

Agenda
Village of Glen Ellyn
Regular Village Board Meeting
Monday, March 11, 2013
8:00 p.m. – Galligan Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance to be led by Ron LaPage and Marge Cole of the Central DuPage Kiwanis.
4. Village Recognition: (*Deputy Clerk Solomon*)
 - A. Several residents have sent along their compliments to Public Works for doing a great job in its snow removal efforts during the recent snow storms.
 - B. Steven Korol of Baker Development Corp. expressed his appreciation for the foresight demonstrated by Planning & Development in making Glen Ellyn a great place to pursue new initiatives.
 - C. A grateful resident thanked Bill Keel in Planning & Development for his prompt response and assistance in addressing their concern regarding a spotlight issue.
 - D. Officers Monson and Scuito received a note from a resident thanking them for their hard work, diligence and integrity in successfully recovering stolen property.
 - E. Cindy Davies, President of Suburban Law Enforcement Administrative Professionals, sent a letter of thanks to Chief Norton and Christine Miller for arranging the group's use of the meeting space at the Police Department and inviting an excellent guest speaker to address them.
 - F. Community Service Officer Rose Volpe received a thank you note for the in-depth tour she gave to the Lincoln Elementary Cub Scout Den #1.
 - G. Officer Stephen Miko received a letter of thanks from Jill Bednas, Director of Children's Ministry at St. Mark's Episcopal Church for his interactive and fun safety presentation to the children's group.
 - H. The Village accepts the resignation of James Wescott, commissioner of the Environmental Commission, and thanks him for his service.

5. Audience Participation

A. Proclamation in recognition of Danamarie Izzo's dedication to the Village for 25 years in the Administration Department.

B. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk.

6. Consent Agenda (*Village Manager Franz*)

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 Henninger*)

A. Village Board Meeting Minutes:

1. February 18, 2013 Regular Workshop
2. February 25, 2013 Regular Workshop
3. February 25, 2013 Regular Meeting

B. Total Expenditures (Payroll and Vouchers) - \$1,415,745.98.

The vouchers have been reviewed by Trustee Henninger and by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

C. Motion to approve the award of a contract to Murphy & Miller for HVAC VVT system upgrades for the Police Department and Public Works facility, to be expensed to the Facilities Maintenance Reserve Fund. (*Facilities Supervisor Kolze*)

D. Ordinance No. 6115-VC, An Ordinance to Amend Section 9-5-4 (Schedule D; One-Way Street) of the Village Code. (*Chief Norton*)

7. Reminders:

- The next Village Board Meeting is scheduled for Monday, March 18, 2013, with the Workshop beginning at 7:00 p.m. and the Special Board Meeting beginning at 8:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

8. Other Business?

9. Adjournment

10. Press Conference

ACC

MEMORANDUM

TO: Mark Franz, Village Manager *MF*

FROM: Kristen Schrader, Assistant to the Village Manager *KS*
Harold Kolze, Facilities Supervisor *HK*

DATE: March 4, 2013

RE: VVT Control System Upgrades – Police/Public Works



Background

The rear half of the Police Department as well as the entire Public Works facility have been operating on antiquated HVAC control systems (VVT) since 1996. Our Facilities Staff is unable to monitor and make adjustments to the (HVAC-VVT) systems in both of these buildings. In comparison, the majority of the Civic Center is monitored by a Building Automation System where adjustments can be made by Facilities Staff. The Village relies on Edwards Engineering to monitor and make these adjustments using a DOS based computer system.

In order for the Facilities team to monitor and make these adjustments, a new control system needs to be installed. \$20,000 was budgeted for VVT control upgrades in the Police Department, and \$40,000 was budgeted for VVT control upgrades for the Public Works building in the FY12/13 Facilities Maintenance Reserve Fund. Currently, the Village pays Edwards Engineering \$3,600 per year to render these adjustment services. Once these new upgrades are installed, it will no longer be necessary to contract with Edwards Engineering on an annual basis for these services.

Issues

The main issue in both facilities is that our Facilities Division cannot remotely monitor both systems, and repair parts are not available for repairs if needed. Simple temperature set point adjustments cannot be made quickly resulting in less than ideal working conditions for Village staff. The most efficient way to improve working conditions is to upgrade to an internet based control system for both facilities.

Recommendation

We contacted five contractors about this project and found while most have worked on HVAC repairs, many do not have the experience and expertise to meet our qualifications. We requested proposals instead of bids for two reasons: The complexities of each building's current HVAC system required more than a generic solution, and the upgrades will need to be able to adapt to future Civic Center HVAC system improvements. Three proposals were received from Murphy and Miller, Edwards Engineering and Integrated Control Technologies, with Murphy and Miller as the low proposal. See attached spreadsheet detailing overall proposals.

Therefore, my recommendation is to award the contract to the low proposer Murphy and Miller. In addition, Murphy and Miller has done work for the Village before having designed and installed our

current building automation system for the Civic Center around 1995. I have confidence that Murphy and Miller will meet our needs and expectations.

Action Requested

The Village Board is requested to consider contracting with Murphy and Miller for HVAC VVT system upgrades for the Police Department and Public Works facility, as approved in the FY12/13 Facilities Maintenance Reserve Fund.

Attachments

- Proposals summary spreadsheet
- Murphy and Miller Proposals
- FY 12/13 FACM Budget with footnotes

**VVT CONTROL SYSTEM UPGRADES - POLICE/PUBLIC WORKS
SUBMITTED PROPOSALS AS OF 3/4/2013**

COMPANY	PUBLIC WORKS	POLICE	TOTAL
Edwards Engineering	\$53,482	\$33,362	\$86,844
Murphy and Miller	\$30,275	\$19,200	\$49,475
Integrated Control Technologies	\$37,500	\$26,850	\$64,350



January 21, 2013

Mr. Harold Kolze – Facilities Supervisor
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

Re: Public Works building controls upgrade.

Dear Mr. Kolze:

Murphy & Miller, Inc. appreciates the opportunity to submit the following proposal for your consideration and approval.

Murphy & Miller, Inc. is proposing the installation of a Delta Controls building automation system (BAS) for your building. The Delta Controls BAS will replace the AirLink system. The Lower Level unit will have three (3) Delta Controls zone controllers installed. The Upper Level unit will have eleven (11) Delta Controls zone controllers installed. A new controller will be installed for the Lower Level and Upper Level RTU. New bypass controls, temperature sensors and relays will be installed as part of this project. The customer will use the Delta Controls ORCAView/ORCAweb software to monitor and adjust the system. This software will be installed on a customer provided PC or server. The ORCAweb portion of the software will allow for remote access and email alarm messages. The following is a list of the points that will be controlled or monitored as part of this project.

Rooftop Unit (typical of 2)

Analog Inputs

1. Discharge Air Temperature
2. Return Air Temperature
3. Duct Static Pressure

Digital Inputs

1. Supply Fan Status

Analog Outputs

1. Bypass Damper

Digital Outputs

1. Supply Fan Start/Stop
2. Cool Stage 1
3. Cool Stage 2
4. Heat Stage 1
5. Heat Stage 2

VVT Controls (typical of 14)

Points

1. Space Temperature
2. Space Setpoint
3. CFM Reading
4. CFM Setpoints

The price for the installation of the above system is **\$30,275.00**

Warranty

A two (2) year warranty will be provided on Delta Controls material and one (1) year warranty on labor from the completion date of the project.

All labor has been figured on a straight time basis during normal working hours 7:00am to 3:30pm.

Murphy & Miller, Inc. will not be responsible for any PC, servers, networking equipment, or IT personnel labor.

Any equipment found not working during this installation will be handled on a time/material basis.

Prices quoted herein are good for 30 days of this proposal.

Customer training will be included as part of this project.

If this proposal is acceptable, please sign where indicated and return it to me.

Thank you for the opportunity to quote you on your service needs and I look forward working with you on this project. If you have any questions or need further assistance, please do not hesitate to contact me at (312) 435-8229

Village of Glen Ellyn – Police Department

January 21, 2013

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Respectfully,

Murphy & Miller, Inc.



Mark A. Boss

Building Automation/Controls Specialist

Customer Acceptance:

Accepted by: _____ **Date:** _____ **P.O. #** _____



January 21, 2013

Mr. Harold Kolze – Facilities Supervisor
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

Re: Police Station controls upgrade.

Dear Mr. Kolze:

Murphy & Miller, Inc. appreciates the opportunity to submit the following proposal for your consideration and approval.

Murphy & Miller, Inc. is proposing the installation of a Delta Controls building automation system (BAS) for your building. The Delta Controls BAS will replace the obsolete Carrier system. Based on the total of VVT zones we were told during the walk-thru, we will install six (6) Delta Controls zone controllers. A new RTU controller will be installed to control the unit. New bypass controls, temperature sensors and relays will be installed as part of this project. The customer will use the Delta Controls ORCAView/ORCAweb software to monitor and adjust the system. This software will be installed on a customer provided PC or server. The ORCAweb portion of the software will allow for remote access and email alarm messages. The following is a list of the points that will be controlled or monitored as part of this project.

Rooftop Unit

Analog Inputs

1. Discharge Air Temperature
2. Return Air Temperature
3. Duct Static Pressure

Digital Inputs

1. Supply Fan Status

Analog Outputs

1. Bypass Damper

Digital Outputs

1. Supply Fan Start/Stop
2. Cool Stage 1
3. Cool Stage 2
4. Heat Stage 1
5. Heat Stage 2

VVT Controls (typical of 6)

Points

1. Space Temperature
2. Space Setpoint
3. CFM Reading
4. CFM Setpoints

The price for the installation of the above system is **\$19,200.00**

Warranty

A two (2) year warranty will be provided on Delta Controls material and one (1) year warranty on labor from the completion date of the project.

All labor has been figured on a straight time basis during normal working hours 7:00am to 3:30pm.

Murphy & Miller, Inc. will not be responsible for any PC, servers, networking equipment, or IT personnel labor.

Any equipment found not working during this installation will be handled on a time/material basis.

Prices quoted herein are good for 30 days of this proposal.

Customer training will be included as part of this project.

If this proposal is acceptable, please sign where indicated and return it to me.

Thank you for the opportunity to quote you on your service needs and I look forward working with you on this project. If you have any questions or need further assistance, please do not hesitate to contact me at (312) 435-8229

Village of Glen Ellyn – Police Department

January 21, 2013

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Respectfully,

Murphy & Miller, Inc.



Mark A. Boss

Building Automation/Controls Specialist

Customer Acceptance:

Accepted by: _____ Date: _____ P.O. # _____

FACILITIES MAINTENANCE RESERVE FUND



Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
Revenues / Inflows (4500)							
460100	Interest Income	18,019	4,928	2,816	2,500	2,570	2,500
489000	Miscellaneous Revenue	509	-	-	-	-	-
490690	IFT / General Fund	-	-	-	-	-	50,000 1
490692	IFT / Water Fund	25,000	-	-	-	-	-
490694	IFT / Sewer Fund	25,000	-	-	-	-	-
490696	IFT / Equipment Services Fund	50,000	-	-	-	-	-
TOTAL REVENUES		\$ 118,528	\$ 4,928	\$ 2,816	\$ 2,500	\$ 2,570	\$ 52,500
Expenditures / Outflows (45000)							
Contractual Services							
521055	Professional Services / Other	20,198	1,875	-	-	2,598	-
<i>Subtotal</i>		20,198	1,875	-	-	2,598	-
Capital Outlay							
570105	Civic Center Rehabilitations	56,399	308,762	7,490	4,000	11,272	27,500 2
570125	Fire Station Rehabilitations	-	6,530	-	26,000	15,269	-
570145	Reno Center Rehabilitations	58,064	36,058	-	-	8,301	50,000 3
570160	Stacy's Museum and History Center	131,173	5,535	-	-	-	-
<i>Subtotal</i>		245,636	356,885	7,490	30,000	34,842	77,500
TOTAL EXPENDITURES		\$ 265,834	\$ 358,760	\$ 7,490	\$ 30,000	\$ 37,440	\$ 77,500
FUND INCREASE (DECREASE)		\$ (147,306)	\$ (353,832)	\$ (4,674)	\$ (27,500)	\$ (34,870)	\$ (25,000)
Available Cash Analysis (000's)							
Available, May 1, 2011		\$ 1,041					
Estimated FY12 Inflow/(Outflow)		(35)					
Budgeted FY13 Inflow/(Outflow)		(25)					
Projected Available, April 30, 2013		<u>\$ 981</u>					

**FACILITIES MAINTENANCE RESERVE FUND
FY12/13 BUDGET FOOTNOTES**

REVENUES

1. **Interfund Transfer (General Fund): (\$50,000)** This represents the contribution from the General Fund to support the facilities replacement/maintenance schedule. This is the first contribution from the General Fund to the Reserve Fund since FY08, due to budget constraints.

EXPENDITURES

2. **Civic Center Rehabilitations:**

Replace VVT climate control system-Police Department	\$20,000
Replace furniture for conference room and employee break room	\$7,500
Total	\$27,500

3. **Reno Public Works Center Rehabilitations:**

Replace VVT climate control system	\$40,000
Replace (4) lower level outside doors	\$10,000
Total	\$50,000

A-6D

MEMORANDUM

TO: Village Manager Mark Franz *MF*
FROM: Chief Philip Norton *PN*
Deputy Chief William Holmer *WH*
Sergeant Brian Beck *BB*



DATE: February 28, 2013

RE: Proposed Time Change Relating to One-Way on Elm Street

Background

Forest Glen Elementary School currently has a restricted one-way on Elm Street prohibiting westbound traffic on Elm Street from Main Street to Highland Avenue. The one-way restriction is in place on school days between the hours of 8:30 A.M. and 9:00 A.M., 11:30 and 1:00 P.M., and 3:30 P.M. and 4:00 P.M. The one-way restrictions are set in place by folding "do not enter" signs that are attached to traffic poles at the intersection of Main Street and Elm Street. The assigned crossing guard will manually open and close the signs throughout the day during the above listed times. The one-way traffic flow helped ease traffic congestion during student drop off and pick-ups and bus arrival and departures. Furthermore, the restrictions promoted a safer environment for the crossing guard and students by prohibiting westbound cross traffic on Elm Street at Main Street.

Issues

The school recently added a pre-kindergarten program which created additional bus drop off and pick up times which are outside the aforementioned restricted times. The Principal has expressed concerns to the Police Department regarding the changes and has requested extended times to the current one-way restrictions.

Recommendation

In review of the recent changes to the school program it is recommended that the current restriction regarding one-way traffic on Elm Street between Main Street and Highland Avenue be modified to better reflect the current needs of the school and students. This will simply add time the westbound traffic on Elm Street will be restricted.

Action Requested

It is requested that the Village Board approve an amendment to section 9-5-4 of the Village Code to restrict the one-way time limit on Elm Street eastbound between Highland Avenue and Main Street; on school days, between the hours of 8:00 A.M. and 9:15 A.M., 10:45 A.M. and 1:00 P.M., and 2:00 P.M. and 4:00 P.M.

Attachments - ordinance to amend section 9-5-4 form.

ORDINANCE NO. _____ - VC

AN ORDINANCE TO AMEND SECTION 9-5-4
(SCHEDULE D; ONE-WAY STREET)
OF THE VILLAGE CODE OF THE
VILLAGE OF GLEN ELLYN, ILLINOIS
ONE-WAY STREET

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION ONE: Section 9-5-4 (SCHEDULE D; ONE-WAY STREET) of the Glen Ellyn Village Code is hereby amended by the **addition** of the following:

Name of Street	Description
Elm Street	Eastbound from the east line of Highland Avenue to the west line of Main Street; on school days, between the hours of 8:00 A.M. and 09:15 A.M., 10:45 A.M. and 1:00 P.M., and 2:00 P.M. and 4:00 P.M.

SECTION TWO: Section 9-5-4 (SCHEDULE D; ONE-WAY STREET) of the Glen Ellyn Village Code is hereby amended by the **deletion** of the following:

Name of Street	Description
Elm Street	Eastbound from the east line of Highland Avenue to the west line of Main Street; on school days, between the hours of 8:30 A.M. and 9:00 A.M., 11:30 A.M. and 1:00 P.M., and 3:30 P.M. and 4:00 P.M.

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

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

AYES:

NAYS:

ABSENT:

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

Village President of the Village
of Glen Ellyn, Illinois

ATTEST:

Village Clerk of the Village
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 20____.)

VILLAGE OF GLEN ELLYN

ORDINANCE NO. _____ -VC

AN ORDINANCE TO AMEND SECTION 9-5-4
(SCHEDULE D; ONE-WAY STREET)
OF THE VILLAGE CODE OF THE
VILLAGE OF GLEN ELLYN, ILLINOIS
ONE-WAY STREET

ADOPTED BY THE
PRESIDENT AND THE BOARD OF TRUSTEES
OF THE
VILLAGE OF GLEN ELLYN
DUPAGE COUNTY, ILLINOIS
THIS _____ DAY OF _____, 20____.

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