

**Minutes
Special Board Meeting
Glen Ellyn Village Board of Trustees
Tuesday, May 27, 2014**

Call to Order

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

Roll Call

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

Pledge of Allegiance

President Demos asked Quan Truong to lead the Pledge of Allegiance.

Village Recognition:

1. AK Diamond Gallery sent an email of appreciation for Permit Clerk Kathy Petrine's friendly and informative assistance as they planned a special in-store promotion.
2. The Village would like to thank Evan Geiselhart for his service to the Finance Commission. The Village would like to thank Margaret "Meg" E. Maloney, student member of the Zoning Board of Appeals.
3. The Village would like to thank Theodore A. Moody for his service to the Finance Commission.
4. The Village would like to thank Theodore Skirvin for his service to the Finance Commission as a member and also as the Chairman.

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:

1. Total Expenditures (Payroll and Vouchers) - \$1,422,802.11. The vouchers have been reviewed by Trustee Ladesic and by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
2. Approve the recommendation of Village President Alexander W. Demos that the following appointments and reappointments be made for various commissions:

Architectural Review Commission: George I. Dickie for a term ending May 31, 2017; Jennifer L. Thompson for a term ending May 31, 2017; Sharon S. Wussow for a term ending May 31, 2017.

Capital Improvements Commission: Michael T. Lane for a term ending May 31, 2017.

Finance Commission: Erik Ford as Chairman through May 31, 2015; Lisa A. Cleaver for a term ending May 31, 2017; Jose G. De Leon for a term ending May 31, 2017; Scott R. Greeno for a term ending May 31, 2017; Yadav N. Nathwani for a term ending May 31, 2017.

3. Approve a French Market Agreement between the Village of Glen Ellyn, Glen Ellyn Chamber of Commerce and Bensidoun USA Inc. subject to final Village Attorney review.

4. Waive Chapter 3-23 (Peddlers), Section 8-1-12 (Merchandise on Public Ways) and Section 10-4-17-2(B) (Outdoor Merchandise) of the Village Code and approve the 2014 French Market to begin on Sunday, June 1 and reoccur every Sunday until Sunday, October 26, 2014 from 9:00 a.m. until 2:00 p.m. in the western section of the Crescent/Glenwood Parking Lot

5. Waive Section 6-2-2.5 (Unnecessary Noises) and Section 10-4-17.2(B) (Outdoor Merchandise) of the Village Code and approve the Saylor & Murphy Orthodontics Fun Fair event on June 20, 2014 from 12:00 p.m. to 3:00 p.m. in the Saylor & Murphy Parking Lot.

6. Waive competitive bidding for a cooperative purchase which is an authorized exception in the purchasing policy to approve the purchase of three 2015 Ford Police Pursuit Utilities from Morrow Brothers Ford Inc. of Greenfield, Illinois, in the amount of \$85,785, through the Illinois Joint Purchasing Program, to be expensed to the Capital Outlay - Vehicles Fund.

Manager Franz announced that Item 3 would be removed from the Consent Agenda. Trustee Elliott stated that he asked for Item 3 to be removed since he required additional information. Since Trustee Elliott's questions had been answered, Trustee Elliott asked Manager Franz to place it back on the Consent Agenda.

A motion was made by Trustee Ladesic and seconded by Trustee Burket to approve the Consent Agenda including Payroll and Vouchers totaling \$1,422,802.11.

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

G. Budget Amendments for Fiscal Year Ending December 31, 2014: (Presented by Assistant Finance Director Coyle)

After the start of each fiscal year, the Village board has traditionally approved carrying forward encumbrances from the prior fiscal year budget to the new fiscal year budget to continue projects already in progress.

This year, this amendment includes one additional item. The police department had budgeted to replace its Livescan equipment in FY13/14; however, the replacement could not be completed by the end of April. This machine captures digital fingerprinting and "mug shots" and electronically sends the images to the State Bureau of Identification and the County Jail. It is a replacement for original equipment purchased in 2005 that is no longer covered by a maintenance agreement. The purchase of the equipment is anticipated to be \$20,000. If the purchase is \$20,000 or greater, the purchase will be brought to the Village Board at a later date for approval in accordance with the Village's purchasing policy. This amendment merely makes budgeted funds available for the purchase.

A motion was made by Trustee O'Shea and seconded by Trustee Clark to approve Ordinance No. 6237, An Ordinance Amending the Budget of the Village of Glen Ellyn for the Fiscal Year Ending December 31, 2014 to Provide Funds for Prior Year Projects, Encumbrances and Capital Improvements.

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

H. Elm-Cottage-Geneva Connectors Project Construction Contract Award: (Presented by Professional Engineer Minix)

A motion was made by Trustee Burket and seconded by Trustee Elliott to reject all bids pertaining to the construction of the Elm-Cottage-Geneva Connectors Improvements Project.

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

I. Resident Engineering Service Agreements - CELL and Elm-Cottage-GC Projects: (Presented by Professional Engineer Minix)

Engineering oversight for the Chidester-Elm-Lenox-Linden and Elm-Cottage-Geneva Connectors Improvements projects will be provided by a consultant due to the scope and complexity of the proposed work. Responsibilities of the engineer will include conducting the preconstruction conference, general consultations / meetings, review of project schedule, shop drawing review, establishing survey control, full time construction observation, material testing (using a sub-consultant), pay estimate and change order processing, final inspection and project close-out, including record drawing preparation.

Staff sought proposals from eleven consultants for providing the required engineering services during the CELL project and six for the Elm-Cottage-GC project. I reviewed all submittals for content and responsiveness. Key areas of comparison were the experience of the project team, particularly with recent Village projects; performance of the consultants on Glen Ellyn assignments; and the proposed scope /man hours / fees anticipated for the assignment. A summary of the recommended personnel hours and total cost for the projects is shown in the following tables.

Civiltech Engineering is recommended for the assignment. The firm has a long and distinguished record of accomplishment for performance in Glen Ellyn going back to 2003. The lead resident engineer, Dave Bugaj, has played a key role in all Glen Ellyn assignments undertaken by Civiltech. The firm oversaw major projects in 2011 and 2012 constructed by Duntelman, with the 2012 Hawthorne Improvements Project winning American Public Works Association peer-evaluated awards at two levels, due in no small part to the efforts and expertise of Civiltech. The CELL project has equal potential for award-winning considerations, but more importantly, is a high profile and high impact project deserving of the best RE team. It should be noted that Civiltech only proposed on the CELL project, as manpower resources are limited due to high demand for their resident engineering services by other clients and their observation that they could provide the best value to the Village with this particular assignment.

Engineer Minix conferred with Jim Ewers, Director of Construction Services with Civiltech about this possible assignment, discussing with him the Board's concern about engineering expenses in general and seeking ways to avoid additional fees once the project is awarded. Mr. Ewers reiterated that the contract maximum fee will not be exceeded without prior Board approval; to that end, no contingency will be recommended. The firm will keep careful track of engineering fees and will advise staff as early as possible when engineering costs are outstripping the pace of construction. A high standard for contractor completion within the specified schedule will be constantly in force. Finally, Engineering Division staff commits to providing assistance to the project as necessary to control engineering costs, an arrangement that is unique to this firm and feasible due to the mutual familiarity between the Village and Civiltech gained from the years of successful collaborations.

Trustee Elliott asked how the engineering hours were determined. Engineer Minix responded that it is somewhat arbitrary but it is based on the lead engineer's time on the front and back end of the project as well as the supervisory engineer.

Trustee Elliott asked about the disqualified engineers experiences on previous Village projects. Engineer Minix responded that only one, ERA had prior Village experience and is currently working on a Village project. Engineer Minix stated that he did not feel that ERA could adequately staff this project.

A motion was made by Trustee Clark and seconded by Trustee O'Shea to approve an agreement with Civiltech Engineering, Inc. for Construction Engineering Services for the Chidester-Elm-Lenox-Linden Improvements Project, in the total not-to-exceed amount of \$239,000 to be expensed to the Water, Sanitary Sewer and Capital Projects funds and to approve an agreement with Engineering Resource Associates for construction engineering services for the Elm-Cottage-Geneva Connectors Improvements Project, in the total not-to-exceed amount of \$170,000 (including a 10% contingency) to be expensed to the Water, Sanitary Sewer and Capital Projects funds.

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

Trustee Elliott voted "Nay". Motion carried.

J. 2014 Municipal Electric Aggregation Agreement:

At the May 12 Village Board Meeting, bids were received from five vendors interested in providing alternative electricity supply for the Village's residential and small business customers. The Board reviewed these rates and rejected all of the bids based upon the increased per kw/hr prices. A decision must be made by June 9 if the Village is to transition to a different electricity supplier as the transition process requires approximately two months lead time, and the Village's current program ends on August 1, 2014. The May 27 bids will be provided to the Village Board after they are received on the afternoon of May 27.

The bids were reviewed and the Board decided to wait until the June 9 Village Board Meeting in order to try to pursue greater savings.

K. Reminders

1. A Village Board Meeting is scheduled for Monday, June 9, 2014 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.
2. A Village Board Workshop is scheduled for Monday, June 16, 2014 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.

Adjournment

At 7:26 p.m. Trustee Elliott moved and Trustee O'Shea seconded the motion to adjourn the meeting.

Respectfully submitted,

Catherine Galvin,
Village Clerk