



Agenda
Village of Glen Ellyn
Regular Meeting
Monday, September 24, 2018
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Village Board Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Village Recognition: (Village Clerk)

1. Proclamation in recognition of the Glen Ellyn Rotary Club's 75th Anniversary
2. Sergeant Holstead received a thank you letter from Southminster Presbyterian Church for his outstanding training on ways to keep their church as welcoming and safe as possible.
3. Police Chief Norton and the Glen Ellyn Police Department received a letter from a resident thanking the Police Department for their service and commitment to keep Glen Ellyn safe.

E. Audience Participation

1. Executive Director Carol White of the Alliance of Downtown Glen Ellyn will present a quarterly report.

2. Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) 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. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings

and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

F. 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 \$2,067,086.24: (Trustee Fasules)

1. Total Expenditures (Payroll and Vouchers) - \$2,067,086.24. The vouchers have been reviewed by Trustee Fasules and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
2. September 10, 2018 Regular Board Meeting Minutes
3. September 17, 2018 Regular Workshop Meeting Minutes
4. Resolution 18 - 18, A Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code as Required by I.D.O.T. for Calendar Year 2017 in the Amount of \$536,512.94 for the Expenditure of Motor Fuel Tax Funds (Public Works Director Hansen)
5. Ordinance No. 6630- VC, An Ordinance to Amend the Liquor Control Code Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code of Glen Ellyn, Illinois to Decrease the Number of Permitted Class A-2, B-3, B-5, C-1, D-1 and H Liquor Licenses and to Increase the Number of Permitted C-2 Liquor Licenses (Attorney Mathews)

G. Central Business District (CBD) Streetscape and Utility Design Agreement (Professional Engineer Daubert) (Trustee Enright)

1. Motion to authorize the Village Manager to execute an agreement with Civiltech Engineering, Inc. of Itasca, Illinois for Design Services for the CBD Streetscape and Utility Improvement Project in the not-to-exceed amount of \$365,183, including a \$20,000 contingency, to be expensed to the Capital Projects and Water and Sanitary Sewer Funds

H. Second Reading of the Food and Beverage Tax (Finance Director Coyle) (Trustee Pryde)

1. Motion to Approve on Second Reading Ordinance No. 6629 - VC, An Ordinance Adding Title 3, Chapter 44 (Food and Beverage Tax) to the Code of Ordinances for the Village of Glen Ellyn, Illinois

I. Reminders

1. A Special Village Board Budget Workshop is scheduled for Monday, October 1, 2018 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.

2. A Special Village Board Budget Workshop is scheduled for Thursday, October 4, 2018 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.
3. A Regular Village Board Meeting is scheduled for Monday, October 8, 2018 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.
4. A Special Village Board Budget Workshop is scheduled for Thursday, October 11, 2018 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.

J. Other Business

K. Adjournment



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Proclamation
Prepared By: Lindsey Kaminsky

SCHEDULED

AGENDA ITEM (ID # 3574)

DOC ID: 3574

Proclamation in recognition of the Glen Ellyn Rotary Club's 75th Anniversary

ATTACHMENTS:

- Rotary Club 75 Anniversary (PDF)



Proclamation

HONORING THE ROTARY CLUB OF GLEN ELLYN 75TH ANNIVERSARY

WHEREAS, the Rotary Club of Glen Ellyn was chartered in 1943 and follows the mission to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty; and

WHEREAS, the Rotary Club of Glen Ellyn is a group of neighbors, friends and community leaders who strive to think differently and act responsibly to enact change; and

WHEREAS, the Rotary Club of Glen Ellyn has undertaken and participated in many civic endeavors over the years including College and Vocational Scholarships, refurbishing the Family Service Shelter and the construction of the Gazebo in Glen Ellyn's Prairie Path Park; and

WHEREAS, the Rotary Club of Glen Ellyn takes part in many international projects and strongly participates in Rotary International's on-going and global efforts to eradicate polio throughout the world;

NOW, THEREFORE, I, DIANE MCGINLEY, President of the Village of Glen Ellyn, on behalf of the entire Village Board and Glen Ellyn community, do hereby recognize and commend the Rotary Club of Glen Ellyn on providing 75 years of service to the Glen Ellyn community.

VILLAGE PRESIDENT
ATTEST:

VILLAGE CLERK

DATE



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Presentation
Prepared By: Lindsey Kaminsky

SCHEDULED

AGENDA ITEM (ID # 3570)

DOC ID: 3570

Executive Director Carol White of the Alliance of Downtown Glen Ellyn will present a quarterly report.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Vouchers
Prepared By: Lori Thomas

SCHEDULED

AGENDA ITEM (ID # 3573)

DOC ID: 3573

Total Expenditures (Payroll and Vouchers) - \$2,067,086.24. The vouchers have been reviewed by Trustee Fasules and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

ATTACHMENTS:

- Vouchers 2018-09-24 (PDF)

**Approval of Vouchers
For the Village Board Meeting of September 24, 2018**

EXPENDITURES:

Accounts Payable Warrant 0918-1	9/7/2018	\$901,012.78
Accounts Payable Warrant 0918-2	9/14/2018	\$642,529.27
Sub-Total		\$1,543,542.05

Warrant Total \$ 1,543,542.05

PAYROLL EXPENDITURES**September 14, 2018**

Net Employee Payroll Checks	\$	330,132.73
<u>Employee & Employer Payroll Deductions:</u>		
Employee Deductions*	\$	142,954.44
IMRF - Employer contribution	\$	24,293.90
Social Security/Medicare Tax Withheld - Employer portion	\$	26,163.12
Total Payroll	\$	<u>523,544.19</u>

\$ 523,544.19

GRAND TOTAL \$2,067,086.24

* Employee deductions include contributions for pensions, health insurance, union dues and other employee directed deductions such as tax withholdings, 457 & 125 plan contributions and supplemental life insurance.

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
11291 RW2 MARKETING & DESIGN										
90715		09/01/2018		0918-2	232466	49.00	09/11/2018	INV	PD	REPUTATION MANAGEMENT
INVOICE:129623		CHECKDATE:09/14/2018								
2021 A-RELIABLE PRINTING										
90644		09/07/2018		0918-2	232467	145.00	09/11/2018	INV	PD	PRINTING
INVOICE:21190		CHECKDATE:09/14/2018								
90643		09/07/2018		0918-2	232467	85.41	09/11/2018	INV	PD	PRINTING
INVOICE:21191		CHECKDATE:09/14/2018								
						230.41				
5574 AFTERMATH, INC.										
90745		08/31/2018		0918-2	232468	45.00	09/13/2018	INV	PD	BIO-HAZARD CLEANING
INVOICE:JC2018-2335		CHECKDATE:09/14/2018								
90744		08/31/2018		0918-2	232468	105.00	09/13/2018	INV	PD	BIO-HAZARD CLEANING
INVOICE:JC2018-2341		CHECKDATE:09/14/2018								
						150.00				
11286 REED/TIA ANDERS										
90649		09/06/2018		0918-2	232469	2,000.00	09/11/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20171769		CHECKDATE:09/14/2018								
52 SOUTH WEST INDUSTRIES INC										
90746		09/01/2018		0918-2	232470	204.97	09/13/2018	INV	PD	MAINTENANCE
INVOICE:INV-01476-N6Q2T8		CHECKDATE:09/14/2018								
7592 AQUAFIX, INC										
90651		08/30/2018		0918-2	232471	425.19	09/11/2018	INV	PD	GREASEJETT
INVOICE:25493		CHECKDATE:09/14/2018								
58 ARMBRUST PLUMBING, HEATING, & AIR, INC.										
90645		08/31/2018		0918-2	232472	260.00	09/11/2018	INV	PD	RPZ TEST STACY TAVERN
INVOICE:108111		CHECKDATE:09/14/2018								
90647		08/31/2018		0918-2	232472	130.00	09/11/2018	INV	PD	RPZ TEST HISTORY CTR
INVOICE:108112		CHECKDATE:09/14/2018								
90646		08/31/2018		0918-2	232472	195.00	09/11/2018	INV	PD	RPZ TEST FS#1
INVOICE:108113		CHECKDATE:09/14/2018								
90648		08/31/2018		0918-2	232472	195.00	09/11/2018	INV	PD	RPZ TEST FS#2
INVOICE:108114		CHECKDATE:09/14/2018								
90747		08/31/2018		0918-2	232472	260.00	09/13/2018	INV	PD	RPZ TEST CIVIC CENTER
INVOICE:108115		CHECKDATE:09/14/2018								
						1,040.00				
67 ATLAS REFRIGERATION, INC.										
90569		08/13/2018		0918-1	232415	227.50	09/06/2018	INV	PD	NORLAKE SERVICE
INVOICE:26391		CHECKDATE:09/07/2018								

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
90815 INVOICE:26400		07/24/2018		0918-2	232473	215.00	09/13/2018	INV	PD	NORLAKE SERVICE
90568 INVOICE:26431		08/23/2018		0918-1	232415	935.00	09/06/2018	INV	PD	SERVICE CALL
						1,377.50				
11006 MIDWEST MOBILE WATERJET LLC										
90642 INVOICE:4745		09/05/2018		0918-2	232474	1,648.11	09/11/2018	INV	PD	SIGN BLANK RECYCLING
5615 AXON ENTERPRISE, INC										
90743 INVOICE:SI-1549650		08/27/2018		0918-2	232475	3,000.00	09/13/2018	INV	PD	TASER ASSURANCE PLAN
6832 POWER UP BATTERIES LLC										
90652 INVOICE:P5445654		09/05/2018		0918-2	232476	115.92	09/11/2018	INV	PD	BATTERIES FOR BARRICADES
82 BELL FUELS, INC.										
90543 INVOICE:273472		07/21/2018		0918-1	232416	726.22	09/04/2018	INV	PD	FUELS
90781 INVOICE:275610		09/04/2018		0918-2	232477	1,970.58	09/13/2018	INV	PD	FUELS
90780 INVOICE:275611		09/04/2018		0918-2	232477	1,014.57	09/13/2018	INV	PD	FUELS
						3,711.37				
10010 BELLA BREW COFFEE & BEVERAGE CO										
90570 INVOICE:72716		09/04/2018		0918-1	232417	76.80	09/06/2018	INV	PD	BEVERAGE RESALE
10118 BUCHANAN ENERGY LLC										
90748 INVOICE:5551791	20170083	09/05/2018		0918-2	232478	17,892.80	09/13/2018	INV	PD	YR 2 OF 4 YR CONTRACT FOR FUEL
5354 UNITED COMMUNICATION SYSTEMS										
90637 INVOICE:90718		08/15/2018		0918-1	232418	4,335.64	09/07/2018	INV	PD	1209860-1124924 0818
120 CANON SOLUTIONS AMERICA, INC										
90752 INVOICE:4026940051		09/01/2018		0918-2	232479	28.61	09/13/2018	INV	PD	COPIER IRADV8295 MAINT
7106 ELAINE CARAVELLO										
90544 INVOICE:20162115		08/30/2018		0918-1	232419	3,000.00	09/04/2018	INV	PD	RESTORATION DEPOSIT REFUND

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1811 NICHOLAS CATALANO										
90666		09/05/2018		0918-2	232480	10.00	09/11/2018	INV	PD	TRAVEL REIMBURSEMENT
INVOICE:ER091118		CHECKDATE:09/14/2018								
10359 CBS RADIO, INC										
90579		08/26/2018		0918-1	232420	900.00	09/06/2018	INV	PD	ADVERTISING
INVOICE:893045-5		CHECKDATE:09/07/2018								
9437 ECON CONTROL INC										
90576		07/27/2018		0918-1	232421	724.80	09/06/2018	INV	PD	CIGAR RESALE
INVOICE:32848		CHECKDATE:09/07/2018								
147 CHICAGO DISTRICT GOLF ASSN.										
90782		09/06/2018		0918-2	232481	50.00	09/13/2018	INV	PD	HANDICAP FEES
INVOICE:2138-176		CHECKDATE:09/14/2018								
5431 CHICAGO METROPOLITAN FIRE PREVENTION CO.										
90751		08/29/2018		0918-2	232482	533.00	09/13/2018	INV	PD	SERVICE CALL PW
INVOICE:IN00192925		CHECKDATE:09/14/2018								
90750		08/31/2018		0918-2	232482	332.58	09/13/2018	INV	PD	SERVICE CALL HISTORY CTR
INVOICE:IN00193321		CHECKDATE:09/14/2018								
						865.58				
11282 CIMA DEVELOPERS LP										
90545		08/30/2018		0918-1	232422	2,000.00	09/04/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20171630		CHECKDATE:09/07/2018								
1076 CINTAS CORPORATION NO 2										
90571		08/27/2018		0918-1	232423	910.99	09/06/2018	INV	PD	CUSTODIAL SUPPLIES
INVOICE:769480316		CHECKDATE:09/07/2018								
90653		09/06/2018		0918-2	232483	95.91	09/11/2018	INV	PD	MAT SERVICE CC
INVOICE:769486021		CHECKDATE:09/14/2018								
90749		09/10/2018		0918-2	232483	53.59	09/13/2018	INV	PD	MAT SERVICE PD
INVOICE:769487563		CHECKDATE:09/14/2018								
						1,060.49				
11255 CLEAR CHANNEL OUTDOOR, INC										
90572		09/03/2018		0918-1	232424	637.50	09/06/2018	INV	PD	ADVERTISING
INVOICE:250262107		CHECKDATE:09/07/2018								
11283 CLIFFORD-WALD & CO-A KIP COMPANY										
90552		08/21/2018		0918-1	232425	398.33	09/04/2018	INV	PD	PLOTTER SUPPLIES
INVOICE:IN00110600		CHECKDATE:09/07/2018								
175 COMMONWEALTH EDISON COMPANY										

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
90553		08/10/2018		0918-1	232427	36.88	09/04/2018	INV	PD	2215042016 0818
INVOICE: 90553				CHECKDATE: 09/07/2018						
90554		08/10/2018		0918-1	232427	77.17	09/04/2018	INV	PD	4593032014 0818
INVOICE: 90554				CHECKDATE: 09/07/2018						
90555		08/10/2018		0918-1	232427	33.97	09/04/2018	INV	PD	1773149091 0818
INVOICE: 90555				CHECKDATE: 09/07/2018						
90556		08/10/2018		0918-1	232427	79.33	09/04/2018	INV	PD	0213156104 0818
INVOICE: 90556				CHECKDATE: 09/07/2018						
90557		08/10/2018		0918-1	232427	105.28	09/04/2018	INV	PD	5897103011 0818
INVOICE: 90557				CHECKDATE: 09/07/2018						
90558		08/09/2018		0918-1	232427	920.28	09/04/2018	INV	PD	0018071031 0818
INVOICE: 90558				CHECKDATE: 09/07/2018						
90559		08/06/2018		0918-1	232427	95.35	09/04/2018	INV	PD	2493106006 0818
INVOICE: 90559				CHECKDATE: 09/07/2018						
90560		08/08/2018		0918-1	232427	72.91	09/04/2018	INV	PD	3965055040 0818
INVOICE: 90560				CHECKDATE: 09/07/2018						
90561		08/08/2018		0918-1	232427	982.68	09/04/2018	INV	PD	5373072000 0818
INVOICE: 90561				CHECKDATE: 09/07/2018						
90562		08/08/2018		0918-1	232427	20.71	09/04/2018	INV	PD	2781170010 0818
INVOICE: 90562				CHECKDATE: 09/07/2018						
90563		08/16/2018		0918-1	232427	34.42	09/04/2018	INV	PD	6465153008 0818
INVOICE: 90563				CHECKDATE: 09/07/2018						
90564		08/08/2018		0918-1	232427	94.83	09/04/2018	INV	PD	4338096178 0818
INVOICE: 90564				CHECKDATE: 09/07/2018						
90565		08/14/2018		0918-1	232426	100.76	09/04/2018	INV	PD	0175026025 0818
INVOICE: 90565				CHECKDATE: 09/07/2018						
90578		08/13/2018		0918-1	232426	7,052.70	09/06/2018	INV	PD	2943055045 0818
INVOICE: 90578				CHECKDATE: 09/07/2018						
						9,707.27				
10373 HISTORIC PALM LLC										
90783	20180005	09/01/2018		0918-2	232484	2,614.99	09/13/2018	INV	PD	LINKS CUSTODIAL SERVICES
INVOICE: 58498				CHECKDATE: 09/14/2018						
10917 CONRAD POLYGRAPH, INC										
90654		09/01/2018		0918-2	232485	320.00	09/11/2018	INV	PD	EXAMS
INVOICE: 3058				CHECKDATE: 09/14/2018						
4876 CONSTELLATION NEWENERGY, INC.										
90659		08/06/2018		0918-2	232486	99.84	09/11/2018	INV	PD	7302778-11 0818
INVOICE: 12734516201				CHECKDATE: 09/14/2018						
90551		08/09/2018		0918-1	232428	132.04	09/04/2018	INV	PD	7302778-2 0818
INVOICE: 12759375401				CHECKDATE: 09/07/2018						
90550		08/09/2018		0918-1	232428	170.78	09/04/2018	INV	PD	7302778-3 0818
INVOICE: 12759400301				CHECKDATE: 09/07/2018						
90549		08/09/2018		0918-1	232428	281.78	09/04/2018	INV	PD	7302778-4 0818
INVOICE: 12759400701				CHECKDATE: 09/07/2018						
90548		08/09/2018		0918-1	232428	299.05	09/04/2018	INV	PD	7302778-5 0818
INVOICE: 12759406101				CHECKDATE: 09/07/2018						
90662		08/09/2018		0918-2	232486	41.89	09/11/2018	INV	PD	7302778-7 0818
INVOICE: 12759536101				CHECKDATE: 09/14/2018						

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
90660		08/09/2018		0918-2	232486	40.25	09/11/2018	INV	PD	7302778-12 0818
INVOICE:12759570201				CHECKDATE:09/14/2018						
90656		08/09/2018		0918-2	232486	21.87	09/11/2018	INV	PD	7302778-8 0818
INVOICE:12764114901				CHECKDATE:09/14/2018						
90657		08/21/2018		0918-2	232486	8,582.07	09/11/2018	INV	PD	7302778-1 0818
INVOICE:12786576201				CHECKDATE:09/14/2018						
90663		08/15/2018		0918-2	232486	22.83	09/11/2018	INV	PD	7302278-9 0818
INVOICE:12786841301				CHECKDATE:09/14/2018						
90661		08/15/2018		0918-2	232486	64.31	09/11/2018	INV	PD	7302778-10 0818
INVOICE:12786849801				CHECKDATE:09/14/2018						
90658		08/15/2018		0918-2	232486	7.96	09/11/2018	INV	PD	7302778-13 0818
INVOICE:12786855801				CHECKDATE:09/14/2018						
						9,764.67				
10952 CONSUMERS PACKING COMPANY										
90573		09/04/2018		0918-1	232429	722.47	09/06/2018	INV	PD	FOOD RESALE
INVOICE:344382				CHECKDATE:09/07/2018						
8317 COPY KING OFFICE SOLUTIONS, INC										
90655		09/01/2018		0918-2	232487	608.40	09/11/2018	INV	PD	COPIER MX-5001N MAINT
INVOICE:41246				CHECKDATE:09/14/2018						
3037 COZZINI BROS INC.										
90574		08/22/2018		0918-1	232430	26.00	09/06/2018	INV	PD	KNIFE SERVICE
INVOICE:C5447059				CHECKDATE:09/07/2018						
90575		09/05/2018		0918-1	232430	26.00	09/06/2018	INV	PD	KNIFE SERVICE
INVOICE:C5484679				CHECKDATE:09/07/2018						
						52.00				
5206 TAYKIT INC										
90577		08/28/2018		0918-1	232431	1,559.00	09/06/2018	INV	PD	LINKS NEWSLETTER
INVOICE:8281801				CHECKDATE:09/07/2018						
11295 LOAN CROSS										
90720		09/12/2018		0918-2	232488	46.64	09/12/2018	INV	PD	WATER REFUND 128216
INVOICE:90720				CHECKDATE:09/14/2018						
197 CRUSH-CRETE INC										
90547		08/19/2018		0918-1	232432	892.28	09/04/2018	INV	PD	ASPHALT, STONE
INVOICE:62168				CHECKDATE:09/07/2018						
90665		08/26/2018		0918-2	232489	250.00	09/11/2018	INV	PD	HAULING SVCS
INVOICE:62209				CHECKDATE:09/14/2018						
						1,142.28				
204 DAILY HERALD										
90753		09/01/2018		0918-2	232490	179.40	09/13/2018	INV	PD	155446-ADMIN SUB 8/26/18-8/24/
INVOICE:91318				CHECKDATE:09/14/2018						
90669		08/23/2018		0918-2	232491	85.10	09/11/2018	INV	PD	680 GRAND NOTICE

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:T4507621		CHECKDATE:09/14/2018								
8031 SHAW SUBURBAN MEDIA GROUP						264.50				
90790		08/30/2018		0918-2	232492	500.00	09/15/2018	INV	PD	LINKS ADVERTISING
INVOICE:1560533		CHECKDATE:09/14/2018								
90791		08/30/2018		0918-2	232492	495.00	09/15/2018	INV	PD	LINKS ADVERTISING
INVOICE:1560534		CHECKDATE:09/14/2018								
						995.00				
242 DU-KANE ASPHALT CO.										
90566		08/19/2018		0918-1	232433	4,201.52	09/04/2018	INV	PD	ASPHALT MATERIAL
INVOICE:2213		CHECKDATE:09/07/2018								
90667		08/26/2018		0918-2	232493	3,344.22	09/11/2018	INV	PD	ASPHALT MATERIAL
INVOICE:2238		CHECKDATE:09/14/2018								
						7,545.74				
249 DUPAGE COUNTY										
90668		09/04/2018		0918-2	232494	150.00	09/11/2018	INV	PD	RECORDING
INVOICE:201809040197		CHECKDATE:09/14/2018								
262 DUPAGE WATER COMMISSION										
DPWC-118		07/31/2018		0918-1	21185	436,705.88	09/04/2018	DIR	PD	WATER COSTS
INVOICE:DPWC-133		CHECKDATE:09/04/2018								
9056 ECOLAB INC										
90580		06/18/2018		0918-1	232434	111.82	09/06/2018	INV	PD	LABELS
INVOICE:95355086		CHECKDATE:09/07/2018								
283 ENGINEERING RESOURCE ASSOC INC										
90671		08/31/2018		0918-2	232495	1,857.72	09/11/2018	INV	PD	ANNUAL NOI NPDES REPORT PREPAR
INVOICE:120209.18.01		CHECKDATE:09/14/2018								
90670	20180027	08/23/2018		0918-2	232495	17,061.88	09/11/2018	INV	PD	ENGINEERING SVCS STREET RESURF
INVOICE:180514.02		CHECKDATE:09/14/2018								
						18,919.60				
11292 ESTATE OF PATRICIA MAJER										
90717		09/12/2018		0918-2	232496	172.69	09/12/2018	INV	PD	WATER REFUND 231270
INVOICE:90717		CHECKDATE:09/14/2018								
2715 F & P ASSOCIATES, INC										
90567		08/20/2018		0918-1	232435	496.20	09/04/2018	INV	PD	BOILER FLOAT
INVOICE:1006354		CHECKDATE:09/07/2018								
5676 FOLDS OF HONOR FOUNDATION										
90754		09/01/2018		0918-2	232497	525.00	09/13/2018	INV	PD	PATRIOT DAY DONATIONS

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:91318										CHECKDATE:09/14/2018
										11288 MICHELE FORNARO
90672		09/05/2018		0918-2	232498	1,000.00	09/11/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20170476										CHECKDATE:09/14/2018
										5 ARTHUR J GALLAGHER RISK MGMT SVCS, INC.
90650		08/27/2018		0918-2	232499	4,939.00	09/11/2018	INV	PD	BUILDER RISK POLICY CC RENOVAT
INVOICE:2708382										CHECKDATE:09/14/2018
										1047 GENEVA CONSTRUCTION COMPANY
90675	20170035	05/30/2018		0918-2	232500	134,940.27	09/11/2018	INV	PD	2017 STREET RESURFACING CONSTR
INVOICE:57941										CHECKDATE:09/14/2018
										348 GLEN ELLYN CHAMBER OF COMMERCE
90676		08/27/2018		0918-2	232501	520.00	09/11/2018	INV	PD	STEAK FRY-2 TABLES OF 8
INVOICE:16344										CHECKDATE:09/14/2018
										356 GLEN ELLYN VOLUNTEER FIRE CO.
840968		09/04/2018		0918-1	232436	39,944.67	09/04/2018	INV	PD	MONTHLY CONTRIBUTION
INVOICE:FY18-9										CHECKDATE:09/07/2018
										368 GRACE LUTHERAN CHURCH
GRACE-66		09/04/2018		0918-1	232437	310.00	09/04/2018	INV	PD	CUSTODIAL/TELECOM
INVOICE:GRACE-84										CHECKDATE:09/07/2018
										11297 GRAHAM / MEGAN GRAFTON
90723		09/12/2018		0918-2	232502	56.20	09/12/2018	INV	PD	WATER REFUND 113190
INVOICE:90723										CHECKDATE:09/14/2018
										929 W.W. GRAINGER INC
90674		08/28/2018		0918-2	232503	233.44	09/11/2018	INV	PD	BALLASTS
INVOICE:9889061850										CHECKDATE:09/14/2018
90673		08/29/2018		0918-2	232503	210.16	09/11/2018	INV	PD	PLUMBING SUPPLIES
INVOICE:9890650220										CHECKDATE:09/14/2018
						443.60				
										370 GRAYBAR ELECTRIC COMPANY INC
90581		08/23/2018		0918-1	232438	1,845.04	09/06/2018	INV	PD	STREET LIGHT SHROUDS
INVOICE:9305783563										CHECKDATE:09/07/2018
										5049 GROOT INDUSTRIES INC.
90817		09/01/2018		0918-2	232504	645.00	09/14/2018	INV	PD	3107-61815-001 0918
INVOICE:2260674										CHECKDATE:09/14/2018
90582		09/01/2018		0918-1	232439	107,224.99	09/06/2018	INV	PD	3107-31803 0918

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:2261199		CHECKDATE:09/07/2018								
2081 HAMPTON, LENZINI AND RENWICK, INC.						107,869.99				
90755		09/06/2018		0918-2	232505	2,625.00	09/13/2018	INV	PD	TREE PRESERVATION SERVICES
INVOICE:20181732		CHECKDATE:09/14/2018								
2324 HARRIS MOTOR SPORTS, INC.										
90786	20180023	08/31/2018		0918-2	232506	2,501.66	09/13/2018	INV	PD	SECOND YEAR YAMATRACK GPS
INVOICE:2-217064		CHECKDATE:09/14/2018								
6405 HIGHLAND BAKING CO										
90586		09/02/2018		0918-1	232440	83.08	09/06/2018	INV	PD	FOOD RESALE
INVOICE:1795252		CHECKDATE:09/07/2018								
90589		08/30/2018		0918-1	232440	125.98	09/06/2018	INV	PD	FOOD RESALE
INVOICE:1795571		CHECKDATE:09/07/2018								
90588		08/31/2018		0918-1	232440	158.64	09/06/2018	INV	PD	FOOD RESALE
INVOICE:1796294		CHECKDATE:09/07/2018								
90587		09/01/2018		0918-1	232440	93.00	09/06/2018	INV	PD	FOOD RESALE
INVOICE:1797813		CHECKDATE:09/07/2018								
90585		09/03/2018		0918-1	232440	161.56	09/06/2018	INV	PD	FOOD RESALE
INVOICE:1798670		CHECKDATE:09/07/2018								
90584		09/04/2018		0918-1	232440	151.85	09/06/2018	INV	PD	FOOD RESALE
INVOICE:1799388		CHECKDATE:09/07/2018								
90583		09/05/2018		0918-1	232440	59.87	09/06/2018	INV	PD	FOOD RESALE
INVOICE:1800451		CHECKDATE:09/07/2018								
90785		09/07/2018		0918-2	232507	99.77	09/13/2018	INV	PD	FOOD RESALE
INVOICE:1802488		CHECKDATE:09/14/2018								
90784		09/08/2018		0918-2	232507	219.69	09/13/2018	INV	PD	FOOD RESALE
INVOICE:1803622		CHECKDATE:09/14/2018								
10742 JEFF/JILL HILLGOTH						1,153.44				
90630		08/29/2018		0918-1	232441	5,625.00	09/03/2018	INV	PD	SEWER REPAIR COST SHARE
INVOICE:SWR090618		CHECKDATE:09/07/2018								
8568 HOUSE OF GRAPHICS, INC										
90677		08/21/2018		0918-2	232508	95.00	09/11/2018	INV	PD	VILLAGE NOTECARDS, ENVELOPES
INVOICE:1808083		CHECKDATE:09/14/2018								
11294 HSBC BANK USA										
90719		09/12/2018		0918-2	232509	62.23	09/12/2018	INV	PD	WATER REFUND 413240
INVOICE:90719		CHECKDATE:09/14/2018								
10197 INTEGRITY ENTERPRISES/										
90682		09/04/2018		0918-2	232510	1,100.00	09/11/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20180330		CHECKDATE:09/14/2018								

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION	
11289 INTERSTATE POWER SYSTEMS, INC											
90681		08/31/2018		0918-2	232511	795.00	09/11/2018	INV	PD	GENERATOR TEST CIVIC CTR	
INVOICE:R042017823:01		CHECKDATE:09/14/2018									
90680		08/31/2018		0918-2	232511	669.02	09/11/2018	INV	PD	GENERATOR TEST PW	
INVOICE:R042017827:01		CHECKDATE:09/14/2018									
90678		09/04/2018		0918-2	232511	495.00	09/11/2018	INV	PD	GENERATOR TEST FS#2	
INVOICE:R042017828:01		CHECKDATE:09/14/2018									
90679		09/04/2018		0918-2	232511	495.00	09/11/2018	INV	PD	GENERATOR TEST FS#1	
INVOICE:R042017829:01		CHECKDATE:09/14/2018									
						2,454.02					
11151 VINCE IPPOLITO											
90722		09/12/2018		0918-2	232512	62.59	09/12/2018	INV	PD	WATER REFUND 439320	
INVOICE:90722		CHECKDATE:09/14/2018									
10880 IRTS SOLUTIONS LLC											
90756		09/01/2018		0918-2	232513	200.00	09/13/2018	INV	PD	JULIE TRACKING AUG 2018	
INVOICE:SIR002744		CHECKDATE:09/14/2018									
8531 JACK DOHENY COMPANIES, INC											
90684		08/29/2018		0918-2	232514	800.00	09/11/2018	INV	PD	PACP TRAINING-MANNING	
INVOICE:A15667		CHECKDATE:09/14/2018									
1127 JAMES J BENES AND ASSOCIATES, INC.											
90683		07/31/2018		0918-2	232515	686.89	09/11/2018	INV	PD	PROFESSIONAL SERVICES	
INVOICE:1566.000-1		CHECKDATE:09/14/2018									
11301 JP TRIM & CABINETRY											
90757		09/12/2018		0918-2	232516	1,000.00	09/13/2018	INV	PD	RESTORATION DEPOSIT REFUND	
INVOICE:20171006		CHECKDATE:09/14/2018									
8002 KIWANIS CLUB OF CENTRAL DUPAGE											
90687		09/01/2018		0918-2	232517	140.00	09/11/2018	INV	PD	ANNUAL MEMBERSHIP	
INVOICE:91118		CHECKDATE:09/14/2018									
11285 KOELSCH CONSTRUCTION											
90639		09/07/2018		0918-1	232442	474.34	09/07/2018	INV	PD	HYDRANT METER REFUND	
INVOICE:HMR090718		CHECKDATE:09/07/2018									
612 KONICA MINOLTA BUSINESS SOLUTIONS INC											
90686		08/31/2018		0918-2	232518	231.00	09/11/2018	INV	PD	COPIER C454E MAINT	
INVOICE:365705011		CHECKDATE:09/14/2018									
90590		08/24/2018		0918-1	232443	431.88	09/06/2018	INV	PD	COPIER C754E MAINT	
INVOICE:9004894322		CHECKDATE:09/07/2018									

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
526 KRAMER TREE SPECIALISTS INC						662.88				
90685 INVOICE:78785		08/31/2018		0918-2	232519	465.00	09/11/2018	INV	PD	PARKWAY TREE FERTILIZATION
8983 ANDREW WOOD INC										
90787 INVOICE:403025		09/15/2018		0918-2	232520	1,750.00	09/15/2018	INV	PD	WEB SITE SERVICES
546 LEN'S ACE HARDWARE, INC.										
90631 INVOICE:83118		07/31/2018		0918-1	232444	288.20	09/03/2018	INV	PD	10686 LINKS CHARGES JUL 2018
644 NETTOYER, INC.										
90758 INVOICE:7452		08/31/2018		0918-2	232521	146.75	09/13/2018	INV	PD	CAR WASHES AUG 2018
10900 RUTH MADDOCK										
90816 INVOICE:91318		09/01/2018		0918-2	232522	180.00	09/13/2018	INV	PD	IRRIGATION REPAIR REIMBURSEMEN
11293 MADISON CORP GROUP										
90718 INVOICE:90718		09/12/2018		0918-2	232523	115.05	09/12/2018	INV	PD	WATER REFUND 210300
8786 KEN MATUSZAK										
90688 INVOICE:ER091118		09/01/2018		0918-2	232524	61.41	09/11/2018	INV	PD	CDL REIMBURSEMENT
11298 MATTHEW MCCOLLUM										
90760 INVOICE:20181175		09/10/2018		0918-2	232525	1,000.00	09/13/2018	INV	PD	RESTORATION DEPOSIT REFUND
595 MENARDS, INC.										
90591 INVOICE:94595		08/27/2018		0918-1	232445	73.86	09/06/2018	INV	PD	ELECTRICAL SUPPLIES
596 METRO PARAMEDIC SERVICES, INC.										
90632 INVOICE:20-00853		07/17/2018		0918-1	232446	32,353.16	09/03/2018	INV	PD	PARAMEDIC SVCS AUG 2018
966 WM. F. MEYER CO.										
90691		08/27/2018		0918-2	232526	279.73	09/11/2018	INV	PD	BALL VALVES

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:S3511614.001		CHECKDATE:09/14/2018								
6603 CHRISTINE MILLER										
90759		09/10/2018		0918-2	232527	236.86	09/13/2018	INV	PD	CROSSING GUARD LUNCH REIMBURSE
INVOICE:ER091318		CHECKDATE:09/14/2018								
470 JAMES MONSON										
90633		08/29/2018		0918-1	232447	20.00	09/03/2018	INV	PD	TRAVEL REIMBURSEMENT
INVOICE:ER090618		CHECKDATE:09/07/2018								
90692		08/27/2018		0918-2	232528	20.00	09/11/2018	INV	PD	TRAINING REIMBURSEMENT
INVOICE:ER091118		CHECKDATE:09/14/2018								
						40.00				
8205 MUNICIPAL GIS PARTNERS, INC										
90690	20180003	08/31/2018		0918-2	232529	8,512.58	09/11/2018	INV	PD	GIS CONSORTIUM SERVICE
INVOICE:4149		CHECKDATE:09/14/2018								
10966 MUNICIPAL CODE CORPORATION										
90689		08/28/2018		0918-2	232530	280.00	09/11/2018	INV	PD	ELECTRONIC UPDATE
INVOICE:315635		CHECKDATE:09/14/2018								
1212 MURPHY & MILLER, INC										
90761		08/29/2018		0918-2	232531	347.30	09/13/2018	INV	PD	FS #1 SERVICE CALL
INVOICE:SVC00016875		CHECKDATE:09/14/2018								
635 NATIONAL ELEVATOR INSPECTION SVCS INC										
90693		08/23/2018		0918-2	232532	65.00	09/11/2018	INV	PD	INSPECTION
INVOICE:322201		CHECKDATE:09/14/2018								
7183 NEWEGG INC										
90592		08/29/2018		0918-1	232448	220.00	09/06/2018	INV	PD	USB FLASH DRIVES
INVOICE:1301519476		CHECKDATE:09/07/2018								
90593		08/30/2018		0918-1	232448	24.99	09/06/2018	INV	PD	USB ADAPTER
INVOICE:1301523821		CHECKDATE:09/07/2018								
						244.99				
651 NORTHERN ILLINOIS GAS COMPANY										
90594		08/08/2018		0918-1	232449	129.49	09/06/2018	INV	PD	24-99-00-1000 1 0818
INVOICE:90594		CHECKDATE:09/07/2018								
90788		09/07/2018		0918-2	232533	969.70	09/15/2018	INV	PD	01-66-52-1000 9 0918
INVOICE:90788		CHECKDATE:09/14/2018								
						1,099.19				
738 RAY O'HERRON CO. INC.										
90764		06/21/2018		0918-2	232534	691.37	09/13/2018	INV	PD	UNIFORMS
INVOICE:1833432-IN		CHECKDATE:09/14/2018								



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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
90763		06/21/2018		0918-2	232534	691.37	09/13/2018	INV	PD	UNIFORMS
INVOICE:1833434-IN				CHECKDATE:09/14/2018						
90700		08/30/2018		0918-2	232534	225.00	09/11/2018	INV	PD	UNIFORMS
INVOICE:1845296-IN				CHECKDATE:09/14/2018						
90699		08/30/2018		0918-2	232534	260.00	09/11/2018	INV	PD	UNIFORMS
INVOICE:1845298-IN				CHECKDATE:09/14/2018						
90698		08/30/2018		0918-2	232534	141.74	09/11/2018	INV	PD	UNIFORMS
INVOICE:1845299-IN				CHECKDATE:09/14/2018						
90765		08/31/2018		0918-2	232534	680.00	09/13/2018	INV	PD	UNIFORMS
INVOICE:1845388-IN				CHECKDATE:09/14/2018						
90762		08/31/2018		0918-2	232534	691.08	09/13/2018	INV	PD	UNIFORMS
INVOICE:1845941-IN				CHECKDATE:09/14/2018						
						3,380.56				
1458 OFFICE DEPOT, INC										
90696		08/20/2018		0918-2	232535	24.99	09/11/2018	INV	PD	OFFICE SUPPLIES
INVOICE:186579795001				CHECKDATE:09/14/2018						
90695		08/20/2018		0918-2	232535	24.99	09/11/2018	INV	PD	OFFICE SUPPLIES
INVOICE:187076386001				CHECKDATE:09/14/2018						
90697		08/21/2018		0918-2	232535	49.27	09/11/2018	INV	PD	OFFICE SUPPLIES
INVOICE:188987804001				CHECKDATE:09/14/2018						
						99.25				
5589 ORANGE CRUSH LLC										
90813	20180026	09/05/2018		0918-2	232536	322,467.73	09/13/2018	INV	PD	CONSTRUCTION SVCS STREET RESUR
INVOICE:3				CHECKDATE:09/14/2018						
670 DAVID B COULTER										
90694		08/24/2018		0918-2	232537	697.50	09/11/2018	INV	PD	TREE PRESERVATION SERVICES
INVOICE:91118				CHECKDATE:09/14/2018						
10823 PEST MANAGEMENT SERVICES, INC										
90600		09/06/2018		0918-1	232450	120.00	09/06/2018	INV	PD	PEST CONTROL
INVOICE:17152				CHECKDATE:09/07/2018						
90767		09/10/2018		0918-2	232538	349.00	09/10/2018	INV	PD	PEST CONTROL 7 LOCATIONS
INVOICE:17288				CHECKDATE:09/14/2018						
						469.00				
11266 PHYSICIANS IMMEDIATE CARE NORTH CHICAGO LLC										
90705		08/29/2018		0918-2	232539	95.00	09/11/2018	INV	PD	EMPLOYEE EXAM
INVOICE:4051390				CHECKDATE:09/14/2018						
6994 PITNEY BOWES, INC										
90768		09/01/2018		0918-2	232540	435.00	09/10/2018	INV	PD	QTRLY POSTAGE METER LEASE CC
INVOICE:3102399628				CHECKDATE:09/14/2018						
704 PLAQUES PLUS, INC.										
90634		07/23/2018		0918-1	232451	328.80	09/03/2018	INV	PD	ARBOR DAY PLAQUES

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:D0328-11		CHECKDATE:09/07/2018								
715 PRESCIENT DEVELOPMENT, INC.										
90704	20170065	08/01/2018		0918-2	232541	3,259.03	09/11/2018	INV	PD	IT STAFFING AND CONSULTING
INVOICE:818009		CHECKDATE:09/14/2018								
11180 SARA JILL SCHIFFER										
90599		08/31/2018		0918-1	232452	125.00	09/06/2018	INV	PD	QTRLY CISION SHARE PR PROGRAM
INVOICE:473		CHECKDATE:09/07/2018								
6552 PROVANTAGE CORPORATION										
90597		08/22/2018		0918-1	232453	85.00	09/06/2018	INV	PD	PC PARTS
INVOICE:8210667		CHECKDATE:09/07/2018								
90595		08/22/2018		0918-1	232453	274.11	09/06/2018	INV	PD	PC PARTS
INVOICE:8210678		CHECKDATE:09/07/2018								
90596		08/22/2018		0918-1	232453	71.89	09/06/2018	INV	PD	PC PARTS
INVOICE:8210679		CHECKDATE:09/07/2018								
90598		08/30/2018		0918-1	232453	76.69	09/06/2018	INV	PD	UPS
INVOICE:8215638		CHECKDATE:09/07/2018								
						507.69				
5901 QUALITY BLUEPRINT, INC										
90707		08/22/2018		0918-2	232542	176.80	09/11/2018	INV	PD	COMP PLAN POSTERS
INVOICE:86695		CHECKDATE:09/14/2018								
11299 RAIN AND GREEN LAWN SPRINKLERS										
90770		09/05/2018		0918-2	232543	50.00	09/10/2018	INV	PD	CONTRACTOR FEE REFUND
INVOICE:91318		CHECKDATE:09/14/2018								
8900 ROADS SAFE TRAFFIC SYSTEMS INC										
90711		08/28/2018		0918-2	232544	920.00	09/11/2018	INV	PD	BARRICADES
INVOICE:83473		CHECKDATE:09/14/2018								
11287 ROBERT/TARA ROHDE										
90710		09/04/2018		0918-2	232545	2,000.00	09/11/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20181259		CHECKDATE:09/14/2018								
763 ROSENTHAL BROS., INC.										
90713		08/24/2018		0918-2	232546	50.00	09/11/2018	INV	PD	NOTARY BOND/FEE GLOUDE
INVOICE:124044		CHECKDATE:09/14/2018								
90714		08/24/2018		0918-2	232546	50.00	09/11/2018	INV	PD	NOTARY BOND/FEE UTTERBACK
INVOICE:124045		CHECKDATE:09/14/2018								
90712		08/24/2018		0918-2	232546	50.00	09/11/2018	INV	PD	NOTARY BOND/FEE ROMANELLI
INVOICE:124046		CHECKDATE:09/14/2018								
						150.00				
764 ROTARY CLUB OF GLEN ELLYN										

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
90769 INVOICE: 7028		08/31/2008		0918-2	232547	159.00	09/10/2018	INV	PD	NORTON DUES
				CHECKDATE: 09/14/2018						
11290 SAFEGUARD WATERPROOFING										
90771 INVOICE: 91318		08/22/2018		0918-2	232548	1,615.00	09/10/2018	INV	PD	69 NEWTON CRACK REPAIR
				CHECKDATE: 09/14/2018						
11258 LIYAQAT SAYEED										
90779 INVOICE: 91318		09/03/2018		0918-2	232549	330.00	09/10/2018	INV	PD	BUSINESS REGISTRATION OVERPAYM
				CHECKDATE: 09/14/2018						
9358 DENNIS P SELVIG										
90727 INVOICE: 91318		08/14/2018		0918-2	232550	1,000.00	09/13/2018	INV	PD	PRE-EMPLOYMENT ASSESSMENT
				CHECKDATE: 09/14/2018						
141 SENTRY SECURITY										
90726 INVOICE: 233672		09/01/2018		0918-2	232551	192.39	09/13/2018	INV	PD	QTRLY ALARM-STACY'S TAVERN
				CHECKDATE: 09/14/2018						
11300 TODD SHEPPARD										
90774 INVOICE: 91318		09/10/2018		0918-2	232552	130.00	09/10/2018	INV	PD	BUSINESS REGISTRATION REFUND
				CHECKDATE: 09/14/2018						
9897 SITEONE LANDSCAPE SUPPLY HOLDING, LLC										
90732 INVOICE: 87843019		08/29/2018		0918-2	232553	22.31	09/13/2018	INV	PD	SOD
				CHECKDATE: 09/14/2018						
2687 STAPLES CONTRACT & COMMERCIAL, INC.										
90606 INVOICE: 3386499285		08/09/2018		0918-1	232454	84.28	09/06/2018	INV	PD	CUSTODIAL SUPPLIES
				CHECKDATE: 09/07/2018						
90605 INVOICE: 3386899107		08/14/2018		0918-1	232454	17.58	09/06/2018	INV	PD	CUSTODIAL SUPPLIES
				CHECKDATE: 09/07/2018						
90773 INVOICE: 3386899108		08/14/2018		0918-2	232554	33.49	09/10/2018	INV	PD	WINDSHIELD WIPES
				CHECKDATE: 09/14/2018						
90731 INVOICE: 3386899109		08/14/2018		0918-2	232554	24.18	09/13/2018	INV	PD	OFFICE SUPPLIES
				CHECKDATE: 09/14/2018						
90730 INVOICE: 3387666375		08/23/2018		0918-2	232554	65.68	09/13/2018	INV	PD	OFFICE SUPPLIES
				CHECKDATE: 09/14/2018						
90772 INVOICE: 3389049212		09/01/2018		0918-2	232554	193.29	09/10/2018	INV	PD	CUSTODIAL SUPPLIES
				CHECKDATE: 09/14/2018						
823 SUBURBAN BUILDING OFFICIALS CONFERANCE						418.50				
90775 INVOICE: 91318		09/10/2018		0918-2	232555	60.00	09/10/2018	INV	PD	LUNCHEON 9/20/18 MORITZ, BECK
				CHECKDATE: 09/14/2018						

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
826 SUBURBAN DOOR CHECK & LOCK SERVICE INC										
90725 INVOICE:IN504858		08/31/2018		0918-2	232556	298.65	09/13/2018	INV	PD	FIRE ST LOCK SERVICE
		CHECKDATE:09/14/2018								
5018 SUBURBAN LABORATORIES, INC.										
90729 INVOICE:158386		08/31/2018		0918-2	232557	1,285.50	09/13/2018	INV	PD	LAB SERVICES
		CHECKDATE:09/14/2018								
11226 SUN DATA SUPPLY, INC										
90716 INVOICE:INV0094838		09/05/2018		0918-2	232558	40.90	09/11/2018	INV	PD	TONER
		CHECKDATE:09/14/2018								
90724 INVOICE:INV0094844		09/05/2018		0918-2	232558	58.95	09/13/2018	INV	PD	TONER
		CHECKDATE:09/14/2018								
						99.85				
830 SUN MOUNTAIN SPORTS, INC.										
90789 INVOICE:523771		09/05/2018		0918-2	232559	187.00	09/15/2018	INV	PD	PRODUCT RESALE
		CHECKDATE:09/14/2018								
2937 SUPERIOR ASPHALT MATERIALS, LLC										
90728 INVOICE:20180938		08/21/2018		0918-2	232560	1,266.72	09/13/2018	INV	PD	ASPHALT MATERIAL
		CHECKDATE:09/14/2018								
10104 SUPREME LOBSTER CO										
90603 INVOICE:6451404		08/30/2018		0918-1	232455	427.02	09/06/2018	INV	PD	FOOD RESALE
		CHECKDATE:09/07/2018								
90604 INVOICE:6453218		09/01/2018		0918-1	232455	412.34	09/06/2018	INV	PD	FOOD RESALE
		CHECKDATE:09/07/2018								
90602 INVOICE:6454195		09/04/2018		0918-1	232455	107.46	09/06/2018	INV	PD	FOOD RESALE
		CHECKDATE:09/07/2018								
90601 INVOICE:6455205		09/05/2018		0918-1	232455	75.20	09/06/2018	INV	PD	FOOD RESALE
		CHECKDATE:09/07/2018								
90794 INVOICE:6457324		09/07/2018		0918-2	232561	44.40	09/15/2018	INV	PD	FOOD RESALE
		CHECKDATE:09/14/2018								
90793 INVOICE:6457341		09/07/2018		0918-2	232561	378.54	09/15/2018	INV	PD	FOOD RESALE
		CHECKDATE:09/14/2018								
90792 INVOICE:6458082		09/08/2018		0918-2	232561	70.40	09/15/2018	INV	PD	FOOD RESALE
		CHECKDATE:09/14/2018								
						1,515.36				
5758 SWAHM										
90641 INVOICE:SWAHM-116		09/07/2018		0918-1	21188	216,458.21	09/07/2018	DIR	PD	SWAHM INSURANCE PAYMENT
		CHECKDATE:09/07/2018								
2211 JANET TERRANOVA										
90733 INVOICE:ER091318		09/13/2018		0918-2	232562	10.00	09/13/2018	INV	PD	TRAVEL REIMBURSEMENT
		CHECKDATE:09/14/2018								

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10558 TESTA PRODUCE, INC										
90611		08/30/2018		0918-1	232456	14.80	09/06/2018	INV	PD	FOOD RESALE
INVOICE:4514699				CHECKDATE:09/07/2018						
90612		08/30/2018		0918-1	232456	214.26	09/06/2018	INV	PD	FOOD RESALE
INVOICE:4516132				CHECKDATE:09/07/2018						
90607		09/01/2018		0918-1	232456	425.95	09/06/2018	INV	PD	FOOD RESALE
INVOICE:4516356				CHECKDATE:09/07/2018						
90610		08/31/2018		0918-1	232456	169.70	09/06/2018	INV	PD	FOOD RESALE
INVOICE:4517028				CHECKDATE:09/07/2018						
90608		09/01/2018		0918-1	232456	36.75	09/06/2018	INV	PD	FOOD RESALE
INVOICE:4517938				CHECKDATE:09/07/2018						
90609		09/05/2018		0918-1	232456	529.86	09/06/2018	INV	PD	FOOD RESALE
INVOICE:4518359				CHECKDATE:09/07/2018						
90798		09/07/2018		0918-2	232563	472.39	09/13/2018	INV	PD	FOOD RESALE
INVOICE:4519032				CHECKDATE:09/14/2018						
90797		09/08/2018		0918-2	232563	19.50	09/13/2018	INV	PD	FOOD RESALE
INVOICE:4520236				CHECKDATE:09/14/2018						
90796		09/08/2018		0918-2	232563	341.49	09/13/2018	INV	PD	FOOD RESALE
INVOICE:4522003				CHECKDATE:09/14/2018						
						2,224.70				
10985 THIRD MILLENNIUM ASSOCIATES, INC										
90814		08/30/2018		0918-2	232564	1,212.75	09/13/2018	INV	PD	VEHICLE STICKER TRANSACTIONS 3
INVOICE:22458				CHECKDATE:09/14/2018						
7421 TITE CONSTRUCTION INC										
90735		09/06/2018		0918-2	232565	500.00	09/13/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20172247				CHECKDATE:09/14/2018						
865 ACUSHNET COMPANY										
90613		08/27/2018		0918-1	232457	732.53	09/06/2018	INV	PD	PRODUCT RESALE
INVOICE:906354470				CHECKDATE:09/07/2018						
90795		09/05/2018		0918-2	232566	63.00	09/13/2018	INV	PD	PRODUCT RESALE
INVOICE:906391776				CHECKDATE:09/14/2018						
						795.53				
870 TOUR EDGE GOLF MFG INC										
90614		08/29/2018		0918-1	232458	99.62	09/06/2018	INV	PD	PRODUCT RESALE
INVOICE:IN-01235561				CHECKDATE:09/07/2018						
10019 TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC										
90734		09/01/2018		0918-2	232567	154.10	09/13/2018	INV	PD	258788 POLICE INFO SERVICE
INVOICE:91318				CHECKDATE:09/14/2018						
9189 PATRICK TURLEY										
90738		09/06/2018		0918-2	232568	574.00	09/13/2018	INV	PD	IRRIGATION REPAIR REIMBURSEMENT
INVOICE:91318				CHECKDATE:09/14/2018						

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1007 TYLER TECHNOLOGIES, INC.										
90776		09/06/2018		0918-2	232569	720.83	09/10/2018	INV	PD	CHECK STOCK
INVOICE:19764		CHECKDATE:09/14/2018								
892 UNITED COFFEE SERVICE, INC.										
90736		09/06/2018		0918-2	232570	313.50	09/13/2018	INV	PD	COFFEE SERVICE
INVOICE:580335		CHECKDATE:09/14/2018								
8044 US BANK NATIONAL ASSOCIATION										
90777		08/24/2018		0918-2	232571	450.00	09/10/2018	INV	PD	2015 GO BOND AGENT FEE
INVOICE:5095577		CHECKDATE:09/14/2018								
884 U.S. FOODSERVICE, INC.										
90809		08/07/2018		0918-2	232572	112.83	09/07/2018	INV	PD	SERVEWARE
INVOICE:1460242		CHECKDATE:09/14/2018								
90808		08/08/2018		0918-2	232572	144.51	09/07/2018	INV	PD	GLASSWARE
INVOICE:1500491		CHECKDATE:09/14/2018								
90810		08/14/2018		0918-2	232572	26.88	09/07/2018	INV	PD	SUPPLIES
INVOICE:1694466		CHECKDATE:09/14/2018								
90811		08/18/2018		0918-2	232572	118.45	09/07/2018	INV	PD	SUPPLIES
INVOICE:1838495		CHECKDATE:09/14/2018								
90615		08/21/2018		0918-1	232459	69.48	09/06/2018	INV	PD	SAUCERS
INVOICE:1928530		CHECKDATE:09/07/2018								
90620		08/28/2018		0918-1	232459	20.34	09/05/2018	INV	PD	SUPPLIES
INVOICE:2162863		CHECKDATE:09/07/2018								
90624		08/29/2018		0918-1	232459	65.13	09/03/2018	INV	PD	SUPPLIES
INVOICE:2205016		CHECKDATE:09/07/2018								
90622		08/31/2018		0918-1	232459	2,601.01	09/03/2018	INV	PD	FOOD RESALE
INVOICE:2295264		CHECKDATE:09/07/2018								
90619		09/03/2018		0918-1	232459	2,807.81	09/05/2018	INV	PD	FOOD RESALE
INVOICE:2325052		CHECKDATE:09/07/2018								
90617		09/04/2018		0918-1	232459	56.30	09/04/2018	INV	PD	FOOD RESALE
INVOICE:2385172		CHECKDATE:09/07/2018								
90618		09/05/2018		0918-1	232459	2,780.59	09/05/2018	INV	PD	FOOD RESALE
INVOICE:2422325		CHECKDATE:09/07/2018								
90801		09/07/2018		0918-2	232572	2,176.95	09/07/2018	INV	PD	FOOD RESALE
INVOICE:2521719		CHECKDATE:09/14/2018								
90804		09/07/2018		0918-2	232572	113.56	09/07/2018	INV	PD	FOOD RESALE
INVOICE:2524188		CHECKDATE:09/14/2018								
90805		09/07/2018		0918-2	232572	44.46	09/07/2018	INV	PD	FOOD RESALE
INVOICE:2524189		CHECKDATE:09/14/2018								
90806		09/07/2018		0918-2	232572	46.60	09/07/2018	INV	PD	FOOD RESALE
INVOICE:2524190		CHECKDATE:09/14/2018								
90807		09/07/2018		0918-2	232572	156.99	09/07/2018	INV	PD	FOOD RESALE
INVOICE:2529242		CHECKDATE:09/14/2018								
90621		09/03/2018		0918-1	232459	-259.30	09/03/2018	CRM	PD	CREDIT FOOD
INVOICE:2951143		CHECKDATE:09/07/2018								
90803		09/05/2018		0918-2	232572	-60.06	09/05/2018	CRM	PD	CREDIT FOOD
INVOICE:2965930		CHECKDATE:09/14/2018								
90802		08/27/2018		0918-2	232572	-60.06	08/27/2018	CRM	PD	CREDIT FOOD

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:2965932			CHECKDATE:09/14/2018							
90616		08/22/2018		0918-1	232459	-256.07	08/22/2018	CRM	PD	CREDIT SUPPLIES
INVOICE:2970853			CHECKDATE:09/07/2018							
90623		07/10/2018		0918-1	232459	2,288.80	09/03/2018	INV	PD	PAPER CUPS
INVOICE:572845			CHECKDATE:09/07/2018							
90799		07/17/2018		0918-2	232572	125.00	09/13/2018	INV	PD	SAUCERS
INVOICE:796672			CHECKDATE:09/14/2018							
90800		07/19/2018		0918-2	232572	125.00	07/19/2018	INV	PD	SAUCERS
INVOICE:875168			CHECKDATE:09/14/2018							
						13,245.20				
10253 MICHELLE VAN HORN										
90737		09/06/2018		0918-2	232573	400.00	09/13/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20181504			CHECKDATE:09/14/2018							
915 VERIZON WIRELESS SERVICES LLC										
90635		08/15/2018		0918-1	232460	975.88	09/03/2018	INV	PD	486486569-00001 0818
INVOICE:9812842310			CHECKDATE:09/07/2018							
10907 PURE TECHNOLOGIES US INC										
90739	20170082	08/07/2018		0918-2	232574	23,322.00	09/13/2018	INV	PD	WATER VALVE EXERCISING
INVOICE:PTUS-PIN-0002697			CHECKDATE:09/14/2018							
90740	20180055	08/07/2018		0918-2	232574	21,106.41	09/13/2018	INV	PD	WATER VALVE EXERCISING
INVOICE:PTUS-PIN-0002697-1			CHECKDATE:09/14/2018							
						44,428.41				
3370 RAY WHALEN BUILDERS INC.										
90741		09/06/2018		0918-2	232575	10,090.00	09/13/2018	INV	PD	RESTORATION DEPOSIT REFUND
INVOICE:20171450			CHECKDATE:09/14/2018							
90638		09/07/2018		0918-1	232461	425.00	09/07/2018	INV	PD	HYDRANT METER REFUND
INVOICE:HMR090718			CHECKDATE:09/07/2018							
						10,515.00				
11296 BRIAN/WENDY WILLIAMS										
90721		09/12/2018		0918-2	232576	119.53	09/12/2018	INV	PD	WATER REFUND 113310
INVOICE:90721			CHECKDATE:09/14/2018							
962 WILSON GOLF DIVISION										
90626		06/29/2018		0918-1	232462	6,398.40	09/03/2018	INV	PD	RANGE BALLS
INVOICE:4525505094			CHECKDATE:09/07/2018							
90627		08/30/2018		0918-1	232462	330.06	09/03/2018	INV	PD	PRODUCT RESALE
INVOICE:4525884015			CHECKDATE:09/07/2018							
						6,728.46				
7711 WINDY CITY DISTRIBUTION COMPANY										
90629		08/30/2018		0918-1	232463	1,006.63	09/03/2018	INV	PD	BEVERAGE RESALE
INVOICE:184470			CHECKDATE:09/07/2018							



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VILLAGE OF GLEN ELLYN VENDOR INVOICE LIST

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION	
11281 WINDY CITY LINEN, LLC											
90636		08/17/2018		0918-1	232464	743.20	09/03/2018	INV	PD	LINEN RENTAL	
INVOICE:129604-7		CHECKDATE:09/07/2018									
8565 WIDEOPENWEST FINANCE LLC											
90625		08/29/2018		0918-1	232465	68.00	09/03/2018	INV	PD	014034905 0818	
INVOICE:90618		CHECKDATE:09/07/2018									
90778		09/03/2018		0918-2	232577	63.75	09/10/2018	INV	PD	014635006 0918	
INVOICE:91318		CHECKDATE:09/14/2018									
						131.75					
970 XEROX CORPORATION											
90812		09/01/2018		0918-2	232578	525.04	09/07/2018	INV	PD	COPIER W7845PT MAINT	
INVOICE:94340259		CHECKDATE:09/14/2018									
3581 MIKE ZITZKA											
90742		09/06/2018		0918-2	232579	60.00	09/13/2018	INV	PD	CDL REIMBURSEMENT	
INVOICE:ER091318		CHECKDATE:09/14/2018									
						60.00					
=====											
267 INVOICES						1,543,542.05					
=====											

** END OF REPORT - Generated by Lori Thomas **



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Minutes
Prepared By: Lindsey Kaminsky

SCHEDULED

AGENDA ITEM (ID # 3571)

DOC ID: 3571

September 10, 2018 Regular Board Meeting Minutes

ATTACHMENTS:

- 9.10.18 minutes - Village of Glen Ellyn Regular Board Meeting (PDF)

**Minutes
Village Regular Board Meeting
Glen Ellyn Village Board of Trustees
Monday, September 10, 2018**

Call to Order

President McGinley called the meeting to order at 7:00 p.m.

Pledge of Allegiance

President McGinley led the Pledge of Allegiance.

Roll Call:

Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak answered "Present."

In Attendance: Recording Secretary Solomon, Village Manager Franz, Attorney Mathews, Finance Director Coyle, Police Chief Norton, Assistant Public Works Director Buckley and Economic Development Coordinator Hannah.

Village Recognition

1. Village Clerk Chereskin read a Proclamation in recognition of Chamber of Commerce Week 2018. Glen Ellyn Chamber of Commerce President Steve Thompson accepted this Proclamation. Mr. Thompson thanked President McGinley and the Village Board for this honor and stated the Glen Ellyn Chamber is working with other Chambers to promote their Chambers as well.
2. Village Clerk Chereskin read a Proclamation in recognition of the Fourth of July Committee 2018. Glen Ellyn Chamber of Commerce Executive Director Dawn Smith accepted this Proclamation. Ms. Smith thanked the Village Board on behalf of the Fourth of July Committee and stated this is a great event in Glen Ellyn.

Audience Participation

1. Erik Ford, President of the Civic Betterment Party, discussed the process of nominating candidates in preparation for the December 1, 2018 Town Hall Meeting. Mr. Ford stated the Civic Betterment Party is a non-partisan group that is a donations-only organization. Mr. Ford stated the party's goal is to keep political parties and monies out of the elections while creating a fair and equal playing field for all candidates. Mr. Ford stated there will be three Village Board Trustee positions and four Glen Ellyn Library Board Trustee positions available. Mr. Ford stated the slate of candidates should be ready by early November for the caucus-type primary at the Town Hall Meeting which then will help candidates get on the spring 2019 ballot. Mr. Ford stated their website is update for the new election, and interested candidates can contact him or anyone on the committee.

President McGinley asked who can vote at this Town Hall Meeting. Mr. Ford stated anyone over the age of 18 who is a resident of Glen Ellyn can vote. Mr. Ford stated you do not need to be officially registered to vote to vote at the Town Hall Meeting.

Agenda Item F. - Consent Agenda:

Minutes
 Village Board Regular Meeting
 Glen Ellyn Board of Trustees
 Monday, September 10, 2018
 Page 2

The following items are considered routine business by the Village Board and were presented for a single approval in the form listed below:

1. Total Expenditures (Payroll and Vouchers) - \$1,617,752.08. The vouchers have been reviewed by Trustee Fasules and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
2. August 27, 2018 Special Workshop Meeting Minutes
3. August 27, 2018 Regular Board Meeting Minutes
4. Approve the Recommendation of Village President Diane McGinley for the Appoint of Historic Preservation Student Commissioner Amy White, for a Term Ending May 31, 2019; Recreation Student Commissioner Sofia Hadley, for a Term Ending May 31, 2019; Finance Student Commissioner Ben Harrington, for a Term Ending May 31, 2019.
5. Approve a Facade Improvement Award request, in the amount of \$13,750, to Susan Johanson, for the property located at 550 Crescent Boulevard to be expensed to the Central Business District Tax Increment Financing Fund.

A motion was made by Trustee Fasules and seconded by Trustee Kenwood to approve Consent Agenda Items 1-5.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak voted "aye."

President McGinley congratulated Susan Johanson on the Façade Improvement Award. Ms. Johanson thanked the Village Board for this and stated she is happy to be a part of the Village.

Agenda Item G – First Reading of the Proposed Food and Beverage Tax

Finance Director Coyle presented background on the proposed food and beverage tax and stated this is a 1st Reading of this proposed tax and a first presentation of this ordinance. Finance Director Coyle stated the Village Board may do a straw vote tonight on this proposed tax, but will not pass the ordinance until the 2nd Reading of the proposed tax at the September 24, 2018 Village Board Meeting. Finance Director Coyle reviewed the reasons and financials of why a food and beverage tax is needed in the Village and stated this is to support future Capital Projects, such as the Central Business District (CBD) Streetscape project, the proposed CBD Parking Garage project, the Civic Center HVAC improvements, the Roosevelt Road Access improvements and the proposed CBD Train Station and Pedestrian Underpass.

Finance Director Coyle stated Village Board gave direction to pursue a proposed food and beverage tax as the Village is has frozen or limited the levy to the Capital Fund as is seeing a decline in utility taxes. Finance Director Coyle stated this proposed tax would only not go toward any Village operating expenses and would have a sunset provision in 20 years after the bonds are paid off.

Finance Director Coyle stated this proposed tax would be a 1.5% tax on the purchase price of prepared food, beverages and alcohol for immediate consumption and on alcoholic beverages sold in the original container for consumption off premises. Finance Director Coyle stated transactions that would be exempt would be common grocery items such as eggs, frozen foods, milk, etc. which are sold in their original packaging. Finance Director Coyle stated it is estimated this proposed tax would raise \$825,000 to \$1,200,000 annually.

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Finance Director Coyle reviewed the next steps including the 2nd Reading of the proposed food and beverage tax at the September 24, 2018 and the implementation of the tax in March 2019.

Trustee Ladesic asked what percentage of the property tax bills go to the Village. Finance Director Coyle stated this is 6%. Trustee Ladesic stated he would like it made clear that this will not affect the property tax bills.

Trustee Enright asked if this proposed tax could be implemented in July 2019 instead. Finance Director Coyle stated it could be, but could potentially impact the ability to go to bond and to start the projects. Finance Director Coyle stated the proposed parking garage does have an anticipated May 2019 start. Village Manager Franz stated the work on the Civic Center could start in April 2019 with the HVAC work starting in early 2019. Finance Director Coyle stated they could use reserves and then pay this back for smaller projects; however, this probably could not be done for a big project like the proposed Parking Garage.

Trustee Senak stated the sunset provision is good. Trustee Senak stated the proposed ordinance does enumerate the proposed Capital Projects and asked if the proposed tax could only be used for these specific Capital Projects. Finance Director Coyle stated this proposed tax is capable of being used for other Capital Projects, but they do need to specify the projects due to the addition of the sunset provision. Trustee Senak stated the ordinance does stated this proposed tax cannot fund the Village's operating costs, only Capital Improvements.

Patrick Neary, owner of A Toda Madre at 499 N. Main Street in Glen Ellyn, stated he is in favor of the proposed Capital Projects in varying degrees, but he is not in favor of the time frames for these proposed projects. Mr. Neary stated the CBD Streetscape project is too slow and needs to happen much quicker. Mr. Neary stated he is opposed to solely funding these projects with a proposed food and beverage tax and would rather the Village Board consider a blended concept of Home Rule Sales Tax and a food and beverage tax. Mr. Neary stated Wheaton does not have a food and beverage tax and is the biggest dining competitor to Glen Ellyn.

Steve Thompson, President of the Glen Ellyn Chamber of Commerce, stated the Chamber has given clear direction as the majority of Chamber members would like to see two parking garages built to help with the lack of parking for employees, customers and vendors. Mr. Thompson stated the Chamber members have chosen a food and beverage tax as the preferred method to fund two parking garages in the Central Business District.

President McGinley asked for a straw vote.

A motion was made by Trustee Enright and seconded by Trustee Pryde to Approve on First Reading Ordinance No. 6629 - VC, An Ordinance Adding Title 3, Chapter 44 (Food and Beverage Tax) to the Code of Ordinances for the Village of Glen Ellyn, Illinois.

Trustee Kenwood stated it was said that he had changed his position on the proposed food and beverage tax; however, he wants the record clear that on what he said which is he is not in favor of a proposed food and beverage tax at all. Trustee Kenwood stated he did say if the Village is going to do something, it would need to be a 1.5% tax because the math makes sense and would get the Village to the amount they would need. Trustee Kenwood stated he was asked if he could support a food and beverage tax if the other Village Board Trustees supported this, and no one spoke to him about this.

Trustee Senak stated he is never keen on raising taxes, and a perfect ordinance would be marked for specific Capital Projects. Trustee Senak stated the proposed food and beverage tax would not be used for the Village's

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operating expenses and would be an investment in the businesses in the community. Trustee Senak stated this proposed tax could give the businesses the best opportunity to succeed and would help the CBD to function more efficiently. Trustee Senak stated is in favor of this because when the businesses do well, the Village does well.

Trustee Pryde stated he is in favor of a proposed food and beverage tax as it helps to move the Village Board's agenda items forward. Trustee Pryde stated this tax will benefit the Downtown Community and the Roosevelt Road Community.

Trustee Fasules stated he will vote no on this. Trustee Fasules stated they need to identify the Village's needs and wants as he feels there are many needs not being addressed. Trustee Fasules stated he feels the CBD Streetscape could be in the 2019 budget, and the proposed Train Station could be done through grants and the levy. Trustee Fasules stated he feels how the Village is funding these proposed Capital Projects is not the right way, and he agrees on the Capital Projects, but not the scope of these projects.

Trustee Ladesic stated he supports a food and beverage tax as he does not support an increase in property taxes or Home Rule Sales Tax. Trustee Ladesic stated he is not happy about the amount being spent on the Civic Center; however, the HVAC improvements will be an investment in infrastructure. Trustee Ladesic stated addressing a parking garage is one of the top three things that the residents want, and a food and beverage tax will be the least impactful on the residents.

Trustee Enright stated he has had reservations about doing a parking garage; however, if the Village does a parking garage, this might cause Union Pacific to give more grants for the proposed Train Station. Trustee Enright stated he has heard positive feedback from the Chamber and businesses. Trustee Enright stated they do not need to increase property taxes, and a food and beverage tax will be more of a luxury tax.

President McGinley stated she is in favor of a food and beverage tax. President McGinley stated all the proposed Capital Projects will help economic development in the Village and will go toward the greater good.

Upon roll call of the straw vote, Trustees Enright, Ladesic, Pryde and Senak voted "aye." Trustees Fasules and Kenwood voted "nay." Motion carried.

Agenda Item J. – Reminders

1. A Village Board Workshop is scheduled for Monday, September 17, 2018 at 7:00 p.m. in Room 301 of the Glen Ellyn Civic Center.
2. A Village Board Meeting is scheduled for Monday, September 24, 2018 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Other Business

Trustee Kenwood asked if the Village Board would be voting on the specific Capital Projects soon. Village Manager Franz stated the Village Board would be voting on all the mentioned projects but the train station at this point; however, another engineering phase for the train station could come before the Village Board for approval soon.

Adjournment

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At 7:55 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Enright to adjourn to Executive Session for discussion concerning collective negotiating matters or deliberations on salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2 (C)(2), discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5) and discussion concerning setting the price for sale or lease of a public property pursuant to 5 ILCS 120/2 (C)(6) without returning to open session thereafter.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak voted “aye.”

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Minutes
Prepared By: Lindsey Kaminsky

SCHEDULED

AGENDA ITEM (ID # 3572)

DOC ID: 3572

September 17, 2018 Regular Workshop Meeting Minutes

ATTACHMENTS:

- 9.17.18 - Minutes - Village of Glen Ellyn Regular Workshop Meeting (PDF)

Minutes**Regular Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, September 17, 2018****Call to Order**

President McGinley called the meeting to order at 7:00 p.m.

Pledge of Allegiance

President McGinley led the Pledge of Allegiance.

Roll Call: Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Enright, Fasules, Ladesic and Pryde answered "Present." Trustee Kenwood entered the meeting at 7:02 p.m. Trustee Senak entered the meeting at 7:03 p.m.

In Attendance: Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Holmer, Village Attorney Mathews, Planning and Development Director Springer, Public Works Director Hansen and Police Chief Norton.

Audience Participation

None

Agenda Item E. – Sign Code Discussion

Planning and Development Director Springer presented background and continued the discussion of illegal Downtown signage. Planning and Development Director Springer stated anyone who was sent a citation letter regarding the illegal signage or who was at the June 25, 2018 Village Board Meeting where these illegal signs were discussed, was invited to this Workshop. Planning and Development Director Springer stated at the May 7, 2018 Village Board Workshop, staff requested direction from the Village Board on how to proceed with the enforcement of existing illegal signage in the Downtown including neon signs, video board signs and off-premise real estate signs. Planning and Development Director Springer stated the Village Board directed the staff to issue a 45-day notice to the owners/businesses in the Downtown that contain off-premise signs, neon signs and video display board signs.

Planning and Development Director Springer stated there are 9 of these off-premise signs in the Downtown which received the 45-day notice to remove this illegal signage. Planning and Development Director Springer stated there are approximately 22 lit or LED OPEN signs in the Downtown which the Village Board stated the OPEN signs can remain, but all other neon signs must be removed. Planning and Development Director Springer stated there is a video display board sign on Pennsylvania Avenue.

Planning and Development Director Springer stated at the June 25, 2018 Village Board Meeting, several individuals asked the Village Board to reconsider this enforcement, and the Village Board granted a delay in the enforcement of the removal of these three types of signs. Planning and Development Director Springer stated individuals who spoke during public comment at the June 25, 2018 Meeting offered statements and arguments as justification to allow the signs to remain. Planning and Development Director Springer stated staff provided responses to these statements regarding property values being adversely impacted by requiring the removal of these signs, the real estate industry being specifically singled out, too much uncertainty about what part of the sign is illegal, the Village's authority to have the signs removed being a violation of due process, certain signs on Crescent Boulevard being

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“grandfathered-in,” and the signs help to promote foot traffic in the downtown. Planning and Development Director Springer stated the code violation does not relate to the fact that the signs are rented by realtors, but because these signs are considered off-premise signs advertising a business, product and service that is not associated with the property where they are located. Planning and Development Director Springer stated as to the Village’s authority to have the signs removed, the Village Attorney confirmed due process of these owners is not being violated as they are welcome to request a Sign Variation with a public hearing in front of the Plan Commission. Planning and Development Director Springer stated if a property owner chooses to ignore the notice and leave the signs up, a citation will be issued requiring an appearance before the Village’s Administrative Adjudicator for a hearing, and decisions made by the Adjudicator may be appealed and filed with the DuPage County Judicial Circuit Court.

Planning and Development Director Springer stated some property owners believe the signs predate the Village’s Sign Code and therefore establish non-conformity. Planning and Development Director Springer stated the term “nonconforming” means that a sign fails to conform to all applicable regulations and restrictions of the Sign Code. Planning and Development Director Springer stated signs are either legally nonconforming or illegal non-conforming, and a sign considered to be legal nonconforming is still required to adhere to the nonconforming provisions of the Sign Code. Planning and Development Director Springer stated these off-premise signs were not legal at any time when they were installed as these signs would have to have been installed before the Village’s Sign Code went into effect in 1969. Planning and Development Director Springer stated staff has evidence that 5 of the 9 illegal signs do not predate the Village’s original 1969 Sign Code and therefore are illegal non-conforming.

Planning and Development Director Springer stated the staff is concerned these off-premise signs will continue to proliferate, and the Village could continue to see more of these signs pop up. Planning and Development Director Springer stated the staff sent pictures of these signs to the Planning Directors in 15 nearby municipalities, and all 15 Planning Directors said these signs would be considered illegal in their downtown areas.

Planning and Development Director Springer stated the staff maintains that the off-premise real estate signs, as well as the neon and video board signs, are illegal nonconforming signs, and the Village has clear authority to require the removal of these signs. Planning and Development Director Springer stated property owners can request a variation if they believe they have a unique circumstance or particular hardship which prevents compliance with the Sign Code. Planning and Development Director Springer stated if the Village Board decides to allow the illegal signs to remain in the Downtown, the Village Board should be aware that similar new signs must be allowed in the Downtown as well.

Trustee Senak asked if there were appraisals presented showing an adverse impact on the property values. Planning and Development Director Springer stated she is not aware of any data on this.

Trustee Kenwood asked if the approximately 22 lit/LED OPEN signs are in the Downtown. Planning and Development Director Springer stated they are as businesses on Roosevelt Road are allowed neon signs. Trustee Kenwood asked if there is evidence about the other 4 off-premise signs predating the Sign Code. Planning and Development Director Springer stated the staff could find no evidence on these 4, and the staff searched all the resources to see if these signs could possibly be legal nonconforming. Planning and Development Director Springer stated however, these signs are illegal now because the messages inside these signs continues to change. Trustee Kenwood asked if the proliferation of these signs has doubled in the past five years to which Planning and Development Director Springer stated this has at least doubled.

Trustee Fasules asked if a monitor on a desk near a window with revolving message would be illegal.

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Planning and Development Director Springer stated the staff does work with the owners on this and read the definition, "A sign installed on inside or near a window for purpose of viewing from outside the building."

Trustee Senak asked how much revenue is being generated from these signs. Planning and Development Director Springer stated she does not have this data, but there are business owners in the audience who can speak to this.

Nancy Bromann, who resides at 614 Midway Park, thanked the members of the Village Board who paid their respects after her husband passed suddenly last year. Ms. Bromann asked why the Village Board is dealing with this now. Ms. Bromann said 9 signs are taking up the Village Board's and Village Attorney's time, and these 9 signs have been up for at least 10 years. Ms. Bromann asked why these 9 signs are being enforced now if the Sign Code has been in place since 1969. Ms. Bromann asked why the residents' tax dollars are being wasted on 9 signs. Ms. Bromann stated if a sign is changed then it need to come down as it is illegal nonconforming, but a resident can change the siding on their home or paint their home without being illegal and wondered how this is not the same. Ms. Bromann stated she surveyed 25 people, and they love the signs. Ms. Bromann stated the Village could be spending their time on other issues.

Margaret Smith, co-owner with her husband Tom of 532-534 Crescent Boulevard, thanked the Village Board and staff for letting her know about this Workshop. Ms. Smith stated she and her husband purchased the Crescent Building 10 years ago, and these advertising cases were on the building when it was bought. Ms. Smith stated these advertising cases are a part of the income stream on the building. Ms. Smith stated these advertising cases are changed out regularly as good advertising should be, and this advertising is good for the community. Ms. Smith stated many windows have flyers in them, and these are advertisements too that have nothing to do with the business inside the building. Ms. Smith stated these advertising boxes support the housing market and do promote foot traffic. Ms. Smith stated the trash cans on Crescent Boulevard have advertising on them.

Trustee Senak asked how much revenue these boxes are bringing in. Ms. Smith stated they receive \$800 a month for these cases which is 12% of their monthly revenue. Ms. Smith stated the building is almost full, but they lost a sale when this sign enforcement issue came up.

Jen Massarelli, owner of Enchantments Boutique at 534 Crescent Boulevard, stated she has owned the boutique for 17 years, with the last 10 years being in the Crescent Building. Ms. Massarelli stated she sees daily how many people stop and look at these real-estate boxes, and she would hate to see these boxes go. Ms. Massarelli stated the boxes are in good repair, and everyone loves these boxes as they are a positive thing.

Bill Jegen, representing 536 Crescent Building, LLC, wished everyone a Happy Constitution Day, and the Constitution is a document which guarantees private property rights. Mr. Jegen stated the Village has a right to regulate private property when it comes to the public's health and safety, but the content of these signs is protected under the First Amendment. Mr. Jegen stated a May 2013 Assessor's photo was shown with no sign on the building; however, it was removed in order to repair this sign when School of Rock went in, and the sign was moved to the Starbucks side of the building due to the foot traffic. Mr. Jegen stated he was approached by a realtor to put up the box sign, and the rent is pocket change. Mr. Jegen stated the realtor is making commissions off the sale of these homes, but the residents are the one selling the homes. Mr. Jegen stated the Village Board needs to consider if they are controlling the content of these signs or not.

Renie Atchison, who resides at 66 Forest Avenue, stated she is a realtor with a box sign on Mr. Jegen's

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building. Ms. Atchison stated she is surprised this is coming up about these 9 signs after all this time. Ms. Atchison stated they boxes do bring foot traffic, and her box's content is real estate, community events and the Best Buddy Walk. Ms. Atchison stated her box is advertising for the community.

CJ McCann, who resides at 341 Cumnor Avenue, stated he is with Keller Williams Commercial in town. Mr. McCann stated he and his business partner were under contract to buy at 532-534 Crescent Boulevard, but this fell through once the sign enforcement issue came up. Mr. McCann stated they were under contract for \$725,000, but the appraisal came back at \$580,000 due to this sign enforcement issue, and the contract was dissolved. Mr. McCann stated these real-estate boxes do affect property value.

President McGinley asked if the appraisal would have come back at a lower value if the building does not have a tenant to which Mr. McCann stated yes. Mr. McCann stated they were looking at the property as an investment property, and the appraisal then excluded the \$800/month for the sign rental and \$600/month for the basement rental.

Colleen LaMantia, of 535 Pennsylvania Avenue, stated everyone looks at these boxes to see the homes for sale. Ms. LaMantia asked about digital signage which could be an added value so everyone knows what is going on, and this is the way of the future. Ms. LaMantia stated the Village needs to preserve the quaintness of the Village while weaving in technology.

Trustee Pryde stated he just took a "digital" drive on his laptop down Main Street in Lake Geneva, and there are none of these types of signs.

Trustee Ladesic asked where things would stop if the Village allowed off-premise signage. Trustee Ladesic stated he has benefitted from some of his homes being in these boxes; however, he is fine with these boxes being removed as they are becoming sign pollution. Trustee Ladesic stated the business owners are complaining that property values are being impacted, but the Village Board does need to legislate for all 27,000 residents of the Village. Trustee Ladesic stated he is open to looking at sign variations for real-estate companies who have these signs. Trustee Ladesic stated Lake Geneva is redoing their Sign Code at this time.

Trustee Senak asked if a variation is needed for an advertising box on a real-estate company building. Planning and Development Director Springer stated this would be considered an additional wall sign and could possibly get a variation as long as it was not an off-premise sign.

Trustee Enright stated he discussed these signs with some residents, and the residents do look at these real-estate signs. Trustee Enright stated he would support the 9 signs being "grandfathered-in" or legal nonconforming, and any other signs like these would need to go through the variation process.

Trustee Senak stated these signs do violate the Sign Code, and the Village Board and staff are obligated to enforce the code. Trustee Senak stated if they do not enforce the code, the residents could lose respect for the law and the Village. Trustee Senak stated the remedy is to change the code and not ignore the ordinance. Trustee Senak stated if a business owner believes the law is unconstitutional then they are free to test the law in court. Trustee Senak stated he feels they should enforce the law as it stands.

Trustee Fasules stated this is not one of the top 5 issues that the Village Board should be dealing with. Trustee Fasules stated these signs are in high-traffic areas and are not eyesores.

Trustee Senak stated the issue is the Village Board has to enforce the laws in the community, and if they think the law is bad, then perhaps it should be changed.

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Trustee Kenwood stated there is a data point that these signs have proliferated, and he would not change the code. Trustee Kenwood stated he does support “grandfathering-in” what exists today. Trustee Kenwood stated the Village Board does not to think through what digital signage means as retail and technology evolve. Trustee Kenwood stated he loves the boxes, but does not think the boxes drive foot traffic but is entertainment for the traffic already there. Trustee Kenwood asked if they need to pick a point to grandfather such as now or a decade ago. Trustee Kenwood stated he could support exploring “grandfathering-in” for the current 9 signs and then support the current code that exists.

Attorney Mathews stated the Village Board does not need to change the code if they are “grandfathering-in” signs. Attorney Mathews stated if they pick a certain date for the “grandfathering” then they would need to have substantial proof on this with this certain date. Attorney Mathews suggested using the date the letter was sent to the business owners. Attorney Mathews stated the Village Board will need to ensure that the change of these signs is addressed as well.

Trustee Pryde stated he has a problem with the proliferation of these signs and thinks these signs should be regulated. Trustee Pryde stated he has not found anyone in town who does not know that they can talk to the Village about doing a variation request. Trustee Pryde stated they should not grant “grandfathering” as some people are trying to get the same thing as someone else who was there first.

Trustee Fasules stated the Village Board is creating their own issues and animosity with the community.

President McGinley summed up the Village Board consensus and stated there are two Trustees who want to keep the signs and change the code, and four Trustees who want to keep the code and enforce the code.

Trustee Kenwood stated they need to ensure they address reviewing content changes, what digital is going to mean and what percentage of the window can be covered in signage.

There was a discussion by the Village Board regarding “grandfathering,” and the Village Board decided the 9 signs can remain, there can be no change in size to these signs and the content of these signs can be changed.

President McGinley asked if these 9 signs will need to go through an official variation process. Attorney Mathews stated he and Planning and Development Director Springer will work on this as these signs are not legal at this time. Attorney Mathews stated he and Planning and Development Director Springer will figure out if a variation or waiver is needed for these. Attorney Mathews stated the code says that any sign put up in the Village needs a permit, and to his knowledge, none of these 9 signs were permitted.

President McGinley stated Planning and Development Director Springer will contact the business owners with these signs about this as the business owners may need to get permits for the signs or go through the variation process. President McGinley stated the Village Board worked with the owners and asks the business owners to continue to work with the Village Board and the staff.

Planning and Development Director Springer asked about neon signs and digital signs. President McGinley stated the consensus of the Village Board is to allow only the OPEN signs. Trustee Ladesic stated any other signs like this can go through the variation process.

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Agenda Item F. – Parking Technology Update

Police Chief Norton presented background on proposed technology updates and stated they are deciding whether one kiosk or tow kiosks are needed. Police Chief Norton stated the biggest challenge is to get electricity to where it is needed for this. Police Chief Norton stated a number of towns do this, and this will network Glen Ellyn on the streets or in a possible parking garage. Police Chief Norton stated this technology will give the parking enforcement officers a read out of what spots are paid for at any certain point in time.

Trustee Ladesic asked if this would be like Spot Hero. Police Chief Norton stated there might be a module or a component of this. Trustee Ladesic asked if Public Works can install the concrete pad for the kiosk in order to keep the costs down to which Public Works Director Hansen stated they can do this.

Trustee Kenwood stated he thinks this is great; however, they will need to think about people who want to pay in an alternative fashion. Police Chief Norton stated the kiosk will allow for other forms of payment. Trustee Kenwood stated he wants to ensure the Village is not getting stuck in a technology that would need to be replaced in a few years. Police Chief Norton stated the Village can grow this program.

Trustee Senak asked for a cost/benefit breakdown when this comes back to the Village Board.

President McGinley stated the consensus of the Village Board is to move forward with this and do further analysis.

Agenda Item G. – Oxcart Truck Permitting Program

Police Chief Norton presented background on a possible Oxcart Truck Permitting Program and stated the staff was asked to implement a permitting program for over-weight and over-sized trucks. Police Chief Norton stated the purpose of truck permitting is to regulate and monitor the movement of over-weight and over-sized trucks which can then help to protect the Village's streets from damage and premature wear. Police Chief Norton stated IDOT says that municipalities have to give permission for over-weight and over-sized trucks to drive on certain routes. Police Chief Norton stated the cost to the Village will be nominal, and this is a software program that allows municipalities to review, modify and approve permits electronically. Police Chief Norton stated Oxcart collects all the permit fees and direct deposits those fees to each municipality at the end of every month. Police Chief Norton stated if the Village Board wants to proceed with this, the fee structure would be defined by ordinance.

Trustee Pryde asked what Oxcart will allow the Village to do as he is trying to gauge the program's value. Police Chief Norton stated this would notify the Police Department that an over-weight or over-sized truck would be coming through the Village. Police Chief Norton stated the Village is looking for people for repeatedly violate the spirit of over-weight or over-sized trucks.

Police Chief Norton stated some of the Village's streets are constructed differently so these streets can handle over-weight or over-sized trucks. Police Chief Norton stated there could be a unique way for in-town permits when it comes to certain projects.

Trustee Senak asked what the cost is to the Village. Police Chief Norton stated there is no cost to the Village, and Oxcart collects the fees for the Village.

Trustee Ladesic asked if it is hard to figure out the possibly revenue from this as the Village has not done these permits before. Police Chief Norton stated it is, and there are two different classifications of

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weights. Trustee Ladesic asked how much work would be involved with this. Police Chief Norton stated they asked the Village of Downers Grove about this, and they said it is a notification on a smartphone and then a yes, no or use this route.

Attorney Mathews stated state statute says the Village can do what it wants on the fee structure and fines which will be set by ordinance. Attorney Mathews stated this would only affect local-jurisdiction roads.

Trustee Kenwood asked why they are doing this. Village Manager Franz stated this was initiated by former Village President Demos as he feels other trucking companies know about this process and could be taking advantage of Glen Ellyn. Trustee Kenwood asked if this is a problem in the Village to which Village Manager Franz stated the Village is not immune to this.

There was discussion about what kinds of trucks might need a permit. Public Works Director Hansen stated a moving truck would be under 8,000 pounds so this should be fine. Public Works Director Hansen stated these are professional movers who would not want to risk their licenses to have over-weight trucks.

Police Chief Norton stated the Police Department would possibly send three officers to truck enforcement school, and these officers would be focused on this. Police Chief Norton stated the Village having this could increase the compliance effort in town.

Public Works Director Hansen stated basically, a trucking company would tell the Police Department the route and then get a permit if a truck will be over-weight or over-sized. Police Chief Norton stated they cannot prohibit over-weight or over-sized trucks from coming into the Village, but they can cite these trucks for no permits.

Trustee Senak asked where the revenue will go from this Oxcart Program. Village Manager Franz stated this revenue will go into the General Fund where it can help the Police Department or the Public Works Department.

Bob Elliott stated he has been in business for 66 years in Glen Ellyn, and he thinks this is a good program.

President McGinley stated the consensus of the Village Board is to direct staff to move forward with this and come back to the Village Board for approval of the fee structure.

Other Business

None

I. Adjournment

At 9:01 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Ladesic to adjourn. Motion carried.

Upon roll call, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde and Senak answered "aye."

Motion carried.

Respectfully submitted,

Debbie Solomon

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Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Resolution
Prepared By: Julius Hansen

SCHEDULED

RESOLUTION 18-18

DOC ID: 3447

Resolution 18 - 18, A Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code as Required by I.D.O.T. for Calendar Year 2017 in the Amount of \$536,512.94 for the Expenditure of Motor Fuel Tax Funds (Public Works Director Hansen)

Background:

Each year the Village of Glen Ellyn receives a share of the State of Illinois revenue generated by the Motor Fuel Tax based on the population of the Village. The money from this tax can only be utilized by the Village for authorized expenditures as required by I.D.O.T. Certain recordkeeping requirements are necessary to justify to the State auditors that the money is spent accordingly. The Illinois Highway Code requires that the Village approve, by resolution, the expenditure of these funds according to Illinois Department of Transportation guidelines on the appropriate IDOT form on a calendar year basis. The approval is for the previous year (2017) expenditures.

Issues:

Each calendar year the Public Works Department must compile data to document the expenditures that meet the I.D.O.T. criteria to validate the use of MFT funds. The department tracks the cost of labor per employee and each piece of equipment utilized to perform snow removal operations for this purpose. In addition, labor and equipment expenditures associated with the task of street sweeping are also calculated for the same reason. The cost of salt for snow removal and the cost of electricity supplied for street lighting are two other expenditures that are paid with MFT funds.

Recommendation:

Approve the resolution set forth as required by I.D.O.T.

Action Requested:

Motion to approve the Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code as required by I.D.O.T. for calendar year 2017 in the amount of \$536,512.94 for the expenditure of Motor Fuel Tax funds.

Attachments:

- I.D.O.T. document BLR 14230 (Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code).
- I.D.O.T. document BLR 14231 (Municipal Estimate of Maintenance Costs).

Resolution 18-18

Meeting of September 24, 2018

ATTACHMENTS:

- Resolution_Rev 2017 (PDF)
- 14231 - MEMC (05 2017)_Scan Revised (PDF)



**Illinois Department
of Transportation**

**Resolution for Maintenance
Under the Illinois Highway Code**



Resolution Number	Resolution Type	Section Number
	Original	17-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of
Governing Body Type Local Public Agency Type
Glen Ellyn Illinois that there is hereby appropriated the sum of Five Hundred
Name of Local Public Agency
Thirty Six Thousand Five Hundred Twelve and 94/100 Dollars (\$536,512.94)
 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/17 to 12/31/17.
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Glen Ellyn
Local Public Agency Type Name of Local Public Agency
 shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I John Chereskin Village Clerk in and for said Village
Name of Clerk Local Public Agency Type Local Public Agency Type
 of Glen Ellyn in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency
 provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Glen Ellyn at a meeting held on 09/24/18
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this September 2018
Day Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date


**Illinois Department
of Transportation**
**Municipal Estimate of
Maintenance Costs**

 Submittal Type **Original**

Local Public Agency

County

Section Number

Beginning

Maintenance Period

Ending

Village of Glen Ellyn

DuPage

17-00000-00-GM

01/01/2017

12/31/2017

Estimated Cost of Maintenance Operations

Maintenance Operation (No. and Description)	Maint. Eng. Group	Insp. Req.	For Group I, IIA, IIB or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
1) Snow and Ice Control	I	N	Labor	Hour	2,127.5	\$32.88	\$69,947.95	\$69,948.28
	I	N	Material, Salt (St Bid)	Ton	675	\$71.52	\$48,277.38	\$48,277.38
	I	N	10 Whl w/plow/spread	Hour	280	\$46.27	\$12,955.60	
	I	N	10 Whl w/2plow/spread	Hour	128.5	\$66.65	\$8,564.52	
	I	N	6Whl w/plow/spreader	Hour	78.75	\$45.87	\$3,612.26	
	I	N	6Whl w/2plow/spreader	Hour	132.25	\$55.96	\$7,400.71	
	I	N	1 tn pickup w/plow/sprd	Hour	427.5	\$22.97	\$9,819.67	
	I	N	1.5 tn pu w/plow/sprd	Hour	98.5	\$32.78	\$3,228.83	
	I	N	1 tn pickup plow only	Hour	218	\$19.30	\$4,207.40	
	I	N	1 tn dump plow only	Hour	5.5	\$19.43	\$106.86	
	I	N	10 Whl Dump	Hour	68.5	\$54.57	\$3,738.05	
	I	N	End Loader Snow Plow	Hour	0.5	\$49.03	\$24.52	
	I	N	F925 Tractor 2-stg Blw	Hour	14.45	\$8.95	\$129.33	
	I	N	Utility Vehicles	Hour	33	\$7.00	\$231.00	\$54,018.76
2) Street Sweeping	I	N	Labor	Hour	1,614.5	\$29.83	\$48,160.54	\$48,160.18
	I	N	Sweepers	Hour	1,110.5	\$46.63	\$51,782.61	
	I	N	F350 Dump	Hour	29.5	\$9.62	\$283.79	
	I	N	F350 Pickup	Hour	45	\$9.62	\$432.90	
	I	N	F550 Aerial/Bucket	Hour	3.5	\$30.93	\$108.26	
	I	N	Backhoe/Loader	Hour	7	\$34.11	\$238.77	
	I	N	Lgr 10 Whl Dump	Hour	250.5	\$38.88	\$9,739.44	
	I	N	F350 Sign Truck	Hour	117	\$19.73	\$2,308.41	
	I	N	Arrowboard	Hour	2.5	\$3.15	\$7.88	
	I	N	Tandem Axle Trailer	Hour	2.5	\$3.53	\$8.82	\$64,910.88
3) Street Light Electricity	I	N	ComEd/Constellation	Each	1	\$144,954.32	\$144,954.32	\$144,954.32
4) Pavement Striping	I	N	Labor	Hour	16	\$22.48	\$359.73	\$359.73
	I	N	F550 Aerial/Bucket	Hour	2	\$30.93	\$61.86	
	I	N	F350 Pickup	Hour	5.5	\$9.62	\$52.91	
	I	N	F350 Sign Truck	Hour	1.5	\$19.73	\$29.59	
	I	N	JLG Model 1014	Hour	5.5	\$3.53	\$19.41	\$163.78
5) Tree Rem (Storm Damage)	I	N	Labor	Hour	294.25	\$25.10	\$7,386.03	\$7,386.03
	I	N	F150 Pickup	Hour	5	\$9.62	\$48.10	
	I	N	F350 1 tn Pickup	Hour	20	\$9.62	\$192.40	
	I	N	F350 Dump Truck	Hour	51.75	\$9.62	\$497.83	
	I	N	Lgr 10 Wheel Dump	Hour	2	\$38.87	\$77.74	
	I	N	Case Wheel Loader	Hour	3	\$49.03	\$147.09	
	I	N	Freightliner/Versa Lift	Hour	88.25	\$40.72	\$3,593.54	
	I	N	Brush Bandit-Chipper	Hour	84.75	\$26.34	\$2,232.32	\$6,789.02

Local Public Agency			County		Section Number		Maintenance Period	
Beginning			Ending					
Village of Glen Ellyn			DuPage		17-00000-00-GM		01/01/2017	12/31/2017
6) Pavement Patching	I	N	Labor	Hour	969.5	\$21.78	\$21,120.17	\$21,120.17
	I	N	Lgr 10 Whl Dump	Hour	93.5	\$38.88	\$3,635.28	
	I	N	F550 Aerial/Bucket	Hour	2.5	\$30.93	\$77.33	
	I	N	Backhoe/Loader	Hour	9	\$39.24	\$353.16	
	I	N	JCB Backhoe/Loader	Hour	81.5	\$34.11	\$2,779.97	
	I	N	End Loader 3cy/180hp	Hour	3	\$46.50	\$139.50	
	I	N	F350 Dump Truck	Hour	283.75	\$9.62	\$2,729.68	
	I	N	4tn F550 Utility Truck	Hour	1	\$22.16	\$22.16	
	I	N	Vactor Combo Cleaner	Hour	6	\$23.54	\$141.24	
	I	N	Cynapac Roller	Hour	95.5	\$22.27	\$2,126.78	
	I	N	1 tn w Whl Dump	Hour	19	\$19.43	\$369.17	
	I	N	F350 Pickup	Hour	187.76	\$9.62	\$1,806.25	
	I	N	Case Wheel Loader	Hour	3	\$49.03	\$147.09	
	I	N	Skidsteer Series II	Hour	4	\$24.99	\$99.96	
	I	N	F350 Sign Truck	Hour	1	\$19.73	\$19.73	
	I	N	F550 Utility Vehicle	Hour	6	\$20.47	\$122.82	
	I	N	JLG Model 1014	Hour	103	\$3.53	\$363.59	
	I	N	Landall Tilt Trailer	Hour	4	\$5.11	\$20.44	
	I	N	Pace Box Trailer	Hour	75	\$3.53	\$264.75	
	I	N	Stepp Asphalt Heater	Hour	13.5	\$10.56	\$142.56	
	I	N	Emulsion Sprayer	Hour	31.46	\$14.16	\$445.47	\$15,806.93
7) Street Light Maintenance	I	N	Labor	Hour	800.87	\$23.51	\$18,825.57	\$18,825.57
	I	N	F550 Aerial/Bucket	Hour	177.06	\$30.93	\$5,476.47	
	I	N	F350 Dump Truck	Hour	10.5	\$9.62	\$101.01	
	I	N	F350 Pickup	Hour	31	\$9.62	\$298.22	
	I	N	F350 Sign Truck	Hour	16	\$19.73	\$315.68	
	I	N	JCB Loadall	Hour	5	\$10.78	\$53.90	
	I	N	JLG Model 1014	Hour	0.5	\$3.53	\$1.76	
	I	N	Landall Tilt Trailer	Hour	3.5	\$5.11	\$17.89	
	I	N	Arrowboard	Hour	1	\$3.15	\$3.15	\$6,268.08
8) Traffic Control Devices	I	N	Labor	Hour	930.48	\$26.11	\$24,291.41	\$24,291.41
	I	N	F550 Aerial/Bucket	Hour	51.5	\$30.93	\$1,592.90	
	I	N	F150 Pickup	Hour	4.5	\$9.62	\$43.29	
	I	N	Vactor Combo Cleaner	Hour	4	\$23.54	\$94.16	
	I	N	F350 Dump Truck	Hour	22.5	\$9.62	\$216.45	
	I	N	1tn Whl Dump	Hour	6	\$19.43	\$116.58	
	I	N	Case Wheel Loader	Hour	0.5	\$49.03	\$24.52	
	I	N	1 tn F350 Pickup	Hour	44.47	\$9.62	\$427.80	
	I	N	Freightliner/Versa Lift	Hour	8.5	\$40.72	\$346.12	
	I	N	F350 Sign Truck	Hour	99.38	\$19.73	\$1,960.77	
	I	N	JCB Loadall	Hour	9.22	\$10.78	\$99.39	
	I	N	Brush Bandit - Chipper	Hour	8.5	\$26.34	\$223.89	
	I	N	Arrowboard	Hour	8	\$3.15	\$25.20	
	I	N	Sullivan Air Compress	Hour	5	\$10.86	\$54.30	
	I	N	Tandem Axle Trailer	Hour	2	\$3.53	\$7.06	\$5,232.42
Add Row			Total Estimated Maintenance Operation Cost					\$536,512.94

Local Public Agency

County

Section Number

Beginning

Maintenance Period

Ending

Village of Glen Ellyn

DuPage

17-00000-00-GM

01/01/2017

12/31/2017

Estimated Cost of Maintenance Engineering

Preliminary Engineering	\$0.00
Engineering Inspection	\$0.00
Material Testing	\$0.00
Advertising	\$0.00
Bridge Inspections	\$0.00
Total Estimated Maintenance Engineering Cost	\$0.00

Maintenance Program Estimated Costs

	Estimated Cost	MFT Portion	Other Funds
Maint Oper	\$536,512.94	\$536,512.94	
Maint Eng	\$0.00	\$0.00	
Totals	\$536,512.94	\$536,512.94	
Total Estimated Maintenance Cost			\$536,512.94

Submitted

Municipal Official

Date

Title

Julius Hansen, Director of Public Works

Approved

Regional Engineer

Department of Transportation

Date



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Ordinance
Prepared By: Lindsey Kaminsky

SCHEDULED

ORDINANCE 6630

DOC ID: 3569

Ordinance No. 6630- VC, An Ordinance to Amend the Liquor Control Code Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code of Glen Ellyn, Illinois to Decrease the Number of Permitted Class A-2, B-3, B-5, C-1, D-1 and H Liquor Licenses and to Increase the Number of Permitted C-2 Liquor Licenses (Attorney Mathews)

Background

The Village has the statutory authority and obligation to control the total number of available liquor licenses in the community. The requested corrective action allows the Village to control the total number of available licenses within the corporate limits to maintain orderly growth and development.

Some businesses formerly authorized to hold liquor licenses have closed in the past year. Some classes of licenses have been unassigned and there is a need to correct the number of licenses available in each class. Noodles and Company no longer serves alcohol and Crowne Plaza has decided it no longer needs a license to permit professional music entertainers at the restaurant. One new business requesting a liquor license, CVS, will be opening in the next few months and Village Board action is required to increase by one the number of available class C-2 (sale of alcohol as an adjunct to retail with a sales area under 300') licenses to grant a new liquor license to CVS.

Approval of the proposed Ordinance will therefore decrease by one the number of Class A-2 Liquor Licenses to reflect the cancellation of Noodles and Company's license for 706 Roosevelt Road; decrease by one the number of Class B-3 Liquor Licenses to reflect the cancellation of Crowne Plaza's license for 1250 Roosevelt Road; decrease by one the number of Class B-5 Liquor Licenses to reflect an unused and unassigned license; decrease by two the number of Class C-1 Liquor Licenses to reflect the closing of The Fresh Market, 285 Roosevelt Road, and an unassigned license; decrease by one the number of Class D-1 Liquor Licenses to reflect an unassigned license; decrease by one the number of Class H Liquor Licenses to reflect an unassigned license; increase by one the number of Class C-2 Liquor Licenses to reflect the opening of CVS at 739 Roosevelt Road.

Action Requested

The Village Board is requested to approve an Ordinance to Amend the Liquor Control Code Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code to Decrease the Number of Permitted A-2, B-3, B-5, C-1, D-1 and H Liquor Licenses and to Increase the Number of Permitted C-2 Liquor Licenses.

Ordinance 6630

Meeting of September 24, 2018



Village of Glen Ellyn

Ordinance No. 6630-VC

An Ordinance to Amend the Liquor Control Code Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code of Glen Ellyn, Illinois to Decrease the Number of Permitted Class A-2, B-3, B-5, C-1, D-1 and H Liquor Licenses and to Increase the Number of Permitted C-2 Liquor Licenses

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__.

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. 6630 -VC

An Ordinance to Amend the Liquor Control Code Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code of Glen Ellyn, Illinois to Decrease the Number of Permitted Class A-2, B-3, B-5, C-1, D-1 and H Liquor Licenses and Increase the Number of Permitted C-2 Liquor Licenses

Whereas, the Village of Glen Ellyn is an Illinois home rule municipal corporation; and

Whereas, the Village, pursuant to the Illinois Liquor Control Act, 235 ILCS 5/1-1 et seq., and its home rule powers, has established various classes of liquor licenses for the retail sale of alcoholic liquor in the Village and the number of permitted licenses within each class, as set forth in Chapter 19 of Title 3 (Liquor Control Code) of the Village Code of the Village of Glen Ellyn; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn deem it to be in the best interest of the Village to periodically review and update the liquor control ordinance of the Village as well as to, when appropriate, change the number of permitted liquor licenses in various classifications; and

Whereas, the President and Board of Trustees have determine that it is in the best interest of the Village to decrease by one the number of the permitted Class A-2 liquor licenses; decrease by one the number of the permitted Class B-3 liquor licenses; decrease by one the number of permitted Class B-5 liquor licenses; decrease by two the number of Class C-1 liquor licenses; decrease by one the number of Class D-1 liquor licenses; decrease by one the number of Class H liquor licenses; increase by one the number of Class C-2 liquor licenses.

Now therefore, be it ordained by the President and Board of Trustee of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusion of the corporate authorities of the Village of Glen Ellyn.

Section Two: Chapter 19 of Title 3, Section 12 of the Glen Ellyn Village code (Liquor Control Code) is hereby amended so that reference within this Section shall henceforth read as follows:

Class A-2 – no more than 1

Class B-3 – none permitted

Class B-5 – no more than 5

Class C-1 – no more than 9

Class C-2 – no more than 1

Class D-1 – no more than 4

Class H – no more than 2

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 _____.

Ordinance 6630

Meeting of September 24, 2018

Ayes: ☐ Diane McGinley ☐ Pete Ladesic ☐ Mark Senak
☐ Craig Pryde ☐ Bill Enright ☐ Gary Fasules
☐ John Kenwood

Nays: ☐ Diane McGinley ☐ Pete Ladesic ☐ Mark Senak
☐ Craig Pryde ☐ Bill Enright ☐ Gary Fasules
☐ John Kenwood

Absent: ☐ Diane McGinley ☐ Pete Ladesic ☐ Mark Senak
☐ Craig Pryde ☐ Bill Enright ☐ Gary Fasules
☐ John Kenwood

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of
_____.

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

Updated: 9/20/2018 2:41 PM by Lindsey Kaminsky

Page 5

Ordinance 6630

Meeting of September 24, 2018

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



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Agreement
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 3568)

DOC ID: 3568

Motion to authorize the Village Manager to execute an agreement with Civiltech Engineering, Inc. of Itasca, Illinois for Design Services for the CBD Streetscape and Utility Improvement Project in the not-to-exceed amount of \$365,183, including a \$20,000 contingency, to be expensed to the Capital Projects and Water and Sanitary Sewer Funds

INTRODUCTION

This memorandum provides a staff recommendation to enter into an engineering services agreement with Civiltech Engineering, Inc. of Itasca, Illinois for the CBD Streetscape and Utility Improvements for the not-to-exceed amount of \$365,183 which includes a \$20,000 contingency.

BACKGROUND

Request for Proposals

On June 12, 2018 staff issued the attached Request for Proposals (RFP) for the detailed design of the CBD Streetscape and Utility Improvements project. The requested scope of services included the design of both the underground (Utility) and surface (Streetscape) components. The Utility components were defined based on the results of the CBD Underground Utility Study performed by RJN. The Streetscape component includes improvements to streets and sidewalks, street lighting and electrical systems, trees and tree planters, and a variety of other streetscape elements including benches, bike racks, litter receptacles, and retaining walls.

The RFP divided the entire assignment into two phases of design work with staff recommending the award of the first phase of the project at this time. Phase 1 includes Survey, Concept Development and Preliminary Engineering. Phase 2 includes completing the design, permitting, and competitive bidding process for the project details established in Phase 1 of the assignment. Detailed descriptions of each phase are included in the attached RFP. **As Phase 1 nears completion, staff will bring a subsequent recommendation for Phase 2 of the assignment to the Village Board for its consideration.**

Proposals and Proposal Review

On July 13, 2018, proposals from six engineering firms were received. Engineering staff completed a detailed review of all six proposals based on the evaluations criteria set forth in the RFP. A summary of the results is provided in the table below.

Total Score = Sum of Criteria Score X Points Possible / 6 (total number of firms); Maximum Score = 100							
Proposal Evaluation Criteria (Listed in RFP)	Max Points	Prime Consultants/Respondents to RFP					
		V3	ERA	Thomas	Civiltech	GHA	Primera
1. Firm Information (size, location, history, resources, etc.);	5	6	6	6	6	6	6
2. Experience on similar projects with reference (name, title, address, phone, email & fax numbers) within last three years only;	10	4	3	5	4	4	6
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;	10	2	1	3	6	4	5
4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);	10	4	4	4	4	6	4
5. Completeness of project approach (detailed scope of services/tasks, etc.);	30	3	1	5	6	2	4
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.;	5	6	1	4	5	3	2
7. Not-To-Exceed Cost and Total Fixed Price	30	6	5	4	3	2	1
Total Score	100	71.7	49.2	73.3	77.5	50.8	56.7
Final Rank (1 is least favorable response, 6 is most favorable response)		4	1	5	6	2	3
Phase I Not to Exceed Cost		\$243,592.51	\$284,394.00	\$253,285.79	\$268,502.00	\$326,803.00	\$358,475.00
Phase II Not to Exceed Cost		\$471,931.52	\$548,677.00	\$542,857.60	\$721,444.00	\$795,185.00	\$872,721.00
Total Price Phase I and Phase II		\$715,524.03	\$833,071.00	\$796,143.39	\$989,946.00	\$1,121,988.00	\$1,231,196.00

Consultant Interviews

Follow up interviews with V3 Companies, Thomas Engineering Group, Civiltech Engineering, and Primera Engineers were conducted on August 28 and 30, 2018. The interview panel consisted of Village President Diane McGinley, Village Board Trustee Bill Enright, Village Manager Mark Franz, Economic Development Coordinator Meredith Hannah, Associate Planner Kelly Purvis, Professional Engineer Rich Daubert, Part-Time Professional Engineer Bob Minix, Civil Engineer Steve Warner, and Senior Civil Engineer Tom Topor.

Taking staff's initial evaluation and the follow up interviews into consideration, the interview panel reached a consensus that the Civiltech team submitted the most favorable proposal and is the best firm for the assignment.

The Civiltech team was evaluated as superior in terms of design experience and overall makeup of the design team. The Civiltech members proposed for this project consist of experienced engineers and architects specializing in roadway design, ADA design, traffic engineering, landscape architecture, grant coordination, traffic signals, railroad coordination, structural engineering, environmental engineering, construction staging and historic preservation. Civiltech will team with RJN Group who would be performing underground utility design, Muse Community + Design who would be assisting in project outreach and stakeholder coordination, Jorgensen & Associates performing typographical survey, Santacruz Land Acquisitions for any required land acquisitions, and Midland and Standard for geotechnical services.

Negotiations and Recommendations

As noted earlier in this memorandum, the proposals that were received for the assignment included two phases for the design assignment with staff only recommending entering into an agreement pertaining to the first portion of the assignment at this time. Completion of the first phase will better allow staff and the consultant engineer to define exactly what design services will need to be provided for the second and final phase of the design assignment.

Based on this approach, staff met with Civiltech to refine and negotiate the terms of the first phase of the assignment. Several changes to Civiltech's original proposal of \$268,502 were ultimately recommended by staff and Civiltech with the major amendments noted as follows:

1. Early coordination with IDOT was requested to explore the viability of utilizing the \$475,000 in grant funding the Village has secured for resurfacing of streets in the CBD.
2. Inclusion of Landscape Architecture services to develop streetscape element designs, renderings, and cost estimates.
3. Inclusion of Environmental Site and Resource Review in this phase of the assignment.
4. Review of the CBD lighting and electrical systems to ensure an early understanding of what upgrades need to be made, what the costs are, and what design work needs to be completed in the second phase of the project.
5. Additional efforts for involving stakeholders and the general public in the design of the project. The Capital Improvements Commission, Staff, and Civiltech collectively recommended that extra efforts are made to get input not only on the streetscape components, but to also solicit community input on how to best approach construction of the project.
6. Inclusion of a Staff and CIC recommended contingency of \$20,000 for any unforeseeable design services required to complete the first phase of the assignment.

Pertinent excerpts from Civiltech's revised proposal are attached to this memorandum.

Schedule

Upon approval by the Village Board, Civiltech Engineering and its sub-consultants are ready to start work on the assignment. The initial critical path items include completing the topograph survey and preparing the base drawings. The conceptual alternative design work, alternative review, and public outreach campaign will commence thereafter. The project team's goal is to arrive at the preferred alternative by late spring which would allow the second phase of the design assignment to commence immediately thereafter. Civiltech has no objection to this goal, however, an agreed upon progress schedule will be established with Civiltech and incorporated into the engineering agreement.

RECOMMENDED FUNDING DISTRIBUTION

Sufficient funds are available in the 2018 Budget to advance the assignment. The total recommended project funding distribution of \$365,183 is as follows:

Project Item	Funding Source	Account No.	Amount
CBD Roadway Rehab and Streetscape	Capital Projects Fund	40000-580160-15006	\$229,371
CBD Underground Improvements	Water Fund	50100-580100-16005	\$67,906
CBD Underground Improvements	Sanitary Sewer Fund	50200-580100-16005	\$67,906
		Total	\$365,183

STRATEGIC INITIATIVES

The project aids in fulfilling the following Village of Glen Ellyn Strategic Initiatives and Goals:

Strategic Issue I-4a Design and update utility and streetscape improvements in CBD to enhance critical commercial area to allow further private investment and improve quality of life by December 2019.

RECOMMENDATION

Staff recommends the Village Board of Trustees make the following motion at the September 24, 2018 Village Board Meeting.

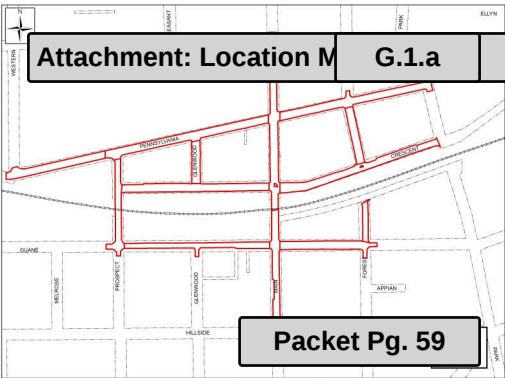
1. Motion to authorize the Village Manager to execute an agreement with Civiltech Engineering, Inc. of Itasca, Illinois for Design Services for the CBD Streetscape and Utility Improvement Project in the not-to-exceed amount of \$365,183, including a \$20,000 contingency, to be expensed to the Capital Projects, Water and Sanitary Sewer Funds.

Attachments

Project Location Map
Request for Proposal Addendum 1 Final
Civiltech Phase I Proposal Excerpts

ATTACHMENTS:

- Location Map (JPG)
- RFP - CBD Streetscape Improvements Addendum1 Final (PDF)
- Civiltech Proposal Excerpts (PDF)



Attachment: Location Map

G.1.a

Packet Pg. 59



VILLAGE OF GLEN ELLYN

REQUEST FOR PROPOSALS (RFP)

**CENTRAL BUSINESS DISTRICT (CBD) STREETSCAPE AND UTILITY
IMPROVEMENTS**

PHASE II ENGINEERING SERVICES



Main Street and Crescent Boulevard

Issued: Tuesday, June 12, 2018 (*Amended on June 27, 2018*)

Mandatory Pre-Submittal Meeting: 1:00 p.m. local time on Wednesday, June 20, 2018

Proposals Due: 12:00 noon local time on Friday, July 13, 2018

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services

Issued: June 12, 2018
Amended: June 27, 2018

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LEGAL NOTICE REQUEST FOR PROPOSALS (RFP) CENTRAL BUSINESS DISTRICT (CBD) STREETSCAPE AND UTILITY IMPROVEMENTS PHASE II ENGINEERING SERVICES

NOTICE IS HEREBY GIVEN by the Village of Glen Ellyn, Illinois that sealed proposals for Phase II Engineering Services for the Glen Ellyn Central Business District Streetscape and Utility Improvements in the Village of Glen Ellyn, Illinois, will be received by the Village of Glen Ellyn, Public Works Reno Service Center, 30 South Lambert Road, Glen Ellyn, Illinois 60137, until **12:00 noon local time on July 13, 2018.**

A **mandatory** pre-submittal meeting will be conducted at 1:00 p.m. local time on June 20, 2018 at the Glen Ellyn Public Works Reno Service Center, 30 South Lambert Road, Glen Ellyn, Illinois 60137.

To request an electronic copy of the RFP or obtain additional information, please contact Tom Topor, Senior Civil Engineer, by email at ttopor@glenellyn.org or by phone at 630-547-5520.

Dated at Glen Ellyn, Illinois this 12th day of June, 2018. *Amended on June 27th, 2018*

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services

Issued: June 12, 2018
Amended: June 27, 2018

INTRODUCTION

The Village of Glen Ellyn ("***Village***") is requesting proposals for professional engineering consultant services ("***Consultant Services***") for the planning and design for improvements to Glen Ellyn's Central Business District Utilities and Streetscape. Respondents must be able to demonstrate previous experience with similar projects. The submittal shall detail the firm(s) and project team qualifications, experience on similar projects, project approach, scope of services/tasks, total fixed price, Not-to-Exceed price and any supplemental information for completing the scope of services/tasks specified hereinafter.

PROJECT BACKGROUND

Community Summary

Glen Ellyn is an attractive community with a small town atmosphere. The Village of approximately 27,000 people is located approximately 20 miles west of Downtown Chicago. It is known for its historic Central Business District, residential neighborhoods, and a variety of public amenities. The Central Business District is an active, heavily pedestrian traveled area containing a mix of shopping, entertainment, public, and residential uses. Civic buildings such as the Glen Ellyn Train Station, Civic Center, Public Library, Post Office, and Fire Station, that service the community, are all located within the Central Business District. Metra's Union Pacific – West line as well as the main stem of the Illinois Prairie Path pass through Downtown Glen Ellyn.

Project Background

The Village of Glen Ellyn plans on constructing a streetscape and utility project along the core Central Business District, generally bound by Anthony Street to the north, Western/Prospect Avenues to the west, Park Boulevard to the east, and Hillside Avenue to the south as depicted in Figure 1. The planned streetscape project is a result of a process that started in 2009 with a creation and adoption of a Downtown Strategic Plan. The Downtown Strategic Plan identified creation of economically-viable Downtown that is attractive to citizens and businesses as the main goal of any future improvements in the central Business District. Subsequently, the Village developed a Streetscape Plan & Parking Study which was adopted by the by the Village Board in 2013. The Streetscape Plan & Parking Study outlines majority of the recommendations related to the streetscape improvements in the CBD, as well as general scope of work to be included in the streetscape plan. In addition the Streetscape Plan provides specific recommendation for surficial treatment options for various locations in the CBD. These recommendations shall be used as a guide in plan preparation with final design to be approved the Village. The Streetscape Plan & Parking Study is available on the Village's website can be viewed here:

http://www.glenellyn.org/Planning/Documents/Streetscape_Plan_Parking_Study.pdf

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Recently completed Community Signage and Wayfinding Plan provided additional guidelines and design standards for the Village's Directional Signs, Community Facility Identification, Parking Directional and Identity, Street Signs, and Branding Elements. The Final Community Signage and Wayfinding Plan is available on the Village's website can be viewed here:

<http://www.glenellyn.org/Planning/Documents/Community%20Signage%20and%20Wayfinding%20Plan%20FINAL%203-14-16.pdf>

A recent assessment of the existing CBD surface infrastructure which included streets, sidewalks, and tree infrastructure emphasized the need to perform the basic roadway and sidewalk improvement. The planned streetscape improvements would be performed in conjunction the proposed work on street segments slated for either resurfacing or reconstruction.

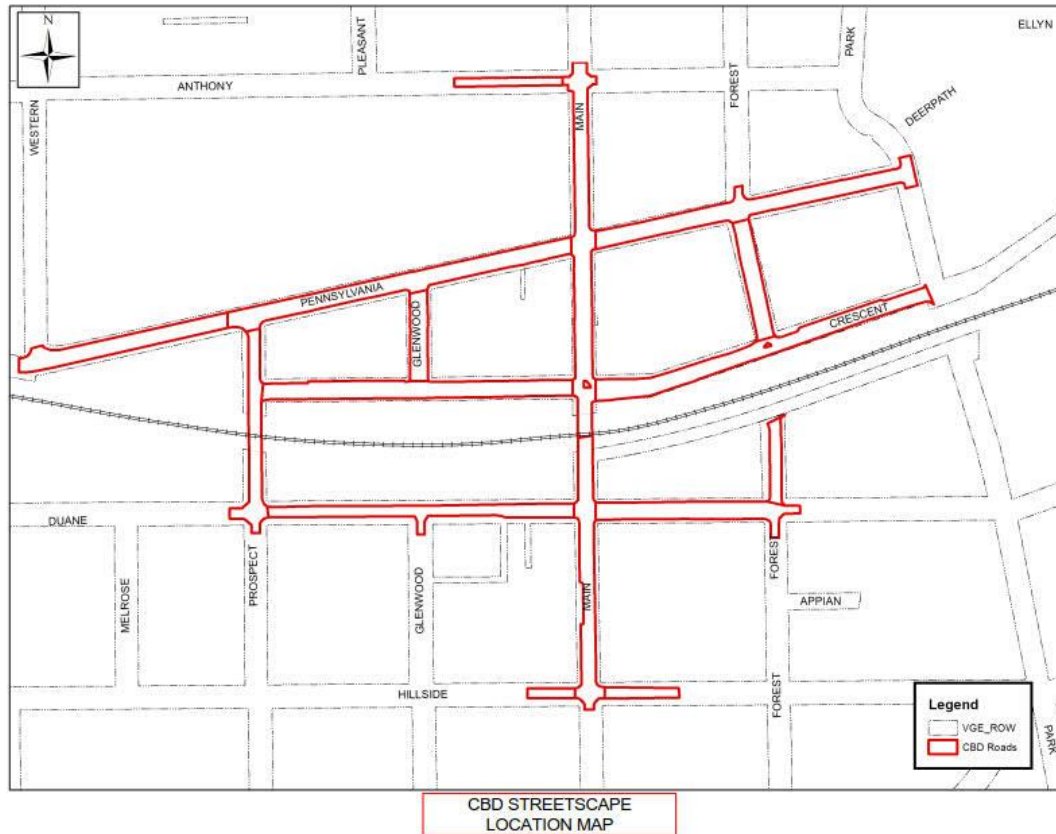
In July of 2017, the Village has commenced an underground sanitary, storm, and water utility infrastructure for the Central Business District (CBD). The purpose of this assignment is to assess the condition of the aforementioned utilities in the CBD with the final deliverable for the project being a report identifying repairs and improvements to the underground infrastructure in the CBD. It is expected that the anticipated design of the underground utility improvements will be based on the results of the underground utility study. A copy of the draft report prepared by the RJN Group of the CBD Underground Utility Study dated May 2018 is included with this Request for Proposals as Attachment B.

In concert with this RFP, the Village is in the process of retaining a Planning Consultant to update the Village's Comprehensive Plan. The update will focus on 3 subareas of the Village including the Central Business District. The CBD subarea update is anticipated to be completed by early 2019. The firm retained for the Streetscape and Utility Engineering assignment will be expected to incorporate the pertinent Comprehensive Plan updates into the Streetscape Project. More specifically, subjects that will be evaluated in the CBD as part of the Plan Update include on and off-street parking, development of the McChesney-Miller site located at northwest corner of Crescent and Glenwood, potential redevelopment of the Village's Crescent Boulevard parking lot, and incorporation of enhances and/or new public amenities.

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Figure 1



Existing Conditions

The core Glen Ellyn Central Business District is generally bound by Anthony Street to the north, Western/Prospect Avenues to the west, Park Avenue to the east, and Hillside Avenue to the south. The existing CBD surface infrastructure has not received a significant rehabilitation since the Community Development Block Grant Projects involving storm sewer, paving, and street light improvements completed in the mid-1980s. Since then, various projects have been completed along with resurfacing and selective patching, including an underground rehabilitation project and street resurfacing project both completed in 1998. Below is a general summary of various infrastructure components located in the CBD.

Pavement and Sidewalks

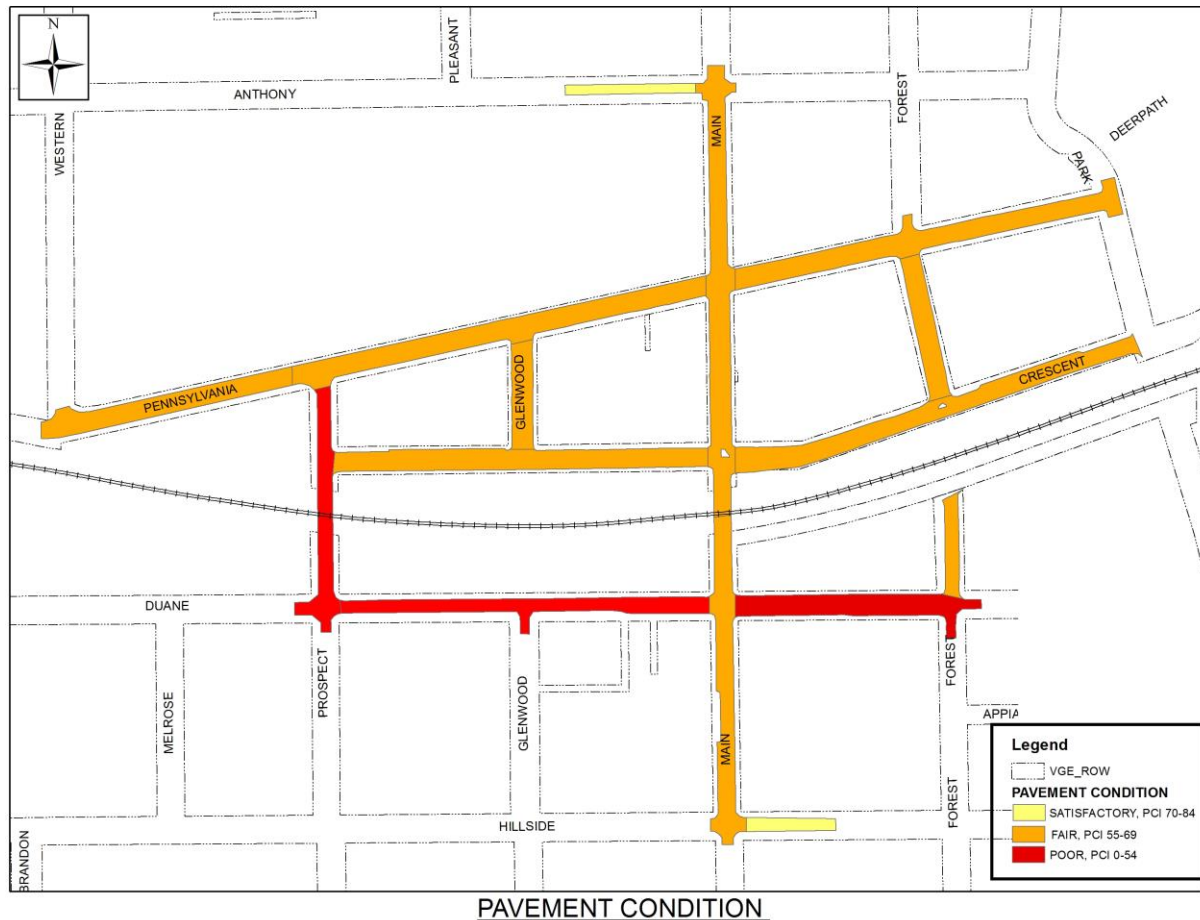
The core Central Business District consists of approximately 1.6 centerline miles of streets as follows: Main from Hillside to Anthony (FAU), Pennsylvania from Western to Main (FAU), Crescent from Prospect to Park (FAU from Main to Park, Local from Prospect to Main), Forest from Crescent to Pennsylvania (Local), Glenwood from Crescent to Pennsylvania (Local), Prospect from Duane to Pennsylvania (FAU), and Duane from Prospect to Forest (Local). The most recent Pavement Condition

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Index (PCI) Survey completed in 2016 rated the streets in the 42-69 PCI range, or fair to poor condition. See Figure 2 for a graphic of the 2016 PCI Survey data.

Figure 2



The core Central Business District consists of approximately of 100,000 square feet of sidewalk pavement. The ongoing sidewalk maintenance has generally addressed most serious sidewalk defects, but the majority of sidewalks, curb ramps and crosswalks lack a consistency in material treatment and do not fully meet the latest ADA and PROWAG standards. A recent cursory assessment of the CBD sidewalks identified a list of potential deficiencies ranging from excessive cross slope and lack of appropriate detectable warning surfaces to non-complaint sidewalk clearances and inconsistent transitions to private property business entrances. In addition, staff is aware of vaulted sidewalk areas which will require special attention during the detailed design and construction phases of the Streetscape and Utility Project.

Water System

The Village owns and maintains water, storm, sanitary and streetlight utilities in the Central Business District. The existing watermains vary in age from approximately 30 year old ductile iron pipe on Crescent Boulevard to 110 year old cast iron pipe along the stretches of Main Street and Prospect

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Avenue and other parts of the CBD. As part of the CBD Underground Utility Study, the Village engaged a consultant specializing in watermain condition assessments to analyze selected sections of the existing water system. The sections that were assessed include critical sections of the system located under the Union Pacific-West Railroad Line as well as sections of the main that had a highest number of recorded watermain breaks, including the relatively new ductile iron pipe on Crescent Boulevard. The draft report prepared by Echologics is included with this RFP as Attachment C.

Sanitary Sewer System

The Village owns and maintains 2.6 miles of sanitary sewer within the Central Business District. All sanitary sewer mains and services were recently televised and reviewed as part of the CBD Underground Utility Study. The sanitary sewer system is generally in an adequate condition. Description and condition of various component of the system are included in the attached report prepared by RJN. RJN is in the process of completing flow metering with follow-up modeling to be completed by the end of 2018. This further study may identify recommended improvements in the CBD such as up-sizing and/or adding sanitary sewer mains in the CBD which would be considered for incorporation in the Streetscape and Utility Engineering and Construction projects. *As part of the CBD Underground Utility Study rim to invert elevations of inspected structures were collected and will be available for future use. However, the Village expects that the selected consultant for the streetscape project shall dip all structures to collect and verify the accuracy of all pipe inverts and sizes.*

Storm Sewer System

The Village owns and maintains 4.6 miles of storm sewer within the Central Business District. All storm sewer mains were recently televised and reviewed as part of the CBD Underground Utility Study. Description and condition of various component of the system are included in the attached report prepared by RJN. *As part of the CBD Underground Utility Study rim to invert elevations of inspected structures were collected and will be available for future use. However, the Village expects that the selected consultant for the streetscape project shall dip all structures to collect and verify the accuracy of all pipe inverts and sizes.*

Street Light System

The bulk of the existing system was installed in the late 1980's, early 1990's, with some more recent installations on Crescent dating back to 2004. In 2017 the Village completed the process of replacing the luminaires with more efficient custom-made LED replica luminaires with up-lighting capabilities. *4 controllers are currently feeding the CBD area.*

Additional Streetscape Components

The Central Business District Right-of-Way contains a variety of existing streetscape elements consisting of tree planters, benches, bike racks, litter receptacles, retaining walls, and signage; all in various state and condition.

Trees and Tree Planters

The Village takes pride in trees that enhance the beauty of the downtown. Approximately half of the existing parkway trees are Honey locust with remaining trees being of various species. Recently

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completed 2018 CBD Tree Review identified 112 parkway trees located within the CBD in various conditions. Various types of tree planters currently exist in the CBD with generally insufficient and inconsistent tree planter areas. Attached as Attachment D is 2018 CBD Tree Review completed by Osage Group.

Proposed Improvements

The Village is looking to revitalize the Central Business District by performing improvements to the following infrastructure components:

Pavement and Sidewalks

The scope of the pavement and sidewalk improvements generally shall include the following:

- Performing roadway improvements based on the PCI data and geotechnical investigations which should include reconstruction of Duane Street and various degrees of pavement resurfacing and curb and gutter replacement for all remaining streets in the scope of the project
- Ensuring the most appropriate roadway pavement improvements are performed based on the location and extent of underground utility work as well as to accommodate the needed ADA improvements
- Sidewalk, crosswalk and curb ramp upgrades to ensure full compliance with latest ADA and PROWAG standards
- Widening of certain sidewalk sections generally located on Pennsylvania, Forest, and Glenwood
- Installation of curb bump outs and pedestrian plazas as appropriate
- Consistent sidewalk, crosswalk and paved parkway decorative treatments
- Rearrangement of certain sections of on-street parking to allow for wider sidewalk and maximize on-street parking

Water System

Staff has identified the following improvements based on recently completed watermain assessment, age and material of the watermain, and current break history. The estimated scope of the watermain infrastructure improvements is itemized below. Actual scope of the water system rehabilitation will be finalized prior to proceeding with Phase II of the design work.

- *Replacement of 12" watermain and services on Crescent Blvd between Glenwood and Park (~1,500 FT)*
- *Replacement of 8" watermain and services on Main St between Hillside and Duane (~500 FT)*
- *Replacement of 8" watermain and services on Main St between Crescent and Pennsylvania (~450 FT)*
- *Abandonment of 8" watermain and services on Main St between Duane and Crescent (Under the UP-West Line) (~350 FT)*
- *Replacement of watermain and services on Pennsylvania Ave from Main St. to Glenwood (~450 FT). Main shall be up-sized from Main St. to ~250 Feet West of Main/Pennsylvania Intersection.*

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- *Abandonment of 6" watermain on Pennsylvania Ave from Western to Main (~1,500 FT)*
- *Lining of 12" watermain on Western Ave (extended) between Duane and Pennsylvania (under the UP-West Line) (~450 FT)*
- *Replacement of water services on Main St watermain between Pennsylvania and Anthony, including fire service lines for future use*
- *Replacement of water services on Pennsylvania Ave watermain between Western and Forest, including fire service lines for future use*
- *Addition of valve on Prospect Ave between UP-West Line and Crescent. Work may also include replacement of adjacent water service for 462 Prospect.*
- *Replacement of water services to three CBD water fountains*
- *Abandonment of water service to old decorative water fountain located at the Civic Center site*
- *Replacement and addition of new fire hydrants and valves at strategic locations throughout the CBD (Assume 10 hydrants and 10 valves)*

Sanitary Sewer System

The scope of the sanitary sewer improvements shall primarily be based on the results of the CBD Underground Utility Study performed by RJN as indicated in the draft report. The final scope may be amended in the final version of the report. Generally the scope shall include:

- Lining of medium priority sanitary mains (approx. 650 feet)
- Performing all necessary point repairs
- Investigating and improving the sanitary sewer on Glenwood Ave as described in the report
- Investigating and improving the sanitary sewer on sections of Main St as described in the report
- Sealing of abandoned services and replacing services as necessary
- Completing structure repairs as described in the report

Storm Sewer System

The scope of the sanitary sewer repairs shall be based primarily on the results of the CBD Underground Utility Study performed by RJN as indicated in the draft report. The final scope may be amended in the final version of the report. Generally the scope shall include:

- Replacing the storm sewer main on Pennsylvania Ave between east of Main St to Forest Ave
- Lining of approximately 1710 feet of high and medium priority mains
- Performing point repair at cross bore locations in the storm sewer
- Rehabilitating or abandoning the limestone box sewer under the UP-West Line at Forest
- Completing structure repairs as described in the report
- Abandoning unutilized sections of storm sewer

Street Light System

- Replacement of streetlight conduits throughout the CBD
- Relocation of street lights to accommodate required sidewalk clearance
- Replacement of all street light foundations

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- Replacement of street light *handholes*, disconnects, and other gear
- *Removal, rehabilitation (sandblasting and painting), and reinstallation of existing streetlight poles*
- *Installation of electrical outlets at the base of parkway trees*
- *Installation of street ceiling lighting at selected sections of the CBD (assume two intersections).*

Parking Assessment

Design considerations should be included for potential rearrangement of the on-street CBD parking to maximize the use of available parking spaces and for the purposes of creating required number of accessible parking spaces.

Additional Streetscape Components

Inclusion of variety of existing streetscape elements consisting of tree planters, benches, bike racks, litter receptacles, retaining walls, and signage consistent with the Streetscape Plan & Parking Study

Trees, Tree Planters and landscaping

The scope shall generally include:

- Installation of appropriately sized tree planters and raised planters for trees and landscaping
- Preparing a comprehensive tree preservations and replacement plan to include potential irrigation systems, underdrains, and structural soils installations.
- Other improvements as needed

Signage

Inclusion of the following signs as identified in the Community Signage and Wayfinding Plan:

- *Primary|Secondary Directional Signs*
- *Community Facility Identification (Remaining signs)*
- *Street Signs*
- *Branding Elements*

MINIMUM QUALIFICATIONS

- A. Project team must include engineers, landscape architects, surveyors, and other design professionals licensed/certified to practice in the State of Illinois as required to perform the scope of services herein described
- B. Prior experience with municipal clients specifically in the design of streetscape and utility projects of similar scope and scale
- C. Demonstrated knowledge of all applicable building, Illinois Department of Transportation, Metra, and Union Pacific Railroad Codes, Standards, and Regulations

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PROJECT TEAM STRUCTURE

It is anticipated that an Architectural/Engineering firm will serve as the prime-consultant with sub-consultants serving the roles outside of the prime-consultant's areas of expertise.

Prime-Consultant: The firm serving as the prime consultant may only submit one Proposal and may not participate as a sub-consultant on any other team.

Sub-Consultants: Regardless of discipline, firms that participate only as sub-consultants may do so with as many teams as desired.

SCOPE OF SERVICES/TASKS

Respondents shall submit a detailed scope of services/tasks for the completion of the architectural and phase II engineering services. It is anticipated that the services/tasks including, but not limited to, the following will need to be performed/provided for the project, unless otherwise designated. If any additional tasks are added by the Proposer, please note as such by either bolding or italicizing in Proposal:

Phase 1 – Concept Development and Preliminary Engineering (25% Complete)

- Administer kick-off meeting to review the project goals and project approach and review how the scope of services/tasks will be implemented
Develop detailed project schedule including milestones
- Prepare conceptual design depicting the proposed improvements including site plans, exhibits, and renderings including rough cost estimates.
- Develop proposed construction timeline and phasing alternatives
- Administer at least one (1) public hearing to engage public and solicit comments on conceptual alternatives and present to final conceptual design
- Attend a Co-Committee Capital Improvements and Plan Commission Meeting to present the alternatives and public input, and to solicit recommendations
- Prepare a final conceptual alternative for consideration by the Village Board of Trustees
- Amend final conceptual alternative as necessary for approval by Village Board
- Identification of and application for applicable grants
- Coordinate improvements with planned Glen Ellyn Train Station and Pedestrian Tunnel project
- Conduct a complete and detailed topographical survey (including all above & underground utilities (pipe sizes, materials, inverts, crowns, etcetera), structures, ground contours at 1-foot intervals, critical ground spot elevations, trees 6-inches & larger in diameter, fences, mature landscaping, bushes, property lines (pins), etc.) of the project site and extending a minimum 100-feet, or longer as necessary, beyond the limits of the proposed work. This will include

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obtaining the required permission from private property owners to complete the survey work on their respective properties.

- Geotechnical Soil Borings to determine subsurface conditions
- Pavement cores as required to confirm pavement section.
- Historical Database Review of all potential soil contaminants sites and any Highway Authority and Railroads Agreements
- Coordination with the Village's GIS Consortium contact to obtain all available aerial contour mapping and utility data for the project work site and immediate surrounding area. This data is only intended to supplement and not replace the detailed field topographical survey. The selected consultant will need to execute a data sharing agreement with the Village to obtain said data.
- Utility Coordination (Nicor, ComEd, AT&T, Comcast, Sprint, etc.) and resolution of all conflicts. This will include a design stage J.U.L.I.E. and utility map request from all utility owners located within and adjacent to each Project site to ensure all possible conflicts are accounted for.
- Include all Village provided archived project "as-constructed" information in the design documents.
- Refine design as necessary based upon the modeling, topographical, and utility survey results.
- Identification and initial submittal of all other required and applicable remaining Permits, including, but not limited to Village of Glen Ellyn, Illinois Department of Transportation (IDOT), Illinois Environmental Protection Agency (IEPA), Illinois Department of Natural Resources (IDNR), Union Pacific Railroad (UPRR), etcetera
- Evaluation to determine if any stormwater Best Management Practices (BMPs), including green infrastructure improvements, can be incorporated.
- Develop conceptual approach to construction staging, traffic control strategies, construction parking, pedestrian accommodations, and schedule.

Phase 2 – Pre-Final / Final Engineering / Bid Packages / Competitive Bidding Process

- Preparation of 60% and 90% Engineering Drawings (Exist. & Proposed Conditions Plan, Utility & Profiles), Quantities, Specifications, Details, Cost Estimate, etc.) to be reviewed/approved by Village staff. Five (5) hard copies of each to be provided, all drawings will be full-sized (24"x36"). One electronic copy (pdf format) of each will also be provided.
- *Based on a review of the preliminary topo survey data (collection of any visible property pins) and DuPage County parcel data, establishment of right-of-way lines where deemed necessary for the identification and acquisition of required temporary and permanent easements, which will involve acting as the Village representative in all correspondence and meetings with the property owners, preparation of necessary Temporary & Permanent Easement Plat(s), including legal and easement descriptions, etc.*
- Develop detailed plans for construction staging, traffic control, construction parking, and pedestrian accommodations.
- Completion of environmental engineering testing of soils and preparation of appropriate CCDD forms.

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- Procurement of all required and applicable Permits, including, but not limited to the Village of Glen Ellyn, DuPage County, IDOT, IEPA, IDNR, UPRR, etc.
- Final Engineering Drawing Set (including, but not limited to Title Sheet, Summary of Quantities, Traffic Control & Protection, Grading Plans, SWPP, Utility Plans, Utility Crossing Data at all major locations, Sewer Profiles, Cross-Sections, Tree Removal & Preservation Plan, Restoration/Landscape Plan, Tree Plantings, Details, General Notes, etc.) and Final Construction Estimate. Fifteen (15) hard copies of each shall be provided. All drawings will be full-sized (24"x36"). One electronic copy (pdf format) of each will also be provided.
- Preparation of Bidding/Construction Contract providing all Specific Project Specifications and Special Provisions. Note that general conditions and other "front end" Contract documents will be provided by Village. The Village also has Special Provisions that the Consultant shall utilize as pertinent to the assignment.
- Finalize and/or follow-up on any grants applied for and to ensure project(s) eligibility is maintained.
- Administration of the competitive bidding process including:
 - Conducting mandatory Pre-Bid Meeting
 - Issuing Bid Documents
 - Answering technical questions during bidding process
 - Issuing any Addendums, if necessary
 - Reviewing first and second low bidder references, similar work history and availability and making a recommendation regarding the Award of Contract or Rejection of Bids

Budget:

Estimated Budget for various components of the project*	
Item	Cost
Roadway and Sidewalk Work**	\$7.7M
Upgrade Sidewalk and Crosswalk Areas to Pavers	\$1.5M
Street Lighting Repairs and Installations – Conduit/Wiring Replacement, Urban Ceiling Lighting	\$600K
Lighted Pedestrian Bollards	\$0
Site Furnishings – Seat Walls, Benches, Bike Racks, Art, Trash Receptacles, Etc.	\$300K
Landscaping – Trees, Shrubs, Perennials, Etc.	\$300K

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Totals	\$10.4M
*Utility Improvement Budget In Development	
**Pending Determinations Made During Phase II Engineering	

ANTICIPATED SCHEDULE

The Village intends to enter into agreement with the selected consultant in 2018. A tentative and negotiable schedule is as follows:

- Enter into Consultant Services Agreement – *August* 2018
- Complete Preliminary Concept Development – October 2018
- Finalize Concept Approval – November 2018
- Complete Preliminary Engineering – December 2018
- Approve final project scope – January 2019
- Utilities Pre-Final Engineering (75% Complete) – May 2019
- Utilities Final Engineering/Bid Package – July 2019
- Utilities Competitive Bidding Process – September 2019
- Streetscape Pre-Final Engineering (75% Complete) – November 2019
- Streetscape Final Engineering/Bid Package – January 2020
- Streetscape Competitive Bidding Process – February 2020

PROPOSAL CONTENT

Proposals shall including the following information separated into tabbed sections as follows:

1. Cover Letter:
Provide a brief cover letter expressing interest in providing the services in connection with the proposed project and summarizing the key points of the Proposal.
2. Firm Information:
Provide the name, address, and contact information for all firms involved in the project. Also include number of years in business, principals in the firm, primary contacts, and the proposed role for each firm in the project.
3. Financial and Legal Status:
 - a. Describe the general financial capability of the firm.
 - b. List any litigation and any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed within the previous ten years.
 - c. List insurance coverage that the firm has which would be applicable to the work described in this RFP.

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4. **Project Understanding:**
State in concise terms your understanding of the project and its goals, as well as suggested scope of services. State the team's project and cost control approach in providing the highest quality service at the best value. Also note the proposed approach for outreach with project stakeholders and available resources to complete the project.
5. **Project Team Information:**
List any partners, subcontractors or sub-consultants, which may be used as well as their roles in the project.
6. **Project Staffing:**
List personnel who will be directly involved with the project and their experience with similar type and size of projects. Include resumes with a maximum of two pages per staff member.
7. **Scope of Services/Tasks:**
Indicate a detailed recommended scope of services and suggested tasks the Village of Glen Ellyn should consider to meet the goals of this project. This shall include, but is not limited to, the items listed in the RFP.
8. **References:**
List at least three references for each consultant and sub-consultant, which you believe support your qualifications to complete this project.
9. **Project Portfolio:**
Summarize at least five projects in similar scope and magnitude completed by the firm within the past ten (10) years, including references.
10. **Additional Information:**
Include any other information you believe to be pertinent to the RFP.
11. **Total Not-to-Exceed Price :** Respondents shall provide a *Total Not-to-Exceed Price* including supporting documentation for formulating the *Total Not-to-Exceed Price* including hours, hourly rates, and direct costs/reimbursable expenses for Phase 1 of the Work.
12. **Total Not-to-Exceed Price:** Respondents shall provide a *Not-To-Exceed Cost* including supporting documentation for formulating the *Not-To-Exceed Cost* including hours, hourly rates, and direct costs/reimbursable expenses for each Phase 2 of Work. This price should be based on the scope of the improvements as currently listed in the RFP. Upon completion of Phase 1 design, the final scope of services will be reviewed and if mutual agreed the proposed fee for Phase 2 design amended.

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In submitting a Proposal, Consultant agrees to the "Attachment A General Terms and Conditions" document provided with this RFP. The document will become a part of the Consultant Services Agreement to be executed between the Village and selected Consultant

INSTRUCTIONS TO PROPOSERS

Preparation of Proposals

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications

Village reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the time proposals are opened. All proposers or prospective proposers will be informed of said clarifications, corrections, or changes.

Delivery of Proposals

Please submit **four (4) paper copies** of your proposals in a sealed envelope plainly marked:

Glen Ellyn Central Business District Streetscape and Utility Improvements Phase II Engineering Services with firm's full legal name to the **Village of Glen Ellyn, Public Works Reno Service Center, 30 South Lambert Road, Glen Ellyn, IL 60137, Attention: Tom J. Topor, PE, Senior Civil Engineer, no later than 12:00 P.M., July 13, 2018.** In addition, **please submit one (1) CD-ROM or USB flash drive containing your proposal.** Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Freedom of Information Act

All information submitted to the Village in response to this Request for Proposals shall be deemed a public record and will be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140 *et seq.*) subsequent to the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following from disclosure:

Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

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Proposers desiring to have portions of their proposals considered exempt are advised to mark these portions accordingly.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers.

The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFP; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Insurance Requirements

Contemporaneous with Consultant's execution of the Agreement for the assignment, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth hereinafter. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages as follows:

- A. Worker's Compensation and Employer's Liability with limits not less than:
- (1) Worker's Compensation: Statutory;
 - (2) Employer's Liability:

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\$1,000,000 injury-per occurrence

\$500,000 disease-per employee

\$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

- B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

- C. Comprehensive General Liability with coverage written on an “occurrence” basis and with limits no less than:

General Aggregate: \$2,000,000 Bodily Injury and Property Damage
Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

- D. Professional Liability Insurance. With a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

- E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

- F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker’s Compensation
Professional Liability

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Each such additional Insured endorsement shall identify Owner as follows: The Village of Glen Ellyn, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

- G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

Additional Insured

Policy or Policies

All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

EVALUATION OF PROPOSALS

The submitted proposals will be reviewed/selected based upon factors in this RFP and including the following:

1. Firm Information (size, location, history, resources, etc.);
2. Experience on similar projects with reference (name, title, address, phone, e-mail & fax numbers) within the last *ten* years only;
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;
4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);
5. Completeness of project approach (detailed scope of services/tasks, etc.);
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.; and
7. *Total of Not-to-Exceed Prices for Phase 1 and Phase 2 of the assignment*

Follow-up discussions may be conducted with firm(s) to resolve any questions, finalize the scope of work and agreement on final Total Fixed Price cost as a means to recommend final selection to the Village Board of Trustees. **Follow-up interviews with short listed firms will be conducted on July 23rd and July 24th. Please ensure that key staff members are available on those days to meet with the Village.**

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PROPOSAL/AGREEMENT ACCEPTANCE FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF GLEN ELLYN, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

_____ Company Name	_____ Date:
_____ Street Address of Company	_____ Email Address
_____ City, State, Zip	_____ Contact Name (Print)
_____ Business Phone	_____ 24-Hour Telephone
_____ Fax	_____ Signature of Officer, Partner or Sole Proprietor
_____ ATTEST: If a Corporation	_____ Print Name & Title
_____ Signature of Corporation Secretary	

VILLAGE OF GLEN ELLYN:

ATTEST:

_____ Authorized Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title
_____ Date	_____ Date

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In submitting a Proposal, Consultant agrees to the “Attachment A - General Terms and Conditions” document provided with this RFP

QUESTIONS

All questions concerning the project, the submittal of Proposals, the Village’s review and evaluation of submittals should be directed to:

Tom Topor, PE
Senior Civil Engineer
Village of Glen Ellyn
Public Works Reno Service Center
30 South Lambert Road
Glen Ellyn, IL 60137
Phone 630-547-5520
Fax 630-469-3128
ttopor@glenellyn.org

Pertinent inquiries that could impact the response to this RFP will be answered and circulated to all entities who have received a copy of this RFP.

APPENDIX

Attachment A General Terms and Conditions

Attachment B Central Business District Underground Sanitary, Storm, and Water Utility Study –
DRAFT

Attachment C Attachment C-Echologics ePulse Draft Report for RJN_Revision 01 04 2018

Attachment D CBD Streetscape Tree Assessment

Scope of Services/Tasks

Phase I – Concept Development and Preliminary Engineering

The scope of services for the Concept Development and Preliminary Engineering phase will include environmental and design studies needed to develop and refine geometric and streetscape improvements, evaluate costs and impacts, and undertake coordination with jurisdictional agencies and the public. The primary objective is to develop a conceptual improvement plan which provides the desired level of safety and operation for all users, minimizes impacts to adjacent properties, and fulfills all of the requirements for review and approval by the Village of Glen Ellyn, the Illinois Department of Transportation (IDOT), the Federal Highway Administration (FHWA), and environmental resource agencies as applicable.

Item 1 – Early Coordination and Data Collection – This item will include the following:

- a. Initial meeting with the Village to discuss project goals and project approach, and review how the scope of services will be implemented.
- b. IDOT Kick-off meeting to determine if project could be staged to incorporate secured federal funds.
- c. Develop detailed project schedule including milestones.
- d. Collect, inventory, and review previous CBD studies and “as-constructed” roadway and development plans from the Village for inclusion in the design documents.
- e. Coordination with the Village’s GIS Consortium contact to obtain all available aerial contour mapping and utility data for the project work site and immediate surrounding area.
- f. Obtain public and private utility atlases including initiating a design stage J.U.L.I.E. request. This initial request will serve as the basis for our ongoing utility company coordination throughout the design process.
- g. Perform project area reconnaissance and prepare a photo log documenting existing conditions.
- h. Obtain recent digital aerial photography of study area at a scale of 1" = 50'.

Item 2 – Topographic Survey – This item includes completion of a detailed topographical survey including all above-ground and underground utilities, structures, ground contours at 1-foot intervals, critical ground spot elevations, trees (6 inches diameter and larger), fences, mature landscaping, bushes, and property lines (pins) of the project site extending a minimum of 100 feet beyond the limits of the proposed work. This includes obtaining permission from private property owners to complete the survey work on their respective properties. The existing right-of-way will be established. We are proposing to use **Jorgensen and Associates, Inc.** to complete this task.

Item 3 – Preparation of Base Maps – This item includes preparation of electronic base sheets including identification and location of all existing utilities within the project limits, establishing existing right-of-way in the base drawings, and development of existing/proposed alignments. Existing cross section information will be generated from the survey data and plotted on cross section sheets to aid in the development of a proposed underground utility improvements and proposed roadway profiles.

Item 4 – Subsurface Soils and Pavement Investigation – A factor which often contributes to project cost increases during the implementation of an improvement is the inaccuracy of cost estimates for pavement rehabilitation and treatment of unsuitable subgrade soils. To ensure that these costs are defined early in the project, soil borings and pavement cores will be completed. This information will provide thicknesses of the existing pavement structure and subsoil conditions. It will provide the location of the groundwater table if it is encountered. This information will be assembled into a report and provide recommended soil support values to enable us to complete the pavement design report. This work item also includes the preparation of two pavement designs and the presentation of those designs in a pavement type analysis memorandum. This memorandum will include preliminary costs for each type of pavement structure as well as analysis of the life-cycle cost for each pavement design. Recommendations will be developed for the pavement structure in the design year (based upon a 20-year design life).

We are proposing to use **Midland Standard Engineering & Testing, Inc.** as a subconsultant to perform the geotechnical studies for this project.

Item 5 – Crash Analysis – Civiltech had previously collected and tabulated collision data on the CBD roadways when completing the STP Project Application. We are in possession of crash reports on Crescent Boulevard, Duane Street, Forest Avenue, Glenwood Avenue, Main Street, Pennsylvania Avenue, and Prospect Avenue for the years 2012 through 2015. This item will include reviewing that crash data and obtaining any new available crash data from the Village to supplement the data in our possession. We will use this information to evaluate safety improvement needs in the project area and to identify and implement crash countermeasures when developing and evaluating geometric and streetscape improvement concepts.

Item 6 – Traffic Analysis – Civiltech is in possession of the Village of Glen Ellyn Central Business District Traffic Study (March 2012) and the Pennsylvania Avenue Two-Way Conversion Study technical memorandum that it provided for the Village in November 2015. This item includes reviewing these studies and any other more recent studies the Village may have conducted, and verification that existing conditions are similar to what was documented in these older studies. This work includes performing field observations to observe queues and other traffic conditions, as well as collecting four 24-hour intersection turning movement counts using a Video Collection Unit (VCU) as needed to verify that the traffic volumes collected for previous studies and STP applications are still accurate and appropriate for evaluation of alternate geometric concepts. Pedestrian and bicycle counts will also be collected. This work also includes cursory parking observations to verify the parking utilization data provided in the Streetscape Plan & Parking Study (May 2013). The Village will provide traffic study information from Apex 400 for the development at the former Giesche site, and Civiltech will verify the need for a mid-block crossing on Main Street south of Duane Street. All geometric and streetscape concepts will be developed based on existing traffic, parking, pedestrian and bicyclist counts.

Item 7 – Conceptual Geometric and Streetscape Studies – This item includes developing conceptual plans, exhibits, renderings, and rough cost estimates for a range of geometric and streetscape concepts within the project limits. Proposed concepts for roadway and sidewalk improvements will include widened sidewalks, curb bump-outs and pedestrian plazas, and on-street parking reconfigurations, as well as other potential streetscape and safety enhancements such as corner radii modifications, raised crosswalks, and/or pedestrian refuge islands. Stormwater Best Management Practices (BMPs), including green infrastructure improvements will also be evaluated for incorporation into concept plans. This item includes the following tasks:

- a. Prepare preliminary horizontal alignment and geometrics on topographic base sheets.
- b. Define preliminary vertical geometrics including a preliminary analysis of cross sections.
- c. Define the limits of construction and any necessary easements or right-of-way acquisition.
- d. Prepare preliminary Plan and Profile sheets.
- e. Prepare overlay exhibits for lighting, utilities (water/storm/sanitary), and trees for comparison to the streetscape layout.

This item includes refinement of the concept plan and preparation of a final conceptual alternative for consideration and review by the Village Board of Trustees, as well as amending the final concept alternative up to three times for approval by the Village Board.

Item 8 – Landscape Architecture – This work includes developing an overall streetscape concept design based on elements described in the recently completed Streetscape Plan & Parking Study and Community Signage and Wayfinding Plan. This item will include development of designs, renderings, and cost estimates, as well as participation in meetings to present and review alternates for the following elements:

- Overall streetscape design including curb extensions, pavers, decorative crosswalks, paver art, tree planting, street furniture, bicycle racks, raised architectural planters and all materials and finishes.
- Green infrastructure improvements, including infiltrating pavements, below-grade soil vaults, infiltrating planters and a native planting palette.
- Community identifiers including vertical obelisk style downtown identifiers (up to 3 concepts) and light pole mounted identifiers/signage (up to 3 concepts).
- Parking lot screening improvements, and connections to adjacent alleys, parklets and the Prairie Path trail system.

3D renderings for the overall streetscape design will include individual feature items such as identifiers and light poles. A total of three 3D renderings will be completed.

This item also includes reviewing the 2018 CBD Tree Review report prepared by Osage Inc. (January 2018), and evaluating and coordinating potential tree removals and relocations, as well as new tree types, with the Village Forester. A memo and exhibit will be developed for use during public involvement. Based on information gathered from the public, the memo and exhibit will be revised

in coordination with the Village Forester with a recommendation for trees throughout the project.

Item 9 – Environmental Resource Review – This work includes a due diligence process that will review the Environmental Resources in the project area. We would initiate this task using the NEPAassist mapping tool to determine which environmental resource categories will apply to this project. As a historic district, coordination will need to occur with Illinois Historic Preservation Agency, which will include a letter and photos of buildings over 40 years old. IDNR's EcoCAT process will be used to determine if the project is in the vicinity of protected natural resources. A Preliminary Environmental Site Assessment (PESA) will be performed to evaluate the potential for hazardous waste involvement (see additional information under Item 18). Should the federal funds that have been secured for CBD street resurfacing be used, the environmental resource review will be initiated through IDOT using the Environmental Survey Request form.

Item 10 – Preliminary Environmental Site Assessment (PESA) (by Huff & Huff, Inc.) - The scope of the work includes environmental engineering services necessary to evaluate potential areas of environmental concern. We are proposing to use **Huff & Huff, Inc.** as a subconsultant to perform this work.

H&H will conduct a PESA for the local roads portions of the project corridors, specifically for the project corridors identified on the figure within the RFP. The PESA process will follow general protocols contained within:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation
- (IDOT) Highway Projects (Erdmann et al., 2012)
- ASTM International (ASTM) standard 1527-13
- The IDOT's Bureau of Design and Environment (BDE) Procedure Memorandum Number 10-07, *Special Waste Procedures*. This memo was incorporated into Chapter 27-3 of the IDOT BDE Manual in June 2012.
- IDOT Bureau of Local Roads and Streets (BLRS) Manual, Chapter 20-12, Special Waste, July 2013.
- Public Act 96-1416
- Clean Construction or Demolition Debris Fill Operations (CCDD) and Uncontaminated Soil Fill Operations:
- Amendments to 35 Illinois Administrative Code 1100. Effective on August 27, 2012.

Historical Research - The site's historical land use/ownership record will be developed from standard historical sources. Historic aerial photographs will be reviewed to identify land use over time and potential areas of environmental concern, such as areas of surface disturbance and outside storage.

Site Evaluation - Current environmental features and conditions of sites adjacent to the right-of-way/project area will be evaluated. A site walkover of potential right-of-way/project areas designated for excavation and/or acquisition will be conducted for firsthand evaluation of current environmental conditions within the project limits. All of the features and conditions listed above will be investigated and, as appropriate, documented in photographs. The land-use and housekeeping practices of adjacent properties also will be evaluated in accordance with ASTM protocols.

Records Review - A records review will be conducted to determine potential environmental concerns within the study area. It will include a search of standard state and federal environmental record databases in accordance with the specifications of ASTM standards. This search is based on the outline of the study area. Specifically, H&H will search each database to identify any potential sources requiring further investigation. As appropriate, Freedom of Information Act (FOIA) requests will be filed with the IEPA to obtain additional data pertaining to identified sites.

PESA Report Preparation - One report summarizing the results of the evaluation will be prepared for the project, inclusive of the streets and project limits identified within the RFP. The following information will be included in this report:

- a) The project location and description
- b) Historical uses of corridor.
- c) The area geology and hydrology.
- d) The environmental status of sites adjacent to the corridor regarding chemical use and storage,
- e) underground and aboveground storage tanks, solid waste, special waste, and hazardous waste, and PCBs.
- f) An analysis of the site inspection.
- g) A summary of the findings regarding any environmental concerns. This will include IDOT's per Memo 66-10 and identification of Potentially Impacted Properties (PIPs) per Subpart F, Section 1100, 35 IAC, related to Clean Construction Demolition Debris management.

Item 11 – Preliminary Utility Design – We are proposing to use **RJN Group, Inc.** to assist with the Phase I underground utility design tasks as part of this item which includes:

- a. Attendance at key meetings with the Village of Glen Ellyn.
- b. Review of options for completing required utility improvements, with additional evaluation of sanitary improvements on Glenwood Avenue and Main Street, and the limestone box storm sewer under the UP Railroad at Forest Avenue.
- c. Preparation of preliminary utility improvement GIS exhibits for review by Civiltech and the Village.
- d. Preparation of a summary of water, sanitary, and storm improvements with exhibits and preliminary opinion of construction cost.
- e. Incorporation of comments into final utility improvement GIS exhibits.
- f. Participation in presentation of the final conceptual alternative to Village Board of Trustees.
- g. Coordination with private utility companies at a preliminary level to potentially accommodate the space required for their facilities, with Village assistance.

Item 12 – Electrical and Lighting Evaluation – This item will consist of evaluating the existing lighting systems in the field within the CBD project limits, including the existing poles, luminaires, foundations, and controllers. Options for accommodating outlets, ceiling lighting, and a sound system will also be reviewed. Cost estimates will be prepared to determine the scope to be designed during Phase II Engineering. This work will continue into Phase II Engineering to develop detailed Lighting plans.

Item 13 – Construction Staging and Maintenance of Traffic – This work includes development of a conceptual construction timeline with up to three conceptual phasing alternatives that include construction staging, traffic control strategies, construction layout, parking and pedestrian accommodations, and schedule. This work will continue into Phase II Engineering to develop detailed Maintenance of Traffic plans.

Item 14 – Stakeholder Coordination and Public Involvement (by Muse Community + Design) –

Staff Kickoff Meeting

The internal kickoff meeting will be held with Village staff to accomplish the following:

- Review project goals and objectives;
- Refine work program and scope of services;
- Confirm project schedule and milestones;
- Identify key stakeholders and partners;
- Obtain community data and existing reports;
- Formalize the steering committee process and composition; and
- Finalize engagement plan.

Steering Committee

We propose the convening of a steering committee made up of relevant Village departments, IDOT, DuPage County, Union Pacific Railroad, Metra, the Alliance of Downtown Glen Ellyn, and similar organizations to advise on the development of alternatives and to provide two-way communication to stakeholders. The steering committee would meet 2-3 times to review alternatives and final concepts.

Walking/Driving Tour

Village staff, elected officials, representatives from the Alliance of Downtown Glen Ellyn, the consultant team, and invited community representatives will conduct a walking tour of the study area to help the team identify critical issues and opportunities. Touring together expands the team's technical view of the area to one that is guided by those who live, work and invest there.

Resident/Shopper Survey

A resident survey will be created to gauge the perspectives and habits of residents in the Village. The survey will be created electronically for distribution to get a broad response.

Business Owner Survey

A business owner survey will be created to gauge the perspectives of business owners in the Village. The survey will be created

electronically for distribution to get a broad response with the assistance of partners like the Alliance of Downtown Glen Ellyn.

Municipal Website and Social Media

A customized website that encourages active citizen participation will be created using the Municipal tool. The Municipal site and social media updates will be created throughout the planning process.

Summary of Past Plans and Reports

Previous plans, policies, regulations, reports, and studies affecting the Village will be reviewed and summarized to assess relevant changes and to align recommendations, ensuring that past planning efforts by the Village are utilized. This includes but is not limited to the Comprehensive Plan, Downtown Strategic Plan, Streetscape Plan & Parking Study, Active Transportation Plan, and Community Signage and Wayfinding Plan.

Design Charrette

Our team will facilitate an intensive design charrette that begins with an afternoon session focused on Village staff and officials. The focus will be interdepartmental and interdisciplinary so that issues can be identified and recommendations proposed in an efficient and effective manner. The design charrette will continue with a public event in the evening. The public's time and energy will be respected by building off of issues and recommendations identified during the afternoon.

Public Open House

A community open house will be created to obtain public review and comment on the proposed improvements. The open house may be scheduled in conjunction with an existing community event or as a standalone event.

Business Outreach

Throughout the design and construction process, our team will coordinate the strategy and execution of business outreach in conjunction with the Alliance and the Village. Anticipated methods include updates via social media and emails as well as flyers and in-person visits.

Item 15 – Agency Coordination – The efficiency and timeliness of executing a project often can hinge on the level and frequency of coordination with agency officials. In order to avoid delays and costly multiple design revisions, we believe it will be helpful to have short but regular coordination meetings or conference calls with the Village decision-makers to review the overall progress. This item would include the following:

- a. Coordination of improvements with the planned Village of Glen Ellyn Train Station and Pedestrian Tunnel project.
- b. Preparation for and attendance at two Plan Commission Meetings to present the alternatives and public input, and to solicit recommendations.
- c. Preparation for and attendance at two Historic Preservation Commission Meetings to present the alternatives and public input, and to solicit recommendations.

Item 16 – Railroad Coordination – The CBD project area is divided by the Union Pacific - West Railroad Line. Coordination with the Union Pacific and Metra will be a key part of this project. Civiltech has coordinated with these agencies on a variety of projects, including roadway, bridge, and pedestrian and bicycle improvements. This work will include coordination with each agency as well as review of any existing Railroad Agreements.

Civiltech will assist the Village by providing information needed for any ICC permits, such as exhibits, if any changes are proposed to the existing railroad crossings for pedestrians, vehicles, or utilities.

Item 17 – Permits – This work includes identification of any permits required for the proposed improvements including, but not limited, to the Village of Glen Ellyn, DuPage County, IDOT, IEPA, and IDNR, if applicable.

In addition, the lining of the watermain and the rehabilitation of the limestone box sewer under the railroad will require coordination and probable permitting from Union Pacific Railroad (UPRR). The Engineer will work with UPRR as necessary to initiate the permit process.

This work will continue into Phase II Engineering to procure all required and applicable permits.

Item 18 – Grant Applications and Current Funding Utilization – We will prepare up to three (3) additional applications for state and/or federal funding, as appropriate. Applications include all required analyses, exhibits, tables and text. This item includes one Village review of each application. Potential funding applications (depending on status of any of these currently being prepared by the Village) include the following:

- Congestion Mitigation and Air Quality (CMAQ).
- Transportation Alternatives Program (TAP).
- Rail-Highway Safety Program.
- Illinois Transportation Enhancement Program (ITEP).
- Illinois Grade Crossing Protection Fund.

If it is decided that the secured federal funds (STP) for CBD resurfacing will be used, IDOT BLRS Form 46300 – Local Agency Pavement Preservation or Functional Overlay Approval – shall be submitted to IDOT to document the project's eligibility and compliance with project funding requirements. This will provide the Categorical Exclusion sign off that is required. Design plans and construction records provided by the Village for Prospect Avenue, Main Street, Pennsylvania Avenue, and Crescent Boulevard will be submitted with the BLRS form. If record plans are not available, typical sections of the existing and proposed resurfacing work will be submitted.

This work will continue into Phase II Engineering to finalize and/or follow-up on any grants applied for and to ensure project eligibility is maintained.

Deliverables

Item 1 – Early Coordination and Data Collection

- Meeting Minutes

Item 2 – Topographic Survey

- CAD Files

Item 3 – Preparation of Base Maps

- CAD Files

Item 4 – Subsurface Soils and Pavement Investigation

- Geotechnical Report

Item 7 – Conceptual Geometric and Streetscape Studies

- Concept Plan Sheets
- Cost Estimate
- CAD Files

Item 8 – Landscape Architecture

- 2D Plan and Cross Section Renderings
- 3D Rendering Exhibits
- Matrix Board of Material Options (colors, textures, examples)
- Illustrative Drawings of Green Infrastructure Options
- Cost Estimate

Item 9 – Environmental Resource Review

- Letter and Photographs for IHPA Coordination

Item 10 – Special Waste and CCDD Documentation (by Huff & Huff, Inc.)

- PESA Report

Item 11 – Preliminary Utility Design

- Concept Drainage and Utility Sheets
- Cost Estimate
- CAD files

Item 12 – Electrical and Lighting Evaluation

- Cost Estimates

Item 13 – Construction Staging and Maintenance of Traffic

- Staging Exhibits and Memo

Item 14 – Stakeholder Coordination and Public Involvement (by Muse Community + Design)

- Engagement Plan
- Tour Worksheet
- Tour Summary
- Project Website
- Social Media Accounts
- Summary of Past Plans
- Charrette Materials
- Charrette Summary
- Open House Materials
- Open House Summary
- Business Outreach Materials

Item 16 – Railroad Coordination

- Exhibit for ICC Coordination or Agreements

Village of Glen Ellyn
CBD Streetscape and Utility Improvements - Phase I - Concept Development and Preliminary Engineering

COST ESTIMATE OF CONSULTANT SERVICES

Overhead Rate: 116.56%
Complexity Factor "R": 0
CPFF = 14.5%(DL+R(DL)+OH(DL)+IHDC)

ITEM	WORK HOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEFITS (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	OUTSIDE DIRECT COSTS (F)	SERVICES BY OTHERS (G)	TOTAL (B-G)	% OF TOTAL (H)
1 EARLY COORDINATION AND DATA COLLECTION	42	\$1,833	\$2,137	\$33	\$580	\$0	\$0	\$4,583	1.3%
2 TOPOGRAPHIC SURVEY (by Jorgensen and Associates, Inc.)	2	\$113	\$131	\$0	\$35	\$0	\$59,638	\$59,918	17.4%
3 PREPARATION OF BASE MAPS	80	\$2,673	\$3,116	\$0	\$839	\$0	\$0	\$6,629	1.9%
4 SUBSURFACE SOILS AND PAVEMENT INVESTIGATION (by Midland Standard Engineering & Testing, Inc.)	16	\$677	\$790	\$0	\$213	\$0	\$13,606	\$15,286	4.4%
5 CRASH ANALYSIS	4	\$177	\$206	\$0	\$55	\$0	\$0	\$438	0.1%
6 TRAFFIC ANALYSIS	40	\$1,534	\$1,788	\$33	\$487	\$1,600	\$0	\$5,442	1.6%
7 CONCEPTUAL GEOMETRIC AND STREETScape STUDIES	414	\$14,693	\$17,126	\$113	\$4,630	\$0	\$0	\$36,561	10.6%
8 LANDSCAPE ARCHITECTURE	222	\$9,389	\$10,943	\$0	\$2,948	\$0	\$0	\$23,280	6.7%
9 ENVIRONMENTAL RESOURCE REVIEW	35	\$1,562	\$1,821	\$620	\$580	\$0	\$0	\$4,584	1.3%
10 PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (by Huff & Huff, Inc.)	9	\$431	\$503	\$0	\$135	\$0	\$7,570	\$8,640	2.5%
11 PRELIMINARY UTILITY DESIGN (by RJN Group, Inc.)	42	\$1,917	\$2,234	\$0	\$602	\$0	\$85,620	\$90,372	26.2%
12 ELECTRICAL AND LIGHTING EVALUATION	124	\$5,326	\$6,208	\$0	\$1,673	\$0	\$0	\$13,207	3.8%
13 CONSTRUCTION STAGING AND MAINTENANCE OF TRAFFIC STAKEHOLDER COORDINATION AND PUBLIC INVOLVEMENT (by Muse Community + Design)	80	\$3,000	\$3,496	\$0	\$942	\$0	\$0	\$7,438	2.2%
14	82	\$3,881	\$4,524	\$346	\$1,269	\$0	\$29,965	\$39,986	11.6%
15 AGENCY COORDINATION	96	\$5,527	\$6,442	\$158	\$1,758	\$0	\$0	\$13,885	4.0%
16 RAILROAD COORDINATION	42	\$2,023	\$2,358	\$0	\$635	\$0	\$0	\$5,015	1.5%
17 PERMITS	6	\$375	\$437	\$40	\$124	\$0	\$0	\$976	0.3%
18 GRANT APPLICATIONS AND FUNDING UTILIZATION	88	\$3,551	\$4,139	\$120	\$1,132	\$0	\$0	\$8,942	2.6%
PROJECT TOTALS	1,424	\$58,682	\$68,400	\$1,462	\$18,639	\$1,600	\$196,400	\$345,183	100.0%

Village of Glen Ellyn
CBD Streetscape and Utility Improvements - Phase I - Concept Development and Preliminary Engineering

DETAILED WORK HOUR ESTIMATE

Item #	Sub-Task	Description	Senior Project Manager QC/QA \$75.00	Project Manager \$56.33	Landscape Architect \$44.00	Engineer IV \$38.75	Engineer III \$32.75	Engineer II \$32.00	Engineer I \$29.21	Senior Design Tech. \$37.75	Total Work Hours
ITEM 1		EARLY COORDINATION AND DATA COLLECTION									
	a.	Kick-off meeting with the Village.	1	1							2
	b.	Kick-off meeting with the IDOT.	1	1							2
	c.	Develop detailed project schedule including milestones.	1	3							4
	d.	Collect and review previous studies and "as-constructed" roadway plans.		1		3					4
	e.	Obtain and process all available aerial contour mapping and utility data for project area.		1		3					4
	f.	Obtain public and private utility atlases including J.U.L.I.E. design stage request.					2				2
	g.	Perform project area reconnaissance and prepare a photo log documenting existing conditions including sign inventory.	2	2	2			8	8		22
	h.	Obtain recent digital aerial photography of project area at a scale of 1" = 50'.								2	2
		Sub-Total Item 1 =	5	9	2	6	2	8	8	2	42
ITEM 2		TOPOGRAPHIC SURVEY (by Jorgensen and Associates, Inc.)									
		Topographic survey to be completed by Subconsultant - Jorgensen and Associates, Inc.									
	a.	Coordination with survey subconsultant.		2							2
		Sub-Total Item 2 =	0	2	0	0	0	0	0	0	2
ITEM 3		PREPARATION OF BASE MAPS									
	a.	Establish and draft existing utilities.				2		16	16		34
	b.	Establish and draft existing right-of-way using DuPage County GIS data.				2		8			10
	c.	Establish and draft roadway alignments.				2	16				18
	d.	Develop project base sheets.				2				16	18
		Sub-Total Item 3 =	0	0	0	8	16	24	16	16	80
ITEM 4		SUBSURFACE SOILS AND PAVEMENT INVESTIGATION (by Midland Standard Engineering & Testing, Inc.)									
		Pavement cores and geotechnical soil borings to be completed by Subconsultant - Midland Standard Engineering & Testing, Inc.									
	a.	Coordination with soils subconsultant.		2							2
	b.	Review Soils Reports.		2		2					4
	c.	Pavement Design.		2			8				10
		Sub-Total Item 4 =	0	6	0	2	8	0	0	0	16
ITEM 5		CRASH ANALYSIS									
	a.	Collect new crash data from Village.		1							1
	b.	Review and tabulate available crash data.		1				2			3
		Sub-Total Item 5 =	0	2	0	0	0	2	0	0	4
ITEM 6		TRAFFIC ANALYSIS									
	a.	Review available traffic studies.		4		8					12
	b.	Perform field observations to verify documented existing conditions, including peak hour queues and parking utilization.				8		8			16
	c.	Collect four 24-hour intersection turning movement counts using Video Collection Unit (VCU), including pedestrian and bicycle movements.					4			8	12
		Sub-Total Item 6 =	0	4	0	16	4	8	0	8	40
ITEM 7		CONCEPTUAL GEOMETRIC AND STREETScape STUDIES									
	a.	Preparation of preliminary horizontal geometrics on topographic base sheets.		4		8	8	16	24		60
	b.	Preparation of preliminary vertical geometrics and cross sections on topographic base sheets.		4		8	8	16	24		60
	c.	Define limits of construction and identification of right-of-way acquisition and grading easement limits (as necessary).		4				16			20
	d.	Preparation of preliminary cost estimate.		6	12	12	12				42
	e.	Preparation of overlay exhibits for lighting, utility, and trees			16	16					32
	f.	Identification of stormwater BMPs / green infrastructure improvements.			16	16					32
	g.	Preparation of preliminary Plan & Profile sheets for final concept alternative.					8	16	56	32	112
	h.	Amend final conceptual alternative as necessary for approval by Village Board of Trustees.		2	2	4	8	8	16	16	56
		Sub-Total Item 7 =	0	20	46	64	44	72	120	48	414

Village of Glen Ellyn

CBD Streetscape and Utility Improvements - Phase I - Concept Development and Preliminary Engineering

DETAILED WORK HOUR ESTIMATE

Item #	Sub-Task	Description	Senior Project Manager QC/QA \$75.00	Project Manager \$56.33	Landscape Architect \$44.00	Engineer IV \$38.75	Engineer III \$32.75	Engineer II \$32.00	Engineer I \$29.21	Senior Design Tech. \$37.75	Total Work Hours
ITEM 8 LANDSCAPE ARCHITECTURE											
	a.	Planting Plan / Concept Design.			40						40
	b.	Community Identifiers / Concept Design.			40						40
	c.	Renderings of design concepts.			32						32
	d.	Meetings to review design concepts.			16						16
	e.	Tree review and recommendations.		2	44					8	54
	f.	Cost estimates for alternates.				16	24				40
		Sub-Total Item 8 =	0	2	172	16	24	0	0	8	222
ITEM 9 ENVIRONMENTAL RESOURCE REVIEW											
	a.	Identification of environmental resources that will require coordination.	1	4							5
	b.	IHPA Coordination		2		8	8				18
	c.	EcoCAT Preparation		2	4						6
	d.	ESR Submittal		2	4						6
		Sub-Total Item 9 =	1	10	8	8	8	0	0	0	35
ITEM 10 PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (by Huff & Huff, Inc.)											
		Preliminary environmental site assessment tasks will be completed by Subconsultant - Huff & Huff, Inc.									
	a.	Coordination with Subconsultant.	1	4			4				9
		Sub-Total Item 10 =	1	4	0	0	4	0	0	0	9
ITEM 11 PRELIMINARY UTILITY DESIGN (by RJN Group, Inc.)											
		Preliminary utility engineering services to be completed by Subconsultant - RJN Group, Inc.									
	a.	Coordination with Subconsultant.	4	12		8		8			32
	b.	Coordination with Private Utility Companies		2			8				10
		Sub-Total Item 11 =	4	14	0	8	8	8	0	0	42
ITEM 12 ELECTRICAL AND LIGHTING EVALUATION											
	a.	Field evaluation of all lighting units and controllers		8		8					16
	b.	Options to accommodate outlets, ceiling lighting, and sound system		24		66					90
	c.	Cost estimates for electrical and lighting elements.		2		8			8		18
		Sub-Total Item 12 =	0	34	0	82	0	0	8	0	124
ITEM 13 CONSTRUCTION STAGING AND MAINTENANCE OF TRAFFIC											
		Development of up to 3 construction phasing alternatives including staging, traffic control, construction layout, pedestrian and parking accommodations, and schedule.		16		24			40		80
		Sub-Total Item 13 =	0	16	0	24	0	0	40	0	80
ITEM 14 STAKEHOLDER COORDINATION AND PUBLIC INVOLVEMENT (by Muse Community + Design)											
		Public outreach and stakeholder engagement tasks will be lead by Subconsultant - Muse Community + Design.									
	a.	Assistance with preparation of public meeting presentation materials and attendance at meetings.	12	12	16	16				26	82
		Sub-Total Item 14 =	12	12	16	16	0	0	0	26	82
ITEM 15 AGENCY COORDINATION											
	a.	Regular coordination meetings Village (assume 6 meetings).	16	16							32
	b.	Preparation for and presentation of plan alternatives at two Plan Commission Meetings.	8	8	8	8					32
	c.	Preparation for and presentation of plan alternatives at two Historic Preservation Commission Meetings.	8	8	8	8					32
		Sub-Total Item 15 =	32	32	16	16	0	0	0	0	96
ITEM 16 RAILROAD COORDINATION											
	a.	Coordination or proposed improvements with Union Pacific and Metra, including review of existing Railroad Agreements.		24							24
	b.	Exhibits for ICC Coordination.		2				8		8	18
		Sub-Total Item 16 =	0	26	0	0	0	8	0	8	42
ITEM 17 PERMITS											

Village of Glen Ellyn

CBD Streetscape and Utility Improvements - Phase I - Concept Development and Preliminary Engineering

DETAILED WORK HOUR ESTIMATE

Item #	Sub-Task	Description	Senior Project Manager QC/QA \$75.00	Project Manager \$56.33	Landscape Architect \$44.00	Engineer IV \$38.75	Engineer III \$32.75	Engineer II \$32.00	Engineer I \$29.21	Senior Design Tech. \$37.75	Total Work Hours
	a.	Identification of all permits required for utility and streetscape improvements.	2	4							6
		Sub-Total Item 17 =	2	4	0	0	0	0	0	0	6
ITEM 18		GRANT APPLICATIONS AND FUNDING UTILIZATION									
	a.	Preparation of up to 3 applications for state and/or federal funding.		16		16			12	12	56
	b.	Preparation of BLR 46300 and supporting documentation.		4		12			8	8	32
		Sub-Total Item 18 =	0	20	0	28	0	0	20	20	88
		Total Engineering Workhours	57	217	260	294	118	130	212	136	1,424

Village of Glen Ellyn
CBD Streetscape and Utility Improvements - Phase I - Concept Development and Preliminary Engineering

DETAILED DIRECT COSTS

Item #	Description	No.	Units	Cost/Unit	In-House Costs	Outside Costs	Services by Others
ITEM 1	EARLY COORDINATION AND DATA COLLECTION						
	Mileage (2 trips @ 30 miles round trip)	60 miles		\$ 0.545	\$ 32.70	\$ -	\$ -
	Item 1 Total				\$ 32.70	\$ -	\$ -
ITEM 2	TOPOGRAPHIC SURVEY (by Jorgensen and Associates, Inc.)						
	Jorgensen & Associates, Inc.: Topographic Survey				\$ -	\$ -	\$ 59,638.38
	Item 2 Total				\$ -	\$ -	\$ 59,638.38
ITEM 3	PREPARATION OF BASE MAPS						
	None						
	Item 3 Total				\$ -	\$ -	\$ -
ITEM 4	SUBSURFACE SOILS AND PAVEMENT INVESTIGATION (by Midland Standard Engineering & Testing, Inc.)						
	Midland Standard Engineering & Testing, Inc.: Geotechnical Services				\$ -	\$ -	\$ 13,606.00
	Item 4 Total				\$ -	\$ -	\$ 13,606.00
ITEM 5	CRASH ANALYSIS						
	None						
	Item 5 Total				\$ -	\$ -	\$ -
ITEM 6	TRAFFIC ANALYSIS						
	Mileage (2 trips @ 30 miles round trip)	60 miles		\$ 0.545	\$ 32.70	\$ -	\$ -
	Video Collection Unit (Miovision) count processing	4 each		\$ 400.00	\$ -	\$ 1,600.00	\$ -
	Item 6 Total				\$ 32.70	\$ 1,600.00	\$ -
ITEM 7	CONCEPTUAL GEOMETRIC AND STREETSCAPE STUDIES						
	Mileage (2 trips @ 30 miles round trip)	60 miles		\$ 0.545	\$ 32.70	\$ -	\$ -
	Print 2 copies x 40 pages (half size)	80 page		\$ 0.50	\$ 40.00	\$ -	\$ -
	Postage (2 agencies)	2 each		\$ 20.00	\$ 40.00	\$ -	\$ -
	Item 7 Total				\$ 112.70	\$ -	\$ -
ITEM 8	LANDSCAPE ARCHITECTURE						
	None						
	Item 8 Total				\$ -	\$ -	\$ -
ITEM 9	ENVIRONMENTAL RESOURCE REVIEW						
	Print 3 copies x 40 pages (half size)	120 page		\$ 0.50	\$ 60.00	\$ -	\$ -
	Postage (3 agencies)	3 each		\$ 20.00	\$ 60.00	\$ -	\$ -
	EcoCAT Consultation Fee for Local Agencies	1 each		\$ 500.00	\$ 500.00	\$ -	\$ -
	Item 9 Total				\$ 620.00	\$ -	\$ -
ITEM 10	PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (by Huff & Huff, Inc.)						
	Huff & Huff, Inc.: PESA Tasks				\$ -	\$ -	\$ 7,570.44
	Item 10 Total				\$ -	\$ -	\$ 7,570.44
ITEM 11	PRELIMINARY UTILITY DESIGN (by RJN Group, Inc.)						
	RJN Group, Inc.: Preliminary Utility Improvements Design				\$ -	\$ -	\$ 85,620.00
	Item 11 Total				\$ -	\$ -	\$ 85,620.00
ITEM 12	ELECTRICAL AND LIGHTING EVALUATION						
	None			\$ -	\$ -	\$ -	\$ -
	Item 12 Total				\$ -	\$ -	\$ -
ITEM 13	CONSTRUCTION STAGING AND MAINTENANCE OF TRAFFIC						
	None						
	Item 13 Total				\$ -	\$ -	\$ -
ITEM 14	STAKEHOLDER COORDINATION AND PUBLIC INVOLVEMENT (by Muse Community + Design)						
	Muse Community + Design: Public Outreach and Stakeholder Engagement				\$ -	\$ -	\$ 29,965.00
	Mileage (6 trips @ 30 miles round trip)	360 miles		\$ 0.545	\$ 196.20	\$ -	\$ -

Detailed Direct Costs

Village of Glen Ellyn
CBD Streetscape and Utility Improvements - Phase I - Concept Development and Preliminary Engineering

DETAILED DIRECT COSTS

Item #	Description	No.	Units	Cost/Unit	In-House Costs	Outside Costs	Services by Others
	Postage for Invite Letters (Assume 100 letters)	100	each	\$ 0.50	\$ 50.00	\$ -	\$ -
	Print 2 copies x 10 exhibits (full size)	20	sheets	\$ 5.00	\$ 100.00	\$ -	\$ -
Item 14 Total					\$ 346.20	\$ -	\$ 29,965.00
ITEM 15	AGENCY COORDINATION						
	Mileage (6 trips @ 30 miles round trip)	180	miles	\$ 0.545	\$ 98.10	\$ -	\$ -
	Print 6 copies x 20 pages (half size)	120	page	\$ 0.50	\$ 60.00	\$ -	\$ -
Item 15 Total					\$ 158.10	\$ -	\$ -
ITEM 16	RAILROAD COORDINATION						
	None						
Item 16 Total					\$ -	\$ -	\$ -
ITEM 17	PERMITS						
	Print 4 copies x 10 pages (half size)	40	page	\$ 0.50	\$ 20.00	\$ -	\$ -
	Postage (1 agency)	1	each	\$ 20.00	\$ 20.00	\$ -	\$ -
Item 17 Total					\$ 40.00	\$ -	\$ -
ITEM 18	GRANT APPLICATIONS AND FUNDING UTILIZATION						
	Print 3 copies x 40 pages (half size)	120	page	\$ 0.50	\$ 60.00	\$ -	\$ -
	Postage (3 agencies)	3	each	\$ 20.00	\$ 60.00	\$ -	\$ -
Item 18 Total					\$ 120.00	\$ -	\$ -



JORGENSEN & ASSOCIATES, INC.
LAND SURVEYORS
Est. 1990

July 11, 2018

Mr. Brian A. Sroufe, P.E.
Civiltech Engineering, Inc.
30 N. LaSalle Street
Suite 2624
Chicago, Illinois 60602

Re: Village of Glen Ellyn – Central Business District Survey Proposal

Dear Mr. Sroufe:

Enclosed, please find our proposal to prepare a topographic survey and a statutory plat of highways with legal descriptions for the referenced project.

I would like to thank you for considering Jorgensen & Associates for this project. We look forward to continuing a working relationship with your firm. Should you have any questions, comments or require any further information concerning our proposal, please feel free to call me at (847)356-3371.

Respectfully submitted,
Jorgensen & Associates, Inc.

Christian H. Jorgensen, P.L.S.
President

CHJ/pt

Enclosures

E:\Civiltech\Glen Ellyn\Central Business District\Letter

Route: Central Business District
Section:
County: DuPage
Job No.:

Exhibit “A”

Payroll Burden & Fringe Costs

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act _____	11.81%
State Unemployment Compensation _____	0.47%
Federal Unemployment Compensation _____	0.11%
Workmen's Compensation Insurance _____	0.95%
Paid Holidays, Vacation, Sick Leave, Personal Leave _____	9.83%
Bonus _____	11.78%
Pension _____	0.98%
Group Insurance _____	<u>37.83%</u>
Total Payroll Burden & Fringe Costs	73.76%

Route: Central Business District
 Section:
 County: DuPage
 Job No.:

Exhibit "B"Overhead and Indirect Costs

	<u>% of Direct Productive Payroll</u>
Business Insurance _____	4.72%
Depreciation _____	11.00%
Indirect wages and salaries _____	42.74%
Reproductive and printing costs _____	0.23%
Office Supplies _____	2.99%
Computer Costs _____	2.19%
Professional Fees _____	1.94%
Telephone _____	1.89%
Fees, license & dues _____	0.88%
Repairs and maintenance _____	1.77%
Business space rent _____	4.94%
Facilities - capital _____	0.72%
Travel - Meals _____	0.26%
Survey Supplies _____	2.60%
Automobile/travel expense _____	0.41%
Miscellaneous Expense _____	0.76%
State Income Tax _____	1.67%
Postage _____	0.20%
Educational & Professional Registrations _____	0.23%
Gain on Sale of Asset _____	<u>(1.33%)</u>
Total Overhead	80.81%

PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME Jorgensen & Associates, Inc.
PRIME/SUPPLEMENT Prime

DATE 07/11/18
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 7/1/2018
RAISE DATE 1/1/2019

OVERHEAD RATE 154.57%
COMPLEXITY FACTOR _____
% OF RAISE 0.00%

ESCALATION PER YEAR

7/1/2018 - 1/1/2019

6
12

= 50.00%
= 1.0000

1/2/2019 - 7/1/2019

6
12

50.00%

The total escalation for this project would be:

0.00%

FIRM NAME	<u>Jorgensen & Associates</u>	DATE	<u>07/11/18</u>
PRIME/SUPPLEMENT	<u>Prime</u>		
PSB NO.			

ESCALATION FACTOR 0.00%

[illegible]

AVERAGE HOURLY PROJECT RATES

FIRM Jorgensen & Associates, Inc.
 PSB _____
 PRIME/SUPPLEMENT Prime

DATE 07/11/18SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			(1) Field-Topographic Survey			(2) Office-Compile Field Data			(3) Office-Create Topography Base File			(4) Office-Create T.I.N. & Contours			(5) QC/QA		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal/Officer	46.00	2	0.28%	0.13															
Supervisor, P.L.S.	43.00	78	10.88%	4.68				58	65.17%	28.02							20	100.00%	43.00
Survey Party Chief, S.I.T.	27.50	264	36.82%	10.13	264	50.00%	13.75												
Instrument Operator	21.50	264	36.82%	7.92	264	50.00%	10.75												
Cadd Supervisor	31.50	109	15.20%	4.79				31	34.83%	10.97	72	100.00%	31.50	6	100.00%	31.50			
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TOTALS		717	100%	\$27.64	528	100.00%	\$24.50	89	100%	\$38.99	72	100%	\$31.50	6	100%	\$31.50	20	100%	\$43.00

FIRM	<u>Jorgensen & Associates, Inc.</u>
PSB	<u></u>
PRIME/SUPPLEMENT	<u>Prime</u>

DATE 07/11/18

SHEET 2 OF 2

Printed 7/11/2018

Route: Central Business District
 Section:
 County: DuPage
 Job No.:

**Manhour Breakdown
 Topographic Survey Estimate**

Glenwood Avenue	$\pm$ 250' = $\pm$ 0.047 mile
Anthony Street	$\pm$ 350' = $\pm$ 0.066 mile
Hillside Street	$\pm$ 450' = $\pm$ 0.085 mile
Forest Avenue	$\pm$ 450' = $\pm$ 0.085 mile
Prospect Avenue	$\pm$ 500' = $\pm$ 0.095 mile
Crescent Boulevard	$\pm$ 850' = $\pm$ 0.161 mile
Duane Street	$\pm$ 1,550' = $\pm$ 0.294 mile
Main Street	$\pm$ 1,575' = $\pm$ 0.298 mile
Pennsylvania Avenue	$\pm$ <u>1,600'</u> = $\pm$ <u>0.303 mile</u>
Total Length	$\pm$ 7,575' = $\pm$ 1.435 miles

1. Field – Topographic Survey

a. Measure traverse, level circuit & G.P.S. survey 22 hours x 2 men =	44 MH
b. Search & locate existing R.O.W. line occupation 57 hours x 2 men =	114 MH
c. Locate existing topography & inverts 141 hours x 2 men =	282 MH
d. Locate supplemental topography 32 hours x 2 men =	64 MH
e. Measure inverts (provided survey) 12 hours x 2 men =	<u>24 MH</u>
Sub-total Item #1	528 MH

2. Office - Compile Field Data

- a. Compute traverse, level circuit & G.P.S. survey
10 hours x 1 man = 10 MH
- b. Edit & compile topographic survey
21 hours x 1 man = 21 MH
- c. Research records at Recorder's office
2 hours x 1 man = 2 MH
- d. Compute existing R.O.W. lines
56 hours x 1 man = 56 MH

Sub-total Item #2 89 MH

3. Office - Create Existing Topography Base File

- a. Layout and drafting
72 hours x 1 man = 72 MH

4. Office - Create T.I.N. & Contours

- a. Compute contours
6 hours x 1 man = 6 MH

5. QC/QA

- a. Check topographic survey
18 hours x 1 man = 18 MH
- b. Check contours
2 hours x 1 man = 2 MH

Sub-total Item #5 20 MH

6. Coordination Meetings

- 1 meeting @ 2 hours = 2 MH

Total All Items 717 MH

(2)

Route: Central Business District
Section:
County: DuPage
Job No.:

Breakdown of
In House Direct Costs

Item

1. Field - Topographic Survey	
a. Trips to project site - 33 each	
± 90 miles/trip x 33 trips = ± 2,970 miles	
± 2,970 miles @ \$0.54/mile =	\$ 1,603.80
6. Coordination Meetings	
a. Meetings at Civiltech office - 1 each	
± 70 miles/trip x 1 trip = ± 70 miles	
± 70 miles @ \$0.54/mile =	<u>\$ 37.80</u>
Total All Items	\$ 1,641.60

MIDLAND STANDARD ENGINEERING & TESTING, INC.

558 Plate Drive Unit 6 East Dundee, Illinois 60118
(847) 844-1895 f (847) 844-3875

July 10, 2018

Mr. Brian A. Sroufe, P.E.
Civiltech Engineering, Inc.
30 N. LaSalle Street Suite 2486
Chicago, Illinois 60602
bsroufe@civiltechinc.com

Re: Proposal for Geotechnical Exploration and Analysis
Central Business District Streetscape and Utility Improvements
Glen Ellyn, Illinois

Dear Mr. Sroufe:

We are pleased to submit this scope of work proposal for the performance of a geotechnical exploration and analysis at the above referenced project.

Purpose

The purpose of this work would be to provide a Geotechnical Exploration to determine subsurface soil conditions for roadway reconstruction; watermain replacement and storm sewer construction as part of the CBD Streetscape Improvements.

Scope

The exploration, testing and analysis will include:

- Roadway profile borings, spaced at 300 ft intervals along the **Duane Street** alignment between Prospect and Forest; **Prospect** from Duane to Pennsylvania to determine pavement materials and subgrade soil conditions. Estimate a total of six (6) roadway profile borings to a depth of 7.5 feet.
- Structure borings along the planned watermain replacement on **Crescent, Main and Pennsylvania**. Boring for storm sewer replacement on **Pennsylvania Avenue**, east of Main to Forest. 2,450 feet of watermain and 450 feet of storm sewer. Anticipate a total of ten (10) boring to a depth of 10 feet.
- Pavement core and base probes with subgrade DCP testing along the alignments planned for rehabilitation:
 - Pennsylvania - 2,400 ± ft. 8 cores
 - Main Street - 1,600± ft. 5 cores
 - Crescent - 1,800± ft. 6 cores
 - Forest - 350± ft. 1 core
 - Glenwood - 300± ft. 1 core

The scope of this program **does not** address any environmental issues at the site.

Method of Performance & Timing

After notice to proceed, a representative from Midland Standard Engineering & Testing, Inc. will layout the boring locations and perform a utility clearance along the alignment. Mobilization of drilling equipment and personnel will occur after utility clearance has been complete.

Our testing program will include laboratory tests to determine the classification, strength, water content, density, and other physical properties of the soils. The results of the field exploration and lab tests will be used in the engineering analysis and the formulation of our recommendations in conformance with the guidelines of an Illinois Department of Transportation Roadway Geotechnical Report. The results of our work will be presented the report, prepared by a Registered Professional Engineer licensed in the state of Illinois.

Fee

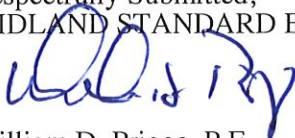
It is proposed that our fee be determined on a unit rate basis in accordance with the items listed on the attachments and our Schedule of Fees and General Conditions. The total cost for the scope of work is estimated at: **\$ 13,606.00**

We will not exceed this amount without prior authorization.

Closure

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions concerning our proposed scope of work or fees, please contact us.

Respectfully Submitted,
MIDLAND STANDARD ENGINEERING & TESTING, INC.



William D. Prigge, P.E.
Principal

Attachment: Attachment 1.1-Schedule of Services & Fees
Attachment 1.2-Engineering Services

ATTACHMENT 1.1
SCHEDULE OF SERVICES AND FEES
Central Business District Streetscape and Utility Improvements
Glen Ellyn, Illinois

<u>Item</u>	<u>Estimated Quantity</u>	<u>Unit Cost</u>	<u>Extension</u>
<u>Field Services</u>			
Mobilization of Coring Equipment, and Personnel, lump sum	1	\$400.00	\$400.00
Pavement Core and Probe, each	21	\$125.00	\$2,625.00
Roadway Subgrade Profile Borings, each	6	\$150.00	\$900.00
Soil Borings, per limeal ft. 10 borings to 10 feet deep for watermain and sewer improvements, as needed.	100	\$19.00	\$1,900.00
Traffic Control, per day	2	\$660.00	\$1,320.00
Field Services Total:			\$7,145.00
<u>Laboratory Services</u>			
Measure and Photograph Cores, each	21	\$20.00	\$420.00
Moisture Content Determinations, ea	58	\$6.00	\$348.00
Unconfined Compressive Strength, each	38	\$6.00	\$228.00
Classification Testing, each	2	\$180.00	\$360.00
Illinois Bearing Rtaio with MDR, each	1	\$365.00	\$365.00
Laboratory Services Total:			\$1,721.00
<u>Engineering Services:</u>			
Layout and Clear Utilities, Preparation of Soil Boring Logs Analysis and Recommendations for Foundations Construction and Site Preparation Recommendations Report Preparation, Consultation			
Estimated Cost			\$4,740.00
TOTAL:			\$13,606.00

**ATTACHMENT 1.2
ENGINEERING SERVICES**

**Central Business District Streetscape and Utility Improvements
Glen Ellyn, Illinois**

Our fees for Engineering Services will be based on the actual number of hours required to complete the work, and will be determined on a Unit Rate Basis at these rates for each classification of personnel:

	<u>Estimated Quantity</u>	<u>Rate/Hour</u>	<u>Extension</u>
Principal Engineer, per hr.	2	\$145.00	\$290.00
Project Engineer, per hr.	16	\$110.00	\$1,760.00
Field / Staff Engineer, per hr.	24	\$105.00	\$2,520.00
Draftsman/Word Processing, per hr.	2	\$85.00	\$170.00
			\$4,740.00



A Subsidiary of GZA

GEOTECHNICAL

ENVIRONMENTAL

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WATER

CONSTRUCTION
MANAGEMENT

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September 14, 2018

via email: KKalitowski@civiltechinc.com

Ms. Kristin R. Kalitowski, P.E.
Project Manager
Civiltech Engineering, Inc.
Two Pierce Place, Suite 1400
Itasca, IL 60143

**Re: Phase II Environmental Services: Central Business District Streetscape
Glen Ellyn, DuPage County, Illinois
Proposal No. 81.PT00064.19 (Revised)**

Dear Ms. Kalitowski:

Huff & Huff, Inc., (H&H) a subsidiary of GZA GeoEnvironmental, Inc. (H&H) is pleased to submit this proposal to Civiltech Engineering, Inc. (Client) to conduct Phase I Environmental services for the Central Business District (CBD) Streetscape and Utility Improvements Project in Glen Ellyn. Specifically, H&H has been asked to provide services including completion of a Preliminary Environmental Site Assessment (PESA).

This proposal presents our project approach, the scope of services, cost, and schedule for completing the project.

1. PROJECT BACKGROUND

We understand that the Village of Glen Ellyn plans to construct streetscape and utility improvements along the core CBD, generally bound by Anthony Street to the north, Western/Prospect Avenues to the west, Park Boulevard to the east, and Hillside Avenue to the south. The figure within the RFP is the basis for our understanding of the project corridor limits.

The Downtown Strategic Plan, which began in 2009, identified creation of economically-viable Downtown that is attractive to citizens and businesses as the main goal of any future improvements in the CBD. Subsequently, the Village developed a Streetscape Plan & Parking Study which was adopted by the Village Board in 2013. The Streetscape Plan & Parking Study outlines majority of the recommendations related to the streetscape improvements in the CBD, as well as general scope of work to be included in the streetscape plan. In addition, the Streetscape Plan provides specific recommendations for surficial treatment options for various locations in the CBD. These recommendations shall be used as a guide in plan preparation with final design to be approved the Village.

A recent assessment of the existing CBD surface infrastructure which included streets, sidewalks, and tree infrastructure emphasized the need to perform the basic roadway and sidewalk improvement. The planned streetscape improvements would be performed in conjunction the proposed work on street segments slated for either resurfacing or reconstruction.



In July of 2017, the Village has commenced an underground sanitary, storm, and water utility infrastructure for the CBD. The purpose of this assignment is to assess the condition of the aforementioned utilities in the CBD with the final deliverable for the project being a report identifying repairs and improvements to the underground infrastructure in the CBD. It is expected that the anticipated design of the underground utility improvements will be based on the results of the underground utility study.

In concert with the RFP, the Village is in the process of retaining a Planning Consultant to update the Village's Comprehensive Plan. The update will focus on 3 subareas of the Village including the CBD. The CBD subarea update is anticipated to be completed by early 2019. The firm retained for the Streetscape and Utility Engineering assignment will be expected to incorporate the pertinent Comprehensive Plan updates into the Streetscape Project. More specifically, subjects that will be evaluated in the CBD as part of the Plan Update include on and off-street parking, development of the McChesney-Miller site located at northwest corner of Crescent and Glenwood, potential re-development of the Village's Crescent Boulevard parking lot, and incorporation of enhances and/or new public amenities.

We understand that some of the project will be processed as a Local Agency Functional Overlay (LAFO) through the Illinois department of transportation (IDOT). The improvements proposed for this project are included in the RFP and include the following categories:

- Pavement and Sidewalks;
- Water System;
- Sanitary Sewer System;
- Storm Sewer System;
- Street Light System;
- Parking Assessment;
- Additional Streetscape Components:
- Trees, Tree Planters, and Landscaping; and
- Signage.

2. SCOPE OF SERVICES

Task 1 – Task 1 – Preliminary Environmental Site Assessment (PESA)

H&H will conduct a PESA for the local roads portions of the project corridors, specifically for the project corridors identified on the figure within the RFP. The PESA process will follow general protocols contained within:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation (IDOT) Highway Projects (Erdmann et al., 2012)
- ASTM International (ASTM) standard 1527-13
- The IDOTs Bureau of Design and Environment (BDE) Procedure Memorandum Number 10-07, *Special Waste Procedures*. This memo was incorporated into Chapter 27-3 of the IDOT BDE Manual in June 2012.
- IDOT Bureau of Local Roads and Streets (BLRS) Manual, Chapter 20-12, Special Waste, July 2013.
- Public Act 96-1416
- Clean Construction or Demolition Debris Fill Operations (CCDD) and Uncontaminated Soil Fill Operations: Amendments to 35 Illinois Administrative Code 1100. Effective on August 27, 2012.

**A. Historical Research**

The site's historical land use/ownership record will be developed from standard historical sources. Historic aerial photographs will be reviewed to identify land use over time and potential areas of environmental concern, such as areas of surface disturbance and outside storage.

B. Site Evaluation

Current environmental features and conditions of sites adjacent to the right-of-way/project area will be evaluated. A site walkover of potential right-of-way/project areas designated for excavation and/or acquisition will be conducted for first-hand evaluation of current environmental conditions within the project limits. All of the features and conditions listed above will be investigated and, as appropriate, documented in photographs. The land-use and housekeeping practices of adjacent properties also will be evaluated in accordance with ASTM protocols.

C. Records Review

A records review will be conducted to determine potential environmental concerns within the study area. It will include a search of standard state and federal environmental record databases in accordance with the specifications of ASTM standards. This search is based on the outline of the study area.

Specifically, H&H will search each database to identify any potential sources requiring further investigation. As appropriate, Freedom of Information Act (FOIA) requests will be filed with the IEPA to obtain additional data pertaining to identified sites.

D. PESA Report Preparation

One report summarizing the results of the evaluation will be prepared for the project, inclusive of the streets and project limits identified within the RFP. The following information will be included in this report:

- a) The project location and description
- b) Historical uses of corridor.
- c) The area geology and hydrology.
- d) The environmental status of sites adjacent to the corridor regarding chemical use and storage, underground and aboveground storage tanks, solid waste, special waste, and hazardous waste, and PCBs.
- e) An analysis of the site inspection.
- f) A summary of the findings regarding any environmental concerns. This will include IDOT's per Memo 66-10 and identification of Potentially Impacted Properties (PIPs) per Subpart F, Section 1100, 35 IAC, related to Clean Construction Demolition Debris management.

Task 2 – Project Management

Time under this task includes project administration and management activities that include cost and schedule tracking, coordination with Client on authorized activities, memo production and other in-house management activities, and project closeout.

Task 3 – QA/QC

Time under this task includes QA/QC time for the reports as described above.



2. LEVEL OF EFFORT AND SCHEDULE

The fee for the currently proposed scope of services is included on the attached IDOT cost plus fixed fee (CPFF) worksheets. The PESA work will commence within 5 business days of project approval, with a target completion date of six weeks from the date of approval. If an expedited schedule is necessary, H&H will coordinate with Client to establish a schedule that is appropriate for the project needs.

CONDITIONS OF ENGAGEMENT

The conditions of engagement are described in the attached Terms and Conditions for Professional Services. H&H's report will be prepared on behalf of and for the exclusive use of Client. Client acknowledges and agrees that the report and the findings in the report shall not, in whole or in part, be disseminated or conveyed to any other party, or used or relied upon by any other party, in whole or in part, except for the specific purpose and to the specific parties alluded to above, without the written consent of H&H. H&H would be pleased to discuss the conditions associated with any additional dissemination, use, or reliance by other parties.

ACCEPTANCE

This agreement may be accepted by signing in the appropriate space below and returning one complete copy to H&H. Issuance of a Purchase Order implicitly acknowledges acceptance of this proposal. This proposal is valid for a period of 30 days from the date of issue. We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-9100 with any questions.

Very truly yours,
Huff & Huff, Inc.

Jeremy J. Reynolds, P.G.
 Associate Principal
 Attachments: Terms and Conditions

This Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of _____.

By: _____ Title: _____

Printed/Typed Name: _____ Date: _____

The Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by an e-mail delivery of a document in ".pdf" format, each such signature shall create a valid and binding obligation of the party executing the document, or on whose behalf each document is executed, with the same force and effect as if each such facsimile or ".pdf" signature were an original thereof.

TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

**Including Site Investigation, Remediation, Geotechnical, Construction, And Testing**

© 2016 by Huff & Huff, Inc., a Subsidiary of GZA GeoEnvironmental, Inc.

These Terms and Conditions, together with Huff & Huff, Inc.'s (H&H's) Proposal, make up the Agreement between H&H and you, Client, named in the attached proposal.

BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION" AND "LIMITATION OF REMEDIES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND H&H.

1. **Services.** H&H will perform the services set forth in its Proposal and any amendments or change orders authorized by you. Any request or direction from you that would require extra work or additional time for performance or would result in an increase in H&H's costs will be the subject of a negotiated amendment or change order.
2. **Standard of Care; Warranties.**
 - a. H&H will perform the services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality.
 - b. H&H warrants that its construction services will be of good quality, free of faults and defects and in conformance with the Proposal.
 - c. **EXCEPT AS SET FORTH IN SUBSECTIONS 2a AND 2b, ABOVE, NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY H&H'S PROPOSAL OR BY ANY OF H&H'S ORAL OR WRITTEN REPORTS.**
 - d. H&H assigns to you any manufacturers' warranties of equipment or materials purchased from others, to the extent they are assignable, and your sole recourse will be against the manufacturer. Full risk of loss of materials and equipment will pass to you upon delivery to the Site, and you will be responsible for insuring and otherwise protecting them against theft and damage.
3. **Payment.**
 - a. Except as otherwise stated in the Proposal, you will compensate H&H for the services at the rates set forth in the applicable Proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.
 - b. Any retainer specified in H&H's Proposal shall be due prior to the start of services and will be applied to the final invoice for services.
 - c. H&H will submit invoices periodically, and payment will be due within 20 days from invoice date. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. H&H may terminate its services upon 10 days' written notice anytime your payment is overdue on this or any other project and you will pay for all services through termination, plus termination costs. You will reimburse H&H's costs of collecting overdue invoices, including reasonable attorneys' fees.
4. **Your Responsibilities.**
 - a. Except as otherwise agreed, you will secure the approvals, permits, licenses and consents necessary for performance of the services. If you are the owner or operator of the Site, you will provide H&H with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the Site and other information that may be pertinent to the services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to H&H. Unless otherwise indicated in writing, H&H will be entitled to rely on documents and information you provide.
 - b. If you use the services of a construction manager at the Site, you agree to use best and reasonable efforts to include in your agreement(s) with the construction contractor provisions obligating the latter:
 - (i) to indemnify and hold harmless, to the fullest extent permitted by law, you and H&H, its officers, employees and principals, for or on account of any claims, liabilities, costs and expenses, including attorneys' fees, arising out of or relating to the design or implementation of construction means, methods, procedures, techniques, and sequences of construction, including safety precautions or programs, of the contractor, or any of its subcontractors or any engineer engaged by it;



- (ii) to name you and H&H as additional insureds under general liability and builder's risk insurance coverages maintained by the contractor, or any of its subcontractors; and
- (iii) to require that all of its subcontractors agree and be bound to the obligations set forth in (i) and (ii) above.
- c. In the event that you are unable to secure such provisions in the agreement(s) with the construction contractor, you shall promptly notify H&H and H&H shall have the opportunity to negotiate with you reasonable substitute risk allocation and insurance indemnities and protections.
- 5. **Right of Entry; Site Restoration.** You grant H&H and its subcontractor(s) permission to enter the Site to perform the services. If you do not own the Site, you represent and warrant that the owner has granted permission for H&H to enter the Site and perform the services; you will provide reasonable verification on request; and you will indemnify H&H for any claims by the Site owner related to alleged trespass by H&H or its subcontractors. H&H will exercise reasonable care to limit damage to landscaping, paving, systems and structures at the Site that may occur and you agree to compensate H&H for any restoration it is asked to perform, unless otherwise indicated in the Proposal.
- 6. **Underground Facilities.** H&H's only responsibility under this Section will be to provide proper notification to the applicable state utility "Call-Before-You-Dig" program. You further agree to assume responsibility for and to defend, indemnify and hold harmless H&H with respect to personal injury and property damages due to H&H's interference with subterranean structures including but not limited to utilities, conduits, pipes, and tanks:
 - (i) that are not correctly shown on any plans and information you or governmental authorities provide to H&H; or
 - (ii) that are not correctly marked by the appropriate utility.
- 7. **Reliance.** The services, information, and other data furnished by you shall be at your expense, and H&H may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the services provided by H&H is directly related to the accuracy and completeness of the information and data that you furnish to H&H. **H&H's REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO H&H.**
- 8. **Lab Tests and Samples.** H&H is entitled to rely on the results of laboratory tests using generally accepted methodologies. H&H may dispose of samples in accordance with applicable laws 30 days after submitting test results to you unless you request in writing for them to be returned to you or to be held longer, in which case you will compensate H&H for storage and/or shipping beyond 30 days.
- 9. **H&H Professionals.** H&H employees or consultants may act as licensed, certified or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, or Certified Industrial Hygienists collectively referred to in this section as "H&H Professionals") whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state or local agency or other third party may audit the services of H&H or other contractor/consultant(s), which audit may require additional services, even though H&H and such H&H Professionals have each performed such services in accordance with the standard of care set forth herein. You agree to compensate H&H for all services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.
- 10. **Hazardous Materials; H&H "Not a Generator".** Before any hazardous or contaminated materials are removed from the Site, you will sign manifests naming you as the generator of the waste (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any waste is taken. H&H will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any hazardous or contaminated materials at or removed from the Site. H&H will not have responsibility for or control of the Site or of operations or activities at the Site other than its own. H&H will not undertake, arrange for or control the handling, treatment, storage, removal, shipment, transportation or disposal of any hazardous or contaminated materials at or removed from the Site, other than any laboratory samples it collects or tests. You agree to defend, indemnify and hold H&H harmless for any costs or liability incurred by H&H in defense of or in payment for any legal actions in which it is alleged that H&H is the owner, generator, treater, storer or disposer of hazardous waste.



- 11. Limits on H&H's Responsibility.** H&H will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. H&H will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall H&H's professional activities nor the presence of H&H or its employees and subcontractors be construed to imply that H&H has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by H&H of probable costs of labor, materials, equipment or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.
- 12. Changed Conditions.**
- You recognize the uncertainties related to environmental and geotechnical services, which often require a phased or exploratory approach, with the need for additional services becoming apparent during the initial services. You also recognize that actual conditions encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.
 - If changed or unanticipated conditions or delays make additional services necessary or result in additional costs or time for performance, H&H will notify you and the parties will negotiate appropriate changes to the scope of services, compensation and schedule.
 - If no agreement can be reached, H&H will be entitled to terminate its services and to be equitably compensated for the services already performed. H&H will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part, or any other causes beyond H&H's reasonable control, and you will compensate H&H for any resulting increase in its costs.
- 13. Documents and Information.** All documents, data, calculations and work papers prepared or furnished by H&H are instruments of service and will remain H&H's property. Designs, reports, data and other work product delivered to you are for your use only, for the limited purposes disclosed to H&H. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to H&H. Any technology, methodology or technical information learned or developed by H&H will remain its property. Provided H&H is not in default under this Agreement, H&H's designs will not be used to complete this project by others, except by written agreement relating to use, liability and compensation.
- 14. Electronic Media.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated by H&H, you covenant and agree that all such electronic files are instruments of service of H&H, who shall be deemed the author and shall retain all common law, statutory law and other rights, including copyrights. In the event of a conflict between the signed documents prepared by H&H and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer of these electronic files to others or reuse or modifications to such files by you without the prior written consent of H&H will be at the user's sole risk and without any liability to H&H.
- 15. Confidentiality; Subpoenas.** Information about this Agreement and H&H's services and information you provide to H&H regarding your business and the Site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as H&H reasonably believes is necessary: (a) to perform its services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws and court orders. H&H will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties will not be considered confidential. You will reimburse H&H for responding to any subpoena or governmental inquiry or audit related to the services, at the rates set forth in the applicable Proposal, amendment or change order.
- 16. Insurance.** During performance of the services, H&H will maintain workers compensation, commercial general liability, automobile liability, and professional liability/contractor's pollution liability insurance. H&H will furnish you certificates of such insurance on request.
- 17. Indemnification.** You agree to hold harmless, indemnify, and defend H&H and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "H&H") against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by H&H's negligence or willful misconduct.

**18. Limitation of Remedies.**

- a. To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of H&H and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "H&H") for all claims arising out of this Agreement or the services is limited to \$50,000 or, if greater, 10% of the compensation received by H&H under this Agreement.
- b. You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.
- c. Any claim will be deemed waived unless received by H&H within one year of substantial completion of the services.
- d. H&H will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, consequential, punitive, exemplary, or multiple damages.
- e. H&H will not be liable to you or the Site owner for injuries or deaths suffered by H&H's or its subcontractors' employees.
- f. You will look solely to H&H for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any H&H principal, officer, employee or agent.

19. Disputes.

- a. All disputes between you and H&H shall be subject to non-binding mediation.
- b. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
- c. The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
- d. No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to such forty-five (45) days after service of notice.

20. Miscellaneous.

- a. Illinois law shall govern this Agreement.
- b. The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the services under this Agreement and the termination of the contract for any cause.
- c. Any amendment to these Terms and Conditions must be in writing and signed by both parties.
- d. Having received these Terms and Conditions, your oral authorization to commence services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
- e. This Agreement supersedes any contract terms, purchase orders or other documents issued by you.
- f. Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
- g. Your failure or the failure of your successors or assigns to receive payment or reimbursement from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to H&H under this agreement.
- h. These Terms and Conditions shall govern over any inconsistent terms in H&H's Proposal.
- i. The provisions of this Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable.
- j. The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.



Payroll Escalation Table Fixed Raises

FIRM NAME Huff & Huff, Inc.
PRIME/SUPPLEMENT Civiltech Engineering, Inc.

DATE 9/14/2018
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 10/1/2018
RAISE DATE 3/1/2019

OVERHEAD RATE 186.64%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

10/1/2018 - 3/1/2019

$\frac{5}{12}$

= 41.67%
= 1.0175

3/2/2019 - 10/1/2019

$\frac{7}{12}$

60.08%

The total escalation for this project would be:

1.75%



Payroll Rates

FIRM NAME Huff & Huff, Inc. DATE 9/14/2018
 PRIME/SUPPLEMENT Civiltech Engineering, Inc.
 PTB NO. _____

ESCALATION FACTOR 1.75%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Senior Principal	\$70.00	\$70.00
Principal	\$70.00	\$70.00
Associate Principal II	\$70.00	\$70.00
Associate Principal I	\$59.58	\$60.62
Senior Consultant	\$67.18	\$68.36
Senior Geotechnical Consultant	\$62.87	\$63.97
Senior Project Manager III	\$60.00	\$61.05
Senior Project Manager II	\$45.72	\$46.52
Senior Landscape Architect	\$52.11	\$53.02
Senior Planning PM	\$49.90	\$50.77
Senior Geologist PM	\$43.33	\$44.09
Senior Technical Specialist	\$44.64	\$45.42
Senior Scientist PM II	\$46.14	\$46.95
Senior Scientist PM I	\$39.45	\$40.14
Senior Technical Scientist	\$36.94	\$37.59
Senior CADD Specialist	\$33.75	\$34.34
Scientist PM	\$42.25	\$42.99
Engineer PM II	\$42.24	\$42.98
Engineer PM I	\$36.18	\$36.81
Planning PM	\$35.15	\$35.77
Architect PM	\$37.54	\$38.20
Assistant PM Engineer II	\$39.02	\$39.70
Assistant PM Engineer I	\$34.74	\$35.35
Assistant PM Scientist	\$27.99	\$28.48
Engineer I	\$34.13	\$34.73
Scientist E1	\$26.98	\$27.45
Scientist E2	\$23.17	\$23.58
Administrative Managers	\$40.57	\$41.28
Senior Administrative Assistant	\$27.89	\$28.38
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00



**Illinois Department
of Transportation**

**Cost Estimate of
Consultant Services
(CPFF)**

Firm Huff & Huff, Inc.
Route Various CBD
Section Glen Ellyn Streetscape
County DuPage
Job No. _____
PTB & Item _____

Date 9/14/2018

Overhead Rate 186.64%

Complexity Factor 0

Item	Manhours	Payroll	Overhead & Fringe Benefits	In-House Direct Costs	Fixed Fee	Outside Direct Costs	Services By Others	Total	% of Grand Total
PESA	53	1,664.54	3,106.69	36.03	697.05	800.00	0.00	6,304.32	83.28%
Project Management	3	132.26	246.86	0.00	54.97	0.00	0.00	434.10	5.73%
QAQC	5	253.51	473.15	0.00	105.37	0.00	0.00	832.03	10.99%
TOTALS	61	2,050.31	3,826.70	36.03	857.39	800.00	0.00	7,570.44	100.00%

Method of Compensation:

- Cost Plus Fixed Fee 1 ☒ 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 ☐ 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 ☐ 14.5%[(2.3 + R)DL + IHDC]
 Specific Rate ☐
 Lump Sum ☐

Average Hourly Project Rates

Route	Various CBD
Section	Glen Ellyn Streetscape
County	DuPage
Job No.	
PTB/Item	

Consultant

Huff & Huff, Inc.

Date

9/14/2018

Sheet

1

OF

1

Payroll Classification	Avg Hourly Rates	Total Project Rates			PESA			Project Management			QAQC								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Principal	70.00	0																	
Principal	70.00	0																	
Associate Principal II	70.00	0																	
Associate Principal I	60.62	2	3.28%	1.99							2	40.00%	24.25						
Senior Consultant	68.36	0																	
Senior Geotechnical Consultant	63.97	0																	
Senior Project Manager III	61.05	0																	
Senior Project Manager II	46.52	0																	
Senior Landscape Architect	53.02	0																	
Senior Planning PM	50.77	0																	
Senior Geologist PM	44.09	6	9.84%	4.34				3	100.00%	44.09	3	60.00%	26.45						
Senior Technical Specialist	45.42	0																	
Senior Scientist PM II	46.95	0																	
Senior Scientist PM I	40.14	0																	
Senior Technical Scientist	37.59	2	3.28%	1.23	2	3.77%	1.42												
Senior CADD Specialist	34.34	2	3.28%	1.13	2	3.77%	1.30												
Scientist PM	42.99	0																	
Engineer PM II	42.98	0																	
Engineer PM I	36.81	0																	
Planning PM	35.77	0																	
Architect PM	38.20	0																	
Assistant PM Engineer II	39.70	0																	
Assistant PM Engineer I	35.35	0																	
Assistant PM Scientist	28.48	0																	
Engineer I	34.73	24	39.34%	13.66	24	45.28%	15.73												
Scientist EI	27.45	24	39.34%	10.80	24	45.28%	12.43												
Scientist E2	23.58	0																	
Administrative Managers	41.28	0																	
Senior Administrative Assistant	28.38	1	1.64%	0.47	1	1.89%	0.54												
		0																	
TOTALS		61	100%	\$33.61	53	100%	\$31.41	3	100%	\$44.09	5	100%	\$50.70	0	0%	\$0.00	0	0%	\$0.00

HUFF & HUFF, INC. SUMMARY OF INHOUSE DIRECT COSTS

Project: Civiltech Glen Ellyn CBD Ph I

										<u>DIRECT</u>
Task 01 - PESA										
Trips - Company	25 miles	x	1	x	\$	0.545	=	\$	13.63	
tolls	1 ea	x	4	x	\$	1.500	=	\$	6.00	
Reproduction	2 sets	x	200	x	\$	0.03	=	\$	12.00	
Color copies	2 sets	x	20	x	\$	0.11	=	\$	4.40	
			0	x	\$	-	=	\$	-	
									Task Total	\$ 36.03
Task 02 - Project Management										
									Task Total	\$ -
Task 03 - QAQC										
									Task Total	\$ -
									GRAND TOTAL	\$ 36.03

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HUFF & HUFF, INC.
SUMMARY OF OUTSIDE DIRECT COSTS
Project: Civiltech Glen Ellyn CBD Ph I

OUTSIDE

Task 01 - PESA

Records Search

1 x \$ 350.00 = \$ 350.00

FI Maps, Aerials, Topos

1 x \$ 450.00 = \$ 450.00

Task Total \$ 800.00

Task 02 - Project Management

0 x \$ - = \$ -

Task Total \$ -

Task 03 - QAQC

Task Total \$ -

GRAND TOTAL \$ 800.00

\\Gzachicago\finance\Proposals\Proposal-FY2019\Civiltech\Glen Ellyn CBD\[81.PT00064.19 Rev CivTch Glen Ellyn CBD Ph I ID

HUFF & HUFF, INC.
SUMMARY OF SERVICES BY OTHERS
Project: Civiltech Glen Ellyn CBD Ph I

	<u>OUTSIDE</u>	
<i>Task 01 - PESA</i>		
	Task Total	\$ -
<i>Task 02 - Project Management</i>		
	Task Total	\$ -
<i>Task 03 - QAQC</i>		
	Task Total	\$ -
	GRAND TOTAL	\$ -

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Glen Ellyn CBD Utility Improvements Design**SCOPE OF SERVICES - RJN****Phase 1**

- Manage RJN work and attend kick-off meeting and other key meetings with Village
- Coordinate with Civiltech on documents needed for meetings and public hearings
- Review existing documentation provided by Village
- Utilize base sheets prepared by Civiltech based on survey topographic survey data collected
- Review and incorporate geotechnical and soil contaminant information collected
- Work with Civiltech to gather Utility information
- Review options for completing required utility improvements, with additional evaluation on
 - Sanitary improvements on Glenwood Avenue and Main Street
 - Limestone box storm sewer under UP Railroad at Forest Avenue
- Prepare preliminary utility improvement GIS exhibits for review by Civiltech and Village
- Incorporate comments into final utility improvement GIS exhibits
- Prepare section of preliminary design report on utility improvements:
 - Summary of water improvements with exhibits and preliminary opinion of construction cost
 - Summary of sanitary improvements with exhibits and preliminary opinion of construction cost
 - Summary of storm improvements with exhibits and preliminary opinion of construction cost
 - Permitting requirements
- Review report with Village staff
- Participate in presentation to Village Board
- Update section of preliminary design report on utility improvements

This scope does not include the following:

- Surveying
- Geotechnical or soil contaminant work
- Services related to development of Streetscape bid documents
- Identification and application of grants
- Improvements to storm sewer building laterals

VILLAGE OF GLEN ELLYN
CBD Streetscape and Utility Improvements
Utility Engineering Services

RJN Group, Inc.

Task No.	Description	275	190	150	140	120	110	90	80	70	70	Total Hours	Indirect Cost	Total Cost
		PD	SPM	PM	CM	PE	ET	GIS	FM	FT	CL			
Phase 1 - Preliminary Design														
1001	Project Management and Meetings	8	8	24	-	12	-	-	-	-	8	60	\$ 150	\$ 9,470
1002	General Coordination	4	8	24	-	-	-	-	-	-	2	38		\$ 6,360
1003	Data Collection and Review	2	6	10	-	16	16	-	-	-	2	52		\$ 7,010
1004	Review and Evaluate Utility Improvements	8	16	32	8	48	40	-	4	-	2	158	\$ 150	\$ 21,930
1005	Prepare Utility Exhibits	2	6	16	2	40	32	48	-	-	2	148	\$ 400	\$ 17,550
1006	Preliminary Design Report - Utilities	2	6	16	-	48	32	16	-	-	6	126		\$ 15,230
1007	Permit Review and Utility Coordination	2	8	16	-	20	8	2	-	-	2	58		\$ 8,070
	Subtotal	28	58	138	10	184	128	66	4	-	24	640	\$ 700	\$ 85,620
Phase 2 - Final Design														
7001	Project Management and Meetings	8	12	48	-	24	-	-	-	-	8	100	\$ 300	\$ 15,420
7002	General Coordination	4	8	24	-	12	-	-	-	-	2	50		\$ 7,800
7003	Prepare Water Improvement Plans	6	24	72	12	84	180	40			2	420		\$ 52,310
7004	Prepare Sanitary Improvements Plans	4	20	48	8	64	132	32	-	-	1	309		\$ 38,370
7005	Prepare Storm Improvement Plans	3	12	44	6	56	108	32	-	-	1	262		\$ 32,095
7006	Prepare Traffic Control Plans	1	4	16	2	32	60		-	-	1	116		\$ 14,225
7007	Prepare Notes and Details	1	4	12		24	48		-	-	1	90		\$ 11,065
7008	Specifications	6	32	60	2	80	92	-	-	-	16	288		\$ 37,850
7009	Opinion of Probable Construction Cost	2	8	16	6	32	16	2	-	-	2	84		\$ 11,230
7010	75% Submittal	2	4	12		12	20	4	-	-	8	62	\$ 500	\$ 8,170
7011	Final Bid Package	2	4	12		24	32	4	-	-	12	90	\$ 2,000	\$ 12,710
7012	Permits	4	12	24	2	32	32	4	-	-	4	114		\$ 15,260
7013	Bidding	1	4	12	-	24	12	-	-	-	4	57	\$ 100	\$ 7,415
	Subtotal	44	148	400	38	500	732	118	-	-	62	2,042	\$ 2,900	\$ 263,920
	Grand Total	72	206	538	48	684	860	184	4	-	86	2,682	\$ 3,600	\$ 349,540

PD Project Director
SPM Senior Project Manager
PM Project Manager
CM Construction Manager
PE Project Engineer
ET Engineering Technician
GIS GIS Technician
FM Field Manager
FT Field Technician
CL Clerical

**Staff Kickoff Meeting**

The internal kickoff meeting will be held with Village staff to accomplish the following:

- Review project goals and objectives;
- Refine work program and scope of services;
- Confirm project schedule and milestones;
- Identify key stakeholders and partners;
- Obtain community data and existing reports;
- Formalize the steering committee process and composition; and
- Finalize engagement plan.

Steering Committee

We propose the convening of a steering committee made up of relevant Village departments, IDOT, DuPage County, Union Pacific Railroad, Metra, the Alliance of Downtown Glen Ellyn, and similar organizations to advise on the development of alternatives and to provide two-way communication to stakeholders. The steering committee would meet 2-3 times to review alternatives and final concepts.

Walking/Driving Tour

Village staff, elected officials, representatives from the Alliance of Downtown Glen Ellyn, the consultant team, and invited community representatives will conduct a walking tour of the study area to help the team identify critical issues and opportunities. Touring together expands the team's technical view of the area to one that is guided by those who live, work and invest there.

Resident/Shopper Survey

A resident survey will be created to gauge the perspectives and habits of residents in the Village. The survey will be created electronically for distribution to get a broad response.

Business Owner Survey

A business owner survey will be created to gauge the perspectives of business owners in the Village. The survey will be created electronically for distribution to get a broad response with the assistance of partners like the Alliance of Downtown Glen Ellyn.

Municipal Website and Social Media

A customized website that encourages active citizen participation will be created using the Municipal tool. The Municipal site and social media updates will be created throughout the planning process.

Summary of Past Plans and Reports

Previous plans, policies, regulations, reports, and studies affecting the Village will be reviewed to assess relevant changes and to align recommendations. This includes but is not limited to the Comprehensive Plan, Downtown Strategic Plan, Streetscape Plan & Parking Study, and Community Signage and Wayfinding Plan.

Design Charrette

Our team will facilitate an intensive design charrette that begins with an afternoon session focused on Village staff and officials. The focus will be interdepartmental and interdisciplinary so that issues can be identified and recommendations proposed in an efficient and effective manner. The design charrette will continue with a public event in the evening. The public's time and energy will be respected by building off of issues and recommendations identified during the afternoon.

Public Open House

A community open house will be created to obtain public review and comment on the proposed improvements. The open house may be scheduled in conjunction with an existing community event or as a standalone event.

Business Outreach

Throughout the design and construction process, our team will coordinate the strategy and execution of business outreach in conjunction with the Alliance and the Village. Anticipated methods include updates via social media and emails as well as flyers and in-person visits.

Deliverables:

- Engagement plan
- Tour worksheet
- Tour summary
- Project website
- Social media accounts
- Summary of past plans
- Charrette materials
- Charrette summary
- Open house materials
- Open house summary
- Business outreach materials

						
	Courtney Kashima	Vitaliy Vladimirov	Direct Expense			
Staff Meeting #1: Project Initiation Meeting	4					
Steering Committee Meeting #1	4	4				
Walking/Driving Tour	4	8				
Resident/Shopper Survey	4	12			Rates	
Business Owner Survey	4	12			Courtney Kashima	\$125
Municipal Website and Social Media	4	24	\$4,000		Vitaliy Vladimirov	\$95
Summary of Past Plans and Reports	4	13				
Steering Committee Meeting #2	4	4				
Steering Committee Meeting #3	4	4				
Design Charrette	12	20	\$500			
Steering Committee Meeting #4	4	4				
Open House	6	12	\$300			
Business Outreach	24	40				
Total Hours	82	157				
Total by person	\$10,250	\$14,915	\$4,800			
Total Muse Fee	\$29,965					



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/24/18 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Ordinance
Prepared By: Christina Coyle

SCHEDULED

ORDINANCE 6629

DOC ID: 3539

Motion to Approve on Second Reading Ordinance No. 6629 - VC, An Ordinance Adding Title 3, Chapter 44 (Food and Beverage Tax) to the Code of Ordinances for the Village of Glen Ellyn, Illinois

Background:

Over the past year, the Board has discussed several capital projects which will increase the vitality and economic development opportunities in the Village. Among those projects are a Central Business District (CBD) parking garage, CBD street and streetscape, Roosevelt Road access improvements, Civic Center improvements, and a train station and pedestrian underpass in the CBD. These projects are not possible without a new revenue source in the Capital Projects Fund. Over the course of many public meetings, the Board has provided direction to pursue a Food and Beverage tax. A timeline of meetings and topics includes:

August 14, 2017 - Budget discussion including unscheduled/unfunded projects
November 13, 2017 - Civic Center renovations
December 18, 2017 - CBD parking garage
January 16, 2018 - Train station and pedestrian underpass discussion
February 20, 2018 - Discussion of unfunded/unscheduled projects, parking, and streetscape, including funding options
April 16, 2018 - CBD Parking discussion (including parking garage) and funding options
May 7, 2018 - Civic Center project discussion
May 29, 2018 - Capital Plan and Funding Strategies for CBD projects
July 16, 2018 - Capital Projects Funding Update
August 27, 2018 - Food and Beverage Tax discussion

This list does not include the public meetings by both the Finance Commission and Capital Improvements Commission on these issues. This is provided to show the due diligence and thoughtful pace that the Village Board has moved through the process of vetting these projects and the need for a new revenue source. The Village also held three community meetings in August to gather feedback and provide an opportunity for residents and business owners to ask questions regarding the proposed Food and Beverage Tax.

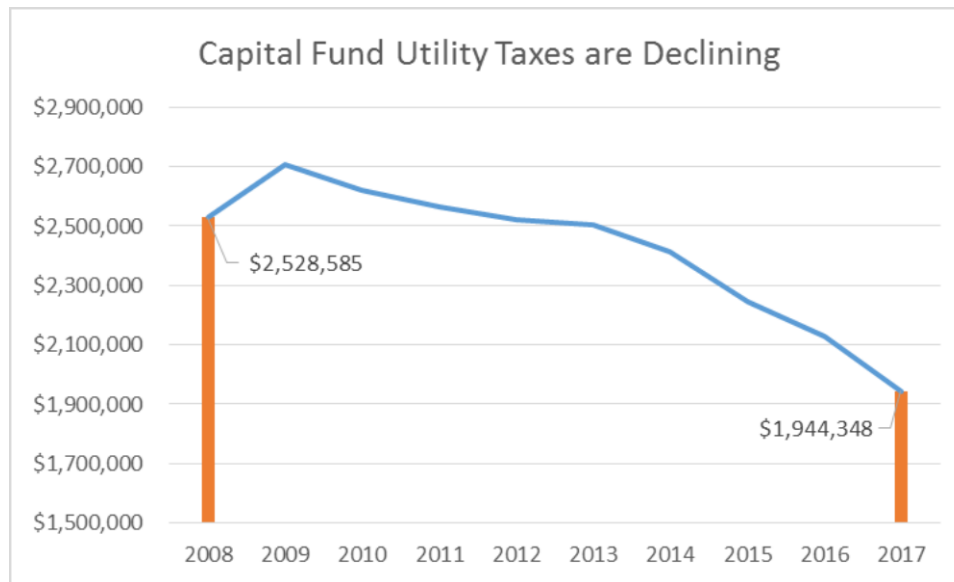
At the September 10th Village Board meeting, the Board will hear a first reading of the Food and Beverage Tax Ordinance. The Board may, but is not required to, take a non-binding straw poll vote. A second reading and adoption is scheduled for the September 24, 2018, Village Board meeting. Should the ordinance pass as written, the tax would take effect on March 1, 2019.

Subject:

The Village Board has provided direction to pursue a Food and Beverage Tax for a new revenue source for the Capital Projects Fund. This revenue source will be dedicated to capital projects.

Why is there a need for a new revenue source? There are several reasons that the Capital Projects Fund needs this new revenue source, including:

1. Utility taxes in the Capital Projects Fund have been in decline, largely due to energy efficiency (a good thing for residents) and a shift away from landline phones to cell phones. Utility taxes are the second largest revenue stream in the Capital Projects Fund and comprise 27% of the revenues into fund. The Village is collecting \$550,000 less annually from utility taxes than ten years ago, as illustrated in the graph below.

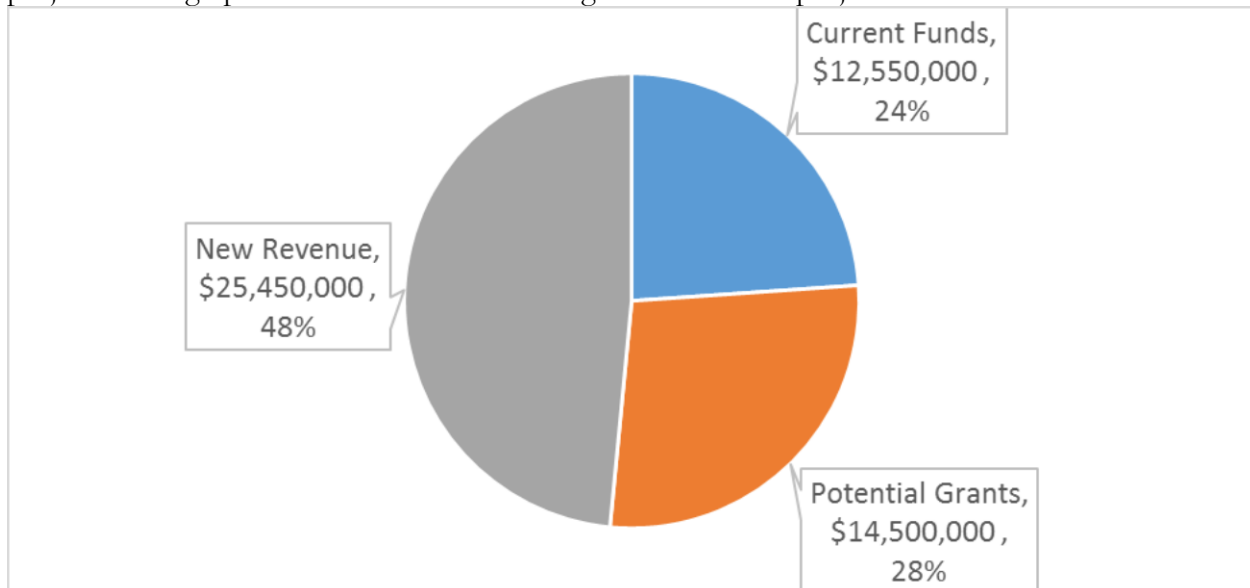


2. There is little desire to increase the property tax burden to residents and property owners. Property taxes account for 51% of the revenues in the Capital Projects Fund. While the Village is only 6% of the property tax bill, it is cognizant of the perception that property tax bills are high. The Village Board has limited the property tax levy to the Capital Fund over the past four years, saving residents and property owners \$254,000. While this is a benefit to the resident or property owner, it does reduce revenues into the Capital Projects Fund.
3. Without funding changes, the capital plan would show a \$4-6 million deficit after five years.
4. The Village does not want to sacrifice the 20 year street program. A referendum passed in 2000 focused on repairing Village streets and ensuring that all streets are maintained on a 20 year cycle. The Village does not desire to deviate from that program.
5. There are several projects which would be funded by this new revenue source that would increase the vitality and attractiveness of Glen Ellyn. These projects upgrade our infrastructure to improve connectivity and amenities for residents, businesses, commuters, and patrons of the Village. These projects include:
 - a. CBD parking garage
 - b. CBD street and streetscape renovation
 - c. Roosevelt Road access improvements

- d. Civic Center HVAC improvements
- e. Train Station and Pedestrian underpass

What is the proposed tax? The proposed tax is a 1.5% tax on the purchase price of prepared food, beverages, and alcohol for immediate consumption and on alcoholic beverages sold in the original container for consumption off premises. Transactions exempt would include common grocery items such as eggs, frozen foods, milk, etc., which are sold in their original packaging. It is estimated this tax would raise \$825,000 - \$1.2 million annually. This tax would be used to pay the debt service on bonds issued to complete the projects outlined above. The tax would sunset according to the attached ordinance when the bonds are fully repaid (20 years after issuance).

The tax would not be the only funding source for these projects. The Village would be seeking and hopefully obtaining grant funds as well as using reserves/current funding for a portion of the projects. The graph below outlines the funding sources for the projects:



What is exempted from the new tax? The attached ordinance includes several exemptions from the tax including:

1. Food and beverages which are exempt from tax under the provisions of the retailers' occupation tax or the Illinois service occupation tax, as amended from time to time.
2. Prepared food items for immediate consumption purchased in hermetically sealed containers and not reasonably expected or intended by the seller for immediate on-premise consumption.
3. Prepared food items for immediate consumption purchased from institutions such as churches, day care establishments, schools, hospitals, nursing homes, retirement centers or similar residential care facilities or programs for the central preparation of meals to be delivered and consumed at private residences of invalids or the elderly and other medical treatment centers and transitional shelters.

4. Prepared food items for immediate consumption purchased from the park district, library, community college and not for profit associations or corporations. However, when these entities make any portion of their facility(ies) available to a for profit organization, this exemption does not apply and the tax must be paid as otherwise required.
5. Food or beverages purchased from vending machines.
6. Food and beverages purchased from vendors at community wide festivals and events, including, but not limited to the Village Fair, Taste of Glen Ellyn, and JazzUp, except to the extent that such vendor has brick and mortar locations.

Is it possible to phase in the new tax? At the last meeting, a few Trustees raised the question if the tax could be phased in. Staff has reviewed the projections, and the tax could be implemented at 1% instead of 1.5% if the Trustees wish to exclude the train station and pedestrian underpass project and let that project be undertaken by a future Board. It should also be noted that should the revenues fall on the low end of the projections and the project costs on the high end, that the 1% would not be sufficient to cover all projects even with the train station removed. The chart below highlights revenues with a 1% Food and Beverage tax and **NO** train station or pedestrian underpass project.

Annual Revenues & Costs	Low	High
Revenue - 1% Phase in Option	\$550,000	\$800,000
Other planned funding	\$250,000	\$250,000
Total Revenue towards Debt Service	\$800,000	\$1,050,000
Compared to:		
Annual Debt Service	\$837,000	\$1,408,000

As can be seen by the chart, if the revenue comes in on the high side and the costs in the low to middle range, a 1% phase in is possible. However, if the revenue comes in low, but the costs are high, then a 1% phase in would not be enough to cover project costs. If that were the case, the Board would need to increase the rate.

For comparison purposes, here is the same chart with the train station/pedestrian underpass and a 1.5% food and beverage tax:

Annual Revenues & Costs	Low	High
Revenue - 1.5%	\$825,000	\$1,200,000
Other planned funding	\$250,000	\$250,000
Total Revenue towards Debt Service	\$1,075,000	\$1,450,000
Compared to:		
Annual Debt Service	\$990,000	\$1,787,000

Under this scenario, the Board would need to evaluate scope of projects if all bids come back at the high end of our project cost estimates. At a 1.5% level, we would be able to cover debt service of \$1.4 million.

Staff is recommending that the tax be implemented at the 1.5% level.

What other communities have a food and beverage or places for eating tax? Attached to this agenda item is a comparison of communities. Many of the surrounding communities already have a food and beverage tax.

Budget Impact:

If passed, the 2019 budget would include the new revenue source as well as associated debt and project costs.

Strategic Plan Initiative:

This new revenue source enables several items on the strategic plan to move forward, including:

1. Vision I-1: Evaluate and implement pedestrian and vehicular traffic improvements in and around the community.
2. Vision I-2: Develop an implementation strategy to invest in Village facilities.
3. Vision I-3: Develop and continuously review the 5-year Capital Improvement Plan (CIP) and monitor and enhance funding options as necessary to execute plan.
4. Vision I-4: Improve downtown infrastructure including pedestrian accessibility and parking improvements to encourage more pedestrian activity, outdoor dining, and enhance special event space in the CBD to spur future private investment.
5. Vision VI-2: Evaluate new revenue concepts and cost controls that continue to deliver high quality services and necessary capital investment.

Action Requested:

Motion to Approve on Second Reading Ordinance No. 6629 - VC, An Ordinance Adding Title 3, Chapter 44 (Food and Beverage Tax) to the Code of Ordinances for the Village of Glen Ellyn, Illinois



Village of Glen Ellyn

Ordinance No. 6629-VC

**AN ORDINANCE ADDING TITLE 3, CHAPTER 44 (FOOD
AND BEVERAGE TAX) TO THE CODE OF ORDINANCES
FOR THE VILLAGE OF GLEN ELLYN, ILLINOIS**

**Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This _____ Day of _____, 2018.**

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 _____, 2018.

**PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET**

Ordinance 6629

Meeting of September 24, 2018

GLEN ELLYN, IL 60137

Ordinance No. 6629 -VC

AN ORDINANCE ADDING TITLE 3, CHAPTER 44 (FOOD AND
BEVERAGE TAX) TO THE CODE OF ORDINANCES FOR THE
VILLAGE OF GLEN ELLYN

Whereas, the Village of Glen Ellyn is a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

Whereas, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

Whereas, the Village has determined that a new revenue source is necessary to fund capital improvements to the Village; and

Whereas, in furtherance of its home rule powers, it is necessary and desirable for the Village of Glen Ellyn to establish a food and beverage tax.

Now, therefore, be it ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in exercise of its home rule powers as follows:

SECTION ONE: Title 3 of the Glen Ellyn Village code shall be amended by adding a new Chapter 44 in the form attached as Exhibit “A”.

SECTION TWO: All ordinances or parts of ordinances thereof in conflict with this Ordinance are hereby repealed to the extent of any such conflict.

SECTION THREE: Any section or provision of this Ordinance that is construed to be invalid or void shall not affect the remaining sections or provisions that shall remain in full force and effect thereafter.

SECTION FOUR: This Ordinance shall be in full force and effect upon its passage, and publication in pamphlet form; however, the tax shall not take effect until March 1, 2019.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this ____ day of 2018.

Ayes:	☐ Diane McGinley	☐ Pete Ladesic	☐ Mark Senak
	☐ Craig Pryde	☐ Bill Enright	☐ Gary Fasules
	☐ John Kenwood		
Nays:	☐ Diane McGinley	☐ Pete Ladesic	☐ Mark Senak
	☐ Craig Pryde	☐ Bill Enright	☐ Gary Fasules
	☐ John Kenwood		
Absent:	☐ Diane McGinley	☐ Pete Ladesic	☐ Mark Senak
	☐ Craig Pryde	☐ Bill Enright	☐ Gary Fasules
	☐ John Kenwood		

Approved by the Village President of the Village of Glen Ellyn, Illinois this ____ day of 2018.

Village President

Attest:

Village Clerk

Ordinance 6629

Meeting of September 24, 2018

AFFIX VILLAGE SEAL

(Published in pamphlet form and posted on the ____ day of _____, 2018.)

HISTORY:

09/10/18

Glen Ellyn Village Board

FIRST READING

Next: 09/24/18

ATTACHMENTS:

- Food and Beverage Tax Comparisons 2018-09-05 (PDF)
- Exhibit A Food and Beverage Ordinance First Reading (PDF)

Village of Glen Ellyn
Tax Rate Comparison
As of August 2018

	Food & Beverage Tax	Home Rule/Non- Home Rule Sales Tax	State Other Sales Tax Rate	Total Tax Rate @ Restaurant	Total Tax Rate Retail Purchases
Arlington Heights (Cook)	1.25%	1.00%	9.00%	11.25%	10.000%
Aurora (DuPage)	1.75%	1.25%	7.00%	10.00%	8.250%
Bannockburn (Lake)	1.00%	0.50%	7.00%	8.50%	7.500%
Buffalo Grove (Cook)	1.00%	1.00%	9.00%	11.00%	10.000%
Bolingbrook (DuPage)	1.50%	1.50%	7.00%	10.00%	8.500%
Burr Ridge (DuPage)	1.00%	0.25%	7.00%	8.25%	7.250%
Clarendon Hills (DuPage)	1.00%	0.00%	7.00%	8.00%	7.000%
Deerfield (Cook)	1.00%	1.00%	9.00%	11.00%	10.000%
Des Plaines (Cook)	1.00%	1.00%	9.00%	11.00%	10.000%
Downers Grove (DuPage)	1.00%	1.00%	7.00%	9.00%	8.000%
Elgin (Cook)	3.00%	1.50%	9.00%	13.50%	10.500%
Elk Grove Village (DuPage)	1.00%	1.00%	9.00%	11.00%	10.000%
Elmhurst (DuPage)	1.00%	1.00%	7.00%	9.00%	8.000%
Geneva (Kane)	0.00%	1.00%	7.00%	8.00%	8.000%
Glendale Heights (DuPage)	1.00%	1.25%	7.00%	9.25%	8.250%
Gurnee (Lake)	1.00%	1.00%	7.00%	9.00%	8.000%
Hanover Park (DuPage)	3.00%	0.75%	7.00%	10.75%	7.750%
Highland Park (Lake)	1.00%	1.00%	7.00%	9.00%	8.000%
Hinsdale (DuPage)	1.00%	1.00%	7.00%	9.00%	8.000%
Hoffman Estates (Cook)	2.00%	1.00%	9.00%	12.00%	10.000%
Itasca (DuPage)	1.00%	0.50%	7.00%	8.50%	7.500%
Libertyville (Lake)	1.00%	0.00%	7.00%	8.00%	7.000%
Lincolnwood (Cook)	1.00%	1.00%	9.00%	11.00%	10.000%
Lombard (DuPage)	2.00%	1-2%	7.00%	10.00-11.00%	8.00-9.00%
Mount Prospect (Cook)	1.00%	1-1.25%	9.00%	11.00-11.25%	10.00-10.25%
Naperville (DuPage)	1-1.50%	0.50%	7.00%	8.50-9.00%	7.500%
Oswego (Will)	1.00%	1.25%	7.00%	9.25%	8.250%
Palatine (Cook)	1.00%	1.00%	9.00%	11.00%	10.000%
Park Ridge (Cook)	1.00%	1.00%	9.00%	11.00%	10.000%
Rolling Meadows (Cook)	2.00%	1.00%	9.00%	12.00%	10.000%
Roselle (DuPage)	1.25%	0-1.00%	7.00%	8.25-9.25%	7.00-8.00%
Rosemont (Cook)	1.00%	1.25%	9.00%	11.25%	10.250%
Schaumburg (DuPage)	2.00%	1.00%	7.00%	10.00%	8.000%
South Barrington (Cook)	1.50%	1.00%	9.00%	11.50%	10.000%
Skokie (Cook)	2.00%	1.25%	9.00%	12.25%	10.250%
St. Charles (Kane) - F&B only on liquor	2.00%	1.00%	7.00%	10.00%	8.000%
Streamwood (Cook)	2.00%	1.00%	9.00%	12.00%	10.000%
Villa Park (DuPage)	1.50%	1-2%	7.00%	9.50-10.50%	8.00-9.00%
Warrenville (DuPage)	1.50%	1.25%	7.00%	9.75%	8.250%
West Dundee (Kane)	1.00%	1.50-2.50%	7.00%	9.50-10.50%	8.50-9.50%
Westmont (DuPage)	2.00%	0.50%	7.00%	9.50%	7.500%
Wheaton (DuPage)	0.00%	1.00%	7.00%	8.00%	8.000%
Wheeling (Cook)	1.00%	1.00%	9.00%	11.00%	10.000%
Willowbrook (DuPage)	1.00%	0-1%	7.00%	8.00-9.00%	7.00-8.00%
Glen Ellyn Option 1	1.50%	1.25%	7.00%	9.75%	8.250%

Chapter 44

FOOD AND BEVERAGE TAX

3-44-1: DEFINITIONS:**3-44-2: TAX IMPOSED:****3-44-3: EXEMPTIONS:****3-44-4: COLLECTION OF TAX(ES) BY RETAILER:****3-44-5: BOOKS AND RECORDS:****3-44-6: FILING OF RETURN, PENALTY FOR FAILURE:****3-44-7: DETERMINATION OF IMPROPER TAX PAYMENT:****3-44-8: AMENDMENT TO FOOD AND BEVERAGE TAX RETURNS:****3-44-9: LATE PAYMENT PENALTY:****3-44-10: TRANSMITTAL OF EXCESS TAX COLLECTIONS:****3-44-11: REGISTRATION:****3-44-11: VIOLATIONS:****3-44-1: DEFINITIONS:**

For purposes of this chapter, the following words and phrases shall have the following meanings:

ALCOHOLIC LIQUOR: Any alcohol, spirits, wine, or beer sold at retail for consumption on the premises where sold.

FOOD AND BEVERAGE: Any and all material or commodities, whether solid, semisolid, or liquid (including both alcoholic and nonalcoholic liquid) used or intended to be used for human consumption, for enjoyment or nourishment of the human body.

PREPARED FOOD ITEM: Any and all commodities, whether solid, semi-solid, or liquid (including both alcoholic and non-alcoholic liquid) used or intended to be used for human consumption, enjoyment or nourishment of the human body, whether simple compound or mixed and which has been prepared for immediate consumption.

PURCHASE AT RETAIL: To obtain food, beverages and alcoholic liquor for use or consumption in exchange for a consideration, whether in the form of money, credits, barter or any other nature, and not for resale.

RETAIL FOOD FACILITY: Any place at which food items are served and/or prepared where said food items are intended to be, or are permitted to be, consumed on the premises, including, but not limited to those establishments commonly called an inn, restaurant, eating place, drive-in, restaurant, bakery, buffet, cafeteria, cafe, lunch counter, fast food outlet, catering service, coffee shop, diner, sandwich shop, soda fountain, tavern, bar, cocktail lounge, soft drink parlor, ice cream parlor, tea room, delicatessen, movie theatre, mobile food or beverage or ice cream vehicle, hotel, motel, or club, where a facility only partially intended to permit on-site consumption of food (such as a grocery store with a prepared food service area), only that portion of the facility selling prepared food shall be considered a retail food facility.

RETAIL LIQUOR FACILITY: Any establishment licensed under Chapter 19 of this title with respect to the sale of liquor where the liquor sold is intended to be consumed on the premises.

RETAILER: A person who sells or offers for sale food, beverages, and alcoholic liquor for use or

consumption and not for resale at a retail food facility or retail liquor facility. Includes an individual, corporation, partnership, limited partnership, or an officer or employee of any such entity, or such officer, employee or member is performing the act in respect of which any violation occurs.

3-44-2: TAX IMPOSED:

Commencing on March 1, 2019, a tax, in addition to any and all other taxes is hereby levied and imposed, upon the privilege of the retail purchase of alcoholic liquor, food or beverages at any retail food facility or retail liquor facility, as herein defined, within the Village at the rate of one and one half percent (1.5%) of the purchase price of such alcoholic liquor, food or beverage, the ultimate incidence of and liability for payment of which shall be borne by the purchaser thereof.

The tax will be administered in accordance with the Local Government Taxpayers' Bill of Rights Act, 50 ILCS 45/1, *et seq.*

The tax will terminate the month after final retirement and repayment of any bonds issued to finance a parking garage, CBD street and streetscape, train station, and/or Civic Center HVAC improvement. The bonds will be issued with a term of 20 years or less.

3-44-3: EXEMPTIONS:

No such tax shall be levied or imposed upon purchasers for the privilege of purchasing:

(A) Food and beverages which are exempt from tax under the provisions of the retailers' occupation tax or the Illinois service occupation tax, as amended from time to time.

(B) Prepared food items for immediate consumption purchased in hermetically sealed containers and not reasonably expected or intended by the seller for immediate on-premise consumption.

(C) Prepared food items for immediate consumption purchased from institutions such as churches, day care establishments, schools, hospitals, nursing homes, retirement centers or similar residential care facilities or programs for the central preparation of meals to be delivered and consumed at private residences of invalids or the elderly and other medical treatment centers and transitional shelters.

(E) Prepared food items, excluding alcohol, for immediate consumption by students purchased from community college cafeteria and food establishments

(D) Prepared food items for immediate consumption purchased from the park district, library, and not for profit associations or corporations. However, when these entities make any portion of their facility(ies) available to a for profit organization, this exemption does not apply and the tax must be paid as otherwise required.

(E) Food or beverages purchased from vending machines.

(F) Food and beverages purchased from vendors at community wide festivals and events, including, but not limited to the Village Fair, Taste of Glen Ellyn, and JazzUp, except to the extent that such vendor has a brick and mortar location.

3-44-4: COLLECTION OF TAX(ES) BY RETAILER:

The owner and operator of each Retail Food and Liquor Facility within the Village shall jointly and severally have the duty to collect and account for said tax(es) from each purchaser at the time that the consideration for such purchase is paid.

3-44-5: BOOKS AND RECORDS:

Each person required to pay the tax provided for hereunder shall, personally or through his/her authorized agents, maintain complete books and records covering the operation of the Retail Food Facility and Retail Liquor Facility so taxed, indicating therein all receipts from the operation of said

facilities. Said records shall include the gross receipts for sales of food, beverages and alcoholic liquor and taxes collected each day pursuant to the food and beverage tax, purchase orders, invoices and receipts, and other documents listing, summarizing or pertaining to the transactions that gave rise, or may have given rise, to the tax liability or exemption that may be claimed and copies of the Illinois retailers' occupation tax and Illinois service occupation tax returns filed with the Illinois Department of Revenue (IDOR). Such books shall be maintained on the premises and shall be subject to inspection and audit by the Village and its duly authorized agents, following written notice specifying the tax and time frame to be audited, at all reasonable hours during business hours of the day.

No person shall prevent, hinder or interfere with the Village and its duly authorized agent(s) in the discharge of his/her duties in the performance of this Article.

3-44-6: FILING OF RETURN, PENALTY FOR FAILURE:

The owner and the operator of each retail food facility and each retail liquor facility within the Village shall jointly and severally have the duty to cause to be filed a sworn return(s) with the Finance Director for each retail facility located in the Village. Said return shall be prepared and submitted on forms prescribed by the Village. Said return shall be filed by the filing date or postmarked the filing date (either of which shall constitute timely payment), and at the same time intervals and frequencies as the Retailers' Occupational Tax return, Form ST-1, is due to be filed with the Illinois Department of Revenue. Said return shall also be accompanied by payment to the Village of all taxes imposed by this chapter which are due and owing for the period covered by said return, except that one percent (1%) of the amount due may be deducted if payment is made in a timely manner. Said return shall also be accompanied with a copy of the return filed with the Illinois Department of Revenue covering the same reporting period.

The failure to file a timely Return shall lead to the imposition of a penalty of up to twenty-five percent (25%) of the total tax due for the applicable filing period for which the Return was due, in the discretion of the Village.

3-44-7: DETERMINATION OF IMPROPER TAX PAYMENT

In the event that the Finance Director makes a determination that a tax payment properly due and owing has not been remitted in full, the Finance Director will issue by United States Registered or Certified Mail a written Notice of a tax assessment determination to the Retail Food Facility or Retail Liquor Facility. The Retail Food Facility or Retail Liquor Facility shall pay the tax assessment or file an Appeal or protest of the assessment within 45 days of service of the Notice. The Appeal shall be conducted in accordance with Title 1, Chapter 11, of the Glen Ellyn Municipal Code, as amended from time to time.

3-44-8: AMENDMENT TO FOOD AND BEVERAGE TAX RETURNS:

In the event the retailer which has made payment of any Food and Beverage Tax to the Village and believes that said payment was in excess of what was legally required to be paid, that party shall have a period of one (1) year from the date of payment to amend its Food and Beverage Tax returns. Upon confirmation of overpayment, the Village shall process said amendment and repay any excess amount paid to the Village for any fees collected within one (1) year of the request being made. In the event the Village determines that no excess payment of the tax legally required to be paid, the Village shall notify the retailer in writing of its determination.

3-44-9: LATE PAYMENT PENALTY:

If any tax imposed herein is not paid when due, a late payment penalty equal to five percent (5%) of the unpaid tax shall be added for each month, or any portion thereof, that such tax remains underpaid and the total of such late payment penalty shall be paid along with the tax imposed herein. In addition to the five percent (5%) penalty imposed above, any retailer participating in community festivals whose tax(es) is not timely filed or paid, will be denied necessary permits to participate in any future community festivals.

In addition, the failure to collect, account for, and pay over said tax and any penalty shall be cause for suspension or revocation of any Village license or permit issued for such Retail Food Facility or Retail Liquor Facility.. Any suspension or revocation of any license or permit shall not release or discharge the owner or operator from any liability for the payment of the tax nor from prosecution for such offense.

Whenever any person shall fail to pay any tax as herein provided, the Village shall have the right to bring, or cause to be brought, an action in accordance with Title 1, Chapter 13A, *et seq.* to enforce the payment of the tax(es) on behalf of the Village, or may bring an action in any court having competent jurisdiction.

3-44-10: TRANSMITTAL OF EXCESS TAX COLLECTIONS:

If any person collects an amount upon a sale not subject to the tax imposed herein, but which amount is purported to be the collection of said tax, or if a person collects an amount upon a sale greater than the amount of the tax so imposed herein and does not for any reason return the same to the purchaser who paid the same before filing the return for the period in which such occurred, said person shall account for and pay over those amounts to the Village along with the tax properly collected.

3-44-11: REGISTRATION:

Every owner and operator of any Retail Food Facility and Retail Liquor Facility within the Village shall register with the Finance Director on a form prescribed by the Village no later than March 1, 2018, or the date of becoming such an owner and operator, whichever is later.

The form shall designate an individual, either by name or job title, to receive any written communication from the Village regarding the Food and Beverage Tax. Each person so designated shall be employed at a facility located within the Village of Oswego and for purposes of this section may be referred to as "agent". Each owner and operator of each facility may additionally designate an individual, either by name or job title, outside of the corporate limits of the Village to receive the same information or inquiries provided to the person so designated within the Village. It shall be the obligation of each owner or operator of the facility to notify the Village in writing via certified mail of any change of person so designated within ten (10) days of any change.

3-44-12: VIOLATIONS:

Any owner or operator found guilty of violating, disobeying, omitting, neglecting or refusing to comply with any of the provisions of this chapter shall be punished, upon conviction thereof, by a fine of not less than two hundred dollars (\$200.00) nor more than five hundred dollars (\$500.00) for the first offense, and not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00) for the second and each subsequent offense in any 180-day period. A separate and distinct offense shall be deemed committed each day upon which said violation shall continue.