

**Agenda**  
**Village of Glen Ellyn**  
**Village Board Workshop**  
**Monday, March 14, 2011**  
**7:00 P.M. – Galligan Board Room**  
**Glen Ellyn Civic Center**

1. Call to Order
  
2. Manor Woods Path Safety Project –  
Interim Village Manager Burghard
  
3. Other Items?
  
4. Motion to adjourn to Executive Session in Room 301 for purposes of discussing imminent litigation and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, adjourning thereafter to the regularly scheduled 8:00 p.m. Village Board Meeting. (*Trustee Hartweg*)

Village Board Workshop  
March 14, 2011

(2)

## Interoffice Memorandum

**to:** Terry Burghard, Interim Village Manager  
**from:** Jeffrey D. Perrigo, Interim Public Works Director  
**subject:** Manor Woods Path Safety Project  
**date:** February 25, 2011

In late November of last year, proposals were solicited from tree care companies to perform work associated with the "Manor Woods Path Safety Project". The proposals include provisions to establish a "safe zone" which, in part, entails clearing deadwood, removing dead trees, pruning trees as necessary to provide a safe canopy over the to-be-established trails and removing logs, stumps, brush, ground cover, and debris that is within the path area. The material resulting from the tree removal, pruning and brush clearing, will remain dispersed in the Woods, dispersed neatly and evenly outside the "safe zone". The proposals do not provide for establishing the paths. Manor Woods is a very wet and boggy location that has primarily a peat composition which limits our choices of viable path materials. Wood chipped trails were established in the mid 1990s and we will likely have to use the same formula for this endeavor.

Public Works is in the process of preparing a long-term plan of action for the re-establishment of the Manor Woods paths along with the associated cost estimates and resource requirements. The long-term plan is likely to require a five or ten year timeframe, depending on funding availability.

A summary of the five proposals is included below:

| <b>Manor Woods Safety Path Proposals</b> |                                       |
|--|---------------------------------------|
| <i>Bidder</i>                            | <i>Bid Amount (total of all legs)</i> |
| Bedrock Earthscapes                      | \$6,400                               |
| Tree Tec                                 | \$10,000                              |
| 1-800-TREE-GUY                           | \$11,250                              |
| Homer Tree Care                          | \$12,500                              |
| Kramer Tree Specialist                   | \$14,830                              |

Direction has been given to move forward with this unfunded project. With approval, the existing General Fund obligation for Tree Trimming (143200-521090) could be used as a funding source as we do not expect to fully utilize the existing funds and the proposed work in Manor Woods is akin to the contemplated work of that item.

I have spoken to the low bidder, Bedrock Earthscapes, and they feel that they can perform the required work during the month of March should the agreement be signed and we obtain the proper insurance documents from them. I will endeavor to provide you with a signed agreement from Bedrock in the next two weeks to proceed with the work. I suggest that we include a contingency of \$2,000 to accommodate any additional work that Public Works determines to be necessary or prudent to accomplish at this time. The value of the contract would be \$6,400 with a \$2,000 contingency bringing the total approved funding to \$8,400.

As this is a contract valued less than \$10,000, Board approval is not required.

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