Minutes
Regular Board Meeting
Glen Ellyn Village Board of Trustees
Monday, April 28, 2014

Call to Order

Village President Demos called the meeting to order at 7:02 p.m.

Roll Call

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

Pledge of Allegiance

President Demos asked Erik Ford to lead the Pledge of Allegiance.

Village Recognition:

1. The Village received an email from Woofin & Hoofin in appreciation for helping to make their Puppypalooza event a very fun and successful night at the Civic Center, which raised nearly $1,000 to donate to the DuPage County Animal Care and Control.

2. A grateful business thanked Bill Keel in Planning & Development for going out of his way to facilitate the work that needed to be done on the pavement outside their building.

3. Glenbard West High School sent a note to Police Chief Phil Norton thanking him for his commanding performance as their Master of Ceremonies at the Sixth Annual Spellapalooza.

4. The DuPage County Emergency Telephone System Board sent a letter of thanks and sincere appreciation to the Police Department for its service and efforts in helping to facilitate the design, deployment and operation of a regional public safety voice communications network.

5. The Village accepts the resignation of John Kohnke, Administrative Hearing Officer, and thanks him for his service.

6. The Village accepts the resignation of Nancy Fox Ardell, Ethics Officer, and thanks her for her service.

7. The Village accepts the resignation of Gary Fasules, Commissioner of the Plan Commission, and thanks him for his service.

8. The Village Board and Management Team congratulate Paula Moritz of the Planning and Development Department who is celebrating her five-year anniversary with the Village.

E. Audience Participation

A motion was made by Trustee Burket to affirm the appointment of Timothy A. Armstrong by Village President Alexander W. Demos to serve as Hearing Officer and to preside over the Village Administrative Adjudication Hearings as authorized by Village Ordinance No. 5859-VC regarding Administrative Ordinance Hearing Department. The motion was seconded by Trustee McGinley. Upon roll call, Trustees Burket, Clark, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried. Village Clerk Galvin administered the Oath of Office to Mr. Armstrong.

A motion was made by Trustee Ladesic to affirm the appointment of Steven M. Ruffalo by Village President Alexander W. Demos to serve as Ethics Officer. The motion was seconded by Trustee Burket. Upon roll call, Trustees Burket, Clark, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried. Village Clerk Galvin administered the Oath of Office to Mr. Ruffalo.

A motion was made by Trustee O'Shea to affirm the appointment of James W. Ozog by Village President Alexander W. Demos to serve as Plan Commissioner with a term ending May 2015.
The motion was seconded by Trustee Burket. Upon roll call, Trustees Burket, Clark, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

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 $1,697,638.51

1. March 18, 2014 Special Workshop Minutes.

2. March 24, 2014 Special Workshop Minutes.

3. March 24, 2014 Special Meeting Minutes.

4. April 7, 2014 Special Meeting Minutes.

5. Total Expenditures (Payroll and Vouchers) - $1,697,638.51. The vouchers have been reviewed by Trustee Elliott and by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

6. Renew the GIS Consortium Service Provider Contract with Municipal GIS Partners, Inc., in the amount of $61,352 to be expensed equally to the General Fund, Water Fund, and Sewer Fund.

7. Waive Section 10-4-14(B)17 (Promotional Activities), and Section 10-5-13(N) (Outdoor Merchandise) of the Village Code and approve the Historical Society's Vintage Auto Fest on May 18, 2014 at Stacy's Tavern Museum and History Park.

8. Ordinance No. 6231, An Ordinance Approving a Variation from the Side Yard Setback Requirements of the Zoning Code to Allow a Two-Story Addition for the Property at 280 Hawthorne Boulevard.

9. Ordinance No. 6232, An Ordinance approving Variations from the Lot Coverage Ratio, Floor Coverage Ratio, and Lot Area Requirements of the Zoning Code to allow a Two-Story Addition and Porch Addition for the Property at 593 Glen Ellyn Place.

10. Resolution No. 14-05, A Resolution Accepting an Amendment to the DuPage County Land Use Plan to Incorporate the Roosevelt Road (Route 38) Land Use Plan Update.

11. Ordinance No. 6233, An Ordinance granting approval of zoning variations to accommodate a War Memorial at Spaulding Park located at 671 Crescent Boulevard.

12. Award of a contract in the amount of $24,905 for the Wilson Avenue Pumping Station masonry wall rehabilitation to ACB Masonry, LLC. of Glen Ellyn, Illinois, to be expensed to the Water and Sanitary Sewer Fund.

13. Resolution No. 14-06, A Resolution Approving and Authorizing Membership in the Pension Fairness for Illinois Communities Coalition.

14. Resolution No. 14-07, A Resolution Updating Village of Glen Ellyn Tax Increment Financing and Economic Incentive Guidelines.

15. Reject all bids received on April 17, 2014 for the Chidester-Elm-Lenox-Linden Roadway and Utility Improvements Project and rebid the project on an expedited schedule.

Village Manager Franz pulled Consent Agenda Items 11 and 12 prior to the meeting.

Trustee Burket requested Consent Agenda Item 9 be pulled from the Consent Agenda as Trustee Burket needed to recuse himself from voting on this item.

A motion was made by Trustee Elliott to approve the Consent Agenda excluding items 9, 11 and 12 including Payroll and Vouchers totaling $1,697,638.51. The motion was seconded by Trustee Clark.

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

Consent Agenda Item 9:

A motion was made by Trustee Elliott to approve Ordinance No. 6232 An Ordinance approving Variations from the Lot Coverage Ratio, Floor Coverage Ratio, and Lot Area Requirements of the Zoning Code to allow a Two-Story Addition and Porch Addition for the Property at 593 Glen Ellyn Place. The motion was seconded by Trustee O'Shea.

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

G. Village Financial Scorecard: (Discussion Only)

Jim Savio from the Accounting and Auditing Firm Sikich LLP presented the Village's Financial Scorecard, which compares Glen Ellyn to 10 peer communities in taxes, revenues, expenditures and services.

In 2011, the Finance Commission prepared a scorecard comparing the Village's finances to ten peer communities. This year, the Village commissioned Sikich LLP to complete the report. Finance Commissioners, particularly Chair Tat Skirvin, have worked with Sikich to compile the attached report, which compares Glen Ellyn to the same 10 communities and also provides comparative information to 2009.

Report highlights and notes include:

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Report highlights and notes include:

- This study provides meaningful perspective on Glen Ellyn's performance relative to a group of peers.This information, in conjunction with the Five Year Financial Forecast, is critical for evaluating pastperformance and setting long term policy/goals.

- Glen Ellyn is in a strong financial position with less debt and lower unfunded pension obligations than most of the peers.

- Glen Ellyn's spending per capita for fire protection is one of the lowest of the peer group.

- Annual spending per capita on police protection and general administrative expenses is also amongthe lowest of the peer group.

- While Glen Ellyn's sales tax revenues are more stable than the peers, economic revitalization and new development is desirable to generate more non-residential property taxes and more sales tax revenue.

- This study can be improved by continuing to analyze all revenue and expenditure categories over five or ten year. It may also be desirable to make modest refinements to the peer group over time.

- The effort required to produce this report is substantial but it is worth the investment. The FinanceCommission recommends looking for direction from the Village Board on the frequency of future reports.

Trustee O'Shea asked about a $3.3 million deficit. Manager Franz responded this was a planned transfer to Capital in 2009 which should have been footnoted.

Finance Committee member Tat Skirvin commented that the pension obligation and debt load is relatively low. The Village has $15-20 million to dig out of; imagine what every other town has. In looking at the breakdown of 2013 property taxes the schools consume a large part. The sales tax revenue dropped this year and the Finance Committee is trying to determine why.

President Demos thanked Tat Skirvin and Erik Ford of the Finance Committee and thanked them for their added responsibilities this year.

H. RISE, Inc. Downtown Retail Interior Improvement Award: Presented by Economic Development Coordinator Hannah:

Downtown Retail Interior Improvement Awards are available to new and expanding businesses that are located in the downtown commercial district. This program funds permanent tenant and building code improvements necessary to open a new, or expand an existing, downtown retail business.

RISE has been operating out of the Sunshine Dance School since June 2013 and currently teaches over 100 students. The new space will allow them to expand their business offerings through additional class times and retail offerings including clothing and accessories as well as pre-packaged food.

In order to delineate the space to accommodate 25% retail space, accommodate the soundproofing enhancements requested by the Plan Commission, and update fire and safety code elements, the Sullivan's are requesting financial assistance in reconstructing the space. The Sullivan's have signed a three year lease at the 499 Pennsylvania Ave location and have not previously participated in any of the Village's assistance programs, nor has this space utilized Village funding previously.

The total improvements to the space exceed $63,000. Staff recognizes the following eligible interior improvement costs outlined/identified in the application:

Sound proofing costs: Remove and Replace drywall with blown in insulation	$ 10,289.62
Plumbing & retrofit work for ADA compliant bathroom work	$ 9,900.00
Electrical upgrades & service improvements	$ 8,400.00
Fire alarm system	$ 4,500.00
Total Eligible expenses	$ 33,089.62
Eligible Award	$ 15,000.00

The Sullivan's gave a detailed report to the Board of the improvements made including upgrading the electrical, separating the circuit, adding tamper resistant outlets and upgrading the gauge of the wiring. Emergency lighting, a bathroom exhaust fan were also added and the lighting was changed from iridescent to LED. Nightlights and emergency LED battery powered lighting was also added.

President Demos commented on the changing of the retail grant process and the Sullivan's have somewhat been caught, mid-process. Since this is a transition period for the grant program Trustee Elliott suggested a compromise of $11,400. Mr. & Mrs. Sullivan responded that they graciously accept any award. They have only been in Glen Ellyn for 4 years but want to be good neighbors. They thanked the Board and stated that they would make the Board proud.

A motion to approve a Downtown Retail Interior Improvement Award request in the amount of $11,400 to RISE, Inc., 499 Pennsylvania Avenue was made by Trustee O'Shea and seconded by Trustee Elliott.

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

I. Proposed Village Budget for SY2014: Presented by Finance Director Wachtel

Second Reading of Ordinance No. 6230, An Ordinance Adopting the Annual Village of Glen Ellyn Expenditure Budget in the Net Amount of $37,573,078 including the Compensation Plan for the Short 2014 Fiscal Year Beginning May 1, 2014, and Ending December 31, 2014.

Manger Franz thanked the Department Heads, especially Finance Director Wachtel for their hard work in assembling the budget and for the support and recommendations of the Finance Committee. . This was echoed by all Trustees and President Demos.

President Demos stated his support for this budget.

Finance Director Wachtel thanked staff and the department heads for all of their hard work

A motion was made by Trustee Burket and seconded by Trustee Clark to Adopt Ordinance No. 6230, An Ordinance Adopting the Annual Village of Glen Ellyn Expenditure Budget in the Net Amount of $37,573,078 including the Compensation Plan for the Short 2014 Fiscal Year Beginning May 1, 2014, and Ending December 31, 2014.

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

Crescent Boulevard Reconstruction Project: Presented by Engineer Minix

On April 14, 2014 the Village Board received a recommendation from staff to enter into an engineering services agreement with Burns and McDonnell for detailed design (Phase II engineering) of the roadway reconstruction project on Crescent Boulevard between Park and Lake. Various trustees expressed concerns about the scope and fees of the assignment in the absence of comparable proposals. No formal decision was made on the recommendation during the meeting; at the Village President's suggestion, a separate meeting was to be arranged between representatives of the Board, staff and consultant to review the proposed contract and discuss various contractual matters.

On Monday afternoon April 21, the recommended meeting took place. In attendance at the Public Works Service Center were Trustees Elliott and McGinley, Village Manager Franz, Public Works Director Hansen, Professional Engineer Minix and two representatives from Burns and McDonnell, Mike Mack and Matt Papirnik. Mr. Mack provided some background on the how the consultant puts together a proposal and what measures are used to develop the personnel hours and fees. Some overall measures used to broadly check the design costs include a "rule of thumb" of $3,000 per sheet of the contract plans, which in the case of the Crescent project would be 78 x $3,000 = $234,000. Mr. Papirnik discussed various details of the proposal, explaining the scope and needed effort of the various design tasks.

In response to Manager Franz's request to consider a fee adjustment, Mr. Mack suggested that the Village consider entering into a Lump Sum contract instead of the more commonly used Cost + Fixed Fee model. In a lump sum contract, the consultant is guaranteed to receive the negotiated price and will bill the project out on a monthly percentage basis over the duration of the contract without any detailed cost documentation. This method rewards the consultant for economies and offers the potential for greater profits; however, if the project takes more time due to circumstances other than an approved increase in scope, the consultant is responsible for his additional costs. There is less documentation required of the consultant, so some slight savings are available to the firm, and the Village receives less information on project expenses incurred. Mr. Mack estimated that the Lump Sum method could be offered for about 10% less cost and will develop a proposal this week. Manager Franz requested that sub-consultants also be queried about using the lump sum method to help reduce costs.

The revised Burns and McDonnell proposal for detailed design of the project was received on April 24, and a copy is attached. The lump sum proposal includes the two previously considered sub consultants for geotechnical studies and preparation of the Plats and Legals. The lump sum fee for the work is $236,500 or 10% less than the original proposal amount of $262,800. The consultant's proposed fee will be the recommended award amount; no contingency is advised, as the scope of work is quite well defined at this point, other than the median treatment in front of the high school. Burns & McDonnell expressed confidence that the median design process, even anticipating some ongoing changes, could be accommodated within the given price.

It continues to be the recommendation of staff to retain Burns & McDonnell for this assignment, using the Lump Sum contracting methodology.

It is recommended that Burns and McDonnell Engineering, Inc. be retained to provide Phase II engineering services for the Crescent Boulevard Reconstruction Project for all needed Phase II work excluding appraisals and negotiation services. The proposed level of funding for the Phase II work by Burns & McDonnell and its sub-consultants should be $276,000, including a 5% contingency. Funds for the engineering services should be taken from the SY14 Capital Projects Budget, Account No. 400000 - 580160, Project Number 13002. Detailed design work will begin immediately with final plans due to IDOT by mid-December 2014.

Trustee Elliott asked Engineer Minx if he was satisfied that there were no triggers to add costs or fees to the lump sum format. Engineer Minix responded that he was satisfied that there were no hidden fees or costs. Engineer Minix added that the plans will be going forward to IDOT and he is confident we can move ahead. The scope of this project is relatively well defined.

Trustee O'Shea asked how the plan can move ahead with so many open ended items; especially with District 87. Engineer Minix responded that there is a pending intergovernmental agreement with District 87. President Demos responded that he is considering a joint board meeting or subcommittees from both boards to address priorities and common ground.

A motion was made by Trustee Clark and seconded by Trustee O'Shea to approve an agreement with Burns & McDonnell Engineering, Inc. of Downers Grove, Illinois, for Phase II design engineering services associated with the Crescent Boulevard Reconstruction Project, in the lump sum amount of $236,500 to be expensed to the Capital Projects Fund.

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

K. 2014 Municipal Electric Aggregation Agreement: Presented by Village Consultant David Hoover with NIMEC

The Village's 18-month municipal electric aggregation contract with Verde Energy expires in August of 2014. The current contract has provided an excellent rate of $0.4981/kwh with 100% green energy (Renewable energy credits) since February 2013 for all residential and small businesses in Glen Ellyn, saving the average consumer over $140 over the last year from the ComEd rate. Unfortunately, the contract is coming to an end on August 1 and the Village must go out for bids again if it wishes to continue considering electricity supply from alternative electricity suppliers such as Verde. The Village's consultant, NIMEC, has indicated the need to go out for bid in April due to the lead time needed in order to transition to a new contract.

The bids were reviewed and the Board decided to wait until the Com Ed rates were released in order to try to pursue greater savings.

L. Bike It! Art Project: Presented by Administrative Intern Keenan

At the March 18, 2014 meeting, the Environmental Commission unanimously approved to send the proposed Bike It! art project to be held from June 15, 2014 - July 27, 2014, to the Village Board for approval. The basis of Bike It! is to commission Glen Ellyn business owners and artists to turn old bikes into art work. These bikes would then be placed throughout the downtown during the summer months to promote biking. Bike It! Seeks to build upon the spirit of bicycling and the role of people-centered, non-motorized transit in our suburban environment. The commission believed that this could be a complimentary project alongside the Move GE bike plan that is currently being conducted by the Public Works Department. The main points that the Environmental Commission would like to raise with this project are as follows:

1. Raise awareness of existing bicycle amenities such as bike racks and bike paths within Glen Ellyn.
2. Provide an event that can uniquely involve Glen Ellyn small businesses, the art and design community, organizations, and Village Administration.
3. Bring attention to small businesses whose employees live and work in Glen Ellyn.
4. Promote Glen Ellyn from the media buzz that will surround this event.
5. Encourage a community conversation about the role of bicycles for recreation and transportation.

The Environmental Commission has been recruiting businesses in Glen Ellyn to decorate and design a bike. So far, 10 businesses and artists have agreed to design a bike for the project, and the commission is waiting to hear back from more. In total, the Commission has 17 bikes that have been donated.

Seventeen locations have been chosen around Glen Ellyn with the vast majority of the locations being in the Central Business District. These locations include a mix of private and public bike racks throughout the downtown. So far, 11 public locations and 6 privately owned locations have been chosen, but is subject to change depending upon the number of participants involved. Each publicly owned location was reviewed by the Public Works Department to confirm that placing bike art at these locations would not interfere with current usage.

All participants, whether they are designing a bike for a public or private location, will be required to fill out the Bike It! Participant Application (see attached) that includes the Planning and Development Beautification Permit. Every business that plans to place a bike on their privately owned bike rack will only need to be approved by the Planning and Development Department. The 11 public locations selected need Village Board approval to allow the art pieces to be displayed on public property for the length of the event. After all participants have turned in their applications, plans will be drawn up and reviewed by management to confirm that each site is still ADA accessible and that a 5-foot wide area is free of any obstruction.

A motion was made by Trustee Elliott and seconded by Trustee Clark to approve the Bike It! Art Project that will be held from June 15, 2014 to July 27, 2014 at various locations throughout Glen Ellyn.

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

M. Reminders

1. A Village Board Meeting is scheduled for Monday, May 12, 2014 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.

2. A Village Board Workshop is scheduled for Monday, May 19, 2014 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.

Adjournment

At 8:53 p.m. Trustee Elliott moved and Trustee Clark seconded the motion to adjourn the meeting.

Respectfully submitted,

Catherine Galvin,
Village Clerk