3500+ stores we have many interactive attractions that help us promote our brand. One of these is our "Grave Digger Experience." It is extremely popular with our customers, adults and kids alike. Essentially, the "Grave Digger" is THE most popular monster truck in the history of the sport. In the "Grave Digger Experience" the monster truck has been taken apart and loaded into a semi trailer. Guests can have their picture taken in the drivers seat of the truck, play the Monster Jam video game, get airbrushed tatoos, and enter into national drawings for trips to the Monster Jam finals. All of this of course is free to our guests.

We would like to host this event at our store in Glen Ellyn on April 29th, 2011. The time of this event is usually 12:30pm – 6:30pm. There is really not much to setting up this event as it is almost completely self-standing. The trailer is self-generating and would not need to run power to or from the building. The truck would be able to back into our parking lot and set up a platform for guests to walk onto the truck. The platform extends approximately 3' away from the side of trailer and the length of the entire truck is approximately 70'. I have provided a site map and have highlighted the proposed location of the truck. I have also enclosed a simple flyer of the event for your review.

Again, I cannot express how important this is to our company, our brand and most importantly our customers. Please let me know if there are any questions or concerns that I may be able to address.

Best Regards,

Steven Czerak
General Manager
Advance Auto Parts
Store #8803
Glen Ellyn, IL

Enc.



GRAVE DIGGER Experience



There is something for everyone at the **New Grave Digger Experience!**

- We will put you in the driver's seat of **THE** most popular monster truck, **Grave Digger**, and send you home with a picture to prove it
- Get a Grave Digger Temporary **Tattoo**
- Register to **Win** a trip for 4 to the **2012 Monster Jam World Finals** in Las Vegas at the live internet station
- **Play** the latest Monster Jam video game "Path of Destruction" at the gaming bay
- Grab a bite at the **Digger Diner** at most locations
- All **Free** from Advance Auto Parts

Go to www.gravediggerexperience.com for more information and event locations



