Minutes
Special Meeting
Glen Ellyn Village Board of Trustees
Monday, March 24, 2014

Call to Order

Village President Demos called the meeting to order at 7:29 p.m.

Roll Call

Upon roll call by Village Clerk Galvin, Village President Demos and Trustees Burket, Elliott, Ladesic, McGinley and O'Shea answered "Present".

Pledge of Allegiance

President Demos asked Bob Minix to lead the Pledge of Allegiance.

Village Recognition:

1. A resident called to compliment Crew Leader Mark Mellor and Maintenance Worker Steve Hughes of the Public Works Department for quickly clearing up a frozen water line in the street and restoring water to their home.

2. The Hadley Junior High School Drama Department sent an email to Administrative Clerk Jackie Chernesky and Custodian Dave Heighway in appreciation of their efforts in promoting their production of The Little Mermaid.

3. The Village accepts the resignation of Michael L. Cavanagh, commissioner of the Recreation Commission, and thanks him for his service.

4. The Village Board and Management Team congratulate the following employees who recently celebrated an anniversary as a Village employee:

Robert Greenberg	Public Works Department	30 Years
Arturo Acosta	Facilities Maintenance Division	10 Years

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:

Motion to approve the following items including Payroll and Vouchers totaling $1,310,792.22:

1. Total Expenditures (Payroll and Vouchers) - $1,310,792.22.

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

2. Resolution No. 14-02, A Resolution to Determine the Status of Minutes of Certain Executive Session Minutes Held in 2012 and 2013.

3. Ordinance No. 6226-VC, An Ordinance of the Village of Glen Ellyn to Amend Various Sections of the Village Code.

4. Resolution No. 14-03, A Resolution Authorizing Adoption of the 2014 Official Zoning District Map for the Village.

A motion was made by Trustee Burket and seconded by Trustee Elliott to approve the Consent Agenda.

Upon roll call, Trustees Burket, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item G - Sunset Slush Vendor Cart in Central Business District:

Since 1995, the Village Board authorized one or more license agreements to allow temporary equipment and structures on the public sidewalk in the central business district. The agreements have allowed the placement of tables and chairs, a hot dog cart, a gelato cart, and wind enclosures on downtown sidewalks. While a majority of the license agreements have been to allow tables and chairs on the public walks, the Village Board has also allowed 2 vendor carts during this timeframe. The hot dog cart has been permitted for 17 years and a gelato cart was approved for 1 year in 2009.

Erik Anderson, owner of Sunset Slush, would like to operate a portable cart for the purpose of selling Italian ice in front of the Citibank building at 444 N. Main Street from May 15 to September 15. If approved by the Village Board for this first year, his license agreement would be administratively approved in future years.

Mr. Anderson has submitted a signed license agreement, site plan, certificate of insurance, letter of authorization from the property owner, and other required documentation to allow an Italian ice cart at the northwest corner of Main and Duane Street south of the RR tracks and Prairie Path.

The DuPage County Health Department requires that the inventory be stored in an approved commissary. Mr. Anderson has made arrangements with Olive 'n Vinnie's to store his inventory and cart in their space across the street. The Health Department has approved this arrangement. Staff has raised some concerns about the location from a safety standpoint, but understands that Mr. Anderson prefers to be on Main Street, has an agreement with Citibank, and could utilize no parking/no standing /crosswalk signs to address these safety issues.

It is requested that the Village Board consider Mr. Anderson's request and make a motion to either approve, deny, or modify the license agreement for a Sunset Slush vendor cart.

President Demos recused himself from discussion as his wife owns a restaurant downtown and Trustee McGinley took over.

Director Hulseberg explained that Mr. Erik Anderson would like to open Sunset Slush from May 15 to September 15. Trustee Burket asked how many street vendors the Village has. Director Hulseberg responded the hot dog cart has been in operation for 17 years. For one year a gelato cart operated downtown. There are no regulations pertaining to street vendors. Trustee Burket responded that anyone can get one and Director Hulseberg responded that anyone can ask; it is at the discretion of the Board.

Trustee Burket asked how do we limit the number of carts. Director Hulseberg responded there is not a great demand and that anyone can ask; it is at the discretion of the Board. Gia Via Sweets is a food truck that required a waiver from the Village Board to part a truck on private property to sell cupcakes. There have been no complaints about the food truck and their agreement was just renewed.

Trustee O'Shea commented on the revenue the Village would receive; a $50 license and a onetime $100 fee. Director Hulseberg responded the Village would also receive the sales tax revenue.

Trustee Elliott requested that this be tabled and he would like to discuss this with Attorney Mathews. The Board agreed to table.

Mr. Erik Anderson, 654 Euclid Ave., approached the Board to discuss Sunset Slush as he was told he would be permitted to speak at the meeting. Mr. Anderson and his family are partnering with two other long time Glen Ellyn families regarding this venture. After vacationing for several years they enjoyed the Sunset Slush product which is sold on the beaches in North Carolina and decided to bring Sunset Slush to Glen Ellyn, with plans to expand to Elmhurst and Wheaton if successful.

Per DuPage County Health Department regulations, the cart will be stored across the street at Olive & Vinnie's. They will be paying rent. They are looking to partner with the schools, the Park District and the library. They are community centered. If they are successful Mr. Anderson explained that they would love to have a small storefront but they would like to see if their product is well received. They are excited to bring Sunset Slush here.

Mr. Anderson explained that 3 long time Glen Ellyn families want to have a business in Glen Ellyn & they believe the downtown could use an outdoor desert option.

Trustee McGinley inquired about their timeline. Mr. Anderson responded that it will take 4-6 weeks to receive the cart once it is ordered. Everything is in place with Sunset Slush and the DuPage County Health Department pending Village Board approval. Mr. Anderson also stated they would like to start their business in Glen Ellyn and see how it goes.

Trustee Elliott commented that he is not trying to derail the project; he would like to discuss this with the Village attorney. This is tabled until the April 7 Village Board Meeting.

Manager Franz asked if staff should hold off on the renewal for the hotdog vendor. The consensus of the Board said yes.

Agenda Item H - 2011 Essex-Lake-Oak-Grand (ELOG) Drainage and Roadway Improvements Project:

Included in the project closeout package described herein are a change order form and Resolution for Village Board consideration in support of a final and balancing change order for the ELOG Drainage and Roadway Improvements Project. Construction was substantially completed in late 2011 by PirTano Construction Company of Addison. Due to continuing assessment of sanitary sewer main rehabilitation options for the pipe that drains Essex Court through private properties, the final roadway work in the court area was completed in the fall of 2013. Agreement on final quantities has been reached after negotiations between staff, the project engineers (RHMG) and contractor.

At the time of the award of the construction contract, RHMG Engineers were retained to provide construction oversight services for the project. The Board approved amount of compensation was $175,000, including a 10% contingency.

Due to the extended length of project construction and ongoing support services provided by the engineer, RHMG has requested additional compensation above the current appropriation level for their contract. Mr. Rickert requests additional compensation of $7,242 beyond the original Board authorization of $175,000 to a total amount of $182,242.

RHMG's performance on the project was very good and the firm kept in consistent and meaningful contact with both the contractor and Village staff throughout the active construction period and during the 2012-2013 timeframe. It is recommended that Amendment No. 1 to the RHMG Engineering Services Agreement for Construction Services be approved. The Amendment revises the not-to-exceed compensation level from $159,118 (not including contingency) to $182,242. Additional funding of $7,242 is requested from FY-14 Capital Projects Fund, Account No. 40000 - 580160, Project No. 00702 to supplement the original contingency monies and square the funding with the total actual engineering costs.

Trustee Ladesic expressed concerns over the costs associated with contaminated soil at this site and related expenses for quarantine, testing and removal. Manager Franz responded that the total cost was $10,516.

A motion was made by Trustee Ladesic and seconded by Trustee McGinley to approve the following with a single vote.

1. Resolution No. 14-04, A Resolution Concerning the Determination of the Glen Ellyn Village Board that Change Order Number One - Final with PirTano Construction Company, Inc. for an increase of $22,261 is required for the Essex-Lake-Oak-Grand (ELOG) Drainage and Roadway Improvements Project for a Revised and Final Contract Cost of $1,717,424.

2. Motion to increase the appropriation for construction phase engineering services associated with the ELOG Drainage and Roadway Improvements Project provided by RHMG Engineers in the amount of $7,242, for a revised total appropriation of $182,242 to be expensed to the FY14 Capital Projects Fund.

3. Motion to approve Amendment No. 1 to the services agreement with RHMG Engineers for the ELOG Drainage and Roadway Improvements Project for additional construction engineering expenses in the amount of $23,124 resulting in a total not-to-exceed fee of $182,242 for the work.

Upon roll call, Trustees Burket, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item I. - 2014 Street Resurfacing Project: (Presented by Professional Engineer Minix):

The 2014 Street Resurfacing Project area is made up of essentially four distinct areas within the Village - two in the far north and two in the far south. The attached map identifies the subdivisions included in the project area as Derby Glen, Danby Woods, Brentwood Place, and Orchard Glen. This is the first of three major projects to be bid this construction season.

A total of about 10,225 feet (1.94 miles) of roadway improvements are planned. The focus of the project is primarily to improve the pavements in these areas. However, as we perform the resurfacing, we will review and incorporate improvements to the sidewalk network, correct any deficiencies in curbs and complete minor drainage adjustments, as necessary. Project costs, including construction and construction management, are estimated to be about $1,065,000 with approximately $1,000,000 in construction expenses.

Bids were received on February 25, 2014 for the project. Eight contractors submitted bids with Schroeder Asphalt Services of Huntley, IL, submitting the low bid of just over $938,000. The Schroeder bid was a mere $2,600 less (about 0.2 percent) than the second low bid, and about 28 percent lower than the engineer's estimate of $1,200,000.

The Village has worked with Schroeder Asphalt Services on past projects and each time has yielded a quality end product and a strengthened working relationship.

Trustee Ladesic asked if the project could be rebid to obtain a lower price. The $50,000 engineering costs appear high and this is not a lot of roadway. A student engineer could cost $30,000 plus benefits. Engineer Minix suggested not rebidding this project and mentioned experience as a competing factor amongst engineers.

Trustee Elliott asked if expenses could be reduced by doing some of the engineering in house. Manager Franz responded that Engineer Minix will be retiring and that they will need to conduct some successive planning.

President Demos responded that seldom will a Board request to staff up, we will always have to outsource certain engineering projects and he believes that this job was bid well.

A motion was made by Trustee McGinley and seconded by Trustee O'Shea to approve award of a construction contract to Schroeder Asphalt Services of Huntley, Illinois for improvements associated with the 2014 Street Resurfacing Project, in the amount of $995,000 (including a 6% contingency), to be expensed to the Capital Projects Fund. This motion was amended from $1,000,000 to $995,000.

Upon roll call, Trustees Burket, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item J. - Sanitary Sewer System Engineering Agreements: (Presented by Public Works Director Hansen):

RJN Group is an engineering consultant that specializes in sanitary sewer system improvements. The objective of the work they perform is to maximize the capacity of the sanitary sewer system by reducing storm water infiltration. Their work helps to reduce sewer back-ups in residents' basements during rain events. Based on previous work performed by RJN Group in the Village and the flood event that occurred in 2013, it was determined by RJN Group that the Village can reduce infiltration and inflow (I/I) into the sanitary sewer system that will improve the capacity of the system.

Two methods to reduce (I/I) have been recommended by RJN. One method involves dyed water flooding of cross-connected storm sewers and catch basins at 17 suspect locations previously smoke tested. Once dye testing is completed the proper repair method can be prescribed and implemented at these locations.

The other method to reduce infiltration and inflow (I/I) into the sanitary sewer system is manhole rehabilitation in the areas evaluated during the Sanitary Sewer Evaluation Surveys (SSES) performed from 2009-2012 by RJN Group (approximately 120 manholes). RJN has given a proposal to continue the engineering work to make these improvements.

Furthermore, because of the street improvements scheduled for the central business district (CBD), Management is recommending that the Village develop a specific plan to address I/I, structural, and operations and maintenance issues that may be present in the Village's central business district (CBD) sanitary and storm sewer systems.

Approximately 120 manholes have been designated as high priority for rehabilitation from the 2009-2012 SSES studies. RJN will review recommended rehabilitation methods with the Village to confirm use of the most effective approach for each manhole, based on cost, inflow and infiltration reduction, and structural improvement. This process will determine the best solution to make improvements to these manholes and oversee the work.

In addition, to the dye testing in the Central Basin, RJN will work with the Village to develop a plan for assessing of the Village sanitary and storm sewer systems within the central business district (CBD). The goal of this plan is to ensure that the assessment and any construction work identified by the assessment is completed prior to the planned improvements in the CBD.

Director Hansen commented that when the CBD improvements are underway, he does not want any surprises. This is a proactive approach and an opportunity to assess the infrastructure. Trustee Elliott responded that he considers this a high priority.

A motion was made by Trustee O'Shea and seconded by Trustee Elliott to approve award of two engineering agreements to RJN Group of Wheaton, Illinois for improvements associated with the sanitary sewer system in the amount not to exceed $101,100 (including a $10,000 contingency), to be expensed to the Sanitary Sewer Fund, Capital Projects Fund.

Upon roll call, Trustees Burket, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item K - 2013 Village Links Improvement Project Closeout Report. (Discussion Only):

Recreation Director Matt Pekarek presented a final report on the cost of constructing facility improvements at the Village Links golf course in 2013.

Budget - On September 24, 2012 the Village Board awarded a low bid contract to E.P. Doyle & Son, Inc. of Wheaton, IL to construct improvements at the Village Links at a cost of $5,444,000. Village Links staff planned on completing several related projects in-house at a budgeted cost of $610,000. Design costs for architects and engineers were budgeted at $246,000. The total project budget was $6,300,000.

Our budgets included contingencies for the work to be done by staff and for the design costs, but after the low bid for the general contract came in much higher than expected, we did not have any funds left for any contingency in that contract. It was unreasonable to expect that we would not need a contingency for the general contract. Unexpected expenses are always encountered on a construction project, especially with a project that involved extensive excavation and building remodeling where some conditions are not known until construction is underway.

The Village Board approved the construction contract with the understanding that we would develop some contingency funds by working with the contractor to identify contract components that Village Links staff could complete at a lower cost and by value engineering other components. Construction Contract - We successfully freed up contingency funds in the general contract. During construction there were 37 additions to the contract at a cost of $203,000, and 11 contract deductions at a savings of $258,000.

Significant cost increases included additional excavation to compensate for poor soil ($38,000), changes to civil engineering plans for curbing, grading and retaining wall construction ($30,000), changes to the patio bar required by the county Health Department ($20,000), the expansion of the trash enclosure to accommodate a fuel tank ($11,000), a drainage repair to remedy ponding in the parking lot ($10,000), additional top soil ($9,200), revisions to the existing building including masonry, carpentry, staining and painting ($8,000), tile/carpet removal and replacement in hallways between restaurant and Pro Shop ($7,600), floor plan changes in new restaurant to use vinyl flooring instead of carpet ($7,300).

Significant contract deductions included having staff install irrigation on the golf course and driving range (-$140,000), relocation of a ComEd electrical transformer (-$55,000), re-routing a sanitary sewer (-$22,000), eliminating walls around the banquet patio (-$8,400). (Note: some of these savings involved a cost shift to the in-house portion of the project.)When completed, the general contract cost $54,000 less than the original bid. In-House Projects - Significant portions of the project were shifted to the Village Links staff. Village Links staff completed almost 20% of the total project value in-house. Even with that expanded scope of work the total cost of all in-house projects came in $15,000 under the original budget.

Architect and Engineer Costs - Design costs came in $43,000 under budget. We saved considerable money by relying on staff to monitor construction and answer contractor questions about the plans instead of having the civil engineer on site as frequently as planned. We also employed the golf course architect less than anticipated because Village Links staff did most of the golf course construction and needed less oversight. The overall project was completed $113,000 (1.8%) under budget.

Director Pekarek thanked the Village Links staff and the volunteers of the Master Plan Steering Committee, the Guidance Group on Aesthetics, the Architectural Review Commission, the Plan Commission, Capital Improvements Commission, Finance Committee, the Recreation Commission and the Village Board – past and present.

Ponding in the parking lot led to an increase of $10,000 for drainage repair.

Trustee O’Shea commented that this was a great job, it is a great facility. Trustee O’Shea asked if the light problems are being worked on and if some are overloaded or if it an issue with dimmers. Director Pekarek responded that the project is closed and not any issues are being addressed as warranty issues. Seven months are left on the warranty.

President Demos remarked that if something isn’t working it is either due to poor design, improper installation, or due to product design. Let’s use the warranties to address these issues as soon as possible.

Reminders

1. The next Special Village Board Workshop is scheduled for Monday, April 7, 2014 at 6:00PM in Room 301 of the Glen Ellyn Civic Center.

2. The next Village Board Meeting is scheduled for Monday, April 14, 2014 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.

Adjournment

At 8:45 p.m. a motion was made by Trustee Elliott and seconded by Trustee Burket to adjourn.   Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk