

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Village Recognition:
 - A. The Village Board will observe a moment of silence to remember former Village Trustee Thomas Scheiner who passed away on July 18. He served two terms of office covering the years 1962 to 1973 and was instrumental in moving Village offices in late 1972 from Pennsylvania Avenue to our current location.
 - B. The Village Board accepts the resignation of Henry Kummerer as a Student Commissioner on the Historic Preservation Commission and thanks him for his service to the Village.
 - C. Police Officer Rick Perez received a note of thanks from a local family in appreciation for his assistance.
 - D. A resident called to thank the very professional workers who picked up his storm damaged trees in the parkway. He commented that they were quick, thorough and cleaned up the entire parkway.
5. Audience Participation
 - A. James Burdett, Architectural Review Commission Chairman, will present this year's winner of the annual Traveling Trophy Award and an honorable mention for landscape design.
6. Consent Agenda

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

- A. Village Board Meeting Minutes:
 1. June 27, 2011 Board Workshop
 2. July 18, 2011 Special Meeting
 3. July 25, 2011 Regular Workshop
 4. July 25, 2011 Regular Meeting
- B. Total Expenditures (Payroll and Vouchers) - \$1,422,814.26.

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

- C. Motion to waive Section 10-4-3(B)3 (Promotional Activities) of the Glen Ellyn Zoning Code and Section 6-2-2.5 (Unnecessary Noises) of the Village Code in order to allow for P.S.S. We Love You's 5k Run/Walk on Saturday, September 24, 2011 in Glen Ellyn. (*Assistant to the Village Manager Schrader*)
- D. Motion to waive Section 10-4-8 (Promotional Activities) of the Glen Ellyn Zoning Code and Section 6-2-2.5 (Unnecessary Noises) of the Village Code in order to allow for St. Mark's first annual Oktoberfest at the St. Mark's campus on Saturday, October 15, 2011. (*Assistant to the Village Manager Schrader*)
- E. Motion to approve an agreement with Voorhees Associates, at a cost of \$15,650, for the recruitment of a Public Works Director, to be expensed to the FY12 General Fund. (*Village Manager Franz*)
- F. Motion to approve payment in the amount of \$25,000 to the Glen Ellyn Youth & Family Counseling Service for 'mental health referral support and service access' to the Police Department. (*Police Chief Norton*)
- G. Motion to waive competitive bidding and purchase replacement phone system equipment for the Village fire stations from CMS Communications as a not-to-exceed cost of \$16,000, including a 10% contingency, to be expensed to the FY12 Facilities Maintenance Reserve Fund. (*Interim Finance Director Noller*)
- H. Motion to approve an engineering services agreement with Pavia-Marting and Co. of Roselle, IL for the design of storm sewer and drainage improvements for the Braeside Area Localized Drainage Improvements Project, in a not-to-exceed amount of \$57,000 (including a 10% contingency), to be expensed to the FY12 Capital Projects Fund. (*Professional Engineer Minix*)
- I. Motion to approve additional funds from the FY12 Water Fund Budget and to authorize payments associated with the emergency repair of multiple water main breaks at Park and Roosevelt in July 2011, including \$50,350 to John Neri Construction Company for contractor labor, equipment and materials; \$18,400 to KPRG and Associates for specialized spoil disposal services; and \$2,250 to Highway Technologies for traffic control devices. (*Professional Engineer Minix*)
- J. Motion to waive competitive bidding and award a contract to Cartégraph Systems, Inc. of Dubuque, Iowa, for Implementation Services and Software Licenses, in the not-to-exceed amount of \$24,200, to be expensed to the FY12 General, Water, and Sewer Fund. (*Interim Public Works Director Perrigo*)
- K. Motion to approve award of a one-year contract to Suburban Tree Consortium (C/O West Central Municipal Conference) for the FY12 Tree Reforestation Program in the not-to-exceed amount of \$61,000, to be expensed to the FY12 General Fund Budget. (*Interim Public Works Director Perrigo*)
- L. Motion to approve the recommendation of Village President Pfefferman that Gary Fasules be appointed to the Zoning Board of Appeals through December 31, 2012.

- M. Ordinance No. 5944, an Ordinance Establishing a Class A-3 License for Retail Liquor Service at a Publicly-Owned and Operated Culinary School and Hospitality Center and Applicable License Fees Contingent Upon Issuing a Temporary Occupancy Permit. (*Administrative Services Coordinator Underhill*)
7. Motion to approve an engineering services agreement with RHMG Engineers of Mundelein, IL to conduct various drainage investigations associated with the Lake Ellyn Hydrologic & Hydraulic Studies Project, in a not-to-exceed amount of \$56,500 (including a 10% contingency), to be expensed to the FY12 Capital Projects Fund. (*Trustee Henninger*)
- Professional Engineer Bob Minix will present information on the Lake Ellyn Drainage Study. The study is being conducted in conjunction with the Glen Ellyn Park District following the 2008 and 2010 overflow events. RHMG engineers will be retained to conduct the study of the Lake Ellyn watershed. The study will take about four months to complete and project expenses will be split 50/50 with the Park District.
8. Reminder:
- The next Regular Village Board Workshop is scheduled for Monday, August 15, 2011 at 7 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
 - The next Regular Village Board Meeting is scheduled for Monday, August 22, 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.
9. Other Business?
10. Motion to adjourn to Executive Session for the purposes of discussing threatened or pending litigation and the appointment, employment, compensation, discipline, performance or dismissal of specific employees, adjourning thereafter without returning to open session. (*Trustee Ladesic*)
11. Press Conference

MEMORANDUM

TO: Mark Franz, Village Manager *MF*

FROM: Staci Hulseberg, Planning and Development Director *SH*
Michele Stegall, Village Planner *MJS*
Michael Strong, Planning Intern *MS*

DATE: August 2, 2011

FOR: August 8, 2011 Village Board Meeting

SUBJECT: 2010-2011 Architectural Review Commission Awards

BACKGROUND

Each year, the Architectural Review Commission (ARC) reviews all new development projects and exterior renovations to commercial, institutional and multi-family buildings that went through the exterior appearance review process and which were completed in the previous year. The Commission discusses the merits of each project and selects recipients for the following awards:

1. **Traveling Trophy Award:** The Appearance Review Guidelines authorize the ARC to present a "Traveling Trophy Design Award" each year. The Trophy Award has been distributed since the Village adopted the original Appearance Guide and Criteria in 1969. This award is "intended to acknowledge excellence in building design". The winner of the Trophy Award is presented with a traveling trophy engraved with the name of the business and the award year as well as a certificate that is retained by the business. The trophy remains with the winner until a new winner is selected the following year.
2. **Vivian Ball Landscape Award:** In 2000, the Village established the Vivian Ball Landscape Award in memory of Vivian Ball who was extremely active in efforts to beautify the Village. The Landscape Award "is intended to acknowledge excellence in achieving the aesthetic landscape objectives of the Village". Like the Trophy Award, the Appearance Review Guidelines authorize the ARC to present a Vivian Ball Landscape Award each year. Similar to the Trophy Award winner, the Vivian Ball Landscape Award winner is presented with a traveling plaque with the name of the winner and award year as well as a certificate that is retained by the business. The plaque remains with the winner until a new winner is selected for the following year.

In addition to awarding the Trophy Award and Vivian Ball Landscape Award, the ARC may also elect to issue honorable mentions. Honorable mentions do not receive an actual award, but are presented with a certificate. It is at the full discretion of the Commission on whether an award or honorable mention is given each year. A staff report to the ARC dated June 6, 2011 has been attached that includes a history of previous award winners.

Trophy Award. The ARC met on July 13, 2011 to consider all projects completed since July 2010 for the awards. At this meeting, the ARC unanimously approved a motion to grant the 2010-2011 Traveling Trophy Award to Central DuPage Hospital located at 885 Roosevelt Road. The ARC elected not to issue any honorable mention for the award this year.

Vivian Ball Landscape Award. At the July 13, 2011 ARC meeting, the Commission decided not to award the Vivian Ball Landscape Award this year. However, they agreed by a unanimous vote to grant an honorable mention for landscape design to Centrum Properties for the Glen Ellyn Crossing shopping center located at 699-727 Roosevelt Road at the southwest corner of Nicoll Way and Roosevelt Road.

ACTION REQUESTED

It is requested that the Village Board provide time on the agenda during the August 8, 2011 Village Board meeting for the presentation of these awards. James Burdett, ARC Chairman, will be in attendance at the meeting to present the awards.

Cc: James Burdett, ARC Chairman

Attachments: Draft Minutes from the July 13, 2011 ARC meeting
Staff Report to the ARC dated June 6, 2011
Pictures of Trophy Award winner – Central DuPage Hospital
Pictures of Landscape award honorable mention – Centrum Properties

those owners, builders and architects for their efforts in achieving this recognition. He stated this award has been presented annually since 2000.

Intern Strong stated there are four eligible projects this year and showed before and after pictures of each project. He stated the four projects eligible for the awards this year are The Glen Ellyn Crossing Shopping Center on the southwest corner of Roosevelt Road and Nicoll Way (landscape award only), the Central DuPage Hospital Medical Building at 885 Roosevelt Road, Market Plaza at 525-609 Roosevelt Road, and 479-483 Roosevelt Road.

Intern Strong stated there are plaques with the winners' names on it displayed in the Civic Center. He stated the winning tenants are requested to display the awards at their businesses.

Intern Strong asked for any questions on the projects. Chairman Burdett asked if all the projects were eligible for the Landscape award to which Intern Strong stated they all were. Commissioner Albrecht asked to verify which projects were eligible for which awards.

Commissioner Albrecht stated she really liked how the Central DuPage Hospital (CDH) Medical Building turned out. She stated she liked the finalization for the correction for colors. She stated the landscaping was nice also. She stated 479-483 Roosevelt Road was a huge improvement, but not certain if it is worthy of the Trophy or an Honorable Mention.

Commissioner Dickie stated the plantings at The Glen Ellyn Crossing Shopping Center were very interesting, but not very special in the winter time. He stated he agreed with Commissioner Albrecht on the CDH Medical Building as the Petitioner did a good job putting together a competent, nice, easy-on-the-eyes building. He stated the landscaping was done well and worked with the site. He stated the 479-482 Roosevelt Building was an improvement, but not sure if it is worthy of an award.

Commissioner Loftus stated she thought the CDH Medical Building was done well. She stated the landscaping was nice and made Roosevelt Road look nice. She stated 479-483 Roosevelt Road and Market Plaza were huge improvements but not sure of either is award-worthy. She stated she liked the landscaping at Glen Ellyn Crossing, but thought the CDH Medical Building's landscaping was better.

Commissioner Wussow stated that the CDH Medical Building is a good blend of design elements as it is an attractive and well-balanced building without being overdone. She stated she would like to see more of this type of building in Glen Ellyn as it a good addition and is what the Village strives for as far as design. She stated the landscaping of the CDH Medical Building and Glen Ellyn Crossing were very well done, but were not extraordinary.

Commissioner Allen stated he agreed with the other Commissioners about the CDH Medical Building and he thinks it is a handsome structure that will stand the test of time. He stated that he is also in agreement with the other Commissioners' comments as none of the landscaping projects were outstanding.

Commissioner Mulvihill stated the landscaping of Glen Ellyn Crossing with its arbor/ pergola seemed award-worthy. She stated she agreed with the other Commissioners' comments on the buildings. She stated the CDH Medical Building in certain sunlight is bright in color and the design is good from every angle. She stated Market Plaza looks good and is a huge improvement and could possibly be an Honorable Mention.

Chairman Burdett stated he liked the CDH Medical Building and believes it is worthy of winning the architecture award. He stated the CDH Medical Building is a prairie style building and looks good next to residences. He stated Market Plaza and 479-483 Roosevelt Road were improvements, but does not believe they are award-worthy.

Commissioner Wussow stated that the ARC seems in agreement that the CDH Medical Building should win the Trophy Award, but she wondered about the Honorable Mention. She stated that Commissioner Albrecht believed 479-483 Roosevelt Road was a huge improvement, but did not believe it was worthy of the Trophy Award or Honorable Mention. Commissioner Wussow stated that she had concerns about giving an award to a building made of EIFS. Commissioner Wussow agreed with Commissioner Dickie stating that nothing really popped out in any of the landscaping projects. Commissioner Wussow stated that she believed the landscape requirements were met with the projects, but that they did not go above and beyond.

Commissioner Dickie stated that the landscaping at Glen Ellyn Crossing has lasted for a little while. Commissioner Wussow asked if the arbor/ pergola were considered landscaping to which Chairman Burdett answered it was. Commissioner Wussow wondered if Glen Ellyn Crossing should get an Honorable Mention. Commissioner Albrecht stated that she believes the landscaping is good but not really note-worthy.

Chairman Burdett asked if an Honorable Mention could only be given if there was an award winner. Planner Stegall stated that the award history shows that Honorable Mentions have only been awarded in years where there was an award winner. However, the Commission has the freedom to decide which projects are recognized as either award winners or Honorable Mentions. Commissioner Wussow stated just because one landscape was best does not mean it should get an award, because it may cheapen the award if it is given out to a project that is less than exceptional. Commissioner Wussow stated not giving the Landscape Award sends a message. Planner Stegall stated that the granting of the awards is completely at the discretion of the ARC.

Commissioner Wussow moved to award the Traveling Trophy Design Award to the Central DuPage Hospital Medical Building, an Honorable Mention for landscaping to The Glen Ellyn Crossing Shopping Center, and that the Vivian Ball Landscape Award not be awarded in 2011. The motion was seconded by Commissioner Allen and carried unanimously by a vote of 7-0.

4. Public Comments

There were no Public Comments.

5. Chairman's Report

Chairman Burdett introduced new ARC member Jill Mulvihill and new Trustee Liaison Peter Ladesic.

6. Trustee's Report

Trustee Ladesic stated that new Village Manager Mark Franz started on Tuesday (7/12). Trustee Ladesic stated that after Monday's storm, 7400 Glen Ellyn residents were without power. He stated this number is down to 1400 residents with Com Ed stating 90% should be restored by the end of Friday and 99% by end of Sunday. He stated there has been more ComEd presence on the streets of Glen Ellyn. He stated the Civic Center is still running via the generator.

7. Staff Report

Planner Stegall stated that Mr. Skiouris, owner of Giordano's, appeared before the Village Board after a 3-2 vote from the ARC to keep the building as constructed. She stated that Giordano's request failed to pass at the Village Board by a vote of 3-3. She stated Mr. Skiouris is to propose revisions to break up the massing of the building and soften the look and will be returning to the Village Board with revised plans. Commissioner Wussow asked if Mr. Skiouris needed to return to the ARC with these revisions to which Planner Stegall replied he did not.

Planner Stegall stated there will be light agendas for the ARC going forward which is why she and Chairman Burdett decided to do the awards tonight.

Commissioner Albrecht asked about Advanced Auto Parts. Planner Stegall stated the Village is expecting an application to amend the Ordinance condition limiting the window signage at this location.

8. Adjourn

Commissioner Albrecht moved, seconded by Commissioner Dickie, to adjourn the meeting at 8:12 p.m. The motion carried unanimously by a vote of 7-0.

Submitted by: Debbie Solomon, Recording Secretary

Reviewed by: Michele, Stegall, Village Planner

STAFF REPORT

TO: Architectural Review Commission

FROM: Michele Stegall, Village Planner
Michael Strong, Planning Intern

DATE: July 6, 2011

FOR: July 13, 2011 Architectural Review Commission Meeting

SUBJECT: 2010-2011 Architectural Review Commission Awards

TROPHY AWARD:

The Appearance Review Guidelines authorize the ARC to present a "Traveling Trophy Design Award" each year. The Trophy Award has been distributed since the Village adopted the original Appearance Guide and Criteria in 1969. This award is "intended to acknowledge excellence in building design".

The winner of the Trophy Award is presented with a traveling trophy engraved with the name of the business and the award year as well as a certificate that is retained. The Trophy remains with the winner until a new winner is selected for the following year.

LANDSCAPE AWARD:

In 2000, the Village established the Vivian Ball Landscape Award in memory of Vivian Ball who was extremely active in efforts to beautify the Village. The Landscape Award "is intended to acknowledge excellence in achieving the aesthetic landscape objectives of the Village". Like the Trophy Award, the Appearance Review Guidelines authorize the ARC to present a Vivian Ball Landscape Award each year.

Similar to the Trophy Award winner, the Vivian Ball Landscape Award winner will be presented with a traveling plaque with the name of the business and award year of the winner as well as a certificate that is retained. The plaque remains with the winner until a new winner is selected for the following year.

2010-2011 AWARDS:

The ARC is being asked to consider projects that underwent exterior appearance review and, which have been completed over the last year, for the Trophy Award, Vivian Ball Landscape Award and any honorable mentions.

Four projects have been completed since the ARC last reviewed these awards on May 26, 2010. These projects are listed in the table below. Commission members are encouraged to visit these sites prior to the June 22, 2011 ARC meeting.

Project Name and Address	Date Exterior Appearance Approved
The Glen Ellyn Crossing Shopping Center – SWC Roosevelt and Nicoll (Landscape only – previously considered & received honorable mention for Trophy Award)	September 26, 2005
Central DuPage Hospital – 885 Roosevelt Road	August 27, 2007
Market Plaza -525-609 Roosevelt Road	September 22, 2008
479-483 Roosevelt Road	April 14, 2010

INCOMPLETE PROJECTS:

Several other projects have been reviewed by the Architectural Review Commission but have not yet been completed. These projects will be considered for awards in future years and include the following:

Project Name and Address	Date Exterior Appearance Approved
Kingsbrook Glen Townhomes – SWC of Taft and Nicoll	December 20, 2004
Courtyards of Glen Ellyn – NEC of Penn. And Kenilworth	November 13, 2006
Georgetown by the River – 440-450 Swift Road	November 13, 2006
Grace Lutheran Church – 493 Forest Avenue	March 10, 2008
Duane Street Rowhouses – 460-478 Duane Street	March 24, 2008 (Final PUD approval May 11, 2009)
Brandon Court Apartments – 22 and 28 Greenwood Street	June 23, 2008 (amended PUD June 22, 2009)
Giordano’s Restaurant & Pizzeria – 455 Roosevelt Road	January 11, 2009
Treasure House, 497 Pennsylvania Avenue – Exterior Appearance	September 22, 2010
Nicor, 90 N. Finley Road – Exterior Appearance	September 22, 2010
Marcel’s Culinary Experience, 488-490 N. Main Street – Exterior Appearance	March 9, 2011
Giordano’s Restaurant & Pizzeria, 455 Roosevelt Road – Revised Exterior Appearance	May 11, 2011

HISTORY:

For your information, a list of previous award winners is listed below.

ARCHITECTURAL REVIEW COMMISSION HISTORY OF AWARDS			
Year	Award		Honorable Mention
	Trophy Award	Vivian Ball Landscape Award	
2009-2010	KFC/Taco Bell 370 Roosevelt Road	Waters Edge – East of Panfish Park	First United Methodist Church – 424 Forest Avenue (Trophy Only)
2008-2009	The Crowne Plaza Hotel 1250 Roosevelt Road	None	Bells & Whistle, Dupage Medical Group – Both for Building Design
2007-2008	Potbelly Sandwich Works 552 Roosevelt Road	Danby Crossing Shopping Center	Flour Barrel & Renaissance Arts Studio – for Building Design, NAPA Auto Parts – for Building Design
2006-2007	The Maude Group 475 Duane Street	The Maude Group 475 Duane Street	Glen Ellyn Crossing Shopping Center – for Building Design
2005-2006	Community Bank of Wheaton/Glen Ellyn	No Award Granted	None

ARCHITECTURAL REVIEW COMMISSION HISTORY OF AWARDS			
Year	Award		Honorable Mention
2004-2005	No Award Granted	No Award Granted	None
2003-2004	St. Mark's Episcopal Church 393 N. Main Street	BP Products North America 339 Roosevelt Road	None
2002-2003	Wheaton Animal Hospital 266 Roosevelt Road	McDonalds 445 Roosevelt Road	McDonalds --for Building Design 445 Roosevelt Road
2001-2002	Shannon's Irish Pub 428 N. Main Street	None	None
2000	Sunrise Assisted Living Facility	Sunrise Assisted Living Facility	None
	Trophy Award		
1999	Glenbard Family Medicine 444 N. Park Boulevard		Pickwick Place Shopping Center Roosevelt Road
1998	Oakbrook Bank 487 Pennsylvania Avenue		Webb Dodge 285 Roosevelt Road
1997	Flip's Restaurant 340 Roosevelt Road		Caribou Coffee 495 Roosevelt Road
1996	Glen Ellyn Public Library 400 Duane Street		None
1995	Wheaton-Glen Ellyn Community Bank 357 Roosevelt Road		None
1994	Sunset Park Aquatics Facility Fairview Avenue		None
1993	McChesney & Miller 460 Crescent Boulevard		Village of Glen Ellyn - Stewart Avenue Train Station parking lot
1992	Paul Svigos (renovation) 499 Pennsylvania Avenue		Shoppes at Glen Crossing - Park Boulevard
1991	No Awards given this year		None
1990	Village of Glen Ellyn Train Station (landscaping design and implementation)		None
1989	No Awards given this year		None
1988	Office Building 596 Duane Street		None
1987	DuPage Bank & Trust Co. Roosevelt Road		None
1986	No Awards given this year		None
1985	No Awards given this year		None
1984	Taco Bell 370 Roosevelt Road		None
1983	No Awards given this year		None
1982	Center Bank 199 Roosevelt Road		Rosin Optical Co. - 698 Roosevelt Road Stahelin Building "C" - 800 Roosevelt Road
1981	No Awards given this year		None
1980	(Former) Glen Ellyn Library Addition 596 Crescent Boulevard		Baird and Warner - 543 Pennsylvania Avenue Raintree Condominium building First Presbyterian Church - 500 Anthony Street
1979	No Awards given this year		None
1978	Glen Ellyn Chiropractic 534 Duane Street		Ridgeland Savings & Loan - 441 Taft Avenue (landscape improvements) Karousel Beauty Salon - 487 Taft Avenue (continuous landscape maintenance)

ARCHITECTURAL REVIEW COMMISSION HISTORY OF AWARDS		
Year	Award	Honorable Mention
1977	Glen Hill North Office Park 800 Roosevelt Road	Glen Ellyn Garden Club - downtown area, (particularly the train station) Glen Ellyn Park District - Johnson Center Village of Glen Ellyn - Village Links Clubhouse
1976	First Security Bank	None
1975	Fannie May Candy 620 Roosevelt Road	None
1974	No Awards given this year	None
1973	No Awards given this year	None
1972	DuPage Trust Co.	School District 41
1971	Leonard Memorial Funeral Home 565 Duane Street	None
1970	No Awards given this year	None
1969	Charles Boardman Insurance Building 26 N. Park Boulevard	Glen Ellyn Garden Clubs

ARC ACTION: The ARC may wish to consider a motion regarding which projects, if any, should receive the Trophy Award and Vivian Ball Landscape Award and which project(s), if any, should receive an Honorable Mention. The Village President and Chairman Burdett will then present these awards at an upcoming Village Board meeting.

cc: Trustee Liaison Ladesic
Staci Hulseberg, Director of Planning and Development

Architectural Review Commission
2011 Annual Awards

Trophy Award Winner
Central DuPage Hospital (885 Roosevelt)



Architectural Review Commission
2011 Annual Awards

Landscape Award (Honorable Mention)

Centrum Properties for Glen Ellyn Crossing (699-727 Roosevelt)



A-6A,

**Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
June 27, 2011**

Time of Meeting: 7:03 p.m.

Present: President Pfefferman; Trustees Cooper, Friedberg, Hartweg, Henninger, Ladesic and McGinley; Village Attorney Diamond.
Staff present: Interim Village Manager Burghard, Schrader, Hulseberg, Noller, Norton and Perrigo.

1. Call to Order

President Pfefferman called the Village Board Workshop to order at 7:03 p.m. with a roll call. Trustees Cooper, Hartweg, Henninger, Friedberg, Ladesic and McGinley responded "Present."

2. College of DuPage Update

The Village and College of DuPage are working together on Certificates of Compliance for the construction work being completed at the Glen Ellyn campus, with a meeting scheduled between the two organizations on Tuesday, June 28. Also discussed was a timeline updating the public on events since the previous Village Board Workshop on Monday, June 20, and the upcoming regularly scheduled meeting with DuPage County Judge Webster on the intergovernmental relationship.

3. 810 N. Main Street

Village President Pfefferman began the discussion by providing background information on the building at 810 N. Main Street and the Task Force created to review it. The Task Force provided the recommendation to the Village Board in April 2011 that the rear residential structure be torn down. This recommendation was made due to the current condition of the house and the high cost of bringing it back up to a minimal standard. Based on feedback from the public on the recommendation, including the restoration cost, Farr and Associates, a historic preservation architectural firm, was hired to review the property and provide an additional cost estimate for property restoration. The firm developed a report on the building, and the estimated restoration range was placed between \$283,000 and \$392,000. It was noted that the Glen Ellyn Historical Society does not believe that the building has any historical value.

Also discussed was the use of the front building at 810 N. Main Street, which the Task Force recommended be renovated to make it more economically viable. The Village is working with the Chamber of Commerce on negotiating a license agreement for the use of this building. The license agreement would be in effect for five years, and would

include no monthly rental fee charged to the Chamber, in exchange for the Chamber making exterior and interior improvements to the property.

Village Management is seeking direction from the Village Board to accept the Farr and Associates report and demolish the building. Trustee Henninger inquired if the demolition costs have been budgeted and Planning and Development Director Staci Hulseberg responded that they have been budgeted for in the Economic Development Budget. Following additional discussion, unanimous concurrence with Village Manager Burghard's recommendation for the 810 N. Main Street building was noted; Village staff will work towards the demolition of the building. President Pfefferman also thanked 810 N. Main Task Force Chairman Erik Ford and the Committee for their recommendation.

4. Fiscal Year 2010/2011 Year-End Budget Report

Interim Finance Director Larry Noller presented the Village's Fiscal Year 2010/2011 Year-End Budget Report. The report highlights the financial performance and position of the Village, with a focus on actual revenues and expenditures compared to the approved budget, and compared to the previous fiscal year budget.

The Village saw significant recovery in many of our General Fund revenues during FY 10/11, however if the Home Rule Sales tax would not have been implemented in 2009, the General Fund would have ended with a deficit of over \$1 million. General Fund revenues discussed included sales tax, state income tax, the Village's expanded ambulance service, fire special services areas, building permits and interest earnings. Following discussion on the General Fund, Director Noller presented information on the now dissolved Special Programs Fund, the Capital Projects Fund, the Water and Sewer Fund and the Residential Solid Waste Fund.

5. Other Items?

None.

6. Adjournment

At 7:40 p.m. Trustee Henninger moved and Trustee Cooper seconded the motion to adjourn to Executive Session for the purpose of discussing pending litigation, adjourning thereafter to the regularly scheduled Village Board Meeting at 8:00 p.m. Upon roll call Trustees Henninger, Cooper, Hartweg, Friedberg, Ladesic and McGinley voted "Aye." Motion carried.

Respectfully Submitted,

Kristen Schrader
Deputy Village Clerk

A-6A₂

**Minutes
Special Meeting
Glen Ellyn Village Board of Trustees
July 18, 2011**

Call to Order

Village President Pfefferman called the meeting to order at 7:03 p.m.

Roll Call

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

Pledge of Allegiance

Mrs. Martha Pfefferman accompanied by Matthew and Mitchell Pfefferman led the Pledge of Allegiance. They welcomed the new Village Manager and his family.

Proclamation

President Pfefferman presented a Proclamation honoring out-going Interim Village Manager Terry Burghard. President Pfefferman and Village Board members thanked him for his extraordinary performance and outstanding job as Village Manager since January 2011. Mr. Burghard expressed his pleasure being able to leave retirement for a short time to work with an excellent staff in a lovely community. Mr. Burghard left the dais.

New Village Manager

President Pfefferman introduced and gave background information about Mark Franz who was hired as the Village Manager. As his family joined him, Mr. Mark Franz was sworn in by Village Clerk Connors. He was congratulated by the Village Board and took his seat at the dais. Village Manager Franz spoke about looking forward to working in Glen Ellyn and introduced his family.

Essex-Lake-Oak-Grand (ELOG) Project

Village Engineer Bob Minix explained the scope of the project which is located north of Lake Ellyn and is designed to cut off water overflow before it reaches Essex Court, improve drainage in the area, and keep water from Oak Street stays on Oak Street. Mr. Minix informed the Village Board that an island in the middle

of Essex Court is owned by the Andersons. Usually land in a right-of-way is owned by the municipality, but that is not the case in this instance. The Andersons have given permission for the Village to use the island area for water retention so a low spot will be created and the appearance of the island will change. It is anticipated that Phase 1 will be completed by September and Phase 2 will be finished by early November.

Trustee Hartweg moved, seconded by Trustee Henninger that the following motions be approved:

- A. Motion to approve award of a contract to Pirtano Construction Company for improvements associated with the ELOG Drainage and Roadway Improvements Project, in the amount of \$1,780,000 (including a 5% contingency), to be expensed to the FY12 Water, Sanitary Sewer and Capital Projects funds.
- B. Motion to approve an agreement with RHMG Engineers for construction engineering services for the ELOG Drainage and Roadway Improvements Project, in the total not-to-exceed amount of \$175,000 (including a 5% contingency), to be expensed to the FY12 Water, Sanitary Sewer and Capital Projects funds.
- C. Motion to increase the appropriation for engineering services associated with the design of the ELOG Drainage and Roadway Improvements Project in the amount of \$12,000, for a revised total appropriation of \$77,000 to be expensed to the FY12 Water and Capital Project funds.
- D. Motion to approve Amendment No. 1 to the design services agreement with RHMG Engineers for the ELOG Drainage and Roadway Improvements Project for additional plan preparation expenses in the amount of \$17,000 resulting in a total not-to-exceed fee of \$77,000 for the work.

Trustee McGinley noted that the amount in the first motion (A) should be \$1,785,000. Trustee Hartweg amended his motion, seconded by Trustee Henninger to show that the award of the contract to Pirtano Construction Company should be in the amount of \$1,785,000 (including a 5% contingency) with all other parts of the motion (A, B, C, and D) to stand as read.

Upon roll call Trustees Henninger, Hartweg, Cooper, Friedberg, McGinley, and Ladesic voted "aye" in favor of the amended motion. Amended motion passed.

COD Building Occupancy

President Pfefferman announced that tonight's Workshop agenda originally contained a COD update. That item has been moved to this Special Meeting agenda and will include a motion regarding occupancy of buildings under construction at the College of DuPage. President Pfefferman read an open letter

to the Citizens of District 502 from the Village of Glen Ellyn which was originally sent out July 8, 2011, a copy of which is dated July 18, 2011, is attached and made a part of these minutes.

After the letter was read, Village Manager Franz referred to copies of a Certificate of Compliance and matrix with a list of requirements which the Village is looking to receive. Village Attorney Diamond discussed the Village Board's desire to come to a conclusion as to a final action regarding the four COD buildings that are either under construction or being renovated. He explained the motion could delay or withdraw the Village's desire to proceed with a Temporary Restraining Order to prevent the occupancy of the buildings in question at the College of DuPage. Attorney Diamond read the proposed motion item-by-item and interpreted each portion/section. He also explained the Village's reasons for the motion. The Village Board asked numerous questions of Attorney Diamond, Planning and Development Director Hulseberg and Building and Zoning Official Kvapil. During discussion, Village Board members made suggestions for changes to the proposed motion.

Ken Florey, Attorney for the College of DuPage, addressed the Village Board from COD's point of view. He answered questions from the Village Board. President Pfefferman attempted to recap Attorney Florey's presentation including whether any of the four buildings under consideration are currently being used even though Certificates of Occupancy have not been issued by the Village. He did not finish. Despite direct questions, other Village Board Members were not able to determine from Attorney Florey's answers whether anyone was currently occupying/using any of the COD buildings without Certificates of Occupancy from the Village of Glen Ellyn. Attorney Florey announced that classes are planned to start the 3rd week of August 2011.

Attorney Diamond answered additional questions from the Village Board and proposed a motion with additional changes.

Recess to Executive Session

At 9:32 p.m., Trustee Cooper moved, seconded by Trustee Hartweg to adjourn to Executive Session in Room 301 for the purpose of discussing pending litigation returning thereafter to open session in the Galligan Board Room. All present voted "aye."

Prior to members of the Village Board leaving the dais, Joe Sinopoli, 725 Riford, spoke to Village Board members regarding the drainage problems occurring on his property and asked the Village to address those problems during the ELOG Improvement Project.

Reconvene to Open Session

At 10:18 p.m., the Special Village Board Meeting reconvened with all present.

Trustee Cooper moved and Trustee Henninger seconded a motion that the Village of Glen Ellyn consider granting occupancy to the College of DuPage buildings currently under construction or substantial renovation upon the following conditions: (1) By Wednesday, July 20, 2011, by 1:00 p.m., the College provide to the Village the executed attached interim Certificate of Compliance from the Design Architect, Review Architect and Construction Manager for each of the 4 structures under construction (16 certificates), (2) Prior to occupancy of those buildings, the College will provide executed, attached Final Certificates of Compliance from the Design Architect and Construction Manager for each of the 4 structures under construction (8 total certificates), and will request a Fire Inspection and Occupancy Inspection by the Village for each process, (3) If the Fire and Occupancy inspections reveal non-compliance with the requirements of Attachment "A" to the Certificate of Compliance, these matters will be promptly reported to the Village Board, which will determine if the buildings may be granted temporary or permanent Occupancy certificates. If the Occupancy and Fire Inspections reveal compliance with the requirements of Attachment "A" to the Certificates of Compliance, the Occupancy Certificates will be issued by staff before the end of the next business day, (4) In passing this motion and in reaching any other decision regarding Certificates of Occupancy, the Village has and will utilize its powers to waive or vary the provisions of municipal ordinances, (5) the issuance of Occupancy Certificates by the Village Board is not intended to establish any precedent regarding the jurisdiction of the Village over the college of DuPage, which was substantially stated in a Policy Statement adopted by the Village Board on June 13, 2011.

President Pfefferman asked for questions or comments from the public. There were none.

Upon roll call, Trustees Cooper, Henninger, Friedberg, McGinley, Hartweg, and Ladesic voted, "aye." Motion passed.

Other Business?

None

Adjournment

At 10:25 p.m. Trustee Henninger moved, seconded by Trustee Hartweg to adjourn the meeting. All present voted, "aye." Meeting adjourned.

Submitted by,

Suzanne R. Connors,
Village Clerk



Contact: Mark Franz, Village Manager
Administration Department
Phone: 630-469-5000

FOR IMMEDIATE RELEASE
July 18, 2011

An open letter to Citizens of District 502 from the Village of Glen Ellyn

The College of DuPage is a first-class community educational institution with a well-deserved national reputation. The Village of Glen Ellyn is a remarkable place to live, work and visit, fueled by intelligent and caring residents. The governments of these two institutions are led by capable, responsible citizens. The two should use their collective intelligence to enhance those they serve, rather than be mired in disagreement.

Without a public relations function or backing of strong political parties or special interest groups, the Village Board opts for open meetings, public input and frank deliberation. The meetings are always broadcast live and then repeated on public access television and are also available on the village website.

The Village has taken the "high road" with regard to negotiations with the College with no "wars" in the press and few press releases that stick only to the facts. The Village's philosophy is that direct negotiations and open communication between the parties, especially the paid management from both, offers the best approach.

Recent College publications and numerous requests for additional information and clarification have prompted this letter. Below please find bulleted responses to the most frequently asked questions. Much more information can be found at www.glenellyn.org, following the College of DuPage news link.

- The College and the Village have the mutual goal of opening the new structures at COD safely and timely for the benefit of the students, employees and visitors of the College.
- The design of the College's new structures has been reviewed by Peer Reviewers and the construction by a construction manager. The structures have not been officially inspected to meet applicable code.
- Unlike public grade schools or high schools, no state or any other agency is responsible for inspecting community college structures.
- The College's Joe Moore has stated in June 2011 that the College's new structures meet and exceed all applicable code.

- The Village proposed a solution of having the certified professionals who reviewed and observed the structures sign Certificates of Compliance stating the new structures meet all applicable codes. The Village and the College have worked on Certificate of Compliance forms to confirm that the buildings were designed and built to established standards. An inspection would follow.
- This proposal is basically a no-cost no-court solution to the College and the taxpayers of District 502, which includes Glen Ellyn and its unincorporated areas.
- Once the Certificates of Compliance are received in their entirety and inspections are completed, the Village Board can consider issuing Certificates of Occupancy for the new structures.
- The College and the Village successfully negotiated two Intergovernmental Agreements concerning development at the College – one in 2007 and one in 2011. The College unilaterally canceled the first and voted to rescind its approval of the second. The Village did not add any last minute conditions to the proposed 2011 IGA. The College requested the last insertion to the proposal, which was included.
- In the absence of an IGA, the Village Board passed a Policy Statement regarding the College, which offers the College a multitude of options for proceeding, from the re-adoption of 2007 IGA to the regrettable and expensive act, in the Village's opinion, of disconnection.
- The College has taken the Village to court twice and also sued the Village. Last week, the Village asked the court for permission to file additional pleadings to the College's lawsuit preventing, if necessary, the College from occupying the new structures if adequate certifications and final inspections do not take place. The Village informed the College of this court request the week before the meeting between the College and the Village development professionals was held so that there were no surprises.
- The Village has not yet argued for a temporary restraining order preventing occupancy, but will do so soon if progress is not made with proper certifications and inspections. In absence of any other government's authority to inspect, it is the Village's obligation to inspect the College's new structures to protect the safety of the occupants.

The Village Board and many reasonable residents of the Community College District 502 and the Village of Glen Ellyn hope the proposed solution is successful and the two entities can focus their energies on the future in partnership

#

**INTERIM CERTIFICATE OF COMPLIANCE
COLLEGE OF DU PAGE NEW CONSTRUCTION
AND RENOVATION PROJECTS—DESIGN ARCHITECT**

The following statements apply to the College of DuPage Building Project (“Project”) listed below at its current stage of construction completion. The signor of this certificate will present a Final Certificate of Compliance at the time that the Project is ready for occupancy for the purpose of seeking the issuance by the Village of Glen Ellyn of a Certificate of Occupancy. The submission of this form does not reflect a view by the Signor regarding the regulatory jurisdiction of the Village with regards to this building Project.

Our firm served as the Architect of Record for the _____
Project. In addition to serving as the Architect of Record, we also had responsibilities for reviewing construction on the Project as it proceeded. In our preparation of all architectural plans and related documents, and in our review of the work as it was performed, we followed and enforced the requirements of the codes, ordinances and regulations as shown upon Attachment “A,” made a part of this certification. Based upon our own work and our observations, we certify that, to the best of our knowledge, and based upon our actual observation, the design and construction of the Project was carried out in accordance with the requirements of the enactments listed in Attachment “A.” Our firm meets all applicable requirements of the State of Illinois governing the practice of architecture. If there are any questions regarding this Interim Certificate of Compliance, please contact _____ at _____.

DATED: _____

(Name of Firm)

(Address)

(Telephone)

(E-Mail)

**CERTIFICATE OF COMPLIANCE
COLLEGE OF DU PAGE NEW CONSTRUCTION
AND RENOVATION PROJECTS—REVIEW ARCHITECT**

The following statements apply to the College of DuPage Building Project (“Project”) listed below. The submission of this form does not reflect a view by the Signor regarding the regulatory jurisdiction of the Village with regards to this building Project.

Our firm served as the Review Architect for the _____
Project. We reviewed the various architectural plans and related documents prepared by the Architect of Record. In our review, we investigated, among other things, whether the Architect of Record had produced architectural plans and related documents, which complied with the codes, ordinances and regulations as shown upon Attachment “A.” Based upon our work as the Review Architect and to the best of our knowledge, the design of the Project was carried out in accordance with the requirements of the enactments listed in Attachment “A.” Our firm meets all applicable requirements of the State of Illinois governing the practice of architecture. If there are any questions regarding this Certificate of Compliance, please contact _____ at _____.

DATED: _____

(Name of Firm)

(Address)

(Telephone)

(E-Mail)

REVIEWED BY KEVIN FLOREY - COV
Atty.

**INTERIM CERTIFICATE OF COMPLIANCE
COLLEGE OF DU PAGE NEW CONSTRUCTION
AND RENOVATION PROJECTS – CONSTRUCTION MANAGER.**

The following statements apply to the College of DuPage Building Project (“Project”) listed below at its current stage of construction completion. The signor of this certificate will present a Final Certificate of Compliance at the time that the Project is ready for occupancy for the purpose of seeking the issuance by the Village of Glen Ellyn of a Certificate of Occupancy. The submission of this form does not reflect a view by the Signor regarding the regulatory jurisdiction of the Village with regards to this building Project.

Our firm serves as the Construction Manager for the Culinary and Hospitality Center Project. In that capacity, we reviewed the work performed by all contractors that were selected by the College of DuPage. We had the responsibility for coordinating and reviewing the construction on the Project as it proceeded. In that capacity, we were required to cause the Project to be constructed in accordance with the architectural plans prepared by the Architect of record which incorporated “all applicable laws, regulations, statutes (and) ordinances” listed in Attachment “A.” Based upon our obligations, we certify that, to the best of our knowledge, and based upon our actual observation, the construction of the Project was carried out in accordance with the plans and specifications prepared by the architect. Our firm is experienced in carrying out the duties of a Construction Manager. If there are any questions regarding this Interim Certificate of Compliance, please contact Dan Polfuss at 847-498-3800.

DATED: _____

(Name of Firm)

(Address)

(Telephone)

(E-Mail)

ATTACHMENT “A”

**List of Codes, ordinances and
Applicable Regulations**

International Building Code, 2003 Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).

International Mechanical Code, 2003 Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).

National Electrical Code, NFPA 70, 2002 Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471).

National Fire Protection Association 101, Life Safety Code, 2003 Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy Massachusetts 02169-7471).

ASHRAE Standard 90.1-2001, Energy Standard for Buildings Except Low-Rise Residential Buildings, 2001 Edition (American Society of Heating, Refrigeration, Air Conditioning Engineers, 1791 Tullie Circle, Atlanta, Georgia 20239).

Illinois Plumbing Code (77 Ill.Adm. Code 890).

Illinois Accessibility Code (71 Ill.Adm. Code 400).

Fire Prevention and Safety (41 Ill.Adm. Code 100).

Building Codes of the Village of Glen Ellyn that are more restrictive than the codes listed above and found in the Village Code at Title 4, Chapters 1–Building Code, 2–Electrical Code, and 3–Plumbing Code, and Title 5, Chapter 2, Fire Code.

Ordinance 5796-VC, Office of State Fire Marshall Elevator Regulations.

List of Requirements for COD Building Occupancy (Applies to Each Building)
Revised 7/11/11

1. A Village of Glen Ellyn signed Certificate of Compliance, or an amended COD Certificate of Compliance with additional required information identified on the Chart, from all Architects, Engineers, "Peer" Plan Reviewers and Construction Observers listed on the Chart or have provided design, engineering, plan review or construction observation services.
2. An approved DuPage County Health Department final inspection report for all applicable food preparation, storage, serving and dining spaces.
3. A Statement of Compliance from the installing contractor that the fire protection systems meet the requirements in 2009 ICC International Fire Code Section 901.2.1.
4. Approved Fire Prevention Inspections conducted by the Fire Company and Village staff and/or consultants which will cover the following:
 - a. Identification of obstructions that might restrict the emergency evacuation of the building.
 - b. Check for proper exit signing, emergency lighting, fire extinguishers, door swing, door hardware, and other exiting or fire protection building components.
 - c. Village and Fire Company witness an approved installation acceptance test of the fire protection systems and equipment that meets the requirements in 2009 ICC International Fire Code Section 901.5 and receive a report from the testing contractor certifying proper operation.
 - d. Village and Fire Company witness an approved installation acceptance test of the fire alarm systems and equipment that meets the requirements in 2009 ICC International Fire Code Section 907.8 and receive a report from the testing contractor certifying proper operation.
 - e. Village and Fire Company witness an approved installation acceptance test of the fire pump that meets the requirements in 2009 ICC International Fire Code Section 913.5 and receive a report from the testing contractor certifying proper operation.
 - f. Village and Fire Company witness an approved installation acceptance test of the emergency and standby power systems that meets the requirements in NFPA Standard 110 and receive a report from the testing contractor certifying proper operation.
 - g. Village and Fire Company witness an approved installation acceptance test of the chemical extinguishing systems for the cooking equipment that meets the requirements in NFPA Standard 17 or 17A including interface with the fire alarm system and gas shutoff system and receive a report from the testing contractor certifying proper operation.
 - h. Obtain a list of all hazardous materials used or stored in the HEC laboratories including the quantities, location and type of containment and a certification statement from the architect of record that the building has been designed to comply with all codes that apply to the storage and use of these hazardous materials.

COD Occupancy Inspection

*Occupancy Inspection
Option*

The following COD Occupancy Inspection general scope is to be completed in areas that are accessible and visible. This is not a complete comprehensive list but only includes typical examples of inspection items. Further investigation of existing conditions including removal of walls and ceiling finishes may be required when determined as necessary by the building inspector or official to confirm code compliance. Certifications and Test Reports shall be required from the installation contractor where required by applicable codes.

1. A Building Inspection (if required) is conducted prior to occupancy when all work has been completed and all building equipment has been installed and operating and includes:
 - a. A walk-through all building areas to check for completion of the work and removal of all construction facilities and materials and temporary installations.
 - b. A walk-through all building areas to check for compliance with accessibility requirements.
 - c. A walk-through all building areas to check for air supply and return ventilation requirements in habitable spaces
 - d. A walk-through all building areas to check for compliance with combustion air requirements for gas burning equipment.
 - e. A walk-through all building areas to check for compliance with natural gas system requirements including connections, valves, regulators and pipe support.
 - f. A walk-through all building areas to check for compliance with electrical receptacle requirements.
 - g. A walk-through all building areas to check for compliance with electrical panel requirements including labeling and emergency circuit lockout.
 - h. A walk-through all building areas to check for compliance with electrical service entrance and switchgear room requirements.
 - i. A walk-through all building areas to check for compliance with electrical building system grounding requirements.
 - j. A walk-through all building areas to check for compliance of every plumbing fixture for proper installation, operation and water temperature of water supply.
 - k. A walk-through all building areas to check for compliance of every plumbing fixture for proper installation and operation of drains, wastes and vents.
 - l. A walk-through all building areas to check for compliance with backflow protection devices on every required plumbing fixture or equipment.
 - m. A walk-through all building areas to check for compliance with fire proofing requirements for wall and floor penetrations.
 - n. A walk around the building exterior and roof areas to check for completion of the work and compliance with weather protection requirements.
2. A Fire Inspection(s) must be conducted prior to occupancy or again shortly after occupancy when all of the occupant's furnishings and equipment has been brought into the building and includes:
 - a. A walk-through all building areas to identify any obstructions that might restrict the emergency evacuation of the building or materials that might be hazardous to the occupants.
 - b. A walk-through all building areas to check for the proper installation of exit signing, emergency lighting, fire extinguishers, door swing, door hardware and other exiting or fire protection building components.
 - c. A test of building systems conducted for proper operation of the fire sprinkler systems, cooking fire suppression systems, fire alarm systems, fire pump system, and emergency generator system.
 - d. A walk-through all building areas to become familiar with the location and operation of fire sprinkler equipment, fire alarm equipment, emergency power equipment and elevator control equipment and develop an emergency response action plan for each building.
3. A Final Elevator Inspection must be conducted prior to occupancy and a certificate issued and posted in the elevator to allow public use and as required to meet accessibility code requirements.

Certificate of Compliance

project	Design Architect	Review Architect	Construction Manager
HEC (new)	Legat Architects	DeStefano Partners Rolf Jensen	Power Construction
CHC (new)	Loebl, Schlossman & Hackl	DeStefano Partners Rolf Jensen	W.B. Olson, Inc.
SSC (new)	Loebl, Schlossman & Hackl	Legat Architects Rolf Jensen	Mortenson Construction
BIC/SRC (remodel)	Loebl, Schlossman & Hackl	Legat Architects Rolf Jensen	Mortenson Construction

Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
July 25, 2011

A-6A₃

Time of Meeting: 7:03 p.m.

Present: President Pfefferman; Trustees Friedberg, McGinley, Hartweg, Ladesic, Henninger, and Cooper; Village Clerk Connors, Village Attorney Diamond.
Staff present: Village Manager Franz, Assistant to the Village Manager - Admin. Schrader, Interim Finance Director Barbeau, Interim Public Works Director Perrigo, Planning and Development Director Hulseberg, Chief Norton, Recreation Director M. Pekarek.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:03 p.m. with a roll call. Trustees Hartweg, Cooper, Henninger, Ladesic, Friedberg, and McGinley responded "Present."

2. Union Pacific Presentation

Wesley Lujan, Union Pacific Railroad Director of Public Affairs, introduced himself as a new Glen Ellyn resident and told about his family. He gave the history of Union Pacific and statistics concerning the number of miles of track, number of trains per day through Chicago, and the number of Metra and freight trains to Chicago per day. He explained that railroad is attempting to eliminate standing trains in the Glen Ellyn area and how equipment is moved in and out of the Chicago area. Mr. Lujan presented information about the new 500 acre Joliet yard that opened in October 2010. It will eventually be expanded to over 700 acres. He listed the various agencies that the Union Pacific reports to, gave an environmental value assessment, and showed the overall savings by moving goods by rail.

Mr. Lujan answered questions from the Village Board and gave the parameters for receiving grant money for a tunnel project. The Village Board was reminded that funding has to be for tunnels that are over one block away from another crossing. He noted that there have been approximately 34 complaints about standing trains which is about half of the year before. The Village Board made suggestions. A Heritage Communities program will be forwarded to Lee Marks of the Historic Commission.

3. Village Links Facility Master Plan

President Pfefferman began the discussion mentioning that no tax dollars are used to operate the Village Links, which is a first-class golf course. He introduced the Recreation Director Matt Pekarek who presented information regarding the clubhouse/master plan and recommendation. Village Manager Franz explained that the Master Plan

was developed through a Steering Committee and presented to the Recreation Commission. Staff is looking for direction from the Village Board as to the course of action the Village Board prefers.

Director Pekarek summarized the process used to make recommendations since the restaurant is old, outdated and does not have a bar; rest rooms are worn and do not conform to ADA standards; parking is not convenient to the clubhouse and the driving range is too small, has bad drainage and needs lights. He showed an aerial view of the Village Links and explained that the primary purpose of the land is water retention. Other deficiencies are water lines, utility lines and underground irrigation lines – utility planning needs to be done all at once. The Steering Committee investigated various scenarios, and the one that seemed the best among the six they identified was the most costly. Director Pekarek outlined the various costs. The Steering Committee hired three architects/engineers from the outside to try to give a more cost effective and professional perspective as well as identify other options. The companies were: V-3 Companies, Gill Design, Inc., and PPK Architects. Reports from the companies indicated that all options chosen by the Steering Committee were too expensive. The Steering Committee then developed the project into various phases and outlined how they could be implemented. An aerial view of a new general concept plan for both the clubhouse and areas around it was shown.

Director Pekarek discussed financing using G.O. Bonds, but explained the difficulty is the profit forecasts and being able to determine whether repay could occur as planned. The bonds would be paid off from golf course income. The plans as shown would increase service to the Glen Ellyn community by offering a better driving range and an excellent food and beverage gathering place. No bids for outsourcing the restaurant were received in 2010. Comments and questions from the Village Board followed the presentation, but questions from the public were deferred to the Village Board meeting at 8 p.m.

4. Other Items?

None

5. Adjournment

At 8:00 p.m., all voted “Aye” to adjourn to the Regular Village Board Meeting in the Galligan Board Room. Village Board Workshop adjourned.

Submitted by:

Suzanne R. Connors,
Village Clerk

Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
Monday, July 25, 2011

A-6A₄

Call to Order

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

Roll Call

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

Pledge of Allegiance

Pledge of Allegiance was led by Village President Pfefferman.

Village Recognition:

- A. A resident sent a note of thanks to Administrative Clerk Debbie Clewlow in appreciation for her assistance with a room rental.
- B. The PTA of Ben Franklin School sent a note of thanks to Deputy Police Chief Bill Holmer for providing a tour of the Police Department and Civic Center for the kindergarten class High Interest Day. The kids, teachers and parents all enjoyed his presentation and tour.
- C. A letter was received from residents thanking and commending Maintenance Workers Marcia Bertsch and Kenneth Major for alerting them of a burst sprinkler system pipe which had started leaking into their basement.
- D. Utilities Inspector William Miller and Program Coordinator Robert Greenberg received a letter of thanks from residents to them for the great customer service they received during a sewer line replacement.
- E. A resident called to compliment Crew Leader Eric Hendrickson for his new parkway tree. Eric also provided instructions on how to care for the new tree.
- F. The City of Lake Forest sent a letter of thanks to Police Chief Phil Norton for helping them with their Police Sergeant interviewing process.
- G. Our Police Department received a letter of thanks from the Glen Ellyn Parks Foundation for making a donation to their "Putts for Kids" silent auction.
- H. A resident wrote to commend Police Officer Kyle Duffie for unlocking their car door quickly and without damage.
- I. The Police Department received a note from a resident thanking them for checking the community following the recent storm event.

- J. The Village Board and Management Team congratulates the following employees who recently celebrated an anniversary as a Village employee:

Diane Miller	Planning and Development	5 Years
Mark Mellor	Public Works	10 years
Michele Stegall	Planning and Development	10 years
Robert Minix	Public Works	20 years

Audience Participation

President Pfefferman commented on the success of the Jazz Fest recently held in the Central Business District; the number of shoppers who took advantage of the bargains during the annual Sidewalk Sale which was held both along Roosevelt Road and in downtown Glen Ellyn; and on the dedication of the History Park at Stacy's Corners. He noted that the number of volunteers are responsible for contributing toward the success.

President Pfefferman presented a proclamation to Mr. Manek, Chairman of the 4th of July Committee, recognizing the excellent events that occurred the weekend prior to and on the day of July 4th. Mr. Manek accepted the proclamation and thanked all the volunteers who helped make the weekend as successful as it was.

The Village Board recognized the tragedies recently encountered by residents due to fires to their homes and extended electrical outages.

Ken Kloss, 350 Ridgewood, spoke about the poor quality of the greens at the Village Links; that it should be advertised that outdoor dining is available at the Village Links; that parking in the circle should be allowed in the winter; and that the dining room decor could be changed for a minimal charge. It was explained that the Village Links does not lose money, but that the food service portion does not make money.

Consent Agenda

Village Manager Franz presented the Consent Agenda: Village President Pfefferman called for questions and/or discussion of the items on the Consent Agenda.

- A. **Village Board Meeting Minutes** of the June 27, 2011 Regular Meeting.
- B. **Total Expenditures** (Payroll and Vouchers) for check run dated 6/24/2011 to 7/1/2011 - \$2,021,697.01.

Total Expenditures (Payroll and Vouchers) for check run dated 7/8/2011 to 7/15/2011 - \$1,206,567.07.

The vouchers have been reviewed by Trustee Friedberg and Trustee Henninger, respectively, prior to this meeting.

- C. Waive Section 10-4-17.1 (Promotional Activities) of the Glen Ellyn Zoning Code and Section 4-5-7(G) (Portable Signs) of the Village Code in order to allow for **Bridge Communities' Charity Event** at Gearhead Auto Repair on Saturday, January 28, 2012 to Sunday, January 29, 2012.

- D. **Ordinance No. 5945-VC**, an Ordinance Amending Chapter Six of Title Seven (**Solid Waste Collection and Disposal**) of the Village Code of Glen Ellyn, Illinois.
- E. Waive competitive bidding and accept the lowest quote from Midwest Site Services for the demolition of the rear residential structure on the property located at **810 N. Main Street** at a cost not to exceed \$24,530 (with a 10% contingency).
- F. Waive Section 4-5-7(G) (Portable Signs) of the Village Code and Sections 3-19-11(B) and 3-19-11(C) of the Liquor Control Code and approve the Glen Ellyn Lion's Club request to host the 42nd annual **Festival of the Arts** event on Saturday, August 27, 2011 and Sunday, August 28, 2011 at the Lake Ellyn Boathouse.
- G. Designate Trustee Hartweg as Village President Pro Tem for the four-month period from September through December 2011.

Lee Marks, 475 Hawthorne, spoke about 810 N. Main Street and requested a "stay of execution" for the rear of the building which is the stonehaus at that location. He discussed the historic importance of the 4-square building and suggested a number of people who may be willing to assist restoring the building. Some grant funds may be available to obtain a second opinion as to the cost to restore the building.

Tim Loftus 296 Woodstock, who is a member of the Historic Preservation Commission, spoke in favor of attempting to attempting to save the stonehaus.

After discussion, President Pfefferman asked for further questions or comments from the public. There were none.

Trustee Henninger moved and Trustee Friedberg seconded the motion to accept the items A through G as presented in a single vote.

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

Public Hearing - 1S741 Danby Drive – Annexation Agreement

Trustee Cooper moved and Trustee Ladesic seconded the motion that a public hearing be opened to receive comment on the annexation agreement proposed for 1S741 Danby Drive. All Trustees present voted "Aye." Motion carried.

Planning and Development Director Staci Hulseberg presented information regarding a proposed annexation agreement for property located at 1S741 Danby Drive. The property is located on the east side of Danby Drive, north of Glen Crest Drive and is not currently contiguous to the corporate limits of the Village.

Trustee Friedberg moved and Trustee Ladesic seconded the motion that the public hearing on the annexation agreement proposed for 1S741 Danby Drive be closed. All Trustees present voted "Aye." Motion carried.

Ordinance No. 5946, 1S 741 Danby Drive – Annexation Agreement

Trustee Ladesic moved and Trustee Henninger seconded the motion that Ordinance No. 5946 be passed. An Ordinance Approving an Annexation for the Property Located at 1S741 Danby Drive, Glen Ellyn, IL.

Upon roll call, President Pfefferman and Trustees Ladesic, Henninger, Cooper, Friedberg, Hartweg and McGinley voted "Aye." Motion carried.

Ordinance No. 5947, 380 Linden Street – Setback and Driveway Variations

Planning and Development Director Staci Hulseberg presented information on a request by Chad and Julie Allman for setback and driveway variations to allow the construction of a detached garage. The subject property is an interior lot located on the north side of Linden Street in the R2 Residential District. The ZBA recommendation is for a change in alignment of the garage. The ZBA set-back recommendation passed 7-0; the recommendation to allow the gravel driveway to remain passed 5 yes-2 no.

Trustee Cooper moved and Trustee McGinley seconded the motion that Ordinance No. 5947 be passed, An Ordinance Approving a Variation from the Requirements for Side and Rear Yard Setbacks and Driveway Pavement of the Zoning Code to Allow a New Detached Garage and Existing Gravel Driveway for the existing home only for the Property at 380 Linden Street.

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

Ordinance No. 5948, 791 Crescent Boulevard - Rear Yard Setback Variation

Planning and Development Director Staci Hulseberg presented information on a request by Scott and Duska Pearson for a variation from the Glen Ellyn Zoning Code Section 10-4-8(D)2 to allow the construction of an addition with a rear yard setback of 13.5 feet in lieu of the minimum required rear yard setback of 40 feet. The subject property is an interior lot located on the south side of Crescent Boulevard in the R2 Residential District.

Trustee Cooper moved and Trustee Henninger seconded the motion that Ordinance No. 5948 be passed, An Ordinance Approving a Variation from the Rear Yard Setback Requirements of the Zoning Code to Allow an Attached Garage Addition to the Existing Home for Property at 791 Crescent Boulevard.

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

Ordinance No. 5949, 364 Hillside Avenue – Lot Coverage Ratio, Side and Rear Yard Setbacks, Floor Area Ratio and Alteration Class Requirement Variations

Planning and Development Director Staci Hulseberg presented information on a request by Shane and Victoria Rodgers for seven variations to allow the construction of an attached garage and second story addition. The subject property is an interior lot located on the north side of Hillside Avenue in the R2 Residential District.

Trustee Cooper moved and Trustee McGinley seconded the motion that Ordinance No. 5949 be passed, An Ordinance Approving Variations from the Lot Coverage Ratio, Side and Rear Yard Setbacks, Floor Area Ratio, and Alteration Class Requirements of the Zoning Code to Allow an Attached Garage and Second Floor Addition to the Existing Home for Property at 364 Hillside Avenue.

Upon roll call, Trustees Cooper, McGinley, Friedberg, Hartweg, Henninger and Ladesic Voted “Aye.” Motion carried.

Ordinance No. 5950, 510 Crescent Boulevard – Special Use Permit for Sunshine Dance Studio

Planning and Development Director Staci Hulseberg presented information on the request of Sheri L. Dahl, owner of Sunshine Dance Studio, Inc. for approval of a Special Use Permit to allow a dance school to occupy the existing unit at 510 Crescent Boulevard. The subject property is located on the north side of Crescent Boulevard between Main Street and Glenwood Avenue in the C5A Central Business District, Central Retail Core Sub-district.

Trustee Friedberg moved and Trustee Cooper seconded the motion that Ordinance No. 5950 be passed, An Ordinance Granting Approval of a Special Use Permit to Allow a Dance School at 510 Crescent Boulevard (formerly 460 N. Main Street).

Upon roll call, Trustees Friedberg, Cooper, Hartweg, Henninger, Ladesic and McGinley voted “Aye.” Motion carried.

462 Park Boulevard (Key Investment & Management) – Commercial Façade Improvement Grant Approval

Planning and Development Director Staci Hulseberg presented information on the request of Key Investment & Management for approval of grant assistance through the Façade Improvement Grant Program. The petitioner owns and manages Glen Crossing Shopping Center located in the Central Business District at 462 N. Park Boulevard. A grant of \$10,000 is being requested to assist with a \$20,190 awning project – to replace 19 prior awnings and add four new ones. Staff recommends \$5,000 grant for this project.

After Village Board discussion and questions of the property owner and Director Hulseberg, Trustee McGinley moved and Trustee Ladesic seconded the motion to approve a Commercial Façade Improvement Grant for Key Investment & Management for property located at 462 Park Boulevard in the amount of \$5,000.

Upon roll call Trustees McGinley, Ladesic, Friedberg, and Henninger voted "Aye." Trustees Cooper and Hartweg voted "No." Motion carried.

Ordinance No. 5951-VC, Establishing Class B-5 Liquor License for Sidewalk Liquor Service

Administrative Services Coordinator Patricia Underhill presented information on the establishment of a new Class-B-5 supplemental liquor license for those establishments who hold Class A-1, A-2 and B-1 liquor licenses. The license will allow businesses to conduct liquor service following an application process on an annual basis.

After discussion, the following amendments were added to the motion: the ordinance will show that liquor will be served in containers provided by the restaurant and the license agreement will show that the establishment may be required to construct a barrier where outside liquor is served.

Trustee Cooper moved and Trustee McGinley seconded the motion that Ordinance No. 5951-VC be passed, An Ordinance Establishing a Class-B-5 License for Public Sidewalk Liquor Service and Establishing such License and Applicable License Fees subject to the two amendments.

Upon roll call, Trustees Cooper, McGinley, Friedberg, Hartweg and Ladesic voted "Aye." Trustee Henninger voted "No." Motion carried.

Ms. Underhill, Ms. Hulseberg, and Chief Norton were thanked for their efforts and research on this issue.

Reminders:

- The next Regular Village Board Meeting is scheduled for Monday, August 8, 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.

Other Business

None

Adjournment

At 10:16 p.m. Trustee Friedberg moved and Trustee Henninger seconded the motion that the Regular Meeting of the Village Board be adjourned to Executive Session in Room 301 for the purpose of discussing pending litigation, adjourning thereafter without returning to open session.

Respectfully Submitted,

Suzanne R. Connors,
Village Clerk

DRAFT

A-6c

August 9, 2011

Regina Schwan
511 Longfellow Avenue
Glen Ellyn, IL 60137

Re: P.S.S. We Love You 5k Run

Dear Ms. Schwan:

This letter is to confirm action taken at the Village Board Meeting on Monday, August 8, 2011, regarding the 2011 P.S.S. We Love You 5k Run/Walk scheduled for Saturday, September 24, 2011 as described in your correspondence of June 30, 2011. The Village Board approved your requests in order to allow the event as described below; however this event is still subject to final review by the Police. Representatives of P.S.S. We Love You must meet with appropriate Police and Public Works Department staff by Wednesday, September 7, 2011 to finalize and coordinate the route and all details. The formal approval by the Village Board provides for the following:

1. Approval for the event to begin at 8:00 a.m. on Saturday, September 24, 2011 and to continue to 10:30 a.m. as requested in your correspondence dated June 30, 2011.
2. Approval to close the east half of the Park/Montclair Parking Lot from 6:00 a.m. to 12:00 p.m. on September 24, 2011 in order to set up the event and for staging and to clear the area once the event has ended. Closure of the lot will be allowed only in coordination with and approval by the Public Works and Police Departments.
3. Enough qualified volunteers must be provided by P.S.S. We Love You to adequately staff all intersections on the 5K route. Additionally, you may be required to pay to hire back police officers should it be deemed necessary.
4. Section 6-2-2.5 (Unnecessary Noises) of the Village Code has been waived for the length of the event, 8:00 a.m. to 10:30 a.m. on Saturday, September 24, 2011, in order to permit P.S.S. We Love You to amplify noise in the Park/Montclair Parking Lot.
5. Section 10-4-3(B)3 of the Village Code concerning outdoor merchandise, storage, promotional activities or tents in the CR Conservation/Recreation Zoning District has been waived for the event.
6. If signs or other attention getting devices are used for the event, they must be in accordance with Section 4-5-8(B) of the Sign Code.
7. Sale of non-alcoholic drinks and food will be allowed on Saturday, September 24, 2011 only after approval by the DuPage County Health Department.
8. Extra trash receptacles will be placed by the Public Works Department in the Park/Montclair Parking Lot. Plastic bags should be used to line the containers. They should

be emptied as necessary throughout the event and placed upside down at the end of the event. Your organization is responsible for the removal of trash.

9. P.S.S. We Love You must provide portable toilets for the length of the event, in addition to hand washing stations.
10. P.S.S. We Love You will be responsible for any clean-up required following the event.
11. Please contact the Public Works Department at 630-469-6756 to coordinate the use of a mobile generator should your organization have electrical needs. Also please contact the Public Works Department to coordinate the use of barricades throughout the course.
12. The use of freestanding tents or canopies will be allowed in the Park/Montclair Parking Lot provided they are placed in a manner to allow emergency vehicle access. Tents, canopies or any other item that requires the use of stakes, nails or the like will not be permitted. The following additional tent conditions must be met as well: they are a minimum of 10 feet from any building, have no cooking equipment within them, comply with all applicable building regulations and are inspected by the Planning and Development Department Building Inspector prior to the event. Please contact the Planning and Development Department at 630-547-5250 to arrange for an inspection prior to the event. The cost for a building inspection is \$50.00.
13. The Village of Glen Ellyn will assess the Park/Montclair Parking Lot prior to the event. Any damage to occur during the event will be the responsibility of P.S.S. We Love You to repair in a manner that is acceptable to the Public Works Department. If event damage occurs and is not repaired by P.S.S. We Love You, the Village will make any necessary repairs and bill P.S.S. We Love You for the repair work.
14. Evidence of insurance from P.S.S. We Love You in the amount of \$2 million listing the Village as additionally insured must be presented to Assistant to the Village Manager - HR Danamarie Izzo no later than Wednesday, September 7, 2011.

Copies of your correspondence, 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,

Mark Franz
Village Manager

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

Andrew Letson

From: Kristen Schrader
Sent: Wednesday, July 06, 2011 8:11 AM
To: Andrew Letson
Subject: FW: Glen Ellyn pss we love you

Follow Up Flag: Follow up
Flag Status: Flagged

Below is an event request. I spoke with Ms. Schwan on this event and it will also include music, tents, signs and the provision of food. Could you please draft up an approval letter? Thanks.

Kristen Schrader
Assistant to the Village Manager
Village of Glen Ellyn
630-547-5205

-----Original Message-----

From: Gina [mailto:gschw@glenn.org]
Sent: Thursday, June 30, 2011 1:31 PM
To: Kristen Schrader
Subject: Glen Ellyn pss we love you

Hi Kristen thank you for the information. We are looking to put on a 5K race in downtown GE Sept 24, 2011 at 8:00 am. We are hoping to use the east 1/2 of the Montclair train parking lot from 6:30-10:30am that Saturday morning for the start and finish. The course will go down Montclair throughout streets east of Main and finish along the prairie path. The race is the Glen Ellyn P.s.s. We love you (pss is pediatric stroke survivors) all proceeds will go to CHASA an organization benefiting children who have survived strokes. Our son had a stroke in utero and we feel this cause needs more awareness and focus. We feel this is a way to bring revenue to Glen Ellyn and help the kids all in one.

We have lined up a few sponsors and several volunteers. Please let me know if you need any specifics. We have already spoke with Sergt Webber and obtained insurance for the event
Thanks!!

Gina SCHWAN

www.pssweloveyou.com

Sent from my iPhone

DRAFT

August 9, 2011

A-6D

St. Marks Episcopal Church
Attn: Tracey Kreiling and Scott Taback
393 N. Main Street
Glen Ellyn, IL 60137

Re: 1st Annual Oktoberfest

Dear Ms. Kreiling and Mr. Taback:

This letter is to confirm action taken at the Village Board Meeting on Monday, August 8, 2011, regarding the 1st annual Oktoberfest event scheduled for Saturday, October 15, 2011, as described in your attached letter. The Village Board approved your requests and also temporarily waived the pertinent sections of the Village Code.

1. Approval for the event to be held between 11:00 a.m. and 11:00 p.m. on Saturday, October 15, 2011 on the St. Marks campus.
2. Section 10-4-8 of the Village Code concerning outdoor merchandise, storage, promotional activities or tents in the R2 Residential District has been waived for the event.
3. Section 6-2-2.5 (Unnecessary Noises) has been waived for the length of the event in order to permit St. Marks to have amplified live music at the event.
4. Adequate refuse and recycling receptacles should be put in place by St. Marks. The containers should be marked as either refuse or recycling and they should be emptied as necessary throughout the event.
5. St. Marks must provide portable toilets for the length of the event, in addition to hand washing stations.
6. St. Marks must provide enough volunteers to adequately staff the entrances and exits of the event.
7. St. Marks must notify the surrounding businesses/residents located on Hillside Avenue, Phillips Avenue and Main Street of the event to take place. Notification must occur prior to Friday, September 30, 2011.
8. St. Mark's is reminded that nothing (e.g. signage, storage, activities, etc) may be placed in the public right-of-way, parkway or public sidewalk.

9. If St. Marks requests assistance from the Police Department for public safety, St. Marks may be required to pay to hire back police officers. Please contact Deputy Police Chief Bill Holmer at 630-469-1187 to coordinate this effort. Additionally, please contact Deputy Chief Holmer to discuss parking areas for the length of the event.
10. Please work with the Police Department to determine if security fencing is required. If so, St. Marks will be required to provide it. The Public Works Department does not provide security fencing for events.
11. Sale of food and non-alcoholic drinks will be allowed on the St. Marks campus between 11:00 a.m. and 11:00 p.m. only after approval by the DuPage County Health Department.
12. If beer and/or wine are to be sold, St. Marks must apply for a Class E Liquor License by contacting Administrative Services Coordinator, Patti Underhill. The Class E Liquor License Application is also available online at www.glenellyn.org. In addition to the \$20 application fee for the Class E Liquor License, St. Marks must provide dram shop (liquor liability) insurance. The sale of liquor is specifically approved to occur between the hours of 6:00 p.m. and 10:30 p.m. on Saturday, October 15, 2011.
13. 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.
14. St. Marks will be required to send every individual serving alcohol at the event 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.
15. The use of freestanding tents or canopies will be allowed on the St. Marks campus provided they are placed in a manner to allow emergency vehicle access. Tents or canopies must meet the following conditions: they are a minimum of 10 feet from any building, have no cooking equipment within them, comply with all applicable building regulations and are inspected by the Planning and Development Department Building Inspector prior to the event. Please contact the Planning and Development Department at 630-547-5250 to arrange for an inspection prior to the event. The cost for an inspection is \$50.00.
16. St. Marks will be required to submit a site map of the grounds indicating the location of tents, food and drink sales, restrooms, parking and any other facilities associated with the event by Friday, September 30, 2011.
17. St. Marks is reminded that if balloons, signage or other attention getting devices are utilized to direct guests to the event, it must be in accordance with Section 4-5-8 of the Sign Code.
18. The use of the Glen Ellyn Park District stage should be coordinated with the Glen Ellyn Park District.

19. Evidence of insurance from St. Marks 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 Friday, September 30, 2011.

The Village expects St. Marks to monitor the event to the best of its abilities to ensure that all conditions contained in this letter are observed. Violations that cannot be resolved at the scene may be reported to the Police Department.

Sincerely,

Mark Franz
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

X:\Admin\LETTERS\2011 St Marks Octoberfest.doc

President Pfefferman,

St. Marks Episcopal Church, respectfully requests permission to hold their 1st annual Oktoberfest, October 15, 2011. This event will be a fundraiser for the Community Outreach Fund at St. Marks. The event will take place on the St. Marks Campus 11am - 5pm as a Family Fest and 6- 11 for adults only.

From 11-5pm the event would offer Old Fashioned games, arts and crafts, live entertainment and more.

From 5 - 6pm, Adult OktoberFest begins with traditional Foods, Soft Drinks, Beer, Wine and a variety of Live Music.

A 16' x 16' stage will be placed in the corner of the lower Parking Lot, angled toward the building. Seating would be in both the lower and upper parking lots with tents and twinkle lights.

For security purposes, we would be interested in having the village set up security fencing around the perimeter of the campus. We would leave an opening at the entry to each parking lot with entry in and out of only those 2 locations. Security would be placed at each, to be certain no liquor came in or out of the event.

The evening event would be open to guests over 21 only. St. Marks agrees to acquire a Class E Liquor License from the Village of Glen Ellyn and State of Illinois. The necessary insurance, for liquor sales, will be provided.

All staff working the event will be over 21. Two Basset certified bartenders and an additional Basset certified individual will work the event. Once an attendee leaves the event, return entry will be prohibited.

We are happy to provide additional details, if needed.

Thank You for your attention, we'll look forward to your response.

Sincerely,
Tracey Kreiling & Scott Taback
Co-Chair's

A-6E

To: Mark Franz, Village Manager 2/

From: Danamarie Izzo, Assistant to the Village Manager – HR D.L.

Date: August 2, 2011

Re: Voorhees Associates Proposal



Background

As you are aware Joe Caracci resigned from the Public Works Director position on January 2, 2011. Since that time Jeff Perrigo has filled in as Interim Public Works Director. Two weeks ago we requested Voorhees Associates provide a proposal to assist in the hiring of the Public Works Director. Voorhees Associates will be able to provide us with a larger pool of candidates and assist us with background information. Voorhees Associates is a public management consulting firm serving municipal clients and other public sector entities on a national basis. Voorhees was requested to provide a timeline and costs in this proposal. After reviewing the proposal we requested a reduction in price. Voorhees Associates coordinated the Village Manager recruitment process and now has much of the background information on Glen Ellyn which allows them to streamline the preparation work and reduce their costs. In addition, their familiarity with the organization and the community will be beneficial to this recruitment process. The final proposal cost is \$15,650. Voorhees Associates' Vice President Doug Williams will be responsible for your recruitment and selection process.

Issues

No funds were budgeted for this proposal in the Administration 11/12 budget but adequate funding is available due to the position vacancy. To date the Village has realized approximately \$10,000 in savings with the combination of Interim Directors in Public Works and Finance including the added expense of the Interim Village Manager contract.

Recommendation

Staff is recommending approval of the contract for \$15,650 to start the hiring process for the Public Works Director. Since this is a professional service contract, no formal bidding is necessary.

Attachments

Proposal from Voorhees Associates



July 22, 2011

Mr. Mark Franz
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear Mr. Franz:

Thank you for the opportunity to provide you with a proposal for the Village of Glen Ellyn's Director of Public Works recruitment and selection process. Voorhees Associates prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

Voorhees Associates is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities.

Voorhees Associates, LLC was established in 2009 with headquarters in Deerfield, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 130 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 9 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of thirteen consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Illinois, and Wisconsin, as well as four reference specialists and three support staff.

Experience

Voorhees Associates has completed 43 recruitments since its establishment in 2009. We have 16 current recruitments in various stages of completion. Although the firm is relatively young, our consultants are experienced executive recruiters who have conducted over 300 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Consultant Assigned

Voorhees Associates' Vice President Doug Williams will be responsible for your recruitment and selection process. His biography is enclosed.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is 'administrative' including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. Voorhees Associates clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

Voorhees Associates suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Village Manager, and the Village's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Village.

At least ² ~~eight (8)~~ ⁸⁻¹² hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the Village has for its next Director of Public Works, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for the Director of Public Works by conducting a salary survey of comparable communities, if so desired.

- Development of a **Job Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcement in appropriate professional publications, both in print and on line.
- The development of a database of potential candidates unique to this position and to the Village of Glen Ellyn, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail, telephone contacts, and U.S. mail as appropriate. Voorhees Associates consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 250 collective years of municipal and consulting experience among our Consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the Director of Public Works. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- Voorhees Associates will verify educational credentials and conduct a media and internet search to further assess each candidate's ability to interact with the media as well as to have a full understanding of each candidate's background.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by Voorhees Associates, ensuring Glen Ellyn's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates and Interviewing Process

Phase IV will include the following steps:

- Voorhees Associates will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- Voorhees Associates will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- Voorhees Associates will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.
- The Interviewing Process will be finalized including the discussion of any specific components you deem appropriate such as an in basket exercise, oral presentation or written exercise. The inclusion of these tasks can assist you in evaluating the skills and abilities of the candidates you select for an interview.
- Voorhees Associates will develop the first and second round interview questions for your review. Voorhees Associates will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for

interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.

- Voorhees Associates will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of Village of Glen Ellyn facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted along with criminal court, credit, and motor vehicle and records checks. Voorhees Associates recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."
- Voorhees Associates consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase V – Appointment of Candidate

Voorhees Associates will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Village officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Village Manager of qualified Candidates Deliverable: recruitment report	week 9
Selection of Candidate finalists by Village Manager; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist Candidates; Village Manager selection of final Candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$12,000	\$ 14,250 D.L.
Recruitment Expenses: (not to exceed)	3,500	
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.		
Recruitment Brochure printing	900	
Assumes full color		
Total Fees:	\$16,400*	\$ 15,650 D.L.

*This fee does not include the following: (1) advertising costs for job announcement placement. Advertising costs are billed directly to the client when possible since the client often receives a lower rate from vendors and associations than does a recruitment and selection consultant. Advertising fees typically run \$1500; and (2) travel and accommodations for candidates interviewed.

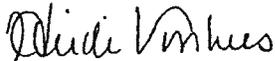
Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of Candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Village will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

Voorhees Associates Guarantee

Voorhees Associates provides the following guarantee: should the selected and appointed candidate at the request of the Village of Glen Ellyn or the employee's own determination, leave the employ of the Village of Glen Ellyn within the first 12 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
Voorhees Associates, LLC

ACCEPTED BY THE VILLAGE OF GLEN ELLYN, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

Doug Williams

Vice President - Midwest Region

Mr. Williams joined Voorhees Associates in 2010 and has been assigned to both executive search and general management consulting projects with a specialization in municipal utilities. Mr. Williams has a total of 36 years of city management experience by serving three municipalities: Winnetka, Illinois, Ellensburg, Washington, and Highland, Illinois.

From 1992 to 2010, Mr. Williams served as Village Manager for Winnetka Illinois, a residential suburb located along Chicago's north shore. Upon his retirement in June 2010, the 5 Village Presidents who worked with Mr. Williams published the following letter in the local newspaper:

"After 18 years of service to the Village of Winnetka, Douglas G. Williams retires this week as our Village Manager. Many residents do not know who the Village Manager is or what he does, and when things run as smoothly as they do on most days in our village, that's as it should be – services are delivered efficiently and in a cost effective manner.

"When Doug started with the Village this was not always the case. Our infrastructure was in need of updating, and major challenges in the delivery of water, electric, public works and public safety services were in need of a top-down evaluation. Doug took on all of these challenges and more. He inaugurated a comprehensive long range planning process that continues today. He implemented a robust infrastructure investment plan that is the envy of our neighbors. He led the plans and execution for updating our public safety, public works and water and electric facilities. He helped Winnetka prevail in front of the US Supreme Court on a major challenge to our refuse handling strategies. He strengthened relationships with the leaders of our intergovernmental colleagues, both locally and statewide. And he reduced the Village's staff from 178 to 156. All of this was executed with great vision, tough critical thinking, grace and good humor. . . ."

As a city manager, Mr. Williams acquired 36 years of experience in the management of electric utilities as Winnetka, Ellensburg, and Highland operated municipal electric systems. He served as the President of the Illinois Municipal Utility Association and spearheaded a successful effort to enact a state law which created the Illinois Municipal Electric Agency, a joint action agency that now provides wholesale electricity to 33 public power systems.

Mr. Williams also has extensive management experience with other municipal utilities: water, sewer, natural gas, and refuse. Mr. Williams served as the Chairman of the Executive Committee of the Solid Waste Agency of Northern Cook County, a joint municipal action agency which provides a regional approach to the solid waste management needs of its 23 member communities representing over 800,000 residents in northern Cook County.

Throughout his municipal career, Mr. Williams was active in intergovernmental affairs by serving on various committees and partnering with nearby municipalities to provide various municipal services at a reduced cost. The Winnetka Chamber of Commerce named him as Man of the Year in 2000.

Mr. Williams holds a Bachelor of Arts degree in Political Science and a Master of Public Administration degree, both from the University of Colorado.

**GLEN ELLYN POLICE DEPARTMENT
MEMORANDUM**

A-6F

TO: Mark Franz, Village Manager *MF*
FROM: Philip J. Norton, Chief of Police *PJN*
DATE: August 3, 2011
SUBJECT: **Glen Ellyn Youth & Family Counseling Funding**

Background

In previous years' budgets, funding for a local counseling service utilized by the Police Department was administered via the Special Programs Fund. Each year, the Village Board would decide how to divide the available monies among the requesting recipients/entities. Each year our counseling service was granted their requested amount. The service is also funded through the United Way, a "pay as you can" formula and private donations. In our last comparison among other police agencies, our practice is much more cost effective to the Village than contracting with a social service agency.

Last year, the Finance Commission determined and subsequently recommended to the Village Board that the Special Programs Fund be administered differently. As a result of the proposed changes, the GEYFC became a line item in the Police Budget.

Issues

The GEYFC is the organization to which we refer a number of people, particularly students from both Glenbard West and Glenbard South, when issues exist for which some form of family counseling is indicated. Our feedback over the years has been positive from clients who have received services from GEYFC. See attached letter for further information.

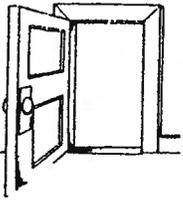
Action Required

I recommend payment in the requested amount of \$25,000 be made to the GEYFC.

Attachments

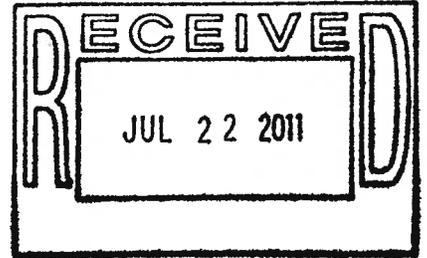
Attached is the requesting letter from GEYFC, appropriately stamped for payment, endorsed by me, and awaiting your and the Board's approval.

Please see me if you have any questions.



GLEN ELLYN YOUTH AND FAMILY COUNSELING SERVICE

535 Forest Avenue • Glen Ellyn, Illinois 60137 • Office (630) 469-3040



July 20, 2011

Chief Phil Norton
Glen Ellyn Police Department
535 Duane Street
Glen Ellyn, IL 60137

Dear Chief Norton,

The Glen Ellyn Youth and Family Counseling Service is pleased to have been selected by the Village of Glen Ellyn to provide mental health referral support and service access to the Glen Ellyn Police Department. I look forward to talking with you as to the particular ways the Glen Ellyn Youth and Family Counseling Service may be of assistance to you and your staff.

I fully appreciate the continuing faith and trust you have placed in the Glen Ellyn Youth and Family Counseling Service. Please accept my personal assurance that the Glen Ellyn Youth and Family Counseling Service will continue to hold the departments faith and confidence as our highest priority.

Our mission remains serving economically disadvantaged at-risk and higher-risk youth, families and individuals residing in the Glen Ellyn community. For our most recently ended fiscal year, approximately fifty per cent of our counseling referrals were received from Glenbard West and Glenbard South High Schools.

GEYFCS requests and is hopeful of remaining in our previous funding cycle with the village that includes \$25,000.00 per year, distributed quarterly, beginning in July.

I look forward to our working together! Please feel free to contact me at 630-469-3040 (work) or after hours at 630-222-1517 (cell) .

Sincerely,

Donald B. Hane, MA, LCPC
Executive Director - GEYFCS

CODE	AMOUNT	APPROVAL	DATE
134000 - 520110	25,000.00	BH	

DATE: August 1, 2011
TO: Mark Franz, Village Manager *MF*
FROM: Larry Noller, Interim Finance Director *LN*
Mark Binkerd, IT Manager *MB*
SUBJECT: Fire Station Phone System Replacement

A-6G

Background

Lightning struck Fire Station Two during the late July storms causing irreparable damage to the phone system. We were able to provide temporary telephone service to Fire Station Two, however, the phone systems at both fire stations have been discontinued by the manufacturer and are no longer serviceable. The individual phones have been failing over time as a result of age and extended use and are at a point where all of the spares have been used and we now are removing phones from service as they fail.

Since we were already in the process of investigating the replacement of the phone systems when the lightning damage occurred at Fire Station Two, we were able to quickly get two competitive quotes for new systems at both the Fire Stations.

As part of the agreement between the Village and the Volunteer Fire Company, the Village owns and maintains the Fire Stations. Therefore the repair and replacement of the Fire Stations and associated equipment have been included in our Facilities Maintenance Reserve Fund. The phone system replacement was not anticipated as part of the FY11/12 budget, however, there is currently over \$1 million in cash reserves in the fund.

Action Requested

Village Board approval to waive competitive bidding and purchase replacement phone system equipment for the Village fire stations from CMS Communications at a not to exceed cost of \$16,000, including a 10% contingency to be expensed to the FY11/12 Facilities Maintenance Reserve Fund.

Recommendation

Approval of this purchase at the August 8, 2011 Village Board meeting is recommended.

Attachments

- Quote from CMS Communications
- Quote from Sound, Inc.

C: Fire Chief Pete Campbell

Village of Glen Ellyn - 2-Site Netlink Configuration
07/26/11



Pre-Contract Itemized Pricing



Part #	Qty	Description	Unit \$	Total \$
Fire Station 1 Equipment				
670023	1	SV8100 32 IP PACKAGE	\$709.00	\$709.00
670103	1	PZ-VM21	\$155.00	\$155.00
670107	1	CD-8DLCA	\$153.00	\$153.00
670109	2	CD-16DLCA	\$289.00	\$578.00
670110	1	CD-4COTB	\$113.00	\$113.00
670111	1	PZ-4COTF	\$103.00	\$103.00
670510	1	CHS1U/2U WALLMOUNT KIT	\$105.00	\$105.00
670525	1	PZ-ME50-US	\$79.00	\$79.00
670535	2	INSTALLATION CABLE (MOD8 - 25	\$32.00	\$64.00
670601	1	CHS2U INT BATT KIT	\$126.00	\$126.00
670701	1	LK-SYS-UPG FM 65 TO 256 PORT-L	\$657.00	\$657.00
670783	1	LKS-VM-INMAIL 4-LIC	\$237.00	\$237.00
670966	1	AK-INMAIL-1G-APP CF	\$210.00	\$210.00
721160	2	DP-D-1A DOORPHONE	\$51.00	\$102.00
750305	2	PGD(2)-U10 ADP	\$121.00	\$242.00
670830	1	AK SYSTEM PC APP CD	\$27.00	\$27.00
680002	12	DTL-12D-1 (BK) TEL	\$128.00	\$1,536.00
680652	1	DESI ITL/DTL-12D (PKG 25)	\$13.00	\$13.00
730095	1	DTERM CORDLESS DECT	\$357.00	\$357.00
Fire Station 2 Equipment				
670023	1	SV8100 32 IP PACKAGE	\$709.00	\$709.00
670702	1	LK-SYS-NETLINK1-LIC	\$158.00	\$158.00
670109	2	CD-16DLCA	\$289.00	\$578.00
670110	1	CD-4COTB	\$113.00	\$113.00
670510	1	CHS1U/2U WALLMOUNT KIT	\$105.00	\$105.00
670525	1	PZ-ME50-US	\$79.00	\$79.00
670535	2	INSTALLATION CABLE (MOD8 - 25	\$32.00	\$64.00
670601	1	CHS2U INT BATT KIT	\$126.00	\$126.00
721160	2	DP-D-1A DOORPHONE	\$51.00	\$102.00
750305	2	PGD(2)-U10 ADP	\$121.00	\$242.00
680002	12	DTL-12D-1 (BK) TEL	\$128.00	\$1,536.00
680652	1	DESI ITL/DTL-12D (PKG 25)	\$13.00	\$13.00
730095	1	DTERM CORDLESS DECT	\$357.00	\$357.00
Total Equipment				\$9,748.00
MAC Parts - MDF & Switch Tails				\$240.00
SWA - Single Year Contract - SV81/83 SW Premium APS				\$376.00
Installation, Design, End User Training & Programming				\$4,258.00
Total System - excluding tax and freight				\$14,622.00

* Software Assurance (SWA) provides free software upgrades exclusive of any hardware or operating system upgrades that may be required to support the new release of software. Labor to perform software upgrades is not included.

Leasing Note:

1) Above pricing does not include applicable freight charges. If leasing, contact your CMS representative to provide estimated freight costs which will be added prior to finalizing Lease Documents.

Items not included in this Quote:

- 1) Administrative Training (if required, CMS will perform at our current hourly labor rates and billed separately)
- 2) Tone and Test of Existing Cable Plant (if required, CMS will perform this service, per Technician, at our current hourly labor rates and billed separately)
- 3) Telco Coordination (if required, CMS will perform at our current hourly labor rates and billed separately)
- 4) Patch Panel or Patch Cords

Signature

Print Name

Date

Mark S. Binkerd

From: John Coconato
Sent: Wednesday, July 27, 2011 12:27 PM
To: Mark S. Binkerd
Subject: Glenitem050211.xls
Attachments: Glenitem050211.xls

Here is the new quote.

John Coconato, Account Manager
Voice and Data Group
P 630-718-3112
C 630-673-8843
F 630-753-8212



www.soundinc.com

UNIVERGE SV8100 FIRE STATION 1			
	MSRP	COST	TOTAL
1 SV8100 32 IP PACKAGE	1350	756.00	756.00 SERVER
1 LK-SYS-UPG FM 65 TO 256 PORT LIC	1250	700.00	700.00 LICENSES
1 PZ-VM21	295	165.20	165.20 MEMORY
1 PZ-ME50-US	200	112.00	112.00 MEMORY
1 CD-4LCA	290	162.40	162.40 SINGLE LINE CARD 4 PORTS
2 CD-16DLCA	550	308.00	616.00 DIGITAL CARD 32 PORTS
1 CD-4COTB	215	120.40	120.40 TRUNK CARD 4 PORTS
1 PZ-4COTF	195	109.20	109.20 TRUNK CARD 4 PORTS
1 CHS1U/2U WALLMOUNT KIT	200	112.00	112.00
2 INSTALLATION CABLE (MOD8 - 25	60	33.60	67.20
1 CHS2U INT BATT KIT	240	134.40	134.40 BATTERY BACK UP
1 LKS-VM-INMAIL 4-LIC	450	252.00	252.00 VOICEMAIL
1 AK-INMAIL-1G-APP CF	400	224.00	224.00 VOICEMAIL
2 DP-D-1A DOORPHONE	96	53.76	107.52 DOORPHONES
2 PGD(2)-U10 ADP	229	128.24	256.48 PAGING AND DOOR ADAPTER
12 DTL-12D-1 (BK) TEL	242	135.52	1626.24 TELEPHONES
1 DESI ITL/DTL-12D (PKG 25)	24	13.44	13.44 DESI
1 DTERM CORDLESS DECT	680	380.80	380.80 CORDLESS
27 SV81/83 SW PREMIUM APS	10	10.00	270.00 SOFTWARE ASSURANCE

SUB TOTAL FS1

6185.28

UNIVERGE SV8100 FIRE STATION 2			
	MSRP	COST	TOTAL
1 SV8100 32 IP PACKAGE	1350	756.00	756.00 SERVER
1 PZ-ME50-US	200	112.00	112.00 MEMORY
1 CD-16DLCA	550	308.00	308.00 DIGITAL CARD 16 PORTS
1 CD-8DLCA	290	162.40	162.40 DIGITAL CARD 8 PORTS
1 CD-4LCA	290	162.40	162.40 SINGLE LINE CARD 4 PORTS
1 CD-4COTB	215	120.40	120.40 TRUNK CARD 4 PORTS
1 CHS1U/2U WALLMOUNT KIT	200	112.00	112.00
2 INSTALLATION CABLE (MOD8 - 25	60	33.60	67.20
1 CHS2U INT BATT KIT	240	134.40	134.40 BATTERY BACK UP
1 LKS-SYS-NETLINK1-LIC	300	168.00	168.00 REMOTE SYS LICENSE
2 DP-D-1A DOORPHONE	96	53.76	107.52 DOORPHONES
1 PGD(2)-U10 ADP	229	128.24	128.24 PAGING AND DOOR ADAPTER
12 DTL-12D-1 (BK) TEL	242	135.52	1626.24 TELEPHONES
1 DTERM CORDLESS DECT	680	380.80	380.80 CORDLESS
20 SV81/83 SW PREMIUM APS	10	10.00	200.00 SOFTWARE ASSURANCE

SUB TOTAL FS2

4545.60

IMPLEMENTATION AND TRAINING

1584.00

TECH LABOR

5722.89

MISC

129.23

TOTAL

18167.00

A-6H

To: Mark Franz, Village Manager *mf*

From: Jeffrey D. Perrigo, Interim Public Works Director

Date: August 03, 2011

Re: Braeside Area Localized Drainage Improvements Project



Issue

The Braeside Area Localized Drainage Improvements Project would install storm sewers, inlets and catch basins and perform grading in rear-yard utility easements in a portion of the Braeside Subdivision located north of Roosevelt Road and east of I-355. The drainage project successfully sought "IKE-PI" Infrastructure Program funds in early 2011, a program created to target improvements in declared disaster areas due to flooding in 2008. In January 2011, as the application for funding was being developed, the Village Board passed two resolutions supporting and committing funds to the project. Total estimated project cost (engineering + construction) is \$760,000 with 75% (\$570,000) in grant funds available for project construction.

Pavia-Marting is recommended for performing the design engineering needed for the project based on their previous project involvement during the funding procurement stages and familiarity with the project area as design engineer for the 2011 Braeside Neighborhood Lighting Improvements Project. Design work would be completed in 2011 for project bidding and construction in 2012.

Action Requested

Motion to approve an engineering services agreement with Pavia-Marting and Co. of Roselle, IL for the design of storm sewer and drainage improvements for the Braeside Area Localized Drainage Improvements Project, in a not to exceed amount of \$57,000 (including a 10% contingency), to be expensed to the FY12 Capital Projects Fund.

Recommendation

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

Attachments

Memorandum dated July 31, 2011, from Professional Engineer, Bob Minix which covers the project overview design engineering services required.

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

from: Bob Minix, Professional Engineer 

subject: Braeside Area Localized Drainage Improvements Project
Recommendation for Approval of an Agreement for Design Engineering Services
with Pavia-Marting and Co.

date: July 31, 2011

In May 2011 the Village was awarded \$570,000 in Community Development Block Grant (CDBG) Disaster Recovery "IKE" – Public Infrastructure Program funds for a project to improve drainage in rear-yard easement areas in the Braeside Subdivision, located north of Roosevelt Road and east of I-355. The IKE-PI program is being administered through the Illinois Department of Commerce & Economic Opportunity (DCEO). The program targets infrastructure improvements such as storm drainage systems benefitting low- and moderate-income persons. In January 2011, as the application for funding was being developed, the Village Board passed two resolutions in support of, and committing funds to, the project.

The Braeside Area Localized Drainage Improvements Project would install storm sewers, inlets and perform grading in the rear-yard utility easements between Surrey Drive and Heather Lane, Heather Lane and Londonberry Lane, and Londonberry Lane and Brighton Place (see attached location map and proposed drainage plan). The proposed system would provide positive drainage outlets for rear-yard drainage including stormwater runoff and sump pump discharges. The rear-yard storm sewer pipe would be installed using primarily directional drilling construction techniques. About 2,700 feet of new storm sewer pipe, 13 drainage structures and 2,600 square yards of re-grading would be installed as part of the project. Total construction cost is estimated to be \$650,000. Preliminary, design and construction engineering expenses would add another \$110,000 resulting in a **total estimated project cost of \$760,000**. The IKE-PI grant monies will be dedicated to offsetting project construction expenses. Construction is planned for 2012.

A variety of Village Board actions will be required as the project unfolds to meet the many requirements and stipulations associated with the use of IKE-PI funds. At this time, the next step for implementation of the drainage project is the hiring of an engineer to design the improvements. A proposal has been received from Pavia-Marting and Co. for design engineering services for the project. Pavia-Marting assisted the Village in 2009 with preparation of design sketches and cost estimates that were an integral part of an original application for CDBG funding through the DuPage County Community Development Commission that was not successful. The Pavia-Marting material was used again for the successful IKE-PI grant dollars secured this year.

ENGINEERING SERVICES AGREEMENT WITH PAVIA-MARTING

The September 2009 CDBG application was developed primarily by the Planning and Development Department while Public Works took the lead in the 2011 IKE-PI application that heavily used the previously developed materials. To assist in this endeavor, Public Works retained a consultant – Pavia-Marting and Co. – to develop concept-level plans and cost estimates to support the applications. The consultant prepared the needed materials in a timely manner and significantly aided the application effort. As Pavia-Marting played a vital role in the ultimate success of the application for the drainage project, the firm was requested to continue their involvement and provide a proposal for detailed design engineering.

Pavia-Marting has provided engineering design services for a variety of Village projects in recent years relating to roadway and sidewalk improvements. In addition, the firm recently completed design of the new street lighting system now being installed in the Braeside area, a project being partially funded by a 2009 CDBG grant (through DuPage CDC). Hence Pavia-Marting has recent and successful project experience in the same Braeside subdivision where the drainage improvements will be constructed.

Excerpts from the Pavia-Marting proposal are enclosed for reference. The design engineering assignment is divided into seven tasks consisting of field surveying, base sheet development, preliminary engineering, pre-final plan development, final engineering, support services during bidding and project administration and coordination. The total engineering fee requested by Pavia-Marting is \$51,950 based on an estimated personnel effort of 514 hours. This fee level is consistent with the estimate used to develop the IKE-PI grant application total project cost of \$760,000 that included about \$110,000 for engineering expenses split relatively equally between design and construction oversight duties.

A key component of the project design will be detailed surveying of the rear-yard areas to accurately identify all the existing structures and features in the easements in order to determine the appropriate number and location of inlets as well as needed grading to achieve a successful drainage system. The other proposal components of the scope of work are traditional project development steps to provide detailed drainage design, plans, specifications and bidding documents.

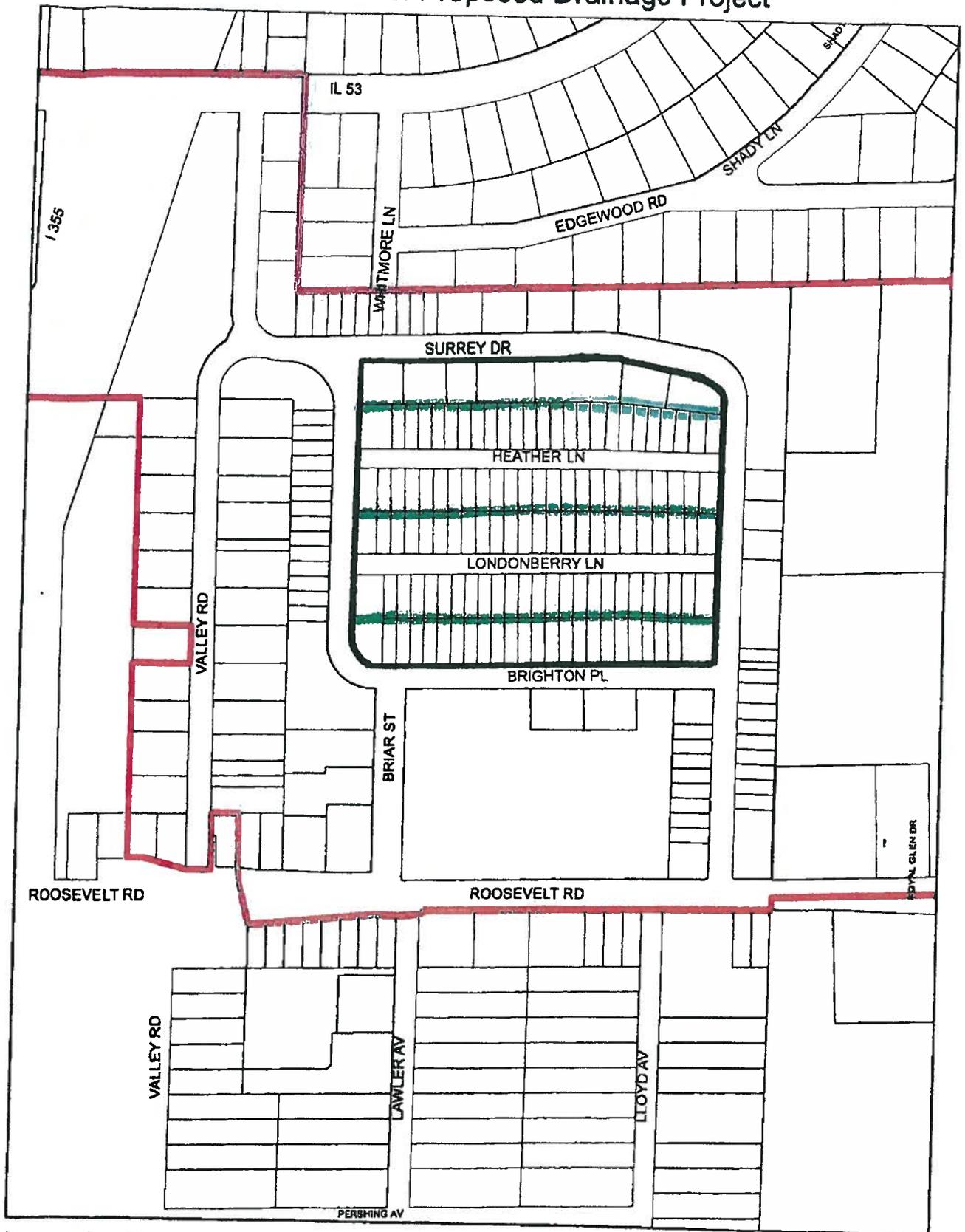
With a 10% contingency, funding in the amount of \$57,000 is recommended. Funds should be taken from the FY12 Capital Projects Fund, Account No. 40000-580100, Construction Projects. An excerpt from the Capital Projects budget is enclosed for reference.

enc. as noted

cc: Mark Franz, Village Manager
Kristen Schrader, Assistant to the Village Manager - Administration

X:\Publicwks\ENGINEER\BRAESIDE2011 DCEO Grant Program\Request for Approval of Design Engineer - Braeside Area Localized Drainage.doc

Braeside Improvement Area Location of Proposed Drainage Project



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

0 175 350 700
Feet



Location of Drainage Improvements





PAVIA-MARTING & Co.
910 WEST LAKE STREET
ROSELLE, IL 60172-3352
(630) 529-8000 Fax (630) 894-4910
Design Firm Professional Registration #184002376

**CONSULTING ENGINEERS
AND PLANNERS**
CIVIL - MUNICIPAL - TRAFFIC
SITE DESIGN - TRANSPORTATION
'DESIGNING A BETTER TOMORROW'

August 1, 2011

Mr. Robert Minix, P.E.
Public Works Professional Engineer
VILLAGE OF GLEN ELLYN
535 Duane Street
Glen Ellyn, IL 60137

**RE: LETTER AGREEMENT FOR DESIGN ENGINEERING OF
BRAESIDE DRAINAGE IMPROVEMENTS**

Dear Bob:

This LETTER AGREEMENT is made and entered between the OWNER and ENGINEER and covers certain professional engineering services in connection with the work described as completion of the Final engineering plan and documents suitable for bidding and construction.

The OWNER and ENGINEER are defined as indicated below for purposes of this AGREEMENT.

<u>OWNER...:</u> VILLAGE OF GLEN ELLYN 535 Duane Street Glen Ellyn, IL 60137 Phone (630) 837-0811 Fax (630) 837-9043	<u>ENGINEER:</u> PAVIA-MARTING & CO. 910 W. Lake Street Roselle, IL 60172 Phone (630) 529-8000 Fax (630) 894-4910 FEIN 36-2698347
---	---

SERVICES TO BE PERFORMED: The services to be performed under this LETTER AGREEMENT are described as follows:

1. TOPOGRAPHIC SURVEY - Determine county coordinates (use GPS unit), topographic survey, download field data & check file data. A thorough topographic survey of the backyards for possible drainage line location.
2. DEVELOP BASE SHEETS - Plot topographic survey to supplement aerial photos, develop base sheets suitable for final design at a scale of 1"=20'.
3. PRELIMINARY ALIGNMENTS - Develop preliminary drainage alignments and correct drainage issues. Meet with the Owner (est. 2 meetings @ 2 hrs each incl. travel).
4. PRE-FINAL ENGINEERING - Develop plans up to 95% completion for Village staff review. Includes Project Opinion of Probable Cost, detailed specifications, special provisions & other bid related documents. Meeting with Owner (est. 2 meetings).



5. FINAL ENGINEERING – Finalizing plans & bidding documents per comments from Village ready for bidding. Prepare and submit all necessary local agencies permits. In-house QC/QA for plans, specifications & cost estimates. Meeting with Owner (est. 1 meeting)
6. BIDDING ASSISTANCE – Includes distributing plans and responding to questions during bidding process, issuing addenda if required, attending pre-bid meeting & bid opening, and tabulating all bids.
7. PROJECT ADMINISTRATION & COORDINATION – Includes time for answering inquiries and coordination during construction.

PROPOSED FEE: The fees for the above described services are detailed in the attached "Cost Estimate of Consultant's Services" and as summarized herein.

The proposed fee for the completion of the Final Engineering Plans for the Braeside Drainage Improvements is as follows:

ITEM	EST. HRS.	PROPOSED FEE
Labor and Overhead	514.00	\$44,351.00
In-House Direct Cost	N/A	\$ 367.00
Outside Direct Cost	N/A	\$ 525.00
Fixed Fee Profit	N/A	<u>\$ 6,707.70</u>
Total "Not-to-Exceed" Cost		\$51,950.70

All as shown in Attachment A attached hereto.

PROPOSED SCHEDULE: The services, as described above, should be completed within approximately 90 calendar days after authorization to proceed. This date is predicated on weather conditions. At the end of the 40 day period the plans should be suitable for review by the Owner.

INVOICING: Invoicing for services performed by the ENGINEER pursuant to this LETTER AGREEMENT will be made as soon as practical after the service has been performed and the invoice submitted in accordance with the following schedule:

- A. Invoicing will be submitted on a monthly basis for the work completed. The invoice will document the hours invoiced, the respective person, the hourly rate and the total amount.

PAYMENT SCHEDULE: The OWNER recognizes that prompt payment of the ENGINEER'S invoices is an essential aspect of the overall consideration the ENGINEER requires for providing service to the OWNER. The Owner agrees to pay all charges not in dispute within 30 days of receipt of the ENGINEER's invoice. OWNER agrees that the ENGINEER has the right to suspend or terminate service if undisputed charges are not paid within 45 days of receipt of the ENGINEER's invoice, and OWNER agrees to waive any claim against ENGINEER, and to indemnify, defend, and hold ENGINEER harmless from and against any claims arising from ENGINEER'S suspension or termination due to OWNER's failure to provide timely payment.



ELECTRONIC DATA: All electronic data used for this project shall remain the property of the ENGINEER and in the ENGINEER's possession, even after termination of the project. The OWNER can purchase the electronic data for a fee and signing a release releasing the ENGINEER of all future liabilities for using the electronic data outside the control of the ENGINEER.

DISPUTED CHARGES: Any charges held to be in dispute will be called to the ENGINEER's attention within ten days of receipt of ENGINEER's invoice, and the OWNER and ENGINEER will work together in good faith to resolve their differences. If the OWNER and ENGINEER can not resolve their differences within 60 days, then either (or both) the OWNER and ENGINEER will have the right to suspend or terminate service. The OWNER agrees to waive any claim against the ENGINEER, and to indemnify, defend and hold the ENGINEER harmless from and against any claims arising from ENGINEER's suspension or termination due to the OWNER's failure to provide timely payment.

PROJECT ABANDONMENT: Should the PROJECT be abandoned at any time after the ENGINEER has performed any part of the services provided in this AGREEMENT, the OWNER will reimburse the ENGINEER for all services performed at the hourly rates as stipulated in the attached hourly rate schedule for the respective disciplines; and for non-labor direct project related expenses plus profit at 15.0%.

PROJECT CHANGES: Should the OWNER require changes in any of the a study, or detailed plans, specification, special provisions, or the Opinion of Probable PROJECT Cost (except as abandonment of the PROJECT) after they have been approved by the OWNER, the OWNER will pay the ENGINEER for such changes on the basis of the time incurred times the respective hourly rates as shown in the attached hourly rate schedule plus non-labor direct project costs. It is understood that "changes" as used in this paragraph will in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate study meeting the goals of the study or a set of plans suitable for the construction of the proposed PROJECT.

TERMINATION: This LETTER AGREEMENT may be terminated by either the OWNER or the ENGINEER for just cause upon ten (10) days written notice at the last known post office address. Upon such termination, the ENGINEER will cause to be delivered to the OWNER all partial and completed drawings, specifications, estimates, traffic studies, soil surveys, other subsurface investigations, opinions of probable PROJECT cost and other data with the understanding that all such material becomes the property of the OWNER. The ENGINEER will be paid for all services completed or partially completed as of the date of termination for the time incurred times the hourly rate for the respective disciplines. The ENGINEER will also be paid for collecting, gathering and printing of all other documents requested by the OWNER that are not part of the survey notes, plans, specifications, special provisions, specifications, proposal forms, or cost estimates completed at the time of termination.

CONTROLLING LAWS: This agreement is to be governed by the laws of the principal place of business of the ENGINEER.



INSURANCE CERTIFICATES: Upon request, our office will provide the OWNER with the appropriate insurance certificates.

We thank you for this opportunity to submit this LETTER AGREEMENT. Upon finding the LETTER AGREEMENT acceptable, please return one executed copy to our office either by U.S. Mail, fax or e-mail.

Respectfully submitted,

PAVIA-MARTING & CO.
AN ILLINOIS CORPORATION
CONSULTING ENGINEERS

Dale V. Marting (Sr.), P.E.
President

Accepted By:

Signature

Date

(Title)

Cc: Contract File

COST ESTIMATE OF CONSULTANT'S SERVICES

File Location/Name... SEE PRINTED PAGE FOOTER
 Sheet Name.....: "ENG COSTS"
 PROJECT: BRAESIDE DRAINAGE IMPROVEMENTS
 Route: Braeside Subdivision, Glen Eilyn
 Section: N/A
 County: DuPage County
 Job No.: TBD
 PSB NO.: N/A

1-Aug-11
 10:57 AM
 Pavia-Marting & Co.
 910 West Lake Street
 Roselle, IL 60172
 (630) 529-8000

OVERHEAD RATE (Rate times Payroll).....: 171.00%
 PROFIT (on Payroll, Overhead/Fringe & In-House Direct Cost)....: 15.00%
 ADM. COST (on Outside Direct Cost & Service By Others).....: 5.00%

ITEM	Estimated Cost in Dollars										Percent of Grand Total (J)	
	Number of Man Hours (A)	Payroll (B)	Overhead & Fringe Benefits (C)	Subtotal (D)	In-House Direct Costs (E)	Fixed Fee Profit (F)	Outside Direct Cost (G)	Service By Others (H)	TOTAL (I)			
PHASE 2 SERVICES												
TOPOGRAPHIC SURVEY - Determine County coordinates (use GPS unit), Topo survey, Download field data & Check file data. Extremely thorough topo of the backyards. Time shown incl. travel to/from	112.00	\$3,332.90	\$5,699.26	\$9,032.16	\$290.00	\$1,398.32	\$525.00		\$11,245.48		21.65%	
DEVELOP BASE SHEETS - Plot topo survey to supplement aerial photos, develop base sheets suitable for final design at a scale of 1"=20'	56.00	\$1,435.90	\$2,455.39	\$3,891.29		\$583.69			\$4,474.98		8.61%	
PRELIMINARY ENGINEERING - Develop preliminary drainage alignments & correct drainage issues. Meet with the Owner (est. 2 migs @ 2 hrs.	120.00	\$3,837.50	\$6,562.13	\$10,399.63		\$1,559.94			\$11,959.57		23.02%	
PRE-FINAL ENGINEERING - Develop plans up to 95% completion for Village staff review. Includes Preliminary Opinion of Probable Cost, detailed specifications, special provisions & other bid related documents. Meeting with Owner (est 2 migs)	109.00	\$3,282.40	\$5,578.70	\$8,841.10		\$1,326.17			\$10,167.27		19.57%	
FINAL ENGINEERING - Finalizing plans & bidding documents per comments from Village ready for bidding. Prepare and submit all necessary permits. In-house QC/QA for plans, specs & estimates. Meet with Owner (est 1 mig)	80.00	\$2,583.30	\$4,434.54	\$7,027.84		\$1,054.18			\$8,082.02		15.56%	
BIDDING ASSISTANCE - Includes distributing plans and responding to questions during bidding process, issuing addenda if required, attending pre-bid meeting & bid opening, and tabulating all bids.	18.00	\$622.08	\$1,063.76	\$1,686.84	\$77.00	\$264.43			\$2,027.27		3.80%	
PROJECT ADMINISTRATION & COORDINATION (includes time for inquires during construction)	28.00	\$1,281.60	\$2,191.54	\$3,473.14		\$520.97			\$3,994.11		7.69%	
TOTALS.....:	514.00	\$16,365.68	\$27,865.32	\$44,351.00	\$367.00	\$6,707.70	\$525.00		\$61,950.70		100.00%	

BREAKDOWN OF OUTSIDE DIRECT COST

ITEM DESCRIPTION	Unit Price (\$/Copy, Sheet or Mile)	PHASE 2			
		Volume (Copies or Sheets)	AMOUNT	ADM. COST	Amount
Aerial Photography					
Project Photos					
Video Tapes					
Title Reports					
GPS	\$500.00	1.0	\$500.00	\$25.00	\$525.00
TOTAL OUTSIDE DIRECT COST					\$525.00

**CAPITAL PROJECTS FUND
FOOTNOTES**

<p>d. Hill Avenue Bridge – Glen Ellyn has agreed to partner with the Village of Lombard to replace the existing Hill Avenue bridge over the East Branch of the DuPage River. The Village will invest up to \$300,000 for engineering and construction of the new structure, scheduled for construction in 2013. The expenditure shown is for Glen Ellyn’s share of Phase I engineering expenses incurred in FY12. Anticipated future expenditures are \$25,000 for Phase II engineering in FY13 and \$250,000 for construction in FY14.</p>	<p>\$25,000</p>
<p>e. Braeside Localized Drainage Improvements – In January 2011 an application for IKE-PI disaster funds was made to the IL DCEO for 75% funding of a project to install storm drains in rear yard easements for homes along Brighton, Londonberry and Heather. Total project cost is expected to be \$760,000 with the Village contribution of \$190,000 earmarked primarily for engineering design and oversight. If the application is successful, design engineering would be started in FY12, with construction slated for FY13.</p>	<p>\$50,000</p>
<p>f. Roosevelt Road Street Light Painting – Street light poles along Roosevelt Road are undergoing significant pitting due to action of deposited deicing materials and need to be re-coated. About 130 poles will be rehabilitated.</p>	<p>\$65,000</p>
<p>g. Miscellaneous Storm Sewer Improvements – Funds minor improvements to storm sewers or pavements/curbs to correct drainage deficiencies and protect residences from flooding damages from more severe storms. Work would be performed by staff or contractors, depending on the project scope.</p>	<p>\$25,000</p>
<p>h. Miscellaneous Expenses – This item funds miscellaneous minor engineering and construction project costs for the fiscal year. Potential needs include consultant assistance in the development of a Bicycle Facility Plan.</p>	<p>\$25,000</p>
<p>TOTAL for this line item</p>	<p>\$940,000</p>

11. **Design Engineering:** (FY 10/11 Estimate - \$4,000) – RHMG Consultants provided miscellaneous follow-up services for the proposed drainage project on Essex Ct. prior to the approval of a new contract for detailed design approved in September 2010.
12. **Sidewalk Program:** (FY 10/11 Estimate - \$33,000) – The 2010 sidewalk program included new walk constructed on the north side of Greenfield between Lambert and Kenilworth and on the south side of Ridgewood between Kenilworth and Vine (\$23,000). Also included was

A-61

To: Mark Franz, Village Manager



From: Jeffrey D. Perrigo, Interim Public Works Director

Date: August 03, 2011

Re: July 2011 Park and Roosevelt Emergency Water Main Repairs



Issue

During the period from July 8 through July 11, four breaks in the water distribution system mains around and in the intersection of Park and Roosevelt occurred. This intersection is the worst possible location for water main breaks in the Village due to very heavy traffic volumes and likely contaminated soils as well as many logistical problems associated with underground repair work. Village staff required contractor and vendor assistance to provide and perform traffic control, underground repairs including a valve replacement, roadway surface repairs, special spoil handling and other services to handle this emergency situation. These extraordinary expenses totaled \$71,000.

Action Requested

Motion to approve additional funds from the FY12 Water Fund Budget and to authorize payments to defray extraordinary expenses associated with the emergency repair of multiple water main breaks at Park and Roosevelt in July 2011, including \$50,350 to John Neri Construction Company for contractor labor, equipment and materials; \$18,400 to KPRG and Associates for specialized spoil disposal services; and \$2,250 to Highway Technologies for traffic control devices.

Recommendation

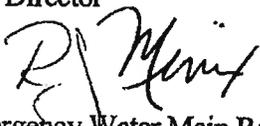
Approve funding as noted above and addressed in the attachment.

Attachments

Memorandum dated August 02, 2011, from Professional Engineer, Bob Minix which covers the construction activities that were required to complete the work.

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

from: Bob Minix, Professional Engineer 

subject: July 2011 Park and Roosevelt Emergency Water Main Repairs
Summary of Extraordinary Expenses and Request for Village Board Approval of Payment to Contractors

date: August 2, 2011

The weekend of July 9 – 10 was eventful, beginning with the first notification of a serious water main break at Park and Roosevelt in the early morning hours of July 8, Jazz Fest on July 9, and culminating with the damaging storm early Monday morning on July 11 that caused prolonged power outages for much of the area. This memorandum focuses on the water main repair efforts at Park and Roosevelt, summarizing the extraordinary expenses incurred to repair the breaks and restore the area. Frankly stated, there is no possibly worse location in the Village for multiple water main breaks from the perspectives of traffic control and likely soil contamination, much less the inherent difficulties of performing excavations, repairs and restorations. The circumstances are truly extraordinary in every sense of the word and the costs associated with the repair are very significant, likewise reflecting the challenges of the location, timing and events.

Non-routine expenses included contractor repairs and restorations, special handling of the waste due to proximity to former gas stations that ringed the intersection, and traffic control, as summarized and shown in the following table.

July 2011 Park and Roosevelt Emergency Water Main Repair Summary of Extraordinary Expenses			
Contractor / Vendor	Activity	Account No.	Amount
John Neri Construction	Water Main Repair & Restoration	50100-521055 Professional Services - Other	\$50,350
KPRG & Associates	Sampling, Testing and Disposal of Special Wastes	50100-520985 Maintenance / ROW	\$18,400
Highway Technologies	Traffic Control Devices w/ Setup and Takedown	50100-521055 Professional Services - Other	\$2,250
		TOTAL	\$71,000

Village Board action is requested to approve the needed extra disbursements from the Water Fund and to authorize payment to John Neri and KPRG as their expenses exceeded \$10,000.

JOHN NERI CONSTRUCTION COMPANY

Project Coordinator Bob Greenberg prepared the following report to provide background and a timeline for the repair work, with details that are important to understanding the involvement and scope of John Neri Construction's repair efforts. A photo-graphic of the Park and Roosevelt area showing the locations of the work sites is attached for additional reference.

History

On Friday, July 8th, 2011 at 12:45 AM Joe Rein and Jeff Agner responded to a call out from Crew Leader Mark Mellor to check a water main break on Roosevelt Road at Park Blvd. As reported by the police, the entire intersection was being flooded by thousands of gallons per minute and causing a dangerous hazard for motorists. Jeff and Joe quickly realized that they could isolate the water main valves within the intersection. Promptly they shut down the water main and set up barricades to divert traffic around the compromised pavement.

At approximately 8:00 AM on Friday, I was asked to meet with Mark Mellor to formulate a plan to repair the water main and develop a traffic detour. By this time, two more main breaks were surfacing west of Park and Roosevelt in the west bound curb lane of Roosevelt Road. It was also discovered during the process of isolating the intersection that the west isolation valve was broke and in need of replacement. Both Mark and I discussed the growing size of the area to be repaired, the fact that we already had three main breaks and one valve that needed to be replaced, and that all four excavations were on Roosevelt Road, 8' deep and under 18" of compacted asphalt. Glen Ellyn Public Works has the equipment and personnel to handle two water main breaks at any given time. Public Works is equipped with two average size rubber tired backhoes that are nicely matched for about 90% of the work that is required of our staff. Traditionally the water main breaks on Roosevelt Road are at the edge of our equipments capacity and take on the average of 8 to 16 hours to repair one main break. We have successfully repaired dozens of water main breaks on Roosevelt when addressed as a single event. However, this event was a beast of another breed and we both agreed that it was in the best interest of the Village to contract out this mini project. John Neri construction was already mobilized in town working on the Sunset/Turner storm sewer, sanitary sewer and water main rehab project so I called Anthony Neri and entered into an agreement with him to make the necessary repairs on Roosevelt Road on a time and material basis. As it was quite apparent that we would need to close down Park Blvd. north of Roosevelt, divert all west bound traffic on Roosevelt into the east bond lane, leaving only one lane for west bound traffic and one lane for east bound traffic, we decided to postpone the project until 5:00 AM Sunday, July 10th. Another mitigating circumstance to a lesser degree was the extent that Jazz Fest traffic that would be impacted by a Saturday project start.

Because of the size of detour required, Mark and I decided to contract the detour set up to Highway Technologies.

Early Saturday morning I received a call from Mark Mellor telling me that even though the water main was off at the location of the primary water main break, the roadway in the middle of Park and Roosevelt was beginning to collapse. Mark arranged to have John Neri

Construction meet us at about 7:00 AM to install a large steel roadway plate so that we could secure and re-open the intersection of Roosevelt and Park to traffic. At this time it should be noted that the other two water main breaks on Roosevelt Road west of Park were left on to supply water to the handful of businesses in this corridor. As a preventative measure, in the light of the roadway collapse in the middle of the intersection, we decided it would be wise to divert traffic from the Roosevelt Road curb lane to the inside lane to reduce the probability of further roadway collapse. Joe Rein and Jeff Agner, (already on duty setting up for Jazz Fest) set up an arrow board, pre-signage and barricades to divert west bound Roosevelt Road curb lane traffic to the inside west bound lane.

Sunday morning 5:00 AM, Highway Technologies has the traffic detour in effect and John Neri Construction promptly begins their long day of repairs and installations. Between 5:00 AM and 5:30 PM John Neri Construction repaired three water main breaks that required the replacement of 24' of water main and installed one water main valve in a concrete vault. This required 4 excavations 8' deep through 18" of compacted asphalt. Public works staff assisted with traffic control, water main shut downs, material acquisition, isolation of b-boxes and flushing of water mains to minimize introduction of contaminants into water distribution system.

After the water main breaks were stabilized the intersection of Park and Roosevelt was disinfected with HTH chlorine and isolated from the water distribution system. The businesses along Roosevelt Road were issued a 48 hour BOIL ORDER as a precautionary measure in the event that any contaminants remained in the water main after the regimen of vigorous flushing through a fire hydrant.

Late night Sunday as I was checking the job site and detour before returning home for the evening I found a fourth main break on Roosevelt Road in front of Burger King.

Monday morning with the traffic detour left in effect, John Neri Construction repaired the fourth main break and repaired all five excavation sites with full depth compacted asphalt. Because of the extreme heat of the day the traffic detour was left up until mid evening to allow adequate time for the asphalt to solidify sufficiently to handle the high volume of traffic typically associated with Roosevelt Road.

Recommendation

As a result of the revisions made to the most recent invoice from John Neri Construction, their numbers now match the labor calculations that Carol Olsen and I came up with. The Blue Book Equipment Watch rates substantiate the equipment rates that John Neri Construction has submitted. The price for material charged to this project is consistent with industry standards.

All labor, equipment and material and quantities have been checked, re-checked and verified. It is my recommendation that the Village of Glen Ellyn pay John Neri Construction of Addison, Illinois \$50,322.99 for the time and material repair of four main breaks, the installation of one valve and the five full depth asphalt roadway repairs associated with this

water main repair project. The monies for this project should be charged to Water fund Professional Services Other account # 50100 – 521055.

KPRG AND ASSOCIATES

The spoils generated during routine public works operations are stored at the Public Works (Reno Center) yard until sufficient quantities are accumulated. A trucking firm retained under an annual contract is then contacted and the spoil pile is loaded and transported to a disposal site that handles clean construction and demolition debris (CCDD) materials. Under 2010 regulations, the materials must be certified as clean by a professional engineer prior to disposal. With the assistance of an environmental consultant that provides testing services (KPRG), I produce the needed certifications.

The intersection of Park and Roosevelt is the site of current and past gas stations on all four corners. With this background knowledge and the detected presence of petroleum product odors in the excavated materials (particularly in the northwest quadrant of the intersection), the normal handling of spoils would not be applicable. On July 11, I contacted KPRG and advised them of the situation. The firm responded with a turn-key proposal to sample, test, prepare paperwork, oversee, transport and dispose of the material under the appropriate protocols for special wastes. A copy of the proposal is attached showing the unit rates required for the various steps in the process. At that time I estimated the cost of the disposal to be about \$12,000 and authorized KPRG to proceed with the testing, removal and disposal steps.

In the intervening weeks the various steps have all been completed and the materials have been removed from the Reno Center and appropriately disposed of in an approved facility. Final costs have been received and are shown on the attached summary provided by the consultant. The final cost of \$18,400 reflects the handling of more and heavier material than originally estimated, with over 350 tons of spoil dealt with in this operation.

HIGHWAY TECHNOLOGIES

The intersection of Park and Roosevelt typically sees about 60,000 vehicles per day. To successfully isolate the excavation sites and work areas under these conditions requires properly configured traffic control devices arranged per IDOT requirements. Highway Technologies has the expertise and manpower to set-up and take-down the needed traffic control devices and the company was requested to perform this critical operation. Cost for this effort was \$2,250 as shown on the enclosed invoice.

WATER FUND STATUS

Obviously a water main repair effort with the costs of this magnitude has a significant impact on the Water Fund budget; however, there are a couple of options available to handle these expenses within the currently approved total budget amount. The FY12 Water Fund allotted \$1,058,000 for capital projects, including \$885,000 for the two major construction efforts this year for the Sunset / Turner and ELOG projects. Both projects have now been bid, with appropriations (including contingencies) approved in the amounts of \$505,000 for Sunset / Turner and \$282,000 for ELOG, totaling \$787,000 or about \$100,000 below currently budgeted amounts. A second possibility would be to defer a program or purchase; such a possibility is the project to locate and exercise distribution system valves,

an effort currently budgeted at \$62,000. The above possibilities are felt to be viable based on the assumption that the overall Water Fund revenues and the pace of normal operating expenses are in reasonable accord with original budget projections.

WATER MAIN BREAKS

The precise cause of the multiple break episode is not known. There is a history of main breaks in the Roosevelt Road corridor due to exterior corrosion of cast iron pipe (caused by localized aggressive soils), and the pipe segments replaced during this repair show significant "rot hole" evidence (see attached photos). In the past, the breaks have usually occurred singly, although it is not uncommon for a secondary break to occur in close proximity to an initial one.

In this case, it is speculated that there may have been some sort of localized pressure transient or other event that initiated the first break in the middle of the intersection and caused a large, gaping hole. The surge of water from the first break may have induced other weakened pipes in the area to fail and start to leak.

enc. as noted

cc: Mark Franz, Village Manager
Kristen Schrader, Assistant to the Village Manager – Administration
Larry Noller, Interim Finance Director
Dave Buckley, Assistant Public Works Director
Bob Greenberg, Projects Coordinator

X:\Publicwks\ENGINEER\Plant Operations\July 2011 Park & Roosevelt Water Main Break Cost Summary.doc



Water main breaks on Roosevelt Road at Park (July 8, 2011)

JNC

JOHN NERI CONSTRUCTION CO., INC.
 Sewer & Water Contractors
 770 Factory Road *Addison, IL 60101
 Tel: 630 629-8384* Fax: 630 629-7001
 www.johnnericonstruction.com

July 17, 2011

Mr. Bob Greenberg
 Village of Glen Ellyn
 30 S. Lambert Road
 Glen Ellyn, Illinois 60137

Route: Roosevelt Rd. & Park Blvd.
 Report #:

County: DuPage Authorization:

Force account bill for: Emergency water main repairs as directed and pavement patching on Roosevelt Road.

JNC JOB # 11996

	July 11				Total Hours			Rate	Insurance Amount	Payroll Amount	Earnings to date	F.U.T.	S.U.T.
	9	10	11	12	S.T.	O.T.	D.T.						
Anthony Neri (Foreman/Operator/Mechanic)	0	10.5	0	0	0	0	10.5	\$ 94.23	\$ 989.42	\$ 1,978.83	\$ -	\$ -	\$ -
Vito Valle (Foreman/Laborer)	0	12.5	10	0	8	2	12.5	\$ 42.40	\$ 954.00	\$ 1,526.40	\$ -	\$ -	\$ -
Jeff Filippo (Operator)	0	12	10	0	8	2	12	\$ 45.20	\$ 994.40	\$ 1,582.00	\$ -	\$ -	\$ -
John Trampas (Operator)	0	12	10	0	8	2	12	\$ 45.20	\$ 994.40	\$ 1,582.00	\$ -	\$ -	\$ -
Doug Huglett (Operator)	0	0	10	0	8	2	0	\$ 45.20	\$ 452.00	\$ 497.20	\$ -	\$ -	\$ -
Jose Gomez (Laborer/Bottom Man)	0	12	10	0	8	2	12	\$ 35.55	\$ 782.10	\$ 1,244.25	\$ -	\$ -	\$ -
Nick D'Avanzo (Laborer)	0	12.5	10	0	8	2	12.5	\$ 35.20	\$ 792.00	\$ 1,267.20	\$ -	\$ -	\$ -
Juan Morales (Laborer)	0	12	10	0	8	2	12	\$ 35.20	\$ 774.40	\$ 1,232.00	\$ -	\$ -	\$ -
Norberto Luna (Laborer)	0	0	10	0	8	2	0	\$ 35.20	\$ 352.00	\$ 387.20	\$ -	\$ -	\$ -
Bob Landes (Teamster)	5	11.75	10.25	2.5	10.5	7.25	11.75	\$ 35.15	\$ 1,036.93	\$ 1,577.36	\$ -	\$ -	\$ -
Joe Montemayor (Teamster)	0	11.5	0	0	0	0	11.5	\$ 35.15	\$ 404.23	\$ 808.45	\$ -	\$ -	\$ -
Doug Carlson (Teamster)	0	0	6.5	0	6.5	0	0	\$ 35.15	\$ 228.48	\$ 228.48	\$ -	\$ -	\$ -
Subtotals, Labor									\$ 8,754.34	\$ 13,911.36	\$ -	\$ -	\$ -
*Laborers Pension & Welfare Funds					99	Hrs. @	\$ 21.72			\$ 2,150.28			
*Operator Pension & Welfare Funds					64.5	Hrs. @	\$ 27.48			\$ 1,772.46			
*Truck Drivers Pension & Welfare Funds					47.5	Hrs. @	\$ 14.92			\$ 708.70			
Subtotals, Labor										\$ 18,542.80			
Plus 35% of Subtotal										\$ 6,489.98			
Subtotals, Labor										\$ 25,032.78			
Plus: Workman's Compensation Ins.					7.00	% OF	\$ 13,911.36		\$ 973.80				
Public Liability and Property Damage Ins., excluding payroll of Truck Drivers					2.37	% OF	\$ 8,754.34		\$ 207.48				
**Federal Unemployment Tax					0.80	% OF	\$ -		-				
***State Unemployment Tax					7.20	% OF	\$ -		-				
Federal Social Security Tax					7.65	% OF	\$ 13,911.36		\$ 1,064.22				
Total Payroll Additives									\$ 2,245.49				
Plus 10% of Payroll Additives									\$ 224.55				
Total Labor										\$ 2,470.04			
										\$ 27,502.82			

I hereby certify that the above statement is a copy of that portion of the payroll which applies to the above stated work and that the rates show for taxes and insurance are actual costs.

Signed 
 John Neri Construction Co., Inc. President

Total on following page.

Equipment Expense

	9	10	11	12	Total Hours	Rate	Amount
Komatsu PC-160 (115 HP) 1 C.Y.	0	12	10	0	22	\$ 70.38	\$ 1,548.36
Cat IT28 Endloader (160 Hp)	0	12	10	0	22	\$ 46.58	\$ 1,024.76
Vermeer Rock Saw T-555	0	8	1.5	0	9.5	\$ 115.00	\$ 1,092.50
Gradall XL 4100	0	0	10	0	10	\$ 110.47	\$ 1,104.70
Ford F-350 Utility (GVW 13800)	0	12.5	10	0	22.5	\$ 24.79	\$ 557.78
Chevy C-20 Pick-up	0	0	10	0	10	\$ 15.92	\$ 159.20
Ford LS-8000(GVW 32000)W/ 16 ton Tag	0	12.5	10	0	22.5	\$ 44.40	\$ 999.00
Case Unloader	0	0	8	0	8	\$ 26.52	\$ 212.16
Weber Plate Compactor (15 Hp 33")	0	12	2.5	0	14.5	\$ 23.10	\$ 334.95
Hil-Bilt Trailer (Dump 20 C.Y.)	1	11.75	10.25	0	23	\$ 11.21	\$ 257.83
Dynaweld 50 Ton Low Boy	4	0	0	2.5	6.5	\$ 17.01	\$ 110.57
Peterbilt Tractor GVW 80000	5	11.75	10.25	2.5	29.5	\$ 66.41	\$ 1,959.10
Peterbilt Tractor GVW 80000 W/20 Yd. Dump	0	11.5	0	0	11.5	\$ 77.62	\$ 892.63
Mack Tractor GVW 80000 W/20 Yd. Dump	0	0	6.5	0	6.5	\$ 77.62	\$ 504.53
Target Walk behind saw	0	2	4	0	6	\$ 17.49	\$ 104.94
Interstate Trailer (3-Ton)	0	2	4	0	6	\$ 2.51	\$ 15.06
3" Gas Pump W/Acc.	0	8	4.5	0	12.5	\$ 7.89	\$ 98.63
8' x 6' Trench Box	0	0	0	0	0	\$ 3.21	\$ -
Ingersoll Rand DD23 Roller	0	0	4.5	0	4.5	\$ 21.77	\$ 97.97
8' x 20' x 1" Steel Plate (daily rate)	0	0	0	0	0	\$ 37.50	\$ -
Sullair Air Compressor	0	0	2.5	0	2.5	\$ 16.69	\$ 41.73
Small Generator Set	0	0	10	0	10	\$ 3.79	\$ 37.90
2" Electric Pump W/Acc.	0	0	10	0	10	\$ 2.76	\$ 27.60
14" Cut-Off Saw	0	0	10	0	10	\$ 3.74	\$ 37.40
							\$ 11,219.27

Material Used

	Source	Quantity	Unit	Price	Amount
Cold Patch	AAPC	20	Ton	\$ 94.86	\$ 1,897.20
Mortar Mix	Stock	0	Ea.	\$ 6.50	\$ -
Cinder Bricks	Stock	10	Ea.	\$ 0.65	\$ 6.50
Carbide Saw Blades	Stock	0	Ea.	\$ 12.50	\$ -
CA-7 Stone	ECS	40.1	Ton	\$ 14.45	\$ 579.45
CA-6 Stone	Stock	39.9	Ton	\$ 10.45	\$ 416.96
Cinder Block	Stock	3	Ea.	\$ 4.00	\$ 12.00
8" PVC SDR 2241	Kieft	0	LF	\$ 2.90	\$ -
48" Dia. Valve Vault	Kieft	1	Ea.	\$ 500.00	\$ 500.00
6" D.I.P. Cl. 52	Stock	6	LF	\$ 12.02	\$ 72.12
8" D.I.P. Cl. 52	Stock	20	LF	\$ 16.38	\$ 327.60
1" Type "K" Copper	HD	6.04	LF	\$ 6.04	\$ 36.48
1" Corp. Stop	Stock	2	Ea.	\$ 32.00	\$ 64.00
1" Curb Stop	Stock	2	Ea.	\$ 62.00	\$ 124.00
4" Adjusting Rings	Stock	2	Ea.	\$ 30.00	\$ 60.00
2" Adjusting Rings	Stock	1	Ea.	\$ 20.00	\$ 20.00
1/4" Abrasive Saw Blades	Stock	4	Ea.	\$ 12.50	\$ 50.00
EZ-Stick	Stock	3	Ea.	\$ 9.50	\$ 28.50
Bituminous Binder Mix N50 19.0	DuPage Mat	60.46	Ton	\$ 51.00	\$ 3,083.46
Bituminous Surface Mix N50	DuPage Mat.	20	Ton	\$ 56.50	\$ 1,130.00
5 Gallon Pail of Primer	DuPage Mat.	1	Ea.	\$ 36.00	\$ 36.00
Subtotal Material					\$ 8,444.26
15% Markup					\$ 1,266.64
Total Material Used					\$ 9,710.90

Sub-Contractors

	Quantit	Unit	Price	Mark-Up	Amount
Joe's Blacktop	1	Ea.	\$ 1,800.00	\$ 0.05	\$ 1,890.00
Sub Total					\$ 1,890.00

AFFIDAVIT

This is to certify that the material entered on this force account bill which was taken from stock is shown at our cost.

John Neri Construction Co., Inc.

By *Nicholas Neri*

TOTAL LABOR:	\$ 27,502.82
TOTAL EQUIPMENT EXPENSE:	\$ 11,219.27
TOTAL MATERIALS:	\$ 9,710.90
SUB-CONTRACTORS	\$ 1,890.00
TOTAL	\$ 50,322.99
Bond 0.75%	0.00
Plus 10% of Bond	0.00
Total Bill	\$ 50,322.99

Resident



ENVIRONMENTAL CONSULTATION & REMEDIATION

KPRG and Associates, Inc.

PROPOSAL

July 12, 2011

Mr. Bob Minix, Professional Engineer
Glen Ellyn Public Works Department
30 South Lambert Road
Glen Ellyn, IL 60137

VIA Email

KPRG Proposal No. 17610.1

Re: Waste Profiling and Disposal of LUST-Impacted Soils
Glen Ellyn Public Works Department/Glen Ellyn, IL

Mr. Minix:

KPRG and Associates, Inc. (KPRG) is pleased to provide this proposal to assist the Glen Ellyn Public Works Department with the waste profiling, transportation, and disposal of LUST-impacted soils. It is KPRG's understanding that these soils were generated as a result of water main repairs in the Roosevelt Road and Park Boulevard intersection which occurred beginning on July 10, 2011. KPRG was previously informed by Glen Ellyn that three gasoline stations were formerly present at the southwest, northwest, and northeast corners of this intersection, one gasoline station remains at the southeast corner of the intersection, and at least one Leaking Underground Storage Tank (LUST) incident has caused subsurface impacts within this intersection. As a result of Glen Ellyn's repairs to broken water mains, at least 100 cubic yards of LUST-impacted soils and debris have been generated and are being temporarily stored at the Glen Ellyn Public Works facility on South Lambert Road.

As requested, KPRG offers the following scope of services to assist Glen Ellyn with the proper sampling, profiling, transportation and disposal of these materials:

1. Mobilize to the Public Works facility and collect one representative soil sample for laboratory analysis of required waste profile disposal parameters. These analyses include TCLP volatile organic compounds (VOCs), TCLP semi-VOCs (SVOCs), TCLP RCRA metals, and PCBs. This sample will be collected, placed under standard chain of custody protocol, and submitted to an Illinois accredited laboratory for analysis on either a normal, 48-hour, or 72-hour turnaround at the discretion of Glen Ellyn.

414 Plaza Drive, Suite 106 Westmont, Illinois 60559 Telephone 630-325-1300 Facsimile 630-325-1593

ILLINOIS • WISCONSIN • INDIANA

2. Review the analytical results and prepare the waste profile application for signature by Glen Ellyn. Upon submittal and approval by the landfill, obtain and prepare bills of lading for documentation of the transport of the LUST-impacted soils.
3. Coordinate and oversee the transport of the approximately 100 cubic yards of LUST-impacted soils to Waste Management's Laraway Landfill in Joliet, Illinois. KPRG will be on site at the Glen Ellyn Public Works South Lambert facility to document, track, and oversee the loading of trucks for transportation to the landfill. KPRG understands that loading of trucks will be conducted by Glen Ellyn Public Works equipment and personnel. KPRG has assumed that a loader and excavator will be dedicated to the job and will be able to load each truck within 15-20 minutes to avoid any standby (demurrage) time. However, if the loading exceeds this allotted time, then demurrage charges will apply. KPRG also assumes that the impacted soil will not require any additional pretreatment prior to loading and is ready for immediate loading.

The costs to provide the services outlined above are as follows:

KPRG Professional Engineer - Obtain sample and prepare waste profile..... \$700.00/Lump Sum
 Waste profile lab analysis (normal turnaround)..... \$750.00/Sample

Note that if 48-hour or 72-hour expedited analysis is desired, then surcharges of 75% or 50% will be assessed, respectively.

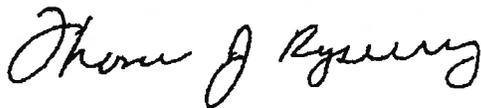
Costs relating to the transport and disposal of the LUST-impacted soils are provided on a time and materials basis since these costs are predicated on the amount of soil disposed:

Truck and driver (four hour minimum).....\$115.00/hour
 Truck demurrage.....\$115.00/hour
 Waste disposal \$24.25/ton
 Field Engineer/Geologist (Oversight of truck loading) \$100.00/hour
 Travel (Mileage) \$0.60/mile
 Field Supplies \$20.00/day

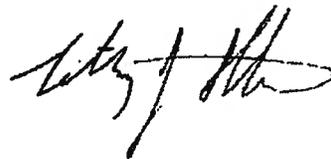
Should you have any questions regarding this proposal, please feel free to contact us at (630) 325-1300. KPRG looks forward to assisting you on this project.

Respectfully submitted,

KPRG and Associates, Inc.



Thomas J. Rysiewicz, P.E.
Principal



Mr. Timothy J. Stohner, P.E.
Project Manager

Bob Minix

From: Tim J. Stohner [tjstohner@kprginc.com]
Sent: Monday, August 01, 2011 4:45 PM
To: Bob Minix
Cc: Tom J. Rysiewicz
Subject: Cost Estimate for Gasoline-Impacted Soil Disposal

Bob,

Please see the table below for a summary of our project costs to remove the gasoline-impacted soils generated from the water main breaks at the Roosevelt & Park intersection. Please contact me with any questions at 630 325-1300. A formal invoice will follow at a later date.

**Project: Glen Ellyn Gasoline-Impacted Soils Disposal
Roosevelt & Park Water Main Repair**

KPRG Professional Engineer - Obtain sample/prepare waste profile	\$700.00
Waste profile lab analysis	\$750.00
72-hour expedited analysis surcharge (75%)	\$562.50
Field Engineer (Oversight of truck loading), 9 hrs @ \$100/hr	\$900.00
Travel, 50 miles @ \$0.60/mi	\$30.00
Field supplies, 2 days @ \$20/day	\$40.00
Trucks & drivers, 57 hours @ \$115/hr	\$6,555.00
<u>Waste disposal, 364.37 tons @ \$24.25/ton</u>	<u>\$8,835.97</u>
TOTAL	\$18,373.47

Thanks again for allowing us to assist you with this project.

*Tim Stohner, P.E.
Project Manager
KPRG and Associates, Inc.*



Contract Invoice

HIGHWAY TECH
 880 NORTH ADDISON ROAD
 VILLA PARK, IL 60181
 Phone: 630-932-4600 Fax: 630-932-7611

CUSTOMER
 VILLAGE OF GLEN ELLYN
 535 DUANE STREET
 GLEN ELLYN, IL 60137

Customer.....: 814324
 Invoice.....: 413534-001
 Invoice Date: 7/19/11
 Project#.....:
 Project Name: PARK & ROOSEVELT
 PO#.....: VERBAL - MARK
 Contact.....: MARK
 Estimator...: HTT22CD
 Created by...: HTQ00MO
 Salesperson..: 99 - HOUSE ACCOUNT
 Terms.....: Net 30 Days

PLEASE REMIT PAYMENT TO:
 HIGHWAY TECHNOLOGIES, INC
 33946 TREASURY CENTER
 CHICAGO, IL 60694-6300

Jobsite Address: PARK & ROOSEVELT CLSR & DETOUR, GLEN ELLYN, IL 60137

Item Number	Description	---Billed To Date---	Current-----
		Units Amount	Units Amount
RENTAL			1.00 2248.89
	RD CLOSURE & DETOUR @ PARK & ROOSEVELT RDS - WATER MAIN BRK EQUIP & LABOR INCLUDED		
	LS		
	Totals.....:	.00	2248.89
	Taxes.....:		.00
	Less Retained:		.00
	Invoice Total:		2248.89

CODE	AMOUNT	APPROVAL	DATE



A-6J

Interoffice Memorandum

to: Mark Franz, Village Manager *MF*
from: Jeffrey D. Perrigo, Interim Public Works Director
subject: Cartégraph Proposal
date: July 19, 2011

In the ongoing effort of the Public Works Department to enhance customer service, provide better response times, and increase overall productivity, the Department sought a work order management software system to help in these endeavors. The software program chosen by the Department a few years ago was Cartégraph, a software system that is specifically designed for the governmental agencies and ideal for public works departments.

In the past two years or so, the Department has slowly progressed with gaining proficiency in the software's capabilities, and in particular, utilizing the software to address the needs of our tree inventory which was housed in an unsupported software program. The Department is now ready to take the next step in the natural learning progression with extensive training and license renewals that will focus on (1) the work management component (WORKdirector) of the software, and (2) the component of the software that provides the functional backbone of the system (VERSAtools). The implementation services are vital to the success of the software and will include key personnel from Public Works and the Village's Information Technology Manager.

The attached proposal from Cartégraph dated July 15th follows and is based on the needs assessment that was done earlier this year. The value of the proposal is **\$22,593** which is proposed in the current year's Budget to be spread amongst the Water, Sewer and General Funds. Current funding amounts total **\$24,200**, and we are requesting funding in the total amount of \$24,200, about a 7% contingency, to accommodate any additional services that may be required.

The funding levels set forth in the FY12 Budget are summarized below:

<i>Fund</i>	<i>Account No.</i>	<i>Description</i>	<i>Amount Budgeted</i>
Water	50100-521055	Professional Services / Other	\$3,800
Water	50100-520975	Maintenance / Equipment	\$1,800
Sanitary	50200-521055	Professional Services / Other	\$1,800
General	143100-521055	Professional Services / Other	\$15,000
General	143200-520975	Maintenance / Equipment	\$1,800
		Total	\$24,200

We are looking forward to moving ahead with the next phase of implementing Cartégraph in the next few months. We are hopeful to see real dividends from the software before the snow season begins. Ultimately, our ongoing GIS work will be integrated into the software.

cc: Kristen Schrader, Assistant to the Village Manager, ADM

Cartegraph

3600 DIGITAL DRIVE | DUBUQUE, IA 52003

To: David Buckley
Organization: Village of Glen Ellyn
From: Jason Anderson
Date: July 15, 2011
RE: Cartegraph Sales Proposal

Attached, please find a proposal from your Sales representative at Cartegraph Systems, Inc. We are pleased with the prospect of serving you and hope this meets with your approval.

Should the products and/or services and the associated pricing terms be agreeable to you as stated, please sign in the area indicated and return all pages of the proposal to Cartegraph by one of the following means:

- By email - administration@cartegraph.com
- By fax - (563)556-8149, Attn: Administration
- By mail - Cartegraph
Attn: Administration
3600 Digital Drive
Dubuque, IA 52003

Please be aware that in order for Cartegraph to process an order, we must receive all of the following items:

- Fully-executed Cartegraph proposal returned in its entirety
- Approved Purchase Order from your organization

Should you have any questions about the contents of the proposal, please contact your Sales representative at (800) 688-2656.

Thank you!



A New Way to Look at Government.

Cartegraph Systems, Inc.

Software and Services Proposal C1106043-2

Prepared for Village of Glen Ellyn, IL

July 15, 2011

**Cartegraph Systems, Inc. | 3600 Digital Drive | Dubuque, Iowa 52003
800.688.2656 | 563.556.8120 | 563.556.8149 fax
www.cartegraph.com**

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Software and Services Proposal

Cartegraph is pleased to present this Proposal for the implementation of world class technology solutions in your organization. This Proposal is made and entered into between Village of Glen Ellyn, hereinafter referred to as "Customer" or "Licensee," whose address is noted below, and Cartegraph Systems, Inc., 3600 Digital Drive, Dubuque, Iowa 52003, hereinafter referred to as "Cartegraph."

Customer address:

Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

Licensee address:

Same

Scope of Project

Software Products

Cartegraph Software Subscription Plan

Cartegraph will provide and deliver licenses to use the Software Products and in the quantities listed in the *Investment Summary*. Software Products are developed and supported products available from **Cartegraph**.

The Cartegraph Software Subscription Plan provides the following benefits for the term of your subscription:

1. **Use of Cartegraph software including all enhancements and updates.**
2. **Comprehensive telephone and online technical support.** Customer will receive unlimited toll-free support via phone, fax or e-mail through the **Cartegraph** Help Desk for technical issues relating to the use of the licensed software. Telephone support will be available Monday through Friday between the hours of 7:30 a.m.– 5:30 p.m. Central time by dialing 877- 647-3050. You can also submit questions/issues via fax at 563-556-8149, or by email to support@cartegraph.com.
3. **Problem resolution using remote software tools, as applicable.** **Cartegraph** utilizes a variety of methods/tools for remote diagnostics of client systems:
 - a. Microsoft LiveMeeting enables users to collaborate online with **Cartegraph**'s Technical Support staff in real time between individuals or groups.
 - b. Citrix GoTo Assist enables users to click a link on the **Cartegraph** web site, allowing direct connection with **Cartegraph**'s Technical Support staff.
 - c. **Cartegraph** staff can also VPN in to client networks with appropriate authorization.
 - d. Clients can email their Application Log and trace files so that **Cartegraph** staff can review how the system was being used before an issue arose.
 - e. **Cartegraph**'s password-protected FTP site can also be used for client data communication.
4. **Notification of the availability of free software enhancements and upgrades.**
5. **Support assistance with software upgrades.** **Cartegraph** Help Desk support staff will answer your questions and guide you through the process to upgrade your software to the latest release.
6. **Access to a password-protected, clients-only web site.** The Client Support Center at www.cartegraph.com includes online access for reporting and tracking your cases, product troubleshooting information, software downloads, training opportunities, and access to knowledgebase articles.
7. **Free web-based training opportunities.** An ongoing schedule of *WEBed* training sessions on topics such as Forms & Filters, Data Entry Options, Getting Started with Work Management, Reporting Options and more is available at the clients-only Client Support Center web site at no additional charge.
8. **Free attendance at regional User Group meetings.** **Cartegraph** holds User Group meetings throughout North America each year and Software Subscription Plan clients can attend free of charge. These events bring current users together to share their experiences and provide additional training opportunities.

9. Special registration discounts to other Cartegraph conferences and workshops.

Project Services

Cartegraph will provide Project Services to implement and deploy the Software Products listed below.

WORKdirector
VERSAtools

Implementation Services

The Implementation Services as listed in the *Investment Summary* are Cartegraph's not-to-exceed estimates based on projects of similar size and scope and on Customer's assumption of designated responsibilities. Cartegraph Services staff will contact the designated Customer project administrator to develop an agenda for the best use of the service hours. As part of this agenda, Cartegraph and the Customer will determine which of the following service categories may be utilized to best meet Customer's objectives.

1. **Project Assessment, Review and Planning:** Cartegraph will conduct an initial needs assessment to identify key goals and objectives for the project and plan the project to ensure a successful completion. Cartegraph will also provide guidance and planning for the project, as well as the management, administrative support, and coordination of Cartegraph resources, staff, and activities for the duration of the project. Cartegraph will attend status meetings and employ ongoing project management techniques and communications to ensure Cartegraph products and services are delivered in agreed-upon timeframes to meet the goals and objectives identified.
2. **Application Installation Services:** Cartegraph will provide, through Internet access, expert technical resources to work with Customer's Information Systems personnel to install and configure the Software Products in Customer's database environment. Installation components include:
 - a. **Pre-Installation:** Cartegraph will confirm remote access to ensure appropriate connectivity, confirm Administrator client connection to network environment, conduct system parameter review to ensure environment and required topology meet or exceed Cartegraph hardware recommendations, and install and configure the required application License Server.
 - b. **Suite Installation:** Cartegraph will stage one (1) Administrator PC client and one (1) User PC client with the appropriate Software Products and provide knowledge transfer to allow Customer to stage and maintain any remaining PC clients. Cartegraph will format Customer's database for appropriate Software Product database structure and, when appropriate, with the database standard Administrator security role, will update Customer's License Server with Software Product License codes, and will provide recommendations for database maintenance.
3. **Cartegraph Mobile Applications Installation Services.** Cartegraph may provide, through Internet access, expert technical resources to work with Customer's Information Systems personnel to install and configure the Software Products in Customer's database environment. Service assumptions include:
 - a. Cartegraph will configure the mobile server, load the required software onto the mobile devices, and set up the synchronization process.
 - b. Cartegraph will install and/or update Customer's License Server with appropriate Software Product License codes.
 - c. Cartegraph will stage up to two (2) mobile devices with the appropriate Software Products and provide a knowledge transfer to allow the Customer to stage and maintain any additional devices and will provide recommendations for database maintenance.
4. **Configuration Services.** Cartegraph may provide consultant time to configure forms, filters, and reports for the Software Products to Customer specifications.
5. **End-User and/or Train-the-Trainer Education:** Cartegraph may provide training, at mutually agreeable times, to occur both on the Cartegraph training database, "Carteville," and Customer's database utilizing any customized forms, filters, and reports as mutually determined. Cartegraph will provide all instructors and all appropriate course materials and instructor visuals. Customer and Cartegraph will discuss and agree as to who shall provide facilities and any equipment required for the training, including server and client computers as necessary. These services are more particularly described as:

- a. **Customer** will approve custom training agendas prior to training delivery. **Cartegraph** agrees to consult with **Customer** prior to developing the training agenda.
 - b. **Customer** will advise **Cartegraph** as to the number of expected attendees for any particular class.
6. **Database Security Services:** **Cartegraph** may deploy database security which will be based on the standard roles included with the current version of software. **Cartegraph** and the **Customer** will determine the timing of the one-time security deployment. For each Software Product, **Cartegraph** will create **Cartegraph** standard Administrator, Power User, User, and Read-Only SQL security groups and/or roles and create one user ID assigned to each of the groups and will provide a knowledge transfer that will allow **Customer** to create and maintain security records. Additional configuration service is available on request. Please note that the deployment of security groups and/or roles is dependent upon **Customer**'s preferred method of server authentication. i.e.: Windows authentication versus SQL authentication.
 7. **Onsite Go Live Support:** **Cartegraph** may provide onsite support at the time **Customer** moves the system into productive use and "goes live" to support the processes, procedures, applications, and systems implemented.
 8. **System Use Check Up:** **Cartegraph** may provide a review of the processes, procedures, applications, and systems implemented to meet the original goals of the project. Recommendations for performance improvements may be made both in business practices and in technologies.

Customer Responsibilities

Customer accepts responsibility for all aspects of project planning, management and execution not specifically described under Scope of Project. Ongoing management of the day-to-day allocation of **Customer** resources, and management of **Customer** project tasks is the responsibility of **Customer**. **Customer** will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the **Cartegraph** obligations listed under the *Scope of Project* section, **Customer** understands that it is vital to the success of the project that **Customer** provides assistance in the following matters:

1. For those services listed under *Project Services*, **Cartegraph** personnel will conduct information gathering and evaluation sessions with various **Customer** users and management. While **Cartegraph** respects the time and workload of **Customer** staff, dedicated time on the part of the appropriate **Customer** resources is necessary to complete these exercises.
2. The installation process requires the periodic assistance of **Customer** personnel and suitable access to hardware and systems (e.g., security clearance). **Customer** is encouraged to supervise the installation process while systems are accessible to **Cartegraph**. It is assumed all hardware, both Personal Computers and Network and Database servers, will be installed and operating in a manner that delivery and execution of **Cartegraph** Project Services will not be impeded.
3. **Customer** understands that the successful performance of Project Services depends upon **Customer** fulfilling its responsibilities. The Project assumes that **Customer** will provide all personnel required to achieve a successful implementation.
4. **Customer** shall install and network its own hardware and communications and this will not affect the timing or the delivery of **Cartegraph** services.
5. **Customer** will provide Internet access and IT staff support as required. For those services that are web-based, **Cartegraph** utilizes Microsoft LiveMeeting. For more information regarding LiveMeeting, please visit: <http://www.microsoft.com/uc/livemeeting/>
6. **Customer** shall ensure that their workstation platform and database meet **Cartegraph** system requirements. **Cartegraph** software is currently supported within the following:
 - a. **WORKSTATION PLATFORM:** Windows 7, Windows Vista Ultimate/Business, XP Professional. Supported operating systems can be found on **Cartegraph**'s web site. (<http://www.cartegraph.com>)
 - b. **DATABASE:** MS SQL 2008, SQL 2005 (Express, Workgroup, Standard, and Enterprise), Oracle 10g & 11g

Cartegraph software will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. **Cartegraph** will discontinue support of its software within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.

7. **Customer** agrees to work with **Cartegraph** to schedule Project Services in a timely manner. All undelivered Project Services shall expire 365 days from the signing of this Proposal.

Investment Summary

Cartegraph's proposed fees for this project are included in the summary below.

Date: July 15, 2011

Proposal Expiration Date: Sept. 15, 2011

Contract No.: C1106043-1

	Purchase Type	Qty.	Unit Price	Total Price
SOFTWARE PRODUCTS				
CARTEflex ¹	License Conversion fee and Subscription License	3	\$2,350.00	\$7,050.00
<i>Discount</i>	<i>Discount</i>	3	<i>(\$2,350.00)</i>	<i>(\$7,050.00)</i>
CARTEflex ¹	Subscription License	2	\$5,000.00	\$10,000.00
PROJECT SERVICES				
Implementation Services				
Implementation Services	Service Hours	97	\$150.00	\$14,550.00
<i>Discount</i>	<i>Discount</i>	97	<i>(\$37.50)</i>	<i>(\$3,637.50)</i>
PROJECT COST				\$20,912.50
<i>ESTIMATED EXPENSES</i>				\$1,680.00
TOTAL PROJECT COST INCL. ESTIMATED EXPENSES				\$22,592.50

NOTES: The Village of Glen Ellyn is relinquishing all existing Cartegraph licenses by agreeing to this Proposal for new/different licenses. Upon installation of the licenses contained in this Proposal the Village agrees to remove all prior licenses from use.

Implementation Services include:

Scope of Service:

- 1) Deployed and working Work Order System
- 2) Versa Tool App for Trees that they currently have will have addressing cleaned up to be consistent with Cartegraph and Munic
- 3) Migration from 8.0 to 8.3 (Access to SQL)

Not-to-Exceed Proposal

Cartegraph will not exceed the total included in this Proposal without written approval from Customer. In the event it becomes apparent to Cartegraph that additional service efforts will be needed due to any changes in the scope of this Proposal, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional software or services are required.

Additional Services

Cartegraph can also provide additional fixed fee business and technical services as may be requested by Customer, including:

- Business Assessment Services

¹ CARTEflex Subscriptions include the above-named number of concurrent licenses of any of the following applications: WORKdirector, CALLdirector, PAVEMENTview, PAVEMENTview Plus, SIGNview, SIGNALview, MARKINGview, LIGHTview, BRIDGEview, STORMview, WATERview, SEWERview, TREEview, PARKview, VERSAtools, MAPdirector, MAPdirector for ArcGIS, and GISdirector.

- Data Conversion Services
- Modification Services

Any additional services described in the *Project Services* section earlier in this document are available to **Customer** at the rate of \$150 per hour (2-day minimum required for on-site service) plus travel expenses.

Software Subscription, Maintenance and Support Services Terms/Renewal

The initial term of Subscription, Maintenance or Support Services will run through 5/1/12.

Each subsequent term will commence upon completion of the prior term and will continue for a period of one (1) calendar year there from. **Customer** may terminate their Subscription, Maintenance or Service Support, if applicable, at the end of the Initial Term or any subsequent Renewal Term by notifying **Cartegraph** in writing of their intention to do so at least 60 days prior to the applicable End Date for that term.

Software licensed under a subscription is governed by a license manager and must be renewed prior to the expiration date of the term in order to keep the software active.

1. Future years' annual Software Licensing Subscription is estimated to be \$7,350.00 for the Software Products listed in this Proposal.

Payment Terms and Conditions

In consideration for the Services and Products provided by **Cartegraph** to **Customer**, **Customer** agrees to pay **Cartegraph** Software Costs and Professional Service Fees in U.S. Dollars as described below:

1. **Delivery:** Software Products shall be licensed upon acceptance of this Proposal. Project Services will be scheduled and delivered upon your acceptance of this Proposal, which will be considered as your notification to proceed.
2. **Invoicing:** Invoicing for any given Software Products shall occur upon delivery. Invoicing occurs monthly for Project Services as they are incurred on the project. Partial billings on fixed fee costs will be invoiced monthly as incurred.
3. **Expenses:** In providing the services included in this Proposal, **Cartegraph** shall be reimbursed for any reasonable out-of-pocket costs, including, but not limited to, travel, lodging, and meals. Out-of-pocket expenses are billed based on actual costs incurred and are due separately. Estimated expenses noted in the table above include one (1) trip to **Customer's** site.
4. **Payment Terms:** All payments are due Net 30 days from date of invoice.

General Terms

This Proposal takes precedence over all attachments in the event of conflicting terms and conditions.

The terms and conditions of any and all Exhibits and Attachments to this Proposal are incorporated herein by this reference and shall constitute part of this Proposal as if fully set forth herein. Article and Section headings used herein are for reference purposes only and shall not be deemed a part of this Proposal. This Proposal, together with all Exhibits and Attachments hereto, constitute the entire agreement between the parties and supersedes all previous Proposals including promises and representations, whether written or oral, between the parties with respect to the subject matter hereof.

- 1) **Limitation Of Liability:** Except for damages resulting from bodily injury or patent or copyright infringement, each party's total liability to the other for damages under this Proposal shall not exceed the total amount of this Proposal. Liability arising out of bodily injury, contract, breach of warranty, or claims by third parties or otherwise, shall not in any event exceed the limits of **Cartegraph's** commercial general liability insurance coverage with a limit of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit, business auto liability insurance with a limit of \$1,000,000. Neither party shall be liable to the other for any loss of profits, loss or inaccuracy of data, or for any special, incidental or consequential damages (including without limitation the cost of any substitute procurement) arising from this Proposal, even if such party had been advised of the possibility thereof. No action, regardless of form, arising out of this Proposal may be brought by either party more than one year after the cause of the action has occurred, except that an action for non-payment may be brought at any time.
- 2) **Disclaimer of Warranties:** **Cartegraph** makes no warranty, representation or promise not expressly set forth in this Proposal. **Cartegraph** disclaims and excludes any and all implied warranties of merchantability, fitness for a particular purpose.
- 3) **Insurance:** **Cartegraph** carries commercial general liability insurance with a limit of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit, business auto liability insurance with a limit of \$1,000,000 and workers compensation insurance with statutory coverage. **Cartegraph** agrees to hold harmless and defend **Customer** and its agents, officials and employees from bodily injury and property damage claims related to or caused by the sole negligence of **Cartegraph** employees or subcontractors.
- 4) **Relationship of the Parties:** **Cartegraph** and **Customer** are independent of each other. This Proposal does not and is not intended to create in any way or manner or for any purpose an employee/employer relationship or a principal-agent relationship. Neither party is authorized to enter into agreements for or on behalf of the other, to create any obligation or responsibility, express or implied, for or on behalf of the other, to accept payment of any obligation due or owed the other, or to accept service of process for the other. **Cartegraph** is an independent contractor, customarily engaged in the performance of similar services for other parties.
- 5) **Severability:** The terms and conditions of this Proposal are severable. If any term or condition of this Proposal or the application thereof to any person or circumstances is held invalid, this invalidity shall not affect the other terms, conditions or applications which can be given effect without the invalid term, condition or application.
- 6) **Transfer of Agreement:** **Cartegraph** shall not transfer or assign any of its rights or obligations under the Proposal to any other party without the prior written consent of **Customer**, which consent may not be unreasonably withheld.
- 7) **Notices:** All notices or communications required or permitted as a part of this Proposal shall be in writing and shall be delivered at the address set forth in this Proposal.
- 8) **Attorney's Fees/Legal Proceedings:** In the event of any litigation or other proceeding between the parties relating to this Proposal, the prevailing party shall be entitled to reasonable attorney's fees and other reasonable costs incurred in connection therewith and in pursuing collection, appeals and other relief to which that party may be entitled.
- 9) **Proprietary Information:** **Customer** acknowledges that all materials and documents associated with this project are proprietary in nature. This specifically includes pricing information, training materials and consulting documents as described. **Customer** further agrees not to copy or otherwise make available such materials

outside of Customer's organization and its divisions and departments without the prior written consent of Cartegraph, except as required by law.

The parties, each acting under due and proper authority, have executed this Proposal as of the day, month and year written below:

VILLAGE OF GLEN ELLYN, IL

By

Signature

Date: _____

Please
Print

Name

Title

CARTEGRAPH SYSTEMS, INC.

By

Randy L. Skemp

Randy L. Skemp, CRO

Date: 7/15/2011

System Requirements

This document describes the hardware and software requirements for the installation and use of Cartegraph software and servers.

PC Client Recommendations

- | | |
|-----------------------------|---|
| Operating System: | <ul style="list-style-type: none">• Windows 7 Professional or Ultimate edition• Windows Vista Ultimate or Business edition• Windows XP Professional SP 3• All Microsoft updates must be installed. |
| Processor and Memory (RAM): | Must meet or exceed the requirements of the operating system. |
| Available Hard Disk: | <ul style="list-style-type: none">• 500 MB recommended |

Server Requirements

- | | |
|-----------------------|---|
| Operating System: | <ul style="list-style-type: none">• Windows Server 2008 or later• Windows Server 2003 SP2 or later-Standard, Enterprise, or Data-center edition• All Microsoft updates must be installed. |
| Processor and Memory: | Must meet or exceed the requirements of the database management or other software. |

Cartegraph Database

- | | |
|---------------------------|--|
| Supported Database Types: | <ul style="list-style-type: none">• SQL Express 2005• SQL Express 2008• SQL 2005• SQL 2008 SP1 or later• Oracle 10g• Oracle 11g R1 or later |
| Available Hard Disk: | 5 GB or more free disk space |

License Server

- | | |
|-------------------|---|
| Network Protocol: | <ul style="list-style-type: none">• TCP/IP• TCP/IP with SSL• Named Pipes• If the License Server is installed. on a 64-bit machine ASP.Net must be set to run in 32-bit mode. |
|-------------------|---|

Mobile Server

- | | |
|-------------------|---|
| .Net Environment: | .Net framework 2.0 and ASP.Net 2.0.50727 or later |
| IIS Environment: | IIS (Internet Information Services) 6.0 or later |

Cartegraph Software:	Current version of Cartegraph Software Suite
Available Hard Disk:	100 MB
Mobile Device:	<ul style="list-style-type: none">• Windows Mobile Version 5.0 Pocket PC or Phone Edition, Windows Mobile Version 6 or 6.5 Pocket PC or Phone Edition• 128 MB RAM• 30 MB Available Storage. Large amounts of data, attachments, or mobile maps may require additional storage.• Internet connection with device cradle or wireless network.• To use map cache files on the mobile device, ESRI's mobile runtime component must be installed on the device.• <i>MOBILEconnect</i> was field tested with Trimble Field Computers such as: GeoExplorer (GeoXM, GeoXT, GeoXH), Juno, and Nomad. <i>MOBILEconnect</i> was field tested with Magellan products such as MobileMapper 6.
Workstation:	<ul style="list-style-type: none">• Windows 7 and Vista workstations used to synchronize mobile devices must have Mobile Device Explorer 6.0 or later installed.• Windows XP workstations used to synchronize mobile devices must have Microsoft Active Sync 4.5 or later installed.• NOTE: Active Sync or Mobile Device Explorer are required only to install <i>MOBILEconnect</i> programs onto your devices. Synchronize devices with Active Sync, Mobile Device Explorer, or wireless Internet connections.

Dashboards Server

.Net Environment:	.Net framework 4.0 or later
IIS Environment:	IIS (Internet Information Services) 6.0 or later
Cartegraph Software:	<ul style="list-style-type: none">• Current version of Cartegraph Software Suite• Gadget functions are based on the Cartegraph data available.
End User Workstation:	<ul style="list-style-type: none">• MS Silverlight plug in• Internet access using one of the following browsers:<ul style="list-style-type: none">• Internet Explorer 7 or later• Firefox 3 or later• Google Chrome 7 or later• Safari 3 or later (Intel based)

YourGOV Web Server

.Net Environment:	.Net framework 3.5 and ASP.Net 2.0.50727 or later
IIS Environment:	IIS (Internet Information Services) 6.0 or later
Cartegraph Software:	Current version of Cartegraph Software Suite with <i>WORKdirector</i>
Available Hard Disk:	100 MB

- ESRI Map:
- If the Cartegraph database has *GEODATAconnect* enabled for the Requests recordset, the Application Server may require an ESRI license.
 - ESRI Map users—ArcGIS Server 9.3 or ArcGIS 10 or later
 - ArcGIS Online Map accounts are not included with YourGOV Web. See [ArcGIS Online](#) for more information.
- End User Workstation:
- MS Silverlight plug in
 - Internet access using one of the following browsers:
 - Internet Explorer 7 or later
 - Firefox 3 or later
 - Google Chrome 7 or later
 - Safari 3 or later (Intel based)

Application Server

- .Net Environment: .Net framework 3.5 and ASP.Net 2.0.50727 or later
- IIS Environment: IIS (Internet Information Services) 6.0 or later
- Other Environment
- Requirements:
- User ID with full access right to the Cartegraph database and Project Home
 - SMTP Compliant E-mail Server
 - Internet Access
- Cartegraph Software: Current version of Cartegraph Software Suite
- Available Hard Disk: 100 MB

A-6K

To: Mark Franz, Village Manager *V*
From: Jeffrey D. Perrigo, Interim Public Works Director
Date: August 01, 2011
Re: FY12 Parkway Reforestation – Purchase Order Approval



Background

The Public Works Department provides two tree plantings each year – one in the spring and one in the fall. Since 1999, we have participated in the Suburban Tree Consortium (STC) as a reliable source of inventory that provides both a variety in species and adequate sized trees which is important for a diversified tree canopy. The STC utilizes a number of nurseries to provide the appropriate selection. The STC also contracts for installation of the trees. Each season, we place an order for trees to be planted, physically go to the nurseries to tag the trees, and coordinate an installation date through the STC.

Recent accounting indicates that over 500 tree planting locations exist in the Village’s parkways and we have encouraged residents to participate in either fully-funding or partially-funding the replacement of the Village’s canopy with limited success. New planting locations become available as trees are removed for various reasons including disease, storm damage, or general decline.

Issues

Planting invoices are sent to us twice a year. The amount of the invoices is generally above \$10,000 and thus requires Village Board approval. Instead of coming in front of the Village Board twice a year, we thought it would make sense to bring forward a request to generate a purchase order that can accommodate both plantings at once.

The FY12 budget allocates a total of \$61,000 for reforestation. \$28,000 is designated for our typical reforestation program (100 trees) and \$33,000 is included under the EAB Program line (140 trees). Both of the reforestation line items are funded through the General Fund. Therefore, we are seeking a contract (with associated purchase order) with Suburban Tree Consortium (C/O West Central Municipal Conference) in the amount of \$61,000 for the FY12 Reforestation Program.

Action Requested

Motion to approve award of a one year contract to Suburban Tree Consortium (C/O West Central Municipal Conference) for our FY12 Tree Reforestation Program in the not-to-exceed amount of \$61,000, to be expensed in the FY12 General Fund Budget.

Recommendation

I recommend approval of the contract.

16. Tree Replacement: (\$28,000) We have inventoried all of our available tree planting spaces and identified 527 available spaces for planting. This will allow the planting of 100 trees through this program at a rate of \$275 per tree. Trees are purchased through the Suburban Tree Consortium which manages procurement, delivery and installation of the trees. The Suburban Tree Consortium charges a \$500 fee for this service.

17. Developer Reforestation Program: (\$0) Between 2000-2006, the Planning and Development Department collected over \$148,000 from developers, builders, contractors, and homeowners in the form of tree deposits set aside for parkway tree restoration and maintenance of damaged trees associated with private and public projects. In essence, this line item is an allocation of developer contributions to our parkway reforestation programs. The program has been discontinued.

18. EAB (Emerald Ash Borer) Program: (\$160,000) In March 2009, the Illinois Department of Agriculture confirmed the presence of EAB in Glen Ellyn. Since then, the Village has developed an EAB Management Plan which calls for a number of actions to be taken to combat this deadly insect. The Program for FY12 includes the EAB treatment of 200 trees (\$7,000), the contracted removal of 200 trees of 15" DHB and greater, including stump removal (\$120,000), and the contracted planting of 140 trees in order to replace the trees lost to the EAB (\$33,000). In 2010, together the Village (198) and Contractor (102) removed a total of 300 infested ash trees. This number is likely to double next year.

FY12 Budget Excerpt

A-7

To: Mark Franz, Village Manager

From: Jeffrey D. Perrigo, Interim Public Works Director

Date: August 03, 2011

Re: Lake Ellyn Hydrologic & Hydraulic Studies Project



Issue

In the aftermath of the 2008 and 2010 overflow episodes and in conjunction with the Glen Ellyn Park District, RHMG Engineers will be retained to study Lake Ellyn. The lake serves as an important stormwater management facility for the north-central portion of the Village including the Central Business District. The engineer will perform computer modeling of the drainage area to determine stormwater flow quantities; evaluate the configuration and operations of the lake and update the dam O&M manual; and assess downstream conditions for improved protection of property in the lake overflow route.

RHMG is perhaps the premier consultant for drainage in the Lake Ellyn area, having performed Village-wide master plans and detailed storm sewer designs as well as engineering associated with the 2005 Lake Ellyn project that installed a low-flow bypass pipe and solids separators near the lake inlets. The studies will take about four months to complete. Project expenses will be split with the Park District.

Action Requested

Though not a budgeted item in FY12, favorable bidding on the ELOG Project (Capital Projects) will allow this project to be funded without adverse impact to the overall budget – Capital component was \$235,000 overfunded.

Motion to approve an engineering services agreement with RHMG Engineers of Mundelein, IL to conduct various drainage investigations associated with the Lake Ellyn Hydrologic & Hydraulic Studies Project, in a not to exceed amount of \$56,500 (including a 10% contingency), to be expensed to the FY12 Capital Projects Fund.

Recommendation

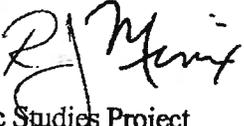
Approve award of contract as noted above and addressed in the attachment.

Attachments

Memorandum dated August 01, 2011, from Professional Engineer, Bob Minix which covers the project overview and engineering services required.

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

from: Bob Minix, Professional Engineer 

subject: Lake Ellyn Hydrologic & Hydraulic Studies Project
Recommendation for Approval of an Agreement for Consulting Engineering Services with RHMG Engineers

date: August 1, 2011

In September 2008 and July 2010, heavy rainfalls in the Glen Ellyn area resulted in overflows from Lake Ellyn and flooding problems at downstream locations on the east side of Riford between Oak and Chidester. Lake Ellyn is a key component of the stormwater management system on the north side of the Village. The lake (formed by an earthen dam on the north side of the facility) is designed to receive and store runoff from about a one square mile section of the Village, normally discharging at a controlled rate into underground pipes that convey the water to Perry's Pond and ultimately to the East Branch of the DuPage River. The dam and lake outlet structure are designed to accommodate runoff from the 100-year design storm.

In response to these specific overtopping episodes as well as general concerns about the rapidity and extent of the filling of Lake Ellyn during many recent storms, questions have arisen about the design and operations of the Lake Ellyn stormwater storage and conveyance system. In cooperation with the Glen Ellyn Park District, the owner of Lake Ellyn and the surrounding park land, the Village wishes to retain RHMG Engineers of Mundelein to perform a series of studies to assess current conditions and make recommendations to minimize the frequency and impacts of future lake overflows. Bill Rickert, President of RHMG, is the premier consultant for Glen Ellyn stormwater systems with decades-long involvement in Village master planning and design efforts as well as detailed knowledge regarding Lake Ellyn operations. Mr. Rickert appeared at both Village Board and Park District Board meetings last year to help answer questions posed by residents impacted by the 2010 Lake Ellyn overflow event.

BACKGROUND

The following background information about the Lake Ellyn stormwater system is provided to familiarize the reader with certain design and operational aspects of the facilities. The attached map depicting the Lake Ellyn drainage system is provided for additional reference.

- The Lake Ellyn drainage area (the portion of the Village that drains into Lake Ellyn) is currently approximately one square mile and encompasses the area roughly bounded by Hill Ave. on the south, the west Village limits, Oak Street on the north and, on the east by Forest

Ave. (south of the Union Pacific Railroad tracks) and Crescent Blvd. / Lake Road (north of the railroad tracks). Included in this zone is the entirety of the Village's central business district.

- Lake Ellyn is approximately 10 acres in size at normal water level.
- The normal lake level is at El. 707.5. During the critical 100-year event, the lake level is expected to reach El. 713.0. The crest of the dam is at El. 713.0.
- The lake level can be modified by adjusting the slide gate on the outlet structure. The rate that water can be discharged from the lake is controlled by a restrictor plate on the exit pipe at the bottom of the outlet structure. The discharge rate from the lake operates in a fairly tight range, not exceeding 28 cubic feet per second (12,500 gallons per minute) for lake elevations less than El. 713.0.
- The operation of the Lake Ellyn outlet structure is passive during a storm event. The Operations and Maintenance Manual for the Lake Ellyn Dam developed in 1991 states: "Changes to the passive operations of the dam would be inconsistent with the design intent, the flood storage design, and the dam safety permit."
- Lake Ellyn discharges to Perry's Pond via twin 33" storm sewers that outlet into an open channel on the east side of Riford Road at 725 Riford (Joe Sinopoli property). From Perry's Pond, flows discharge to the East Branch of the DuPage River.
- Lake Ellyn serves as an essential component of the Village's stormwater management system. The lake is capable of storing over 56 acre-feet (over 18 million gallons) of stormwater flow. Because of the storage that Lake Ellyn provides, inflows into the lake, which will peak in excess of 300 cubic feet per second (135,000 gallons per minute) during severe storms, can be controlled and released into Perry's Pond at a rate of about 28 cubic feet per second (about 10% of the peak inflow rate). This reduction in peak flow rates has a significant regional benefit to all properties that abut the DuPage River by helping to restrict flows to the river and thus reducing river flooding.
- The storm sewer system north of Lake Ellyn (primarily on Oak and Elm Streets) was upgraded in the early 1990's. These systems do not discharge directly to Lake Ellyn; however, the design of the Oak and Elm sewer systems was simplified because enough Village stormwater from other areas can be routed through Lake Ellyn. With Lake Ellyn, the cumulative peak discharges to the East Branch DuPage River system are no greater than they were prior to 1990.
- In 1991, the Glen Ellyn Park District dredged Lake Ellyn and constructed additional improvements to the facility. The work included new inlet structures, a new outlet structure, raising the dam and improvements to the shoreline and water access platform at the boat house. This project increased the ultimate stormwater storage capacity of the lake by 15 acre-feet through a combination of the dam raising and outlet structure re-configuration. The 1991 project also deepened the lake to about 12 feet in a 2.6 acre section of the lake. This deepening was done to enhance fish livelihood.

- The Village of Glen Ellyn contributed \$400,000 toward the 1991 Lake Ellyn project in accordance with an intergovernmental agreement with the Park District approved in October 1990. In addition, as contained in an amendment dated November 1991 to the original IGA, the Village is obligated to share in the restoration costs (50/50 split with the Park District, up to \$50,000) associated with any damage occurring to the Glenbard West track when water levels in the lake exceed El. 712.0.
- The 1991 project reduced the number of inlet structures into the lake from 3 to 2. The Village paid \$75,000 toward the re-routing of the Linden storm sewer to the southwest inlet structure. One of the reasons this re-routing was done was to remove the inlet point from near the boat house so that the discharge from the Linden storm sewer would cause less disruption to the formation of ice.
- In 2005 the Lake Ellyn Low Flow Bypass and Stormwater Treatment Project was constructed as a joint venture between the Village and Park District to improve conditions at Lake Ellyn at a cost of \$800,000. The Village used Community Enhancement monies (part of a \$2 million dollar anonymous donation to Glen Ellyn) supplemented by \$300,000 of Park District dollars as funding sources for the work. The Village served as the contracting agency. The scope of the Lake Ellyn project included two primary elements: the construction of a low flow bypass pipe to direct wintertime flows around the lake to enhance ice formation (Enhancement funds) and the installation of four vortex separators at three locations to treat stormwater as it enters the lake to remove floating materials and large suspended solids (Park District funds). RHMG was the project engineer for design and construction oversight.

ENGINEERING SERVICES AGREEMENT WITH RHMG ENGINEERS

The proposed scope of the engineering services agreement was developed jointly by the Village and Park District in consultation with Bill Rickert of RHMG. Mr. Rickert prepared a final letter proposal dated July 8, 2011 (copy enclosed). The scope of services includes analysis and assessments of the Lake Ellyn drainage area, Lake Ellyn itself, and downstream overflow routes. In addition, the Lake Ellyn dam O&M manual will be updated to reflect current operations and conditions. A report will be prepared to summarize the study activities and recommendations. Provisions for Board presentations and a public meeting have been included in the scope.

The proposed study will reveal if the basic hydrology of the drainage basin has changed substantially since the time that the design work was performed prior to the 1991 lake rehabilitation project and thus impacted **Lake Ellyn inflows**.

Lake Ellyn operations will be studied in the context of answering such questions as:

- What is the optimal normal lake level?
- What is the appropriate release rate for the lake?
- Is the lake outlet system operating per the original design?
- Can the lake capacity be increased?

Lake Ellyn overflows will be studied to investigate options for possible routing modifications, floodproofing opportunities or potential buy-outs.

The work will be completed within 120 calendar days once authorization for the project is received. The Glen Ellyn Park District Board has already given their assent to participate in the project.

The Village of Glen Ellyn will act as the lead agency for the project, with reimbursement of 50% of project expenses to be received from the Park District. It is anticipated that a letter of understanding will be developed with the Park District to formalize the agreement and repayment parameters.

Estimated effort for the Lake Ellyn H&H Studies project consists of 465 personnel hours at a factored labor cost of \$45,000 plus direct expenses (including flow metering) of about \$6,000. The total estimated fee for the work is \$51,430.

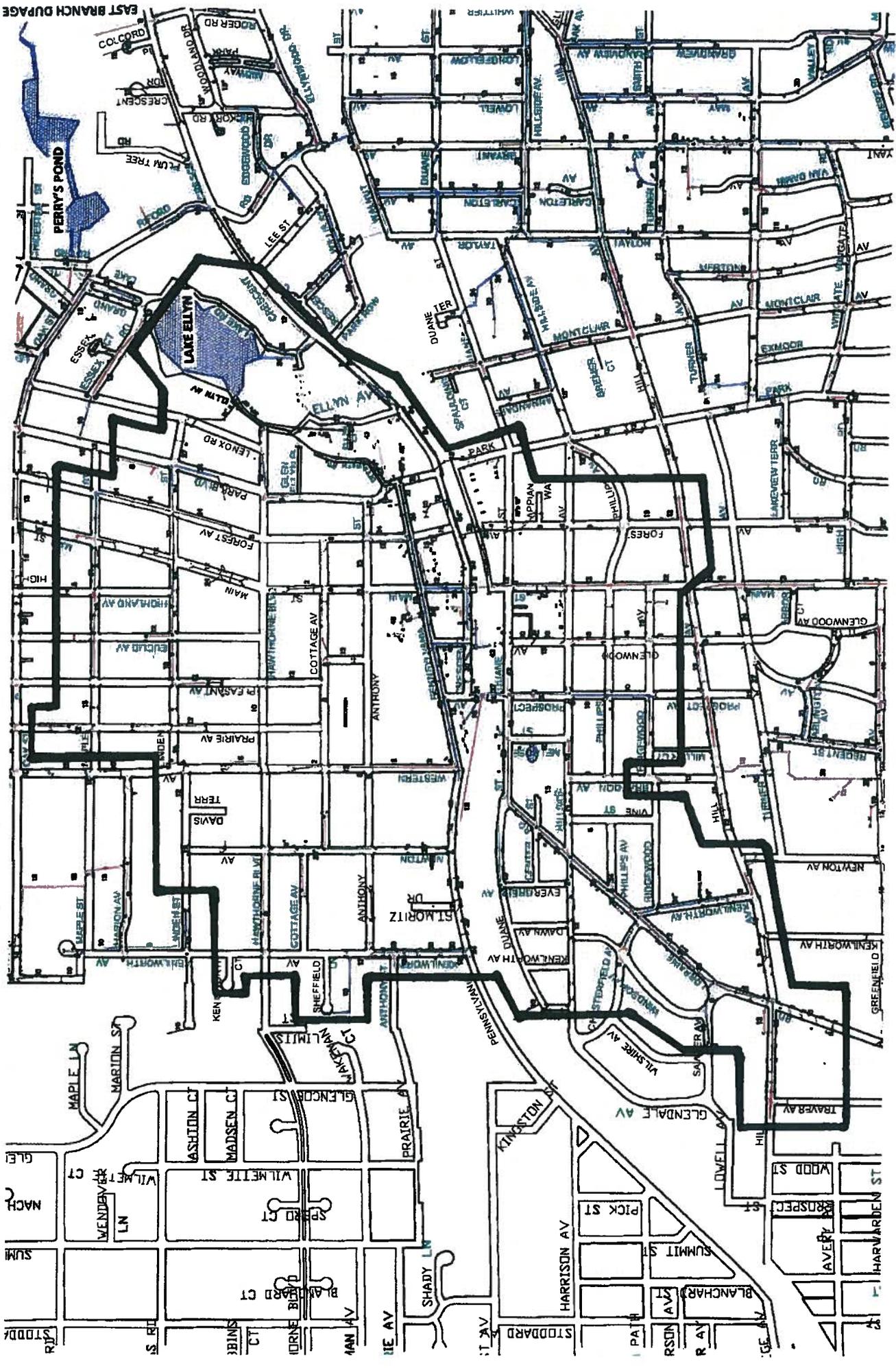
With a 10% contingency, funding in the amount of \$56,500 is recommended. Funds should be taken from the FY12 Capital Projects Fund, Account No. 40000-580100, Construction Projects. This project does not appear in the FY12 Capital Projects Fund budget.

enc. as noted

cc: Mark Franz, Village Manager
Kristen Schrader, Assistant to the Village Manager – Administration
Dave Scarmardo, Superintendent of Parks, Glen Ellyn Park District
Bill Rickert, RHMG Engineers

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LAKE ELLYN HYDROLOGIC & HYDRAULIC STUDIES PROJECT



LAKE ELLYN DRAINAGE AREA



Rezek, Henry, Meisenheimer and Gende, Inc.

CONSULTING ENGINEERS

July 8, 2011

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

Re: Proposal for Engineering Services
Lake Ellyn Hydrologic & Hydraulic Studies

Dear Mr. Minix:

Pursuant to your request and the feedback provided by yourself and Dave Scarmardo from the Glen Ellyn Park District, we are pleased to submit this revised proposal to perform hydrologic and hydraulic (H&H) studies relative to Lake Ellyn.

Background

Lake Ellyn is a 10 acre manmade lake created by an earthen embankment on its north end. The lake is an important asset of the Glen Ellyn Park District; and it is utilized by Village residents for a multitude of year-round recreational activities. In addition, the lake acts as a regional detention and stormwater treatment facility for a 534 acre urbanized watershed.

In July and August of 2010, there were two significant rainfall events that resulted in overflowing of Lake Ellyn's spillway and flooding of properties within and along the downstream overland flow route. Consequently, it is desired by the Village of Glen Ellyn and the Glen Ellyn Park District to undertake H&H studies of the lake to assess current conditions and make recommendations to minimize the frequency and impacts of future spillway overflows.

Scope

Our proposed scope of services for this assignment includes:

1. **Tributary Area Hydrologic and Hydraulic Analysis** - The Lake Ellyn tributary area consists of what are designated as the Main, Maple and Linden Basins. H&H analysis of these basins was originally performed in 1979 as part of the "Comprehensive Analysis of Storm Water Drainage System". This analysis utilized the ILLUDAS model. As a result of the 1979 master plan, several storm sewer improvement projects have been completed within the Lake Ellyn tributary area in order to alleviate upstream drainage problems. Other changes that have occurred within the tributary area include significant street improvement projects and a large number of residential home tear-downs and replacements. In 2000, a Stormwater Master Plan Update was prepared. As part of that effort, an updated H&H analysis was performed for portions of the Main Basin, as well as



Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn
Re: Proposal for Engineering Services
Lake Ellyn Hydrologic & Hydraulic Studies
July 8, 2011
Page 2

other problem area basins within the Village, using the XP-SWMM Model.

As part of this study, an updated H&H analysis will be performed for the Lake Ellyn tributary area in order to assess the impact of improvements and changes within the area on stormwater flows into Lake Ellyn. Changes in flows entering the lake from both the underground storm sewer system and via overland flow will be evaluated.

2. **Evaluation of Stormwater Detention Functions of Lake Ellyn -**
In this part of the study, the stormwater detention capabilities of Lake Ellyn will be addressed. The evaluation will address the following critical questions:

- a. **What is the optimal normal water level of the lake?**

A minimum lake level is required to maintain the recreational functionality of the lake and to preclude undermining the shoreline stabilization protection measures. Taking into account these considerations, RHMGM will coordinate with Glen Ellyn Park District staff to identify the optimal normal water level.

- b. **What is the appropriate release rate for the lake?**

There are several regulatory agencies that have jurisdiction over the release rate from Lake Ellyn. These include the DuPage County Stormwater Management Department, The Illinois Department of Natural Resources, Office of Water Resources (IDNR), and the U.S. Army Corps of Engineers. RHMGM will contact these agencies to determine whether an increase in the release rate would be considered, and if so what documentation would be required in support of such an increase.

- c. **Is the lake outlet system operating correctly?**

The configuration and positioning of the outlet restrictor plate will be examined in the field and reviewed for conceptual performance to confirm that the lake's outflow hydraulic performance matches current design values. A portable area velocity flow meter will be installed in the manhole immediately downstream of the outlet structure in order to measure the actual release rate during a significant rainfall event. The flow meter will initially be installed for a one month period. If a significant rainfall event is not experienced during this period,



Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn
Re: Proposal for Engineering Services
Lake Ellyn Hydrologic & Hydraulic Studies
July 8, 2011
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RHMG will consult with the Village as to whether the meter should be kept in place for a longer period. RHMG will subconsult with Gasvoda and Associates, Inc. for the furnishing, installation, maintenance, data downloading, and removal of the flow meter.

d. Is it possible to increase the capacity of the lake?

There are three ways in which the capacity of Lake Ellyn could be increased. The first is lowering the normal water level, the second is increasing the footprint of the lake, and the third is increasing the height of the dam. Lowering of the normal water level will be addressed as discussed above under Task 3.a. Increasing the footprint of the lake would result in the loss of park land and trees. However, the feasibility of this option will also be investigated. Finally, increasing the height of the dam will result in more extensive inundation of the upstream High School and Park District property. However, some level of increase may be tolerable under significant rainfall/flooding events.

3. **Downstream Overland Flow Route Study** - This study task will evaluate what can be done to better protect the homes that are along the overland flow route of stormwater flows that overflow the lake's spillway during extreme storm events. Alternatives that will be evaluated include, but are not limited to:
 - a. Modifications to the overland flow route.
 - b. Floodproofing of homes.
 - c. Buy-out programs
4. **Update Operations and Maintenance Manual** - An operations and maintenance (O&M) manual for the Lake Ellyn dam was prepared by Harza Engineering Company in 1991. In September, 2010, RHMG prepared Update No. 1 to this O&M Manual to incorporate the changes to the lake outlet structure included as part of the Lake Ellyn Stormwater Treatment and Low Flow Bypass Piping Project completed in 2005. As part of this task, a complete update of the O&M Manual will be prepared.
5. **Preparation of Report** - A report summarizing the findings and recommendations of the study will be prepared. Where appropriate, cost estimates will be prepared for potential and recommended



Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn
Re: Proposal for Engineering Services
Lake Ellyn Hydrologic & Hydraulic Studies
July 8, 2011
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improvements. A draft report will be submitted to the Village and Park District staff for review. A meeting will be held to discuss review comments, and the final report, reflecting staff comments, will be prepared. Twenty-five copies of the final report will be submitted.

6. **Formal Presentations and Public Meeting** - Presentations of the findings and recommendations of the report will be made to both the Village Board and Park District Boards. In addition, a public meeting will be conducted to present and discuss the findings with affected and interested residents.

Fees

We propose to perform these engineering services on a cost-plus not-to-exceed basis using a direct salary cost multiplier of 3.07. Our estimated manpower and fee requirements are presented in the attached Exhibit A. The total estimated fee limit is \$51,430. As noted in Exhibit A, this fee includes a one month flow monitoring duration for the lake outlet system. If it is determined that it is necessary to keep the flow meter installed for a longer duration, the resulting additional charges will be \$300 per week.

Schedule

We will commence work on this assignment within seven days after authorization and will complete the draft report within 120 calendar days.

We appreciate this opportunity to again be of service to the Village of Glen Ellyn and the Glen Ellyn Park District. If you have any questions or wish to discuss any aspects of this proposal in more detail, please contact me.

Sincerely yours,

REZEK, HENRY, MEISENHEIMER AND GENDE, INC.

William R. Rickert, P.E., BCEE, CFM
President

WRR/amd

Enclosure

**EXHIBIT A
MANPOWER & FEE ESTIMATE
LAKE ELLYN HYDROLOGIC & HYDRAULIC STUDIES**

TASK	MANHOURS						Total
	Proj. Man.	Project Engineer	Junior Engineer	Draft/ Tech.	Junior Tech.	Clerical	
1. Tributary area hydrologic & hydraulic analysis	16						16
1.1. Develop SWMM Model for entire tributary area		20	40		40		100
1.2. Run model for various storm events		2	6				8
1.3. Estimate overland flows		8	36		16		60
2. Evaluation of stormwater detention functions of Lake Elynn	12						12
2.1. Determine optimal normal water level		8					8
2.2. Determine appropriate release rate and address with regulatory agencies		16	8				24
2.3. Evaluate whether the lake outlet system is operating correctly		4	10				14
2.4. Evaluate feasibility of increasing storage capacity		8	16		12		36
3. Downstream overland flow route study	16						16
3.1. Modifications to flow route		4	16		10		30
3.2. Floodproofing of homes		2	6				8
3.3. Buy-out programs		2	6				8
4. O & M Manual Update	4	12		4		3	23
5. Preparation of report	10	30			12	10	62
6. Formal presentations & meetings	20	20					40
TOTAL	78	136	144	4	90	13	465
Salary Rates	49.16	36.49	29.94	25.97	14.25	17.94	
Salary Cost	3,834	4,963	4,311	104	1,283	233	14,728
Factored Labor Cost (3.07 X Salary Cost)							\$45,215
Direct Expenses							
RHMG							1,915
Flow metering subcontract (1)							4,300
TOTAL FEE							\$51,430

NOTE: 1. Based on a one month flow monitoring duration. If it becomes necessary to keep the flow meter installed for a longer duration, the additional charges will be \$300/week.