

**Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
March 24, 2008**

Call to Order

Village President Hase called the meeting to order at 8:10 p.m.

Roll Call

Upon roll call by Village Clerk Draths, Village President Hase and Trustees Armstrong, Comerford, Ladesic, Norton and Thorsell answered, "Present." Trustee Lee was excused.

Pledge of Allegiance

Village President Hase led the Pledge of Allegiance.

Correspondence

A March 3 letter from Wheaton Police Chief Mark Field thanking Sergeant Kurt Vavra and Police Officers Kyle Duffie, Joseph Nemchock and John Perkins for their assistance during a recent investigation.

Audience Participation

- a. Reid Colliander described the Reid's Lemon-Aid fundraising event for brain tumor research scheduled for April 19, 2008.
- b. Melissa Creech, 697 St. Charles Road and Ellen Mandel, 563 Dorset Avenue, voiced their concerns regarding trees that would be cut down at Ackerman Park relative to an intergovernmental agreement between the Village and the Park District which approved a regional stormwater facility and the construction of soccer fields at Ackerman Park.

Consent Agenda

Acting Village Manager Barrett presented the Consent Agenda; Village President Hase called for questions and/or discussion on the items on the Consent Agenda.

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

- a. **Minutes** of the following Village Board Meetings:
Pre-Board Workshop
February 25, 2008

Regular Workshop
January 21, 2008

Regular Meeting
February 25, 2008

Special Budget Workshop
March 3, 2008

- b. Total **Expenditures** (Payroll and Vouchers) -\$1,180,101.57. The vouchers were reviewed by Trustee Comerford prior to the meeting.
- c. Designate Trustee Comerford as Village **President Pro Tem** for the four-month period from May through August 2008.
- d. Recommendation of Village President Hase that Eva Bongiovanni be **appointed to the Plan Commission** for a term ending December 31, 2010.
- e. Emergency purchase of approximately 800 tons of **rock salt** for the purpose of snow and ice management from Central Salt of Elgin, Illinois at a unit price of \$95 per ton for an estimated cost of \$77,000, to be expensed to the FY 07-08 Motor Fuel Fund.

The Village experienced a heavier than normal season for snow and ice management. Near record amounts of snow fell over the area, exhausting the Village's annual allotment of salt available through the State Purchase Program. At the same time, salt supply to Illinois dropped off, leaving many municipalities without affordable options. Limited supply and high demand forced the cost of salt in some cases above \$100 per ton. Through an emergency purchase, a downstate supplier was able to supply salt to the Village at a cost of \$95 per ton. Eight hundred tons were received which should provide a supply through the remainder of the snow season.

- f. Purchase and installation of a high density **mobile shelving/storage system** for the Public Works Department from Bradford System Corporation of Bensenville, Illinois in the not-to-exceed amount of \$20,718, to be expensed to the FY 07-08 Public Works Capital Outlay Fund.

Public Works initiated a plan to organize the 250 boxes of various filing materials and rolled plans currently stored in various rooms throughout the Reno Center. Coupled with a digitizing plan, purchase of the mobile shelving system allows them to dramatically increase their storage capacity into an organized, logical manner and into one room. This is a sole-source purchase from Bradford Systems Corporation available through the Illinois State Joint Purchasing Contract.

- g. Purchase a 2008 **Dodge Sprinter 2500** from Sherman Dodge of Skokie, Illinois replacing a 1996 Ford F350 cargo van at a cost of \$36,277, to be expensed to the FY 07-08 Equipment Services Fund.

This vehicle replaces a 1996 Ford F350 cargo van used by the Glen Ellyn Facilities Maintenance Department building mechanics. This eleven-year-old vehicle was on a seven-year depreciation schedule. This type of vehicle is not available through the State Joint Purchasing Program. Sherman Dodge submitted the lowest responsive bid of four bids received.

- h. Waive competitive bidding and approve award of a contract to Mechanical, Inc., of Hillside, Illinois in the amount of \$29,000 (including a 10-percent contingency) for installation of an **air conditioning unit** and ductwork to serve the **Reno Center** fleet mechanic's garage, to be expensed to the FY 07-08 Facilities Maintenance Reserve Fund.

Funding was included in this year's budget for the installation of an air conditioning system to serve the Reno Center mechanic's garage. The garage has a heating system but no means of cooling the space, making for extremely hot summers repairing engines and working on vehicles.

- i. **Resolution No. 08-06**, a Resolution Authorizing adoption of the **2008 Official Zoning District Map** for the Village of Glen Ellyn, DuPage County, Illinois.

State Statute requires the Village to publish an updated Zoning Map by March 31st of each year.

- j. Authorize the Village President to execute a **Reciprocal Agreement with the Illinois Department of Revenue**.

This agreement provides the municipality with information on simplified municipal telecommunications taxes by provider to assist with analysis of revenue declines.

- k. Waive Section 2-23 (Peddler), Section 10-5-5 (Tents) and Section 8-1-12 (Merchandise on Public Property) of the Village Code for the 2008 Ride for Research fundraiser event scheduled from 8 a.m. to 11 a.m. on Saturday, April 19, 2008.

Reid's Lemon-Aid plans to host the second annual "Ride for Research" fundraising event in Glen Ellyn, with a staging area in the vicinity of Main Street and St. Petronille parking lots prior to an organized bicycle ride by several hundred participants following a route through residential parts of the Village. Village departments reviewed this request and developed a list of requirements for the

organizers. The necessary codes are waived and concept approved regarding this event, with all final details subject to approval by the Police Department.

Upon roll call on the Consent Agenda, Trustees Comerford, Armstrong, Ladesic, Norton and Thorsell voted "Aye". Motion carried.

Ordinance No. 5666 – Duane Street Rowhouses (460-478 Duane Street) – Approve Special Use Permits, Preliminary Plat of Subdivision, Stormwater Variation and Exterior Appearance

Planning and Development Director Staci Hulseberg presented information regarding a special use permit for a preliminary planned unit plan, a special use permit for attached single-family dwellings, a preliminary plat of subdivision, a stormwater variation and the exterior appearance of a 7-unit townhouse development submitted by Duane Street Rowhouses LLC on .473 acres located at 460-478 Duane Street. The subject site is located on the north side of Duane Street between Prospect Avenue and Glenwood Avenue in the C5B Central Business District, Central Service Subdistrict.

The Architectural Review Commission reviewed the proposed exterior appearance at public meetings on August 22, 2007 and February 27, 2008. At the February 27, 2008 meeting, by a vote of 5-1, the Architectural Review Commission recommended approval of the proposed exterior appearance with conditions. The Plan Commission reviewed the requested special use permit for preliminary planned unit development plan, special use permit for attached single-family dwellings, preliminary plat of subdivision, and stormwater variation at public hearings on August 23, 2007, September 27, 2007 and February 28, 2008. At the February 28, 2008 meeting, by a vote of 7-1-1, the Plan Commission recommended approval of these requests with conditions.

Trustee Norton moved and Trustee Thorsell seconded the motion that Ordinance No. 5666 be passed, an Ordinance Granting Approval of a Special Use Permit for a Preliminary Planned Unit Development Plan, a Special Use Permit for Attached Single-Family Dwellings, a Preliminary Plat of Subdivision, a Stormwater Variation and the Exterior Appearance of a Seven-Unit Townhouse Development Known as the Duane Street Rowhouses to be Located at 460-478 Duane Street.

Trustee Thorsell mentioned the developer responded positively to concerned neighborhood resident comments regarding the project.

Trustee Ladesic stated he would not support this project because he did not feel a townhome development was the highest and best use of this property and because the developer has several outstanding projects in the Village.

Upon roll call, Trustees Norton, Thorsell, Comerford and President Hase voted "Aye." Trustee Ladesic voted "Nay." Trustee Armstrong recused. Motion carried.

Ordinance No. 5667 – 530 Pennsylvania Avenue – Approve Exterior Appearance

Planning and Development Director Staci Hulseberg presented information regarding exterior appearance modifications to the front façade of 530 Pennsylvania Avenue submitted by William Stogsdill. The subject property is located on the north side of Pennsylvania Avenue between Main Street and Forest Avenue in the C5B Central Business District, Central Service Subdistrict. The Architectural Review Commission reviewed the request at public meetings on December 12, 2007 and February 27, 2008, voting 6-0 to recommend Village Board approval of the project.

Trustee Comerford moved and Trustee Ladesic seconded the motion that Ordinance No. 5667 be passed, an Ordinance Granting Exterior Appearance Approval for 530 Pennsylvania Avenue.

Upon roll call, Trustees Comerford, Ladesic, Armstrong, Norton and Thorsell voted "Aye." Motion carried.

Auditing Services for Fiscal Years 2008 Through 2012

Finance Director Jon Batek presented information on the request for proposals process conducted in February and early March of this year. A total of five proposals were received from six audit firms invited to participate which have demonstrated experience in performing audits of local government entities in Illinois.

Of the five firms submitting proposals, Sikich LLP, of Aurora, Illinois had the second to lowest total dollar cost proposed, approximately 6 percent above the lowest dollar proposal. The proposal provided by Sikich was found to provide the best value to the Village overall after considering other factors such as experience, proposed audit approach and amount and level of services to be provided in the engagement.

By Village policy, proposals for audit services are sought at least every five-year period. Sikich previously performed the audit of the Village in a satisfactory manner for its fiscal years ended April 30, 2002 through 2007.

Trustee Ladesic moved and Trustee Comerford seconded the motion to accept a proposal dated March 7, 2008 as prepared by Sikich LLP, of Aurora, Illinois to provide auditing services to be completed for the Village of Glen Ellyn for fiscal years ended April 30, 2008 through 2012 in a not-to-exceed amount of \$161,399 for the five-year audit period. Additional costs for the performance of a single audit are accepted as provided in the proposal, as these services may become required.

Upon roll call, Trustees Ladesic, Comerford, Armstrong, Norton and Thorsell voted "Aye." Motion carried.

Transfer of General Funds to Facilities Maintenance Reserve Fund

Finance Director Jon Batek presented information on the transfer between Village funds. Each year, the General Fund makes a contribution to the Facilities Maintenance Reserve Fund in order to accumulate funds for future improvements to Village-owned buildings. This transfer utilizes a portion of the anticipated General Fund FY 07-08 surplus to eliminate the contribution scheduled for FY 08-09, utilizing available funds to fortify the upcoming budget in anticipation of slowed revenue growth in the coming year.

Trustee Thorsell moved and Trustee Armstrong seconded the motion to transfer \$175,000 from the General Fund to the Facilities Maintenance Reserve Fund, representing the FY 08-09 contribution to fund future improvements to Village-owned buildings.

Upon roll call, Trustees Thorsell, Armstrong, Comerford, Ladesic and Norton voted "Aye." Motion carried.

Montclair Parking Lot Reconstruction

Public Works Director Joe Caracci presented information on the reconstruction of the Montclair parking lot, located on the south side of the railroad tracks between Park Boulevard and Montclair Avenue. The existing lot at the site is utilized for permit parking and currently accommodates 160 vehicles. The Montclair Commuter Parking Lot and Prairie Path Improvements Projects completely reconstructs the facility and provides 167 parking spaces. Planned improvements include curb and gutter, storm sewer, landscaping and lighting along the Prairie Path, with the decorative lighting units extending from Park to Taylor. In addition, the Prairie Path would be paved in the area immediately adjacent to the parking lot. Project work would be conducted in two stages, with final completion anticipated prior to the July 4th holiday weekend.

Hardin Paving Company of Wheeling, Illinois submitted the lowest of 16 bids received at the March 11, 2008 bid opening. Hardin's bid of just under \$640,000 was about 15 percent below the engineer's estimate of \$750,000. Reference checks and discussions with Hardin confirmed that the low bid contractor was capable of constructing the project in accordance with the contract documents.

Project plans and documents were developed by the consulting firm of Ciorba Group, Inc. as part of a long-standing contract dating back to 2002, covering multiple assignments. In the course of completing the parking lot work, the consultant incurred additional expenses due to extended coordination requirements with the Union Pacific Railroad, multiple stormwater permit submittals, revised landscaping and drainage designs, survey data point re-establishment and project time delays. Amendment No. 6 to the Ciorba Group services agreement in the amount of \$19,030 increases the engineer's overall fee ceiling to \$357,608. The total fee for the parking lot design effort is \$44,708. The level of funding for Amendment No. 6 is \$19,000. Total funding then equals \$364,500 for the entire engineering effort and provides an allowance for miscellaneous assistance during construction.

To provide the necessary construction oversight services for not only the Montclair Commuter Parking Lot Project but to help manage the overall construction program for the 2008 construction year, staff recommended continuing our ongoing association with Civiltech Engineering, Inc. of Itasca. All projects this year would again be managed in the field by Dave Bugaj, an engineer with multiple years of direct Glen Ellyn experience, and supported by additional Civiltech staff, again with previous Village project familiarity. The firm would provide the required services including full-time day-to-day construction job oversight, office support and material testing needs. For this assignment, it was recommended that Civiltech be retained to provide the needed construction phase engineering services in the amount of \$67,000.

Trustee Thorsell moved and Trustee Norton seconded the motion to approve the following actions:

- a. Award of a contract to Hardin Paving Company of Wheeling, Illinois for the Montclair Commuter Parking Lot Improvements Project, in the amount of \$705,000 (including a 10-percent contingency), to be expensed to the FY 07-08 Parking Fund;
- b. Increase the appropriation for design engineering services associated with the Montclair Commuter Parking Lot Improvements Project provided by Ciorba Group, Inc. by \$19,000 for a revised total appropriation of \$364,500 (covering multiple assignments), to be expensed to the FY 07-08 Parking Fund;
- c. Amendment No. 6 to the engineering services agreement with Ciorba Group, Inc. for additional engineering design services for the Montclair Commuter Parking Lot Improvements Project, in a not-to-exceed amount of \$19,030; and
- d. Engineering services agreement with Civiltech Engineering, Inc. for construction engineering services associated with the Montclair Commuter Parking Lot Improvements Project, in a not-to-exceed amount of \$74,000 (including a 10-percent contingency), to be expensed to the FY 07-08 Parking Fund.

Upon roll call, Trustees Thorsell, Norton, Armstrong, Comerford and Ladesic voted "Aye." Motion carried.

Parkside/Summerdale Road Reconstruction Project

Public Works Director Joe Caracci presented information regarding the rehabilitation of approximately 1.4 miles of roadways inside the area bounded by Roosevelt Road, Main Street, Fairview Avenue and Park Boulevard. The Parkside/Summerdale Road Reconstruction Project completely reconstructs Maiden Lane, Summerdale, most of Parkside and the alley just north of Roosevelt Road between Parkside and Park. Resurfacing is planned on Dorset, Forest, Park Plaza and Stephanie. The work includes about one mile of water main replacement, sanitary sewer lining throughout the area (including in rear yard easements), and various storm sewer improvements. A project feature of note is the planned traffic circle for the intersection of Parkside and

Summerdale. The engineer's estimate for project construction was \$4,575,000. Project work is scheduled for completion by the end of October 2008.

The project received considerable interest from the contractor community, and a total of nine bids were received at the March 11, 2008 bid opening. The low bid contractor at just over \$3,867,000 was John Neri Construction Company of Addison, Illinois. This firm has an excellent track record for their Glen Ellyn work, with recent assignments including the \$8,000,000 Wingate Basin Project in 2004 and the \$2,000,000 North Main Basin Project in 2005.

Civiltech Engineering, Inc. of Itasca, Illinois is again recommended to provide construction oversight services for the project. Their proposal included full-time resident engineering, office services as required and necessary material testing, all for an estimated fee of \$350,000.

Trustee Armstrong moved and Trustee Comerford seconded the motion to approve the following actions:

- a. Award of a contract to John Neri Construction Co., Inc. for street rehabilitation and underground improvements associated with the Parkside/Summerdale Road Reconstruction Project, in the amount of \$4,060,000 (including a 5-percent contingency), to be expensed to the FY 08-09 Water, Sanitary Sewer, and Capital Projects Funds; and
- b. Engineering services agreement with Civiltech Engineering, Inc. for construction engineering services for the Parkside/Summerdale Road Reconstruction Project, in a not-to-exceed amount of \$370,000 (including a 5-percent contingency), to be expensed to the FY 08-09 Water, Sanitary Sewer and Capital Projects Funds.

Upon roll call, Trustees Armstrong, Comerford, Ladesic, Norton and Thorsell voted "Aye." Motion carried.

Resolution No. 08-07 – Braeside Neighborhood Improvements Project – Community Development Block Grant

Public Works Director Joe Caracci presented information on an intergovernmental agreement between the Village and DuPage County governing the receipt of federal Community Development Block Grant funds for the Braeside Neighborhood Improvements Project. The scope of the project work includes extensive street rehabilitation on Surrey Drive between Roosevelt Road and Briar, new water main on Surrey, sanitary sewer main and manhole lining throughout the subdivision, and miscellaneous drainage and sidewalk improvements. Total project cost is estimated to be about \$2,200,000 with the construction work projected to be about \$1,950,000.

In September 2007 the Village Board approved submission of an application to DuPage County for a Community Development Block Grant (CDBG) to aid in project funding. Planning and Development Department staff took the lead in formulating the application for a

grant of \$710,000 primarily to support area water main and sanitary sewer improvements. The Village was formally notified in February 2008 that the application was successful and the full amount of the original request would be available to us for project construction.

Prior to bidding, project implementation steps include the completion of design engineering and execution of various paperwork items associated with the receipt of the CDBG funds. County staff has prepared an agreement for execution by the Village and the DuPage County Boards that not only outlines the requirements and stipulations on both parties governing the use of the federal grant dollars, but also establishes procedures and provides specific directions for proper project performance.

Trustee Norton moved and Trustee Ladesic seconded the motion that Resolution No. 08-07 be passed, a Resolution Authorizing the Execution of an Agreement between the Village of Glen Ellyn and the County of DuPage Governing the Receipt by the Village of Community Development Block Grant Funds in the Amount of \$710,000 to Assist in the Funding of the Braeside Neighborhood Improvements Project.

Upon roll call, Trustees Norton, Ladesic, Armstrong, Comerford and Thorsell voted "Aye." Motion carried.

Reminders

- The next Pre-Board meeting of the Glen Ellyn Village Board is scheduled for Monday, April 14, beginning at 7 p.m. in Room 301 of the Glen Ellyn Civic Center.
- The next Regular Village Board Meeting is scheduled for Monday, April 14, beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Other Business

Trustee Thorsell suggested and President Hase agreed that the regional stormwater detention informational public neighborhood meeting date regarding Ackerman Park be moved up. President Hase said the purpose of this meeting was to provide neighborhood residents the history of the project and also explain Village requirements regarding regional stormwater retention.

Adjournment

At 9:03 p.m., Trustee Comerford moved and Trustee Armstrong seconded the motion that the Regular Meeting of the Village Board of Trustees be adjourned. All Trustees present voted "Aye." Motion carried.

Respectfully Submitted,

Andrea Draths, Village Clerk