



Agenda
Village of Glen Ellyn
Regular Village Board Meeting
Monday, May 10, 2021
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room
Hybrid Meeting - In Person and Via Zoom

Meeting Procedures Statement

Visitors are welcome to attend all meetings of the Village Board. This meeting can be attended in person in the Galligan Board Room at the Glen Ellyn Civic Center or online via Zoom. The public can find copies of the Agenda at the meeting 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. Meetings are also streamed live on www.glenellyn.org. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact the Village of Glen Ellyn ADA Coordinator; 630-469-5000, in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

Due to the COVID-19 Pandemic, the public is allowed to attend the meeting in person, however face coverings are required and there will be limited capacity.

This meeting will also be conducted by audio and video conference as well as broadcasted on cable and streamed online. The meeting is allowed to be conducted with a quorum present either physically or online. This is permitted because of a disaster declaration related to COVID-19 and public health concerns affecting the Village of Glen Ellyn. The Illinois General Assembly passed Senate Bill 2135 on May 23, 2020, which was signed by the Governor on June 12, 2020. Senate Bill 2135 (now Public Act 101-0640) amends the Open Meetings Act and allows the Village Board to participate electronically in Board meetings when it is not feasible due to a disaster such as COVID-19. The Village Manager and Village Clerk will be in attendance at the Civic Center in compliance with the Act.

To participate in this meeting via Zoom at the appointed date and time, please visit the following link:

<https://us02web.zoom.us/j/89079513115?pwd=OHYwYkZuUXhTVmUzUGFaaGQ0WC9Gdz09>

Password: 122570

Or join by telephone:

Dial (for higher quality, dial a number based on your current location): US: +1 312 626 6799 or +1 301 715 8592 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 890 7951 3115

Passcode: 122570

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) 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, or raise your hand on Zoom. 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 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.

In lieu of participating in the live meeting, the public may also complete a public comment form which will be read into the record during the meeting. This form can be found at www.glenellyn.org/publiccomment.

- E. 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 \$1,299,786.25. These agenda items have been reviewed by the Management Team & Village Attorney and are consistent with the Village's Purchasing Policy (Trustee Christiansen)

- 1) Total Expenditures (Payroll and Vouchers) - \$1,299,786.25
- 2) April 19, 2021 Village Board Workshop Minutes
- 3) April 26, 2021 Village Board Meeting Minutes
- 4) Resolution No. 21-07, A Resolution to Determine the Status of Minutes of Certain Executive Sessions Held in 2017, 2018, 2019, 2020 and 2021 and to Authorize the Destruction of Minutes, Audio or Video Recordings of Certain Executive Sessions Held in 2017, 2018 and 2019 (Village Attorney Mathews)
- 5) Approve a Retail Interior Improvement Award in the Amount of \$22,500 for A Toda Madre at 499 N. Main Street, to be Expensed to the Central Business TIF Fund (Economic Development Coordinator Hannah)
- 6) Ordinance No. 6873 - VC, An Ordinance Granting Approval of a Zoning Code Text Amendment and a Special Use Permit to Allow a Co-working Office with Business Events in the C5A Central Retail Core Subdistrict on the Property Located at 411 N. Main Street (Community Development Director Springer)

- 7) Ordinance No. 6874, An Ordinance Amending Ordinance No. 6527, Which Approved Variations from the Zoning Code to Accommodate a Proposed Restaurant on Property Commonly Known as 486 Pennsylvania Avenue (Community Development Director Springer)
- 8) Approve a License Agreement to Allow a Temporary Deck Platform in the Forest Avenue Public Street for Made in Italy Restaurant (Community Development Director Springer)
- 9) Authorize the Village Manager to Execute a Contract with Schroeder & Schroeder, Inc. of Skokie, Illinois, for Construction of the 2021 Sidewalk and Concrete Street Repair Program in the Amount of \$325,475 to be Expensed to the Capital Projects and Water & Sewer Funds (Professional Engineer Daubert)
- 10) Authorize the Village Manager to Execute a Contract with R.W. Dunteman Company of Addison, Illinois, for Construction of the 2021 Street Improvements Project in the Amount of \$1,624,278 to be Expensed to the Capital Projects and Water & Sewer Funds (Professional Engineer Daubert)
- 11) Authorize the Village Manager to Execute an Agreement with Chastain & Associates, LLC of Schaumburg, Illinois, for Construction Engineering Services for the 2021 Street Improvements Project in the Not-to-Exceed Amount of \$118,932, to be Expensed to the Capital Projects and Water & Sewer Funds (Professional Engineer Daubert)
- 12) Authorize the Village Manager to Execute a Contract with Copenhaver Construction, Inc. of Gilberts, Illinois, for Construction of the Utility and Roadway Improvements Project #20001 – Phase 1 in the Amount of \$3,052,890.01 to be Expensed to the Capital Projects and Water & Sewer Funds (Professional Engineer Daubert)
- 13) Authorize the Village Manager to Execute an Agreement with Edwin Hancock Engineering of Westchester, Illinois, for Construction Engineering Services for the Utility and Roadway Improvements Project #20001 – Phase 1 in the Not-to-Exceed Amount of \$183,528, to be Expended to the Capital Projects and Water & Sewer Funds (Professional Engineer Daubert)

F. Village Board and Library Board Transition Activities

- 1) The Village would like to recognize Clerk Chereskin, Trustee Enright and Trustee Pryde, who are finishing a four-year term of office.
- 2) Village Manager Franz will present proclamations for outgoing Clerk Chereskin, Trustee Enright and Trustee Pryde.
- 3) The outgoing Village Board members are welcome to make outgoing remarks.
- 4) The residents being sworn into the offices of Library Trustee, Village President, Village Clerk and Village Trustee were officially elected for four-year terms of office in the Consolidation Election held on April 6, 2021. All Board Members will be sworn in by the Retired Judge Demling.

- 5) Administration of Oath of Office to new Library Trustees:

Maryanne Deaton
Erin C. Micklo
Susan Stott

- 6) Administration of Oath of Office to the new Village Clerk:

Caren I. Cosby

- 7) Administration of Oath of Office to new Village Trustees:

Gary Fasules
Anne M. Gould
Kelley M. Kalinich

- 8) Administration of Oath of Office to the new Village President:

Mark Senak

- 9) The new Village Board members will be seated at the dais and convened.

- 10) The new Village Board members are welcome to make opening remarks.

G. Reminders

- 1) A Special Village Board Workshop is scheduled for Monday, May 17, 2021 at 7:30 p.m.
- 2) A Special Village Board Workshop is scheduled for Thursday, May 20, 2021 at 7:00 p.m.
- 3) A Village Board Meeting is scheduled for Monday, May 24, 2021 at 7:00 p.m.

H. Other Business

I. Adjourn



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

Meeting 5/10/2021 7:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Vouchers
Prepared By: Christina Coyle

**AGENDA ITEM (ID
2021-991)**

DOC ID: 2021-991

Total Expenditures (Payroll and Vouchers) - \$1,299,786.25

Statement of the Issue:

Please see the attached voucher report.

Analysis:

N/A

Budget Impact:

N/A

Action Requested:

Please approve the attached vouchers.

Attachments:

1. Village Board Voucher List 2021-05-10

Approval of Vouchers
For the Village Board Meeting on May 10, 2021

EXPENDITURES:

Accounts Payable Warrant 0421-3	\$162,937.44		
Accounts Payable Warrant 0421-4	\$497,296.32		
Accounts Payable Warrant 0421-5	\$58,806.38		
Sub-Total	\$719,040.14	Warrant Total	<u>\$719,040.14</u>

PAYROLL EXPENDITURES

April 23, 2021

Net Employee Payroll Checks	\$355,586.84		
<u>Employee & Employer Payroll Deductions:</u>			
Employee Deductions*	\$168,482.49		
IMRF - Employer contribution	\$27,041.68		
Social Security/Medicare Tax Withheld - Employer portion	\$29,635.10		
Total Payroll	<u>\$580,746.11</u>		<u>\$580,746.11</u>
		GRAND TOTAL	<u>\$1,299,786.25</u>

* 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.

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2 3M COMPANY												
9410918847		04/02/2021		0421-3	244210	2,010.32	2,010.32	04/23/2021	INV	PD		MATERIALS FOR SIGN FAB
CHECK DATE: 04/23/2021												
2021 A-RELIABLE PRINTING												
23485		04/09/2021		0421-3	244211	478.00	478.00	04/20/2021	INV	PD		ENVELOPES & BUSINESS C
CHECK DATE: 04/23/2021												
5016 ABBOTT TREE CARE PROFESSIONALS, LLC												
23373		04/05/2021		0421-3	244212	2,450.00	2,450.00	04/23/2021	INV	PD		PANFISH STUMP RESTORAT
CHECK DATE: 04/23/2021												
11933 ACTION HEATING & AIR, INC												
71775		04/07/2021		0421-3	244213	7,072.00	7,072.00	04/23/2021	INV	PD		NEWTON BOILER
CHECK DATE: 04/23/2021												
8181 MWSTAR WASTE HOLDINGS CORPORATION												
TB0000018352		03/31/2021		0421-4	244324	2,540.47	2,540.47	04/30/2021	INV	PD		WASTE REMOVAL
CHECK DATE: 04/30/2021												
10753 ADVANCED TURF SOLUTIONS												
SO893794-001		02/12/2021		0421-3	244214	3,660.00	3,660.00	04/19/2021	INV	PD		FOLIAR FERTILIZER FOR
CHECK DATE: 04/23/2021												
28 ALEXANDER EQUIPMENT CO INC												
175634		04/02/2021		0421-3	244215	1,700.00	1,700.00	04/19/2021	INV	PD		STUMP GRINDER RENTAL
CHECK DATE: 04/23/2021												
7592 AQUAFIX, INC												
35477		04/05/2021		0421-3	244216	1,283.74	1,283.74	04/23/2021	INV	PD		GREASE CLEANING ADDITI
CHECK DATE: 04/23/2021												
58 ARMBRUST PLUMBING, HEATING, & AIR, INC.												
18785693		04/16/2021		0421-4	244325	314.85	314.85	04/28/2021	INV	PD		RPZ TESTING FOR CLUBHO
CHECK DATE: 04/30/2021												
65 AT&T												
152796430 0421		04/04/2021		0421-3	244217	109.47	109.47	04/23/2021	INV	PD		152796430 0421
CHECK DATE: 04/23/2021												
12554 VALERIA BALDOCCHI												
2202343		04/21/2021		0421-4	244326	25.00	25.00	04/30/2021	INV	PD		VEHICLE STICKER REFUND
CHECK DATE: 04/30/2021												

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VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
12548 BAUER, JONATHAN												
325250		04/19/2021		0421-3	244218	54.44	54.44	04/23/2021	INV	PD	UB	WATER REFUND - 239
CHECK DATE: 04/23/2021												
82 BELL FUELS, INC.												
338937		04/21/2021		0421-4	244327	260.00	260.00	04/28/2021	INV	PD		DIESEL FUEL
CHECK DATE: 04/30/2021												
338938		04/21/2021		0421-4	244327	921.34	921.34	04/28/2021	INV	PD		GASOLINE FOR CARTS AND
CHECK DATE: 04/30/2021												
						1,181.34						
10610 BLUESTEM ECOLOGICAL SERVICES, INC												
2444		04/05/2021		0421-4	244328	424.00	424.00	04/30/2021	INV	PD		STEWARDSHIP MAIN. STAC
CHECK DATE: 04/30/2021												
96 BONNELL INDUSTRIES, INC.												
0198732-IN		04/06/2021		0421-3	244219	125.68	125.68	04/23/2021	INV	PD		INVENTORY - PARTS
CHECK DATE: 04/23/2021												
12525 BP&T CONSTRUCTION												
2021-01	20210022	04/08/2021		0421-3	244220	11,250.00	11,250.00	04/16/2021	INV	PD		NEW METAL EXTERIOR WAL
CHECK DATE: 04/23/2021												
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC												
339213104		04/22/2021		0421-4	244329	298.96	298.96	04/23/2021	INV	PD		LIQUOR FOR RESALE
CHECK DATE: 04/30/2021												
339129313		04/15/2021		0421-4	244329	572.93	572.93	04/23/2021	INV	PD		LIQUOR AND NA BEV FOR
CHECK DATE: 04/30/2021												
						871.89						
12551 DENNIS BROWN												
230045		04/21/2021		0421-4	244330	6.00	6.00	04/30/2021	INV	PD		VEHICLE STICKER REFUND
CHECK DATE: 04/30/2021												
2197 BOJO TURF SUPPLY INC												
64988		04/16/2021		0421-4	244331	900.00	900.00	04/28/2021	INV	PD		CRABGRASS PREEMERGENT
CHECK DATE: 04/30/2021												
5354 UNITED COMMUNICATION SYSTEMS												
394192		04/15/2021		0421-3	244221	4,893.89	4,893.89	04/16/2021	INV	PD		TELECOMMUNICATIONS 4/1
CHECK DATE: 04/23/2021												
120 CANON SOLUTIONS AMERICA, INC												
26532625		04/11/2021		0421-3	244222	180.27	180.27	04/23/2021	INV	PD	PD	CANON COPIER

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/23/2021												
11803 CARDIAC LIFE PRODUCTS, INC												
170107		04/22/2021		0421-4	244332	989.08		989.08	04/27/2021	INV	PD	3 BATTERIES FOR AED'S
CHECK DATE: 04/30/2021												
128 CARQUEST AUTO PARTS												
15517-IC-25022		03/15/2021		0421-3	244223	-132.00		-132.00	03/15/2021	CRM	PD	CORE RETURN
CHECK DATE: 04/23/2021												
15517-26868		03/25/2021		0421-3	244223	40.94		40.94	04/23/2021	INV	PD	PW #271 BRAKE PADS
CHECK DATE: 04/23/2021												
15517-23002		03/04/2021		0421-3	244223	228.28		228.28	04/23/2021	INV	PD	PWA #642 PARTS
CHECK DATE: 04/23/2021												
15517-24822		03/15/2021		0421-3	244223	13.39		13.39	04/23/2021	INV	PD	PW #223 WIPER BLADE
CHECK DATE: 04/23/2021												
15517-24970		03/15/2021		0421-3	244223	138.57		138.57	04/23/2021	INV	PD	GWA #642 BATTERY
CHECK DATE: 04/23/2021												
15517-25659		03/18/2021		0421-3	244223	15.78		15.78	04/23/2021	INV	PD	GWA #616 AIR FILTER
CHECK DATE: 04/23/2021												
15517-26365		03/23/2021		0421-3	244223	428.94		428.94	04/23/2021	INV	PD	PW #227 BRAKES & ROTOR
CHECK DATE: 04/23/2021												
15517-26577		03/24/2021		0421-3	244223	5.21		5.21	04/23/2021	INV	PD	PW #223 WINDSHIELD WASH
CHECK DATE: 04/23/2021												
15517-27041		03/26/2021		0421-3	244223	428.94		428.94	04/23/2021	INV	PD	PW #254 BRAKES & ROTOR
CHECK DATE: 04/23/2021												
15517-26824		03/25/2021		0421-3	244223	386.05		386.05	04/23/2021	INV	PD	PW #271 BRAKES AND ROT
CHECK DATE: 04/23/2021												
15517-26814		03/25/2021		0421-3	244223	428.94		428.94	04/23/2021	INV	PD	PW #248 BRAKE PADS & R
CHECK DATE: 04/23/2021												
						1,983.04						
132 CASEY EQUIPMENT COMPANY, INC												
P02461		04/08/2021		0421-3	244224	794.05		794.05	04/23/2021	INV	PD	PW #209 - CUTTING EDGE
CHECK DATE: 04/23/2021												
P02449		04/07/2021		0421-3	244224	191.96		191.96	04/23/2021	INV	PD	INVENTORY - FILTERS
CHECK DATE: 04/23/2021												
						986.01						
11084 CHASE BANK NA												
BROP-71		04/05/2021		0421-5	27238	195.00		195.00	04/19/2021	DIR	PD	AMERICAN PLANNING - JO
CHECK DATE: 04/19/2021												
BROP-72		04/05/2021		0421-5	27239	325.00		325.00	04/19/2021	DIR	PD	AMERICAN PUBLIC WORKS
CHECK DATE: 04/19/2021												
BROP-73		04/05/2021		0421-5	27240	150.00		150.00	04/19/2021	DIR	PD	GOVERNMENT FINANCE OFF
CHECK DATE: 04/19/2021												
BROP-74		04/05/2021		0421-5	27241	350.00		350.00	04/19/2021	DIR	PD	GOVHR - JOB AD CIVIL E
CHECK DATE: 04/19/2021												
BROP-75		04/05/2021		0421-5	27242	250.00		250.00	04/19/2021	DIR	PD	IL GOV'T FINANCE OFFIC
CHECK DATE: 04/19/2021												
THOL-53		04/05/2021		0421-5	27243	66.37		66.37	04/09/2021	DIR	PD	PANERA BREAD - STAFF L
CHECK DATE: 04/19/2021												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHIJ-126 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27244	143.88	143.88	04/09/2021	DIR	PD		GODADDY - GLENELLYNING
CHIJ-127 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27245	118.87	118.87	04/16/2021	DIR	PD		AMAZON - FIBE OPTIC CA
CHIJ-128 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27246	167.76	167.76	04/16/2021	DIR	PD		GODADDY - GLENELLYNINF
CHIJ-129 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27247	189.50	189.50	04/16/2021	DIR	PD		BATTERIES PLUS - UPS B
CHIJ-130 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27248	240.00	240.00	04/16/2021	DIR	PD		NINITE.COM - SOFTWARE
CHIJ-131 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27249	-143.88	-143.88	04/16/2021	CRM	PD		GODADDY - EMAIL TRANSF
CHIJ-132 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27250	34.00	34.00	04/16/2021	DIR	PD		AMAZON - PRINTER STAND
CHIJ-133 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27251	26.00	26.00	04/16/2021	DIR	PD		AMAZON - TAPE MEASURE
CHIJ-134 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27252	-466.39	-466.39	04/16/2021	CRM	PD		ATBATT - REFUND
CHIJ-135 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27253	189.50	189.50	04/16/2021	DIR	PD		BATTERIES PLUS - UPS B
CHIJ-136 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27254	139.98	139.98	04/16/2021	DIR	PD		AMAZON - DISPLAY PORT
CHIJ-137 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27255	707.44	707.44	04/16/2021	DIR	PD		PROVANTAGE - UPS UNIT
CHIJ-138 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27256	113.26	113.26	04/16/2021	DIR	PD		PROVANTAGE - RECEIPT P
CHIJ-139 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27257	140.91	140.91	04/16/2021	DIR	PD		AMAZON - UPS UNITS (3)
CHIJ-140 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27258	989.50	989.50	04/16/2021	DIR	PD		ZOOM - ZOOM SUBSCRIPTI
KAML-306 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27259	11.99	11.99	04/09/2021	DIR	PD		AMAZON - COMM DEV OFFI
KAML-307 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27260	29.79	29.79	04/16/2021	DIR	PD		AMAZON - COMM DEV OFFI
KAML-308 CHECK DATE: 04/16/2021		04/05/2021		0421-5	27261	9.99	9.99	04/16/2021	DIR	PD		AMAZON - COMM DEV OFFI
KAML-309 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27262	13.98	13.98	04/16/2021	DIR	PD		AMAZON - ADMIN OFFICE
KAML-310 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27263	15.00	15.00	04/16/2021	DIR	PD		ILCMA - EVENT REGISTRA
KAML-311 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27264	15.00	15.00	04/16/2021	DIR	PD		ILCMA - EVENT REGISTRA
KAML-312 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27265	43.12	43.12	04/16/2021	DIR	PD		AMAZON - COMM DEV OFFI
KAML-313 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27266	18.99	18.99	04/16/2021	DIR	PD		AMAZON - COMM DEV. OFF
KAML-314 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27267	39.89	39.89	04/16/2021	DIR	PD		AMAZON - ADMIN OFFICE
KAML-315 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27268	18.72	18.72	04/16/2021	DIR	PD		AMAZON - COMM DEV OFFI
KAML-316 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27269	110.00	110.00	04/16/2021	DIR	PD		IML - HANDBOOK FOR NEW
KAML-317 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27270	13.99	13.99	04/16/2021	DIR	PD		AMAZON - ADMIN OFFICE
KAML-318		04/05/2021		0421-5	27271	92.37	92.37	04/16/2021	DIR	PD		HINCHLIFF-PEARSON-WEST

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/19/2021												
MONM-188		04/05/2021		0421-5	27272	110.28	110.28	04/09/2021	DIR	PD		MENARDS - 2 TELESCOPIC
CHECK DATE: 04/19/2021												
MONM-189		04/05/2021		0421-5	27273	59.96	59.96	04/09/2021	DIR	PD		MENARDS - MORER'S DOLL
CHECK DATE: 04/19/2021												
MONM-190		04/05/2021		0421-5	27274	18.12	18.12	04/16/2021	DIR	PD		HOME DEPOT.COM - GASKE
CHECK DATE: 04/19/2021												
MONM-191		04/05/2021		0421-5	27275	99.38	99.38	04/16/2021	DIR	PD		HOME DEPOT - SMALL TOO
CHECK DATE: 04/19/2021												
BBAL-94		04/05/2021		0421-5	27276	34.99	34.99	04/16/2021	DIR	PD		AMAZON - REPLACMENT CO
CHECK DATE: 04/19/2021												
BBAL-95		04/05/2021		0421-5	27277	89.99	89.99	04/16/2021	DIR	PD		AMAZON - COFFEE CIVIC
CHECK DATE: 04/19/2021												
BBAL-96		04/05/2021		0421-5	27278	19.65	19.65	04/16/2021	DIR	PD		AMAZON - FILTERS FOR V
CHECK DATE: 04/19/2021												
BBAL-97		04/05/2021		0421-5	27279	398.30	398.30	04/16/2021	DIR	PD		AMAZON - VACUUM FOR PW
CHECK DATE: 04/19/2021												
FRAM-204		04/05/2021		0421-5	27280	45.00	45.00	04/16/2021	DIR	PD		CONSTANT CONTACT - ECO
CHECK DATE: 04/19/2021												
FRAM-205		04/05/2021		0421-5	27281	3,000.00	3,000.00	04/16/2021	DIR	PD		RGW CONSULTING - DEI P
CHECK DATE: 04/19/2021												
FRAM-206		04/05/2021		0421-5	27282	55.99	55.99	04/16/2021	DIR	PD		GLEN OAK - BREAKFAST W
CHECK DATE: 04/19/2021												
FRAM-207		04/05/2021		0421-5	27283	50.15	50.15	04/16/2021	DIR	PD		ALFIES INN - LUNCH WIT
CHECK DATE: 04/19/2021												
FRAM-208		04/05/2021		0421-5	27284	42.57	42.57	04/16/2021	DIR	PD		MAIN ST PUB - LUNCH WI
CHECK DATE: 04/19/2021												
HORK-165		04/05/2021		0421-5	27285	25.00	25.00	04/16/2021	DIR	PD		U OF I - TRAINING
CHECK DATE: 04/19/2021												
HORK-166		04/05/2021		0421-5	27286	45.00	45.00	04/16/2021	DIR	PD		U OF I - TRAINING
CHECK DATE: 04/19/2021												
HORK-167		04/05/2021		0421-5	27287	25.00	25.00	04/16/2021	DIR	PD		U OF I - TRAINING
CHECK DATE: 04/19/2021												
HORK-168		04/05/2021		0421-5	27288	6.99	6.99	04/16/2021	DIR	PD		AMAZON - HEADPHONE HOO
CHECK DATE: 04/19/2021												
HORK-169		04/05/2021		0421-5	27289	2.59	2.59	04/16/2021	DIR	PD		AMAZON - PEN REFILL
CHECK DATE: 04/19/2021												
HORK-170		04/05/2021		0421-5	27290	23.89	23.89	04/16/2021	DIR	PD		AMAZON - FILE ORGANIZE
CHECK DATE: 04/19/2021												
HORK-171		04/05/2021		0421-5	27291	24.00	24.00	04/16/2021	DIR	PD		PROCTORU INC - TRAININ
CHECK DATE: 04/19/2021												
HORK-172		04/05/2021		0421-5	27292	48.00	48.00	04/16/2021	DIR	PD		PROCTORU INC - TRAININ
CHECK DATE: 04/19/2021												
HUBJ-90		04/05/2021		0421-5	27293	25.00	25.00	04/16/2021	DIR	PD		APWA - LEAD & COPPER W
CHECK DATE: 04/19/2021												
HUBJ-91		04/05/2021		0421-5	27294	102.25	102.25	04/16/2021	DIR	PD		DUPAGE CO. DOT - GENEV
CHECK DATE: 04/19/2021												
HUBJ-92		04/05/2021		0421-5	27295	50.07	50.07	04/16/2021	DIR	PD		AMAZON - BARREL TRANSE
CHECK DATE: 04/19/2021												
CROA-122		04/05/2021		0421-5	27301	289.64	289.64	04/09/2021	DIR	PD		MID SOUTH AG - NOZZLES
CHECK DATE: 04/19/2021												
CROA-123		04/05/2021		0421-5	27302	16.98	16.98	04/16/2021	DIR	PD		AMAZON - KEYS FOR CLUB
CHECK DATE: 04/19/2021												
CROA-124		04/05/2021		0421-5	27303	1,715.00	1,715.00	04/16/2021	DIR	PD		SPECTRUM TECH - MOISTU
CHECK DATE: 04/19/2021												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CROA-125 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27304	303.36		303.36	04/16/2021	DIR	PD	AMAZON - FRONT TIRES F
CROA-126 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27305	365.13		365.13	04/16/2021	DIR	PD	CONCRETE FASTENING SYS
CROA-127 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27306	400.00		400.00	04/16/2021	DIR	PD	GCSAA - SUPERINTENDENT
CROA-128 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27307	195.00		195.00	04/16/2021	DIR	PD	TURNSTILE - TURFNET ME
CROA-129 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27308	575.79		575.79	04/16/2021	DIR	PD	GOUROCK - NETTING FOR
CROA-130 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27309	86.39		86.39	04/16/2021	DIR	PD	MENARDS - VEGETABLE SE
CROA-131 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27310	287.84		287.84	04/16/2021	DIR	PD	GEMPLER'S - WARM GLOVE
CROA-132 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27311	259.20		259.20	04/16/2021	DIR	PD	MENARD'S - 16" PAVERS
CROA-133 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27312	299.90		299.90	04/16/2021	DIR	PD	AMAZON - SEAL KITS FOR
CROA-134 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27313	340.13		340.13	04/16/2021	DIR	PD	MENARDS - HAMMER DRILL
CROA-135 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27314	40.00		40.00	04/16/2021	DIR	PD	MORROW TIRE - TIRE TUB
CHAB-359 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27315	155.72		155.72	04/16/2021	DIR	PD	WEBSTAIRANT - HOT DOG
CHAB-360 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27316	120.47		120.47	04/16/2021	DIR	PD	WEBSTAIRANT - PAPER NA
CHAB-361 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27317	233.82		233.82	04/16/2021	DIR	PD	BINNYS - BEER FOR OUTI
CHAB-362 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27318	14.99		14.99	04/16/2021	DIR	PD	SPOTIFY - MUSIC SERVIC
CHAB-363 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27319	572.60		572.60	04/16/2021	DIR	PD	DUPAGE COUNTY - ANNUAL
CHAB-364 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27320	236.46		236.46	04/16/2021	DIR	PD	COMCAST - CABLE TV
CHAB-365 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27321	551.72		551.72	04/16/2021	DIR	PD	COMCAST - CABLE TV
CHAB-366 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27322	78.41		78.41	04/16/2021	DIR	PD	WEBSTAIRANT - APRONS
CHAB-367 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27323	260.00		260.00	04/16/2021	DIR	PD	FERRY FARMS - FOOD RES
VESJ-218 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27324	2,847.00		2,847.00	04/16/2021	DIR	PD	AMERITEMP - HEATER DUC
VESJ-219 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27325	99.47		99.47	04/16/2021	DIR	PD	AT&T - U-VERSE FOR CLU
VESJ-220 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27326	14.97		14.97	04/16/2021	DIR	PD	RESTAURANT OWNER.COM -
VESJ-221 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27327	333.70		333.70	04/16/2021	DIR	PD	NAMETAGCOUNTRY.COM - E
VESJ-222 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27328	333.69		333.69	04/16/2021	DIR	PD	NAMETAGCOUNTRY.COM - E
VESJ-223 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27329	17.94		17.94	04/16/2021	DIR	PD	THE HOME DEPOT - GRIP
LUDM-530 CHECK DATE: 04/19/2021		04/05/2021		0421-5	27330	5.83		5.83	04/16/2021	DIR	PD	HOME DEPOT - ELECTRICA
LUDM-531		04/05/2021		0421-5	27331	35.13		35.13	04/16/2021	DIR	PD	HOME DEPOT - SHOP VAC

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/19/2021											
LUDM-532		04/05/2021		0421-5	27332	16.53	16.53	04/16/2021	DIR	PD	MCMaster CARR - METAL
CHECK DATE: 04/19/2021											
LUDM-533		04/05/2021		0421-5	27333	416.75	416.75	04/16/2021	DIR	PD	INTERSTATE BATTERIES -
CHECK DATE: 04/19/2021											
LUDM-534		04/05/2021		0421-5	27334	20.80	20.80	04/16/2021	DIR	PD	GRAINGER - BEARINGS
CHECK DATE: 04/19/2021											
LUDM-535		04/05/2021		0421-5	27335	237.44	237.44	04/16/2021	DIR	PD	EZGO - BEARINGS AND SE
CHECK DATE: 04/19/2021											
LUDM-536		04/05/2021		0421-5	27336	72.35	72.35	04/16/2021	DIR	PD	MENARDS - INSULATION A
CHECK DATE: 04/19/2021											
LUDM-537		04/05/2021		0421-5	27337	3,228.94	3,228.94	04/16/2021	DIR	PD	PATIO PRODUCTS USA - P
CHECK DATE: 04/19/2021											
LUDM-538		04/05/2021		0421-5	27338	14.56	14.56	04/16/2021	DIR	PD	HOME DEPOT - BATTERIES
CHECK DATE: 04/19/2021											
LUDM-539		04/05/2021		0421-5	27339	17.93	17.93	04/16/2021	DIR	PD	HOME DEPOT - DRYWALL &
CHECK DATE: 04/19/2021											
LUDM-540		04/05/2021		0421-5	27340	84.70	84.70	04/16/2021	DIR	PD	GRAINGER - DOOR CLOSER
CHECK DATE: 04/19/2021											
LUDM-541		04/05/2021		0421-5	27341	381.48	381.48	04/16/2021	DIR	PD	GRAINGER - WATERMETER
CHECK DATE: 04/19/2021											
LUDM-542		04/05/2021		0421-5	27342	-168.13	-168.13	04/16/2021	CRM	PD	PATIO PRODUCTS USA - T
CHECK DATE: 04/19/2021											
LUDM-543		04/05/2021		0421-5	27343	-21.81	-21.81	04/16/2021	CRM	PD	PATIO PRODUCTS USA - T
CHECK DATE: 04/19/2021											
LUDM-544		04/05/2021		0421-5	27344	149.95	149.95	04/16/2021	DIR	PD	COMCAST - SHOP INTERNE
CHECK DATE: 04/19/2021											
LUDM-545		04/05/2021		0421-5	27345	92.06	92.06	04/16/2021	DIR	PD	GRAINGER - ACCESS DOOR
CHECK DATE: 04/19/2021											
LUDM-546		04/05/2021		0421-5	27346	6.09	6.09	04/16/2021	DIR	PD	GRAINGER - SLOAN PARTS
CHECK DATE: 04/19/2021											
LUDM-547		04/05/2021		0421-5	27347	6.35	6.35	04/16/2021	DIR	PD	GRAINGER - AMERICAN ST
CHECK DATE: 04/19/2021											
LUDM-548		04/05/2021		0421-5	27348	117.91	117.91	04/16/2021	DIR	PD	MCMaster CARR - CAM LO
CHECK DATE: 04/19/2021											
LUDM-549		04/05/2021		0421-5	27349	16.56	16.56	04/16/2021	DIR	PD	MCMaster CARR - HOSE C
CHECK DATE: 04/19/2021											
LUDM-550		04/05/2021		0421-5	27350	387.11	387.11	04/16/2021	DIR	PD	MCMaster CARR - EYBOLT
CHECK DATE: 04/19/2021											
LUDM-551		04/05/2021		0421-5	27351	162.62	162.62	04/16/2021	DIR	PD	MENARDS - UF WIRE
CHECK DATE: 04/19/2021											
LUDM-552		04/05/2021		0421-5	27352	126.40	126.40	04/16/2021	DIR	PD	ADVANCE AUTO - MONTHLY
CHECK DATE: 04/19/2021											
BUCD-135		04/05/2021		0421-5	27354	557.00	557.00	04/16/2021	DIR	PD	HOME DEPOT - EQPT. PUR
CHECK DATE: 04/16/2021											
BUCD-136		04/05/2021		0421-5	27355	182.00	182.00	04/16/2021	DIR	PD	DTN - WEATHER SERVICE
CHECK DATE: 04/16/2021											
MONJ-32		04/05/2021		0421-5	27356	39.95	39.95	04/16/2021	DIR	PD	US FLEET TRACKING - GP
CHECK DATE: 04/16/2021											
MONJ-33		04/05/2021		0421-5	27357	39.95	39.95	04/16/2021	DIR	PD	US FLEET TRACKING - GP
CHECK DATE: 04/16/2021											
JAGM-17		04/05/2021		0421-5	27358	47.30	47.30	04/16/2021	DIR	PD	CIRCLE K - FUEL FOR IL
CHECK DATE: 04/16/2021											
HOLC-37		04/05/2021		0421-5	27359	242.04	242.04	04/16/2021	DIR	PD	PRIMARY ARMS - PISTOL
CHECK DATE: 04/16/2021											

VILLAGE OF GLEN ELLYN

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
MILC-374		04/05/2021		0421-5	27360	9.79		9.79	04/16/2021	DIR	PD	AMAZON - OFFICE SUPPLI
CHECK DATE: 04/16/2021												
MILC-375		04/05/2021		0421-5	27361	356.85		356.85	04/16/2021	DIR	PD	AMAZON - 3 HOLSTERS -
CHECK DATE: 04/16/2021												
MILC-376		04/05/2021		0421-5	27362	8.99		8.99	04/16/2021	DIR	PD	AMAZON - PAINT MARKERS
CHECK DATE: 04/16/2021												
MILC-377		04/05/2021		0421-5	27363	99.75		99.75	04/16/2021	DIR	PD	LILAC BAKERY - COFFEE
CHECK DATE: 04/16/2021												
MILC-378		04/05/2021		0421-5	27364	49.99		49.99	04/16/2021	DIR	PD	WSJ - MONTHLY SUBSCRIP
CHECK DATE: 04/16/2021												
MILC-379		04/05/2021		0421-5	27365	156.70		156.70	04/16/2021	DIR	PD	AMAZON - SAFETY VESTS
CHECK DATE: 04/16/2021												
MILC-380		04/05/2021		0421-5	27366	71.56		71.56	04/16/2021	DIR	PD	AMAZON - TONER CARTRID
CHECK DATE: 04/16/2021												
MILC-381		04/05/2021		0421-5	27367	15.96		15.96	04/16/2021	DIR	PD	AMAZON - VOICEMAIL LOG
CHECK DATE: 04/16/2021												
MILC-382		04/05/2021		0421-5	27368	14.99		14.99	04/16/2021	DIR	PD	ZOOM - MONTHLY SUBSCRI
CHECK DATE: 04/16/2021												
MILC-383		04/05/2021		0421-5	27369	169.96		169.96	04/16/2021	DIR	PD	SPRINGFIELD MARRIOTT -
CHECK DATE: 04/16/2021												
MILC-384		04/05/2021		0421-5	27370	52.47		52.47	04/16/2021	DIR	PD	EINSTEINS - COFFEE WIT
CHECK DATE: 04/16/2021												
VAVK-64		04/05/2021		0421-5	27371	389.46		389.46	04/16/2021	DIR	PD	HOME DEPOT - LEAF BLOW
CHECK DATE: 04/16/2021												
TERJ-120		04/05/2021		0421-5	27372	212.02		212.02	04/16/2021	DIR	PD	BIG TENTS EVENTS - POL
CHECK DATE: 04/16/2021												
TERJ-121		04/05/2021		0421-5	27373	250.00		250.00	04/16/2021	DIR	PD	PAYPAL POLICE RECO - M
CHECK DATE: 04/16/2021												
TERJ-122		04/05/2021		0421-5	27374	29.98		29.98	04/16/2021	DIR	PD	STAPLES - SHARPIES FOR
CHECK DATE: 04/16/2021												
TERJ-123		04/05/2021		0421-5	27375	174.90		174.90	04/16/2021	DIR	PD	SARAGLOVE.COM - POLICE
CHECK DATE: 04/16/2021												
TERJ-124		04/05/2021		0421-5	27376	500.00		500.00	04/16/2021	DIR	PD	IL TACTICAL OFFICERS -
CHECK DATE: 04/16/2021												
SPRS-125		04/05/2021		0421-5	27377	69.00		69.00	04/16/2021	DIR	PD	PAYPAL - STUDY GUIDES
CHECK DATE: 04/16/2021												
SPRS-126		04/05/2021		0421-5	27378	250.00		250.00	04/16/2021	DIR	PD	GBCI GREEN BUSINESS CE
CHECK DATE: 04/16/2021												
SPRS-127		04/05/2021		0421-5	27379	702.00		702.00	04/16/2021	DIR	PD	AIA PRODUCTS/DUES - ST
CHECK DATE: 04/16/2021												
SPRS-128		04/05/2021		0421-5	27380	539.00		539.00	04/16/2021	DIR	PD	TECHSTREET - STEVE - C
CHECK DATE: 04/16/2021												
SPRS-129		04/05/2021		0421-5	27381	10.00		10.00	04/16/2021	DIR	PD	NFSA - PAULA SPRINKLER
CHECK DATE: 04/16/2021												
SPRS-130		04/05/2021		0421-5	27382	10.00		10.00	04/16/2021	DIR	PD	EB TRANSPORTATION - ST
CHECK DATE: 04/16/2021												
SPRS-131		04/05/2021		0421-5	27383	404.59		404.59	04/16/2021	DIR	PD	JIMMY JOHN'S - CC LUNC
CHECK DATE: 04/16/2021												
DETA-333		04/05/2021		0421-5	27384	165.38		165.38	04/16/2021	DIR	PD	TRIPLESEAT SOFTWARE -
CHECK DATE: 04/16/2021												
DETA-334		04/05/2021		0421-5	27385	375.00		375.00	04/16/2021	DIR	PD	SHERLOCK SQUEEGY - WIN
CHECK DATE: 04/16/2021												
DETA-335		04/05/2021		0421-5	27386	431.88		431.88	04/16/2021	DIR	PD	AMAZON - OUTDOOR LIGHT
CHECK DATE: 04/16/2021												
DETA-336		04/05/2021		0421-5	27387	191.78		191.78	04/16/2021	DIR	PD	AMAZON - EASTER EGG

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/16/2021												
DETA-337		04/05/2021		0421-5	27388	67.49	67.49	04/16/2021	DIR	PD		AMAZON - WALL CLOCK FO
CHECK DATE: 04/16/2021												
DETA-338		04/05/2021		0421-5	27389	24.15	24.15	04/16/2021	DIR	PD		AMAZON - CABLE FOR GOL
CHECK DATE: 04/16/2021												
DETA-339		04/05/2021		0421-5	27390	40.00	40.00	04/16/2021	DIR	PD		HERE COMES THE GUIDE -
CHECK DATE: 04/13/2021												
RUSJ-715		04/05/2021		0421-5	27391	82.73	82.73	04/16/2021	DIR	PD		FACEBOOK - VL ADS FOR
CHECK DATE: 04/16/2021												
RUSJ-716		04/05/2021		0421-5	27392	174.00	174.00	04/16/2021	DIR	PD		GOOGLE AD - BANQUET AD
CHECK DATE: 04/16/2021												
RUSJ-717		04/05/2021		0421-5	27393	219.00	219.00	04/16/2021	DIR	PD		121 MARKETING - R22 WE
CHECK DATE: 04/16/2021												
RUSJ-718		04/05/2021		0421-5	27394	249.00	249.00	04/16/2021	DIR	PD		121 MARKETING - VL WEB
CHECK DATE: 04/16/2021												
RODE-2		04/05/2021		0421-5	27395	59.99	59.99	04/16/2021	DIR	PD		AMAZON - SPACE HEATER
CHECK DATE: 04/16/2021												
HEFJ-86		04/05/2021		0421-5	27396	29.03	29.03	04/16/2021	DIR	PD		AMAZON - COVID VACCINE
CHECK DATE: 04/16/2021												
HEFJ-87		04/05/2021		0421-5	27397	14.99	14.99	04/16/2021	DIR	PD		ZOOM - MONTHLY SUBSCRI
CHECK DATE: 04/16/2021												
HEFJ-88		04/05/2021		0421-5	27398	97.88	97.88	04/16/2021	DIR	PD		JIMMY JOHN'S - LUNCH F
CHECK DATE: 04/16/2021												
PLAM-151		04/05/2021		0421-5	27399	59.00	59.00	04/16/2021	DIR	PD		SPROUT SOCIAL - MONTHL
CHECK DATE: 04/16/2021												
PLAM-152		04/05/2021		0421-5	27400	95.00	95.00	04/16/2021	DIR	PD		CONSTANT CONTACT - MON
CHECK DATE: 04/16/2021												
PLAM-153		04/05/2021		0421-5	27401	32.64	32.64	04/16/2021	DIR	PD		TARGET - SNACK FOR COV
CHECK DATE: 04/16/2021												
PLAM-154		04/05/2021		0421-5	27402	22.96	22.96	04/16/2021	DIR	PD		JEWEL - SNACKS COVID C
CHECK DATE: 04/16/2021												
PLAM-155		04/05/2021		0421-5	27403	12.95	12.95	04/16/2021	DIR	PD		CANVA - MONTHLY SUBSCR
CHECK DATE: 04/16/2021												
CAMM-75		04/05/2021		0421-5	27408	68.80	68.80	04/23/2021	DIR	PD		ZEUS BATTERY - BATTERI
CHECK DATE: 04/20/2021												
CAMM-76		04/05/2021		0421-5	27409	14.99	14.99	04/23/2021	DIR	PD		ZOOM - MEETING SOFTWAR
CHECK DATE: 04/20/2021												
CAMM-77		04/05/2021		0421-5	27410	318.28	318.28	04/23/2021	DIR	PD		TOWEL SUPER CENTER - T
CHECK DATE: 04/20/2021												
CAMM-78		04/05/2021		0421-5	27411	75.95	75.95	04/23/2021	DIR	PD		TRAVELING TEAMS - PERS
CHECK DATE: 04/20/2021												
FRAF-186		04/05/2021		0421-5	27412	84.98	84.98	04/23/2021	DIR	PD		FLEET FARM ECOM - UNIF
CHECK DATE: 04/20/2021												
FRAF-187		04/05/2021		0421-5	27413	127.46	127.46	04/23/2021	DIR	PD		FLEET FARM ECOM - UNIF
CHECK DATE: 04/20/2021												
FRAF-188		04/05/2021		0421-5	27414	145.95	145.95	04/23/2021	DIR	PD		SOURCE NORTH AMERICA -
CHECK DATE: 04/20/2021												
FRAF-189		04/05/2021		0421-5	27415	1,330.49	1,330.49	04/23/2021	DIR	PD		HYDROTEX - PARTNERSHIP
CHECK DATE: 04/20/2021												
COYC-116		04/05/2021		0421-5	27416	60.00	60.00	04/23/2021	DIR	PD		PAYPAL - MUNIS ONLINE
CHECK DATE: 04/20/2021												
COYC-117		04/05/2021		0421-5	27417	6.99	6.99	04/23/2021	DIR	PD		AMAZON - OFFICE SUPPLI
CHECK DATE: 04/20/2021												
COYC-118		04/05/2021		0421-5	27418	14.99	14.99	04/23/2021	DIR	PD		AMAZON - OFFICE SUPPLI
CHECK DATE: 04/20/2021												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
COYC-119		04/05/2021		0421-5	27419	426.00		426.00	04/23/2021	DIR	PD	POTBELLY - CIVIC CENTE
CHECK DATE:	04/20/2021											
HANM-395		04/05/2021		0421-5	27420	106.50		106.50	04/09/2021	DIR	PD	CLOUD COVER MUSIC - SO
CHECK DATE:	04/20/2021											
HANM-396		04/05/2021		0421-5	27421	17.95		17.95	04/23/2021	DIR	PD	CLOUD COVER MUSIC - MU
CHECK DATE:	04/20/2021											
FOTT-166		04/05/2021		0421-5	27422	14.44		14.44	04/23/2021	DIR	PD	JEWEL - FOOD RESALE
CHECK DATE:	04/20/2021											
FOTT-167		04/05/2021		0421-5	27423	207.51		207.51	04/23/2021	DIR	PD	RESTAURANT DEPOT - FOO
CHECK DATE:	04/20/2021											
FOTT-168		04/05/2021		0421-5	27424	14.57		14.57	04/23/2021	DIR	PD	JEWEL - BROCCOLI
CHECK DATE:	04/20/2021											
FOTT-169		04/05/2021		0421-5	27425	78.70		78.70	04/23/2021	DIR	PD	AMAZON - KITCHEN AID M
CHECK DATE:	04/20/2021											
FOTT-170		04/05/2021		0421-5	27426	39.40		39.40	04/23/2021	DIR	PD	AMAZON - THERMOMETERS
CHECK DATE:	04/20/2021											
FOTT-171		04/05/2021		0421-5	27427	11.52		11.52	04/23/2021	DIR	PD	AMAZON - BAKING SCREEN
CHECK DATE:	04/20/2021											
FOTT-172		04/05/2021		0421-5	27428	14.29		14.29	04/23/2021	DIR	PD	AMAZON - DISPOSABLE LI
CHECK DATE:	04/20/2021											
FOTT-173		04/05/2021		0421-5	27429	55.52		55.52	04/23/2021	DIR	PD	AMAZON - PRINTER CARTR
CHECK DATE:	04/20/2021											
FOTT-174		04/05/2021		0421-5	27430	11.77		11.77	04/23/2021	DIR	PD	AMAZON - WET NAPS
CHECK DATE:	04/20/2021											
FOTT-175		04/05/2021		0421-5	27431	99.17		99.17	04/23/2021	DIR	PD	RESTAURNAT DEPOT - FOO
CHECK DATE:	04/20/2021											
LIB-10207		04/05/2021		0421-5	27432	14,249.54		14,249.54	04/09/2021	DIR	PD	DUE FROM LIBRARY
CHECK DATE:	04/20/2021											
GWA-10207		04/05/2021		0421-5	27433	2,393.85		2,393.85	04/09/2021	DIR	PD	DUE FROM GWA
CHECK DATE:	04/20/2021											
DAUR-16		04/05/2021		0421-5	27434	125.00		125.00	04/23/2021	DIR	PD	BHFX #20 WARRENVILLE -
CHECK DATE:	04/20/2021											
DAUR-17		04/05/2021		0421-5	27435	350.00		350.00	04/23/2021	DIR	PD	BHFX#20 WARRENVILLE -
CHECK DATE:	04/20/2021											
DAUR-18		04/05/2021		0421-5	27436	5,002.95		5,002.95	04/23/2021	DIR	PD	NICOR GAS - CC PKING G
CHECK DATE:	04/20/2021											
DAUR-19		04/05/2021		0421-5	27437	23.20		23.20	04/23/2021	DIR	PD	NICOR GAS - CC PKG GAR
CHECK DATE:	04/20/2021											
10865 CHICAGO FIRE & BURGLAR DETECTION INC						58,806.38						
55185		04/15/2021		0421-3	244225	89.85		89.85	04/23/2021	INV	PD	ALARM MONITORING 5/1-7
CHECK DATE:	04/23/2021											
5431 CHICAGO METROPOLITAN FIRE PREVENTION CO.												
IN00357724		04/10/2021		0421-3	244226	228.75		228.75	04/23/2021	INV	PD	F/A RADIO USE/ MAINT.
CHECK DATE:	04/23/2021											
6043 CHICAGO PARTS & SOUND LLC												
1-0195662		04/07/2021		0421-3	244227	471.04		471.04	04/23/2021	INV	PD	INVENTORY - BRAKES, RO
CHECK DATE:	04/23/2021											
1-0197926		04/19/2021		0421-4	244333	263.31		263.31	04/30/2021	INV	PD	INVENTORY - BRAKES AND

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/30/2021												
1-0197446		04/16/2021		0421-4	244333	50.24	50.24	04/30/2021	INV	PD	PD	#003 TIE ROD
CHECK DATE: 04/30/2021						784.59						
1446 CHICAGOLAND TURF												
INV832292		10/30/2020		0421-3	244228	9,000.00	9,000.00	04/19/2021	INV	PD		POSTERITY FUNGICIDE
CHECK DATE: 04/23/2021												
1076 CINTAS CORPORATION NO 2												
5056988136		03/30/2021		0421-3	244229	228.39	228.39	04/11/2021	INV	PD		FIRST AID SUPPLIES
CHECK DATE: 04/23/2021												
4081614192		04/15/2021		0421-3	244230	81.33	81.33	04/23/2021	INV	PD		TRAFFIC MATS
CHECK DATE: 04/23/2021												
4081876376		04/19/2021		0421-3	244230	55.21	55.21	04/23/2021	INV	PD		TRAFFIC MATS
CHECK DATE: 04/23/2021						364.93						
11080 CITYWIDE TITLE CORP												
115783		04/21/2021		0421-4	244334	50.00	50.00	04/30/2021	INV	PD		CLEARWATER REFUND 239
CHECK DATE: 04/30/2021												
6831 CLARK BAIRD SMITH LLP/FKA-SGDB LAW FIRM LLP												
13857		03/31/2021		0421-3	244231	3,388.75	3,388.75	04/23/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 04/23/2021												
59 ARTHUR CLESEN, INC												
358240		03/24/2021		0421-3	244232	3,703.14	3,703.14	04/19/2021	INV	PD		ZIPLINE WETTING AGENT
CHECK DATE: 04/23/2021												
INV21-1093		04/14/2021		0421-4	244335	2,227.50	2,227.50	04/30/2021	INV	PD		SPRING FLOWERS CBD
CHECK DATE: 04/30/2021						5,930.64						
4115 RON CLESEN'S ORNAMENTAL PLANTS, INC.												
60624		04/26/2021		0421-4	244336	860.00	860.00	04/28/2021	INV	PD		FLOWERS FOR HANGING BA
CHECK DATE: 04/30/2021												
175 COMMONWEALTH EDISON COMPANY												
4145057007 0421		04/15/2021		0421-3	244233	383.73	383.73	04/23/2021	INV	PD		4145057007 0421
CHECK DATE: 04/23/2021												
6465153008 0421		03/22/2021		0421-3	244234	45.08	45.08	04/23/2021	INV	PD		6465153008 0421
CHECK DATE: 04/23/2021												
1503017080 0421		04/05/2021		0421-3	244235	64.00	64.00	04/23/2021	INV	PD		1503017080 0421
CHECK DATE: 04/23/2021												
2215042016 0421		04/12/2021		0421-3	244236	69.74	69.74	04/23/2021	INV	PD		2215042016 0421
CHECK DATE: 04/23/2021												
0018071031 0421		04/12/2021		0421-3	244237	1,036.40	1,036.40	04/23/2021	INV	PD		0018071031 0421
CHECK DATE: 04/23/2021												

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1773149091 0421		04/12/2021		0421-3	244238	88.48	88.48	04/23/2021	INV	PD		1773149091 0421
CHECK DATE:	04/23/2021											
5373072000 0421		04/09/2021		0421-3	244239	1,363.40	1,363.40	04/23/2021	INV	PD		5373072000 0421
CHECK DATE:	04/23/2021											
4593032014 0421		04/12/2021		0421-3	244240	92.84	92.84	04/23/2021	INV	PD		4593032014 0421
CHECK DATE:	04/23/2021											
0213156104 0421		04/12/2021		0421-3	244241	110.48	110.48	04/23/2021	INV	PD		0213156104 0421
CHECK DATE:	04/23/2021											
3965055040 0421		04/09/2021		0421-3	244242	530.62	530.62	04/23/2021	INV	PD		3965055040 0421
CHECK DATE:	04/23/2021											
5897103011 0421		04/12/2021		0421-3	244243	123.81	123.81	04/23/2021	INV	PD		5897103011 0421
CHECK DATE:	04/23/2021											
2493106006 0421		04/07/2021		0421-3	244244	87.81	87.81	04/23/2021	INV	PD		2493106006 0421
CHECK DATE:	04/23/2021											
0175026025 0421		04/15/2021		0421-4	244337	59.51	59.51	04/30/2021	INV	PD		0175026025 0421
CHECK DATE:	04/30/2021											
294055045 0421		04/14/2021		0421-4	244338	3,980.81	3,980.81	04/23/2021	INV	PD		UTILITIES 294055045 04
CHECK DATE:	04/30/2021											
						8,036.71						
6610 COMCAST CABLE COMMUNICATIONS, LLC												
0560008266 0421		04/12/2021		0421-3	244245	10.49	10.49	04/23/2021	INV	PD		8771 20 0560008266 APR
CHECK DATE:	04/23/2021											
3525 COMMERCIAL TIRE SERVICE												
2220068125		04/16/2021		0421-4	244339	79.50	79.50	04/30/2021	INV	PD		PW #214 TIRE REPAIR
CHECK DATE:	04/30/2021											
4876 CONSTELLATION NEWENERGY, INC.												
19890388401		04/12/2021		0421-3	244246	213.06	213.06	04/23/2021	INV	PD		7302778-2 0421
CHECK DATE:	04/23/2021											
19890415701		04/12/2021		0421-3	244247	403.47	403.47	04/23/2021	INV	PD		7302778-5 0421
CHECK DATE:	04/23/2021											
19890414101		04/12/2021		0421-3	244247	37.18	37.18	04/23/2021	INV	PD		7302778-7 0421
CHECK DATE:	04/23/2021											
19890410901		04/12/2021		0421-3	244247	363.23	363.23	04/23/2021	INV	PD		7302778-4 0421
CHECK DATE:	04/23/2021											
19890429701		04/12/2021		0421-3	244247	59.24	59.24	04/23/2021	INV	PD		7302778-8 0421
CHECK DATE:	04/23/2021											
19859582001		04/07/2021		0421-3	244247	170.04	170.04	04/23/2021	INV	PD		7302778-11 0421
CHECK DATE:	04/23/2021											
19890409901		04/12/2021		0421-3	244247	221.20	221.20	04/23/2021	INV	PD		7302778-3 0421
CHECK DATE:	04/23/2021											
19926271501		04/15/2021		0421-4	244340	52.05	52.05	04/30/2021	INV	PD		7302778-13
CHECK DATE:	04/30/2021											
19926465801		04/15/2021		0421-4	244340	399.98	399.98	04/30/2021	INV	PD		7302778-1
CHECK DATE:	04/30/2021											
19890354601		04/19/2021		0421-4	244340	42.55	42.55	04/30/2021	INV	PD		7302778-12
CHECK DATE:	04/30/2021											
19926247201		04/15/2021		0421-4	244340	40.75	40.75	04/30/2021	INV	PD		7302778-10
CHECK DATE:	04/30/2021											
19926230101		04/15/2021		0421-4	244340	245.12	245.12	04/30/2021	INV	PD		7302778-6

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/30/2021												
10952 CONSUMERS PACKING COMPANY						2,247.87						
372763		04/15/2021		0421-4	244341	505.82	505.82	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
372866		04/19/2021		0421-4	244341	1,112.08	1,112.08	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
372982		04/22/2021		0421-4	244341	633.12	633.12	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
4547 CORE & MAIN LP						2,251.02						
N952738		03/26/2021		0421-3	244248	142.88	142.88	04/23/2021	INV	PD		HYDRANT OIL
CHECK DATE: 04/23/2021												
3037 COZZINI BROS INC.												
C9283267		04/20/2021		0421-4	244342	27.00	27.00	04/20/2021	INV	PD		PRO SERVICES
CHECK DATE: 04/30/2021												
204 DAILY HERALD												
174423		03/28/2021		0421-3	244249	87.40	87.40	04/23/2021	INV	PD		PUBLIC NOTICES
CHECK DATE: 04/23/2021												
11715 DAY ROBERT & MORRISON, PC												
32587		03/31/2021		0421-3	244250	9,559.37	9,559.37	04/16/2021	INV	PD		PROF. SERVICES - APEX
CHECK DATE: 04/23/2021												
932 DEUCHLER ENGINEERING CORP.												
35980	20180025	03/31/2021		0421-4	244343	2,124.75	2,124.75	04/30/2021	INV	PD		HILL AVE UTILITY IMPRO
CHECK DATE: 04/30/2021												
261 DUPAGE TOPSOIL, INC.												
051491		04/09/2021		0421-3	244251	175.00	175.00	04/23/2021	INV	PD		OPERATING SUPPLIES
CHECK DATE: 04/23/2021												
9303 EMERGENT SAFETY SUPPLY LLC												
1902723983		03/08/2021		0421-4	244344	94.29	94.29	04/30/2021	INV	PD		SAFETY GLOVES
CHECK DATE: 04/30/2021												
283 ENGINEERING RESOURCE ASSOC INC												
W2001200.11	20200007	03/26/2021		0421-3	244252	12,189.80	12,189.80	04/23/2021	INV	PD		ENGINEERING SERVICE
CHECK DATE: 04/23/2021												
W2001200.09	20200007	12/25/2020		0421-3	244252	620.20	620.20	04/23/2021	INV	PD		ENGINEERING SERVICE
CHECK DATE: 04/23/2021												
W2001200.10	20200007	01/22/2021		0421-3	244252	4,652.20	4,652.20	04/23/2021	INV	PD		ENGINEERING SERVICE

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/23/2021						17,462.20						
12482 ENGLER CALLAWAY BAASTEN & SRAGA, LLC												
27726		04/06/2021		0421-3	244253	138.00		138.00	04/23/2021	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 04/23/2021												
1078 EQUIFAX INFORMATION SVCS LLC												
6305638		04/17/2021		0421-3	244254	25.00		25.00	04/20/2021	INV	PD	MONTHLY SERVICES
CHECK DATE: 04/23/2021												
291 EUCLID BEVERAGE, LLC												
W-2669111		04/08/2021		0421-3	244255	1,052.05		1,052.05	04/11/2021	INV	PD	BEER FOR RESALE
CHECK DATE: 04/23/2021												
W-2676825		04/22/2021		0421-4	244345	1,484.75		1,484.75	04/23/2021	INV	PD	BEER FOR RESALE
CHECK DATE: 04/30/2021						2,536.80						
11334 EURO USA MIDWEST LLC												
581774-00		04/16/2021		0421-4	244346	371.46		371.46	04/20/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/30/2021												
2017 ELLIOTT AUTO SUPPLY COMPANY, INC												
50-3321863		04/07/2021		0421-3	244256	187.65		187.65	04/23/2021	INV	PD	INVENTORY - WIPER BLAD
CHECK DATE: 04/23/2021												
50-3326764		04/09/2021		0421-3	244256	125.10		125.10	04/23/2021	INV	PD	INVENTORY - FUEL FILTE
CHECK DATE: 04/23/2021												
61-515139		04/09/2021		0421-3	244256	26.82		26.82	04/23/2021	INV	PD	INVENTORY - OIL FILTER
CHECK DATE: 04/23/2021												
136-013229		04/09/2021		0421-3	244256	10.76		10.76	04/23/2021	INV	PD	INVENTORY - FILTER
CHECK DATE: 04/23/2021												
50-3326689		04/09/2021		0421-3	244256	23.23		23.23	04/23/2021	INV	PD	INVENTORY - FILTER
CHECK DATE: 04/23/2021												
61-516192		04/19/2021		0421-4	244347	131.94		131.94	04/30/2021	INV	PD	INVENTORY - BATTERIES
CHECK DATE: 04/30/2021						505.50						
11884 FIRST COMMUNICATIONS, LLC												
121464518		04/06/2021		0421-3	244257	531.13		531.13	04/23/2021	INV	PD	00114577 0421
CHECK DATE: 04/23/2021												
7097 FLEETPRIDE, INC												
72002925		04/16/2021		0421-4	244348	109.04		109.04	04/30/2021	INV	PD	INVENTORY - FUEL FILTE
CHECK DATE: 04/30/2021												
11197 J & D INGENUITIES LLC												
1839		11/02/2020		0421-4	244349	470.20		470.20	04/30/2021	INV	PD	OUTDOOR WARNING SIREN

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/30/2021												
12549 GENCO INDUSTRIES, INC												
210501		04/05/2021		0421-3	244258	4,600.00		4,600.00	04/23/2021	INV	PD	REPLACEMENT OF CHECK V
CHECK DATE: 04/23/2021												
11828 GET FRESH PRODUCE												
03731679		04/12/2021		0421-3	244259	200.55		200.55	04/14/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/23/2021												
03734475		04/15/2021		0421-4	244350	339.65		339.65	04/19/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/30/2021												
03736074		04/17/2021		0421-4	244350	241.45		241.45	04/19/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/30/2021												
03737426		04/19/2021		0421-4	244350	396.83		396.83	04/19/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/30/2021												
						1,178.48						
5947 GLEN ELLYN BANK & TRUST												
GEBT-1076		04/19/2021		0421-4	27442	2,633.43		2,633.43	04/19/2021	DIR	PD	BANK ANALYSIS FEE MAR2
CHECK DATE: 04/22/2021												
1180 GLEN ELLYN PARK DISTRICT												
115619		04/16/2021		0421-3	244260	965.68		965.68	04/23/2021	INV	PD	REIMBURSE FOR COST INC
CHECK DATE: 04/23/2021												
355 GLEN ELLYN PUBLIC LIBRARY												
PPRT-151		04/16/2021		0421-4	27445	8,529.45		8,529.45	04/30/2021	DIR	PD	PPRT TO LIBRARY APRIL
CHECK DATE: 04/27/2021												
115778		04/20/2021		0421-3	244261	504.00		504.00	04/23/2021	INV	PD	REIMBURSEMENT FOR LUNC
CHECK DATE: 04/23/2021												
						9,033.45						
922 VILLAGE OF GLEN ELLYN												
F&B-25		04/20/2021		0421-4	27444	1,150.89		1,150.89	04/20/2021	DIR	PD	FOOD & BEVERAGE TAX MA
CHECK DATE: 04/22/2021												
357 GLEN ELLYN YOUTH/FAMILY COUNSELING												
2021	20210024	04/20/2021		0421-4	244351	85,000.00		85,000.00	04/20/2021	INV	PD	ANNUAL CONTRIBUTION
CHECK DATE: 04/30/2021												
360 GLENBARD W. W. TREATMENT PLT.												
FY20-15		04/16/2021		0421-4	27446	297,388.58		297,388.58	04/30/2021	DIR	PD	MONTHLY FLOW BILL APR2
CHECK DATE: 04/27/2021												
9692 LOUIS GLUNZ BEER, INC												
426046		04/09/2021		0421-3	244262	124.45		124.45	04/11/2021	INV	PD	BEER FOR RESALE

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/23/2021												
429008		04/23/2021		0421-4	244352	400.35		400.35	04/23/2021	INV	PD	BEER FOR RESALE
CHECK DATE: 04/30/2021												
						524.80						
929 W.W. GRAINGER INC												
9862969020		04/08/2021		0421-3	244263	140.40		140.40	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/23/2021												
12519 GRASSROOTS LANDSCAPE SPECIALTIES, INC.												
12178		03/28/2021		0421-3	244264	1,200.00		1,200.00	04/06/2021	INV	PD	PATIO CLEANING
CHECK DATE: 04/23/2021												
5049 GROOT INDUSTRIES INC.												
6840349		04/01/2021		0421-4	244353	407.01		407.01	04/23/2021	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 04/30/2021												
2324 HARRIS MOTOR SPORTS, INC.												
02-281591		04/02/2021		0421-3	244265	130.00		130.00	04/19/2021	INV	PD	SERVICE CALL
CHECK DATE: 04/23/2021												
02-281475		04/01/2021		0421-4	244354	2,501.66		2,501.66	04/22/2021	INV	PD	YAMATRACK GPS FOR GOLF
CHECK DATE: 04/30/2021												
						2,631.66						
9766 HEARTLAND												
HEARTLAND PARKING14		04/01/2021		0421-4	27406	183.45		183.45	04/30/2021	DIR	PD	PARKING KIOSK 3/1/21-3
CHECK DATE: 04/01/2021												
HEARTLAND-66		04/01/2021		0421-4	27407	3,413.63		3,413.63	04/30/2021	DIR	PD	CREDIT CARD FEES - VIL
CHECK DATE: 04/01/2021												
HEARTLAND R2220		03/31/2021		0421-4	27439	1,904.12		1,904.12	04/30/2021	DIR	PD	LINKS CREDIT CARD FEES
CHECK DATE: 04/22/2021												
HEARTLANDLINKS-27		03/31/2021		0421-4	27440	6,176.57		6,176.57	04/30/2021	DIR	PD	LINKS CREDIT CARD FEES
CHECK DATE: 04/22/2021												
						11,677.77						
10341 WILLIAM HEITZ												
156780		04/15/2021		0421-4	244355	134.51		134.51	04/30/2021	INV	PD	REIMBURSEMENT FOR REPA
CHECK DATE: 04/30/2021												
7972 HENDERSON PRODUCTS, INC												
331387		02/16/2021		0421-4	244356	1,611.02		1,611.02	04/30/2021	INV	PD	PW#10-251 PARTS
CHECK DATE: 04/30/2021												
6405 HIGHLAND BAKING CO												
000236749		03/19/2021		0421-3	244266	51.07		51.07	03/19/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/23/2021												
0002450114		04/12/2021		0421-3	244266	40.66		40.66	04/14/2021	INV	PD	FOOD - RESALE

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/23/2021												
0002450731		04/13/2021		0421-3	244266	24.64	24.64	04/14/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/23/2021												
0002451117		04/14/2021		0421-3	244266	44.39	44.39	04/14/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/23/2021												
0002451763		04/15/2021		0421-4	244357	32.90	32.90	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
0002452454		04/16/2021		0421-4	244357	48.23	48.23	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
0002453297		04/17/2021		0421-4	244357	55.94	55.94	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
0002453692		04/18/2021		0421-4	244357	81.87	81.87	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
0002454046		04/19/2021		0421-4	244357	73.06	73.06	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
0002454764		04/20/2021		0421-4	244357	11.73	11.73	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
0002455130		04/21/2021		0421-4	244357	35.73	35.73	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
0002455767		04/22/2021		0421-4	244357	39.62	39.62	04/22/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
						539.84						
389 HOLSTEIN'S GARAGE												
1605		03/31/2021		0421-3	244267	379.50	379.50	04/23/2021	INV	PD		SAFETY LANE TESTS
CHECK DATE: 04/23/2021												
414 ILLINOIS DEPT. OF REVENUE												
ST-1-188		04/22/2021		0421-4	27443	7,182.00	7,182.00	04/30/2021	DIR	PD		LINKS SALES TAX MAR202
CHECK DATE: 04/22/2021												
422 ILLINOIS SECRETARY OF STATE												
KLOMES		04/20/2021		0421-3	244268	10.00	10.00	04/20/2021	INV	PD		KLOMES NOTARY
CHECK DATE: 04/23/2021												
10456 IMPACT NETWORKING, LLC												
2093565		04/08/2021		0421-3	244269	159.00	159.00	04/20/2021	INV	PD		4 BOXES OF PAPER
CHECK DATE: 04/23/2021												
12230 IMPACT PROMOTIONS												
9		04/07/2021		0421-3	244270	1,128.00	1,128.00	04/11/2021	INV	PD		UNIFORM SHIRTS
CHECK DATE: 04/23/2021												
9151 ITOUCH BIOMETRICS, LLC												
4650		04/05/2021		0421-3	244271	990.00	990.00	04/20/2021	INV	PD		SCANNER WARRANTY
CHECK DATE: 04/23/2021												
2760 J.W. TURF, INC.												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
P38627		04/19/2021		0421-3	244272	214.57		214.57	04/19/2021	INV	PD	HEIGHT OF CUT GAUGE FO
CHECK DATE: 04/23/2021												
9078 TYCO FIRE & SECURITY MANAGEMENT, INC												
35749429		04/10/2021		0421-3	244273	138.00		138.00	04/20/2021	INV	PD	QUARTERLY SERVICE 5/1-
CHECK DATE: 04/23/2021												
35675825		04/07/2021		0421-3	244274	49.50		49.50	04/23/2021	INV	PD	01300 133272040 0421
CHECK DATE: 04/23/2021												
						187.50						
6470 JOHN S NEENAN												
84373		03/26/2021		0421-3	244275	120.60		120.60	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/23/2021												
84426		04/09/2021		0421-4	244358	456.50		456.50	04/28/2021	INV	PD	RAIN SUITS FOR GROUNDS
CHECK DATE: 04/30/2021												
						577.10						
12553 DAVID JUENGEL												
23600		04/21/2021		0421-4	244359	1,200.00		1,200.00	04/30/2021	INV	PD	RETT #23600 REFUND - 3
CHECK DATE: 04/30/2021												
12552 KENNETH JUHES												
23643		04/21/2021		0421-4	244360	429.00		429.00	04/30/2021	INV	PD	RETT #23643 REFUND - 1
CHECK DATE: 04/30/2021												
612 KONICA MINOLTA BUSINESS SOLUTIONS INC												
9007679768		04/14/2021		0421-3	244276	230.00		230.00	04/23/2021	INV	PD	PD COPIER
CHECK DATE: 04/23/2021												
3636 LANDS' END INC.												
SIN9131750		04/19/2021		0421-4	244361	337.92		337.92	04/27/2021	INV	PD	RECORDS CLOTHING
CHECK DATE: 04/30/2021												
8984 LANDSCAPE MATERIAL & FIREWOOD SALES, INC												
44363		04/10/2021		0421-3	244277	1,365.00		1,365.00	04/19/2021	INV	PD	65 CU YARDS OF CHOCOLA
CHECK DATE: 04/23/2021												
546 LEN'S ACE HARDWARE, INC.												
99332/3		04/03/2021		0421-3	244278	33.67		33.67	04/06/2021	INV	PD	SUPPLIES
CHECK DATE: 04/23/2021												
99249/3		03/28/2021		0421-3	244278	28.77		28.77	04/06/2021	INV	PD	SUPPLIES
CHECK DATE: 04/23/2021												
99256/3		03/29/2021		0421-3	244278	8.99		8.99	04/06/2021	INV	PD	GOLF CLUB REPAIR
CHECK DATE: 04/23/2021												
99464		04/14/2021		0421-3	244278	14.38		14.38	04/19/2021	INV	PD	ELECTRICAL PARTS
CHECK DATE: 04/23/2021												
99510		04/16/2021		0421-3	244278	3.38		3.38	04/19/2021	INV	PD	COPPER COMPRESSION FIT

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/23/2021											
99512/3		04/17/2021		0421-3	244278	29.68	29.68	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/23/2021											
99400/3		04/08/2021		0421-3	244278	9.32	9.32	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/23/2021											
99414/3		04/09/2021		0421-3	244278	20.68	20.68	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/23/2021											
99419/3		04/09/2021		0421-3	244278	8.99	8.99	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/23/2021											
99413/3		04/09/2021		0421-3	244278	-16.19	-16.19	04/23/2021	CRM	PD	CREDIT PARTS RETURNED
CHECK DATE: 04/23/2021											
99341/3		04/05/2021		0421-3	244278	10.41	10.41	04/23/2021	INV	PD	PW #11-244 PARTS
CHECK DATE: 04/23/2021											
99395/3		04/08/2021		0421-3	244278	25.95	25.95	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/23/2021											
99378/3		04/07/2021		0421-3	244278	22.48	22.48	04/23/2021	INV	PD	TOWELS/GARBAGE BAGS
CHECK DATE: 04/23/2021											
99000/3		03/09/2021		0421-3	244278	.68	.68	04/23/2021	INV	PD	PARTS
CHECK DATE: 04/23/2021											
99589/3		04/23/2021		0421-4	244362	14.38	14.38	04/28/2021	INV	PD	ZIP TIES AND CABLE STA
CHECK DATE: 04/30/2021											
99611/3		04/26/2021		0421-4	244362	44.08	44.08	04/28/2021	INV	PD	ELECTRICAL SUPPLIES FO
CHECK DATE: 04/30/2021											
99562/3		04/21/2021		0421-4	244362	40.38	40.38	04/28/2021	INV	PD	LOCK & KEYS FOR BEER C
CHECK DATE: 04/30/2021											
99406/3		04/08/2021		0421-4	244362	15.71	15.71	04/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/30/2021											
99494/3		04/15/2021		0421-4	244362	53.97	53.97	04/23/2021	INV	PD	PROPANE FOR HEATERS
CHECK DATE: 04/30/2021											
99540/3		04/20/2021		0421-4	244362	12.58	12.58	04/30/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/30/2021											
99542/3		04/20/2021		0421-4	244362	-2.71	-2.71	04/30/2021	CRM	PD	PARTS RETURN
CHECK DATE: 04/30/2021											
99529/3		04/19/2021		0421-4	244362	3.04	3.04	04/30/2021	INV	PD	BLGD MAINT. PARTS
CHECK DATE: 04/30/2021											
644 NETTOYER, INC.						382.62					
7619		04/02/2021		0421-3	244279	218.25	218.25	04/23/2021	INV	PD	CAR WASHES MARCH 2021
CHECK DATE: 04/23/2021											
11079 MATRIX PAYMENT SYSTEMS											
MATRIX-36		04/06/2021		0421-4	27404	1,477.15	1,477.15	04/30/2021	DIR	PD	CC PROCESSOR VEHICLE S
CHECK DATE: 04/30/2021											
590 MEADE ELECTRIC COMPANY, INC.											
694858		01/07/2021		0421-4	244363	548.86	548.86	01/22/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/30/2021											
595 MENARDS, INC.											
64895		04/06/2021		0421-3	244280	174.91	174.91	04/23/2021	INV	PD	OPERATING SUPPLIES

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/23/2021												
65264		04/12/2021		0421-4	244364	349.91	349.91	04/30/2021	INV	PD		UNIFORMS - REIMBURSED
CHECK DATE: 04/30/2021												
						524.82						
609 MIDWEST TRADING HORTICULTURAL SUPPLIES												
I484999		04/15/2021		0421-4	244365	1,456.76	1,456.76	04/30/2021	INV	PD		SOIL BLEND FOR CBD FLO
CHECK DATE: 04/30/2021												
1212 MURPHY & MILLER, INC												
SVC00031644		03/31/2021		0421-3	244281	1,995.00	1,995.00	04/23/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 04/23/2021												
5841 GENUINE PARTS CO-NAPA												
588707		03/01/2021		0421-3	244282	16.04	16.04	04/23/2021	INV	PD		INVENTORY
CHECK DATE: 04/23/2021												
591267		03/18/2021		0421-3	244282	-22.95	-22.95	04/23/2021	CRM	PD		RETURNED PARTS
CHECK DATE: 04/23/2021												
589404		03/05/2021		0421-3	244282	2.97	2.97	04/23/2021	INV	PD		INVENTORY
CHECK DATE: 04/23/2021												
588983		03/02/2021		0421-3	244282	184.94	184.94	04/23/2021	INV	PD		GWA #642 PARTS
CHECK DATE: 04/23/2021												
590123		03/11/2021		0421-3	244282	6.48	6.48	04/23/2021	INV	PD		PW#261 A OIL
CHECK DATE: 04/23/2021												
590126		03/11/2021		0421-3	244282	10.81	10.81	04/23/2021	INV	PD		INVENTORY - FILTERS
CHECK DATE: 04/23/2021												
590949		03/17/2021		0421-3	244282	101.50	101.50	04/23/2021	INV	PD		PW#20-216 COIL SPRING
CHECK DATE: 04/23/2021												
591027		03/17/2021		0421-3	244282	68.49	68.49	04/23/2021	INV	PD		PW #520 PARTS
CHECK DATE: 04/23/2021												
591154		03/18/2021		0421-3	244282	5.58	5.58	04/23/2021	INV	PD		PW#11-231 ANTIFREEZE
CHECK DATE: 04/23/2021												
591108		03/18/2021		0421-3	244282	22.95	22.95	04/23/2021	INV	PD		OPERATING SUPPLIES
CHECK DATE: 04/23/2021												
591962		03/24/2021		0421-3	244282	47.36	47.36	04/23/2021	INV	PD		PW #223 PARTS
CHECK DATE: 04/23/2021												
592088		03/25/2021		0421-3	244282	63.96	63.96	04/23/2021	INV	PD		INVENTORY - FILTERS
CHECK DATE: 04/23/2021												
592090		03/25/2021		0421-3	244282	18.38	18.38	04/23/2021	INV	PD		INVENTORY - FILTERS
CHECK DATE: 04/23/2021												
592610		03/29/2021		0421-3	244282	11.82	11.82	04/23/2021	INV	PD		INVENTORY - FILTERS
CHECK DATE: 04/23/2021												
590341		03/12/2021		0421-3	244282	5.29	5.29	04/23/2021	INV	PD		PD #019 FUSE
CHECK DATE: 04/23/2021												
590885		03/16/2021		0421-3	244282	32.61	32.61	04/23/2021	INV	PD		INVENTORY - FILTERS
CHECK DATE: 04/23/2021												
592132		03/25/2021		0421-3	244282	7.07	7.07	04/23/2021	INV	PD		PW #20-217 PARTS
CHECK DATE: 04/23/2021												
592286		03/26/2021		0421-3	244282	28.80	28.80	04/23/2021	INV	PD		PD #016 WIPER BLADES
CHECK DATE: 04/23/2021												
592287		03/26/2021		0421-3	244282	9.71	9.71	04/23/2021	INV	PD		PW #20-246 FILTER
CHECK DATE: 04/23/2021												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
592943		03/31/2021		0421-3	244282	5.94		5.94	04/23/2021	INV	PD	INVENTORY - OIL FILTER
CHECK DATE: 04/23/2021												
591781		03/23/2021		0421-3	244282	54.28		54.28	04/23/2021	INV	PD	PD #027 PARTS
CHECK DATE: 04/23/2021												
591291		03/19/2021		0421-3	244282	9.02		9.02	04/23/2021	INV	PD	INVENTORY - FILTERS
CHECK DATE: 04/23/2021												
						691.05						
6090 NATIONAL ENGRAVERS INC												
83283		03/30/2021		0421-4	244366	203.50		203.50	04/30/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 04/30/2021												
2747 NCI INC.												
016905		02/26/2021		0421-4	244367	689.20		689.20	04/30/2021	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 04/30/2021												
3471 NFC CO. INC.												
140663		04/13/2021		0421-4	244368	150.00		150.00	04/23/2021	INV	PD	CO2 TANKS
CHECK DATE: 04/30/2021												
651 NORTHERN ILLINOIS GAS COMPANY												
33-46-52-1000 4 0421		04/09/2021		0421-3	244283	275.72		275.72	04/23/2021	INV	PD	33-46-52-1000 4 0421
CHECK DATE: 04/23/2021												
65-16-52-1000 9 0421		04/09/2021		0421-3	244284	108.45		108.45	04/23/2021	INV	PD	65-16-52-1000 9 0421
CHECK DATE: 04/23/2021												
51-24-41-2868 5 0421		04/12/2021		0421-3	244285	90.01		90.01	04/23/2021	INV	PD	51-24-41-2868 5 0421
CHECK DATE: 04/23/2021												
87-88-52-10002 0421		04/09/2021		0421-4	244369	55.77		55.77	04/23/2021	INV	PD	UTILITIES 87-88-52-100
CHECK DATE: 04/30/2021												
24-99-00-1000 1 0421		04/08/2021		0421-4	244370	419.42		419.42	04/23/2021	INV	PD	UTILITIES 24-99-00-100
CHECK DATE: 04/30/2021												
01-66-52-1000 9 0421		04/09/2021		0421-4	244371	1,424.34		1,424.34	04/23/2021	INV	PD	UTILITIES 01-66-52-100
CHECK DATE: 04/30/2021												
						2,373.71						
654 NORTHEAST MULTI-REG. TRAINING												
282642		04/09/2021		0421-3	244286	125.00		125.00	04/20/2021	INV	PD	RODRIGUEZ - BREATH ANA
CHECK DATE: 04/23/2021												
283301		04/19/2021		0421-4	244372	75.00		75.00	04/27/2021	INV	PD	WOLLENBERG - 40 HOUR J
CHECK DATE: 04/30/2021												
						200.00						
738 RAY O'HERRON CO. INC.												
2088291-IN		02/17/2021		0421-4	244373	689.35		689.35	04/22/2021	INV	PD	RIGGLE VEST
CHECK DATE: 04/30/2021												
2066404-CM		11/19/2020		0421-4	244373	-250.00		-250.00	04/30/2021	CRM	PD	PREOWNED 9MM PISTOL
CHECK DATE: 04/30/2021												
2100195-IN		03/29/2021		0421-4	244373	167.00		167.00	03/29/2021	INV	PD	HORAN - 2 PANTS AND 1
CHECK DATE: 04/30/2021												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2098217-IN		03/22/2021		0421-4	244373	41.01		41.01	03/29/2021	INV	PD	WILKE BLACK TACO
CHECK DATE: 04/30/2021												
2097649-IN		03/19/2021		0421-4	244373	231.80		231.80	04/22/2021	INV	PD	HATS - GENERAL SUPPLY
CHECK DATE: 04/30/2021												
2092787-IN		03/04/2021		0421-4	244373	39.90		39.90	04/22/2021	INV	PD	HATS - GENERAL SUPPLY
CHECK DATE: 04/30/2021												
2092753-IN		03/04/2021		0421-4	244373	20.55		20.55	04/22/2021	INV	PD	DURG TEST KIT - HEROIN
CHECK DATE: 04/30/2021												
2106461-IN		04/19/2021		0421-4	244373	62.97		62.97	04/22/2021	INV	PD	NEMCHOCK - 3 SOCKS
CHECK DATE: 04/30/2021												
2106120-IN		04/16/2021		0421-4	244373	322.98		322.98	04/22/2021	INV	PD	TABOR & GORZKOWICZ STI
CHECK DATE: 04/30/2021												
2106163-IN		04/16/2021		0421-4	244373	148.00		148.00	04/22/2021	INV	PD	HORAN - PANTS AND SHIR
CHECK DATE: 04/30/2021												
1458 OFFICE DEPOT, INC						1,473.56						
168076156001		04/16/2021		0421-4	244374	65.44		65.44	04/27/2021	INV	PD	POST IT NOTES, PENS, T
CHECK DATE: 04/30/2021												
676 PACKEY WEBB FORD, INC.												
155542		04/19/2021		0421-4	244375	223.20		223.20	04/30/2021	INV	PD	PD #003 - TIE ROD LINK
CHECK DATE: 04/30/2021												
C84556		04/20/2021		0421-4	244375	139.95		139.95	04/30/2021	INV	PD	PD #003 - WHEEL ALIGNM
CHECK DATE: 04/30/2021												
6453 PARAMEDIC BILLING SERVICES, INC.						363.15						
PBS-110		04/19/2021		0421-4	27441	19.25		19.25	04/19/2021	DIR	PD	AMBULANCE BILLING FEES
CHECK DATE: 04/22/2021												
PBS-111		04/29/2021		0421-4	27448	-38.50		-38.50	04/29/2021	CRM	PD	AMBULANCE SERVICE CORR
CHECK DATE: 04/29/2021												
12546 PARKES, WILLIAM						-19.25						
421220		04/19/2021		0421-3	244287	494.20		494.20	04/23/2021	INV	PD	UB WATER REFUND 658 GL
CHECK DATE: 04/23/2021												
7749 PAYMENT SERVICE NETWORK, INC												
PSN-101		04/05/2021		0421-4	27405	471.95		471.95	04/30/2021	DIR	PD	CUST ONLINE BANKING FE
CHECK DATE: 04/30/2021												
10823 PEST MANAGEMENT SERVICES, INC												
36152		04/19/2021		0421-3	244288	349.00		349.00	04/23/2021	INV	PD	GENERAL PEST CONTRAL A
CHECK DATE: 04/23/2021												
11266 PHYSICIANS IMMEDIATE CARE NORTH CHICAGO LLC												
5238589		04/05/2021		0421-4	244376	600.00		600.00	04/30/2021	INV	PD	EMPLOYMENT SCREENINGS

VILLAGE OF GLEN ELLYN



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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/30/2021												
700 THE PITNEY BOWES BANK INC												
36423689	0421	04/30/2021		0421-4	27449	2,000.00		2,000.00	04/30/2021	DIR	PD	POSTAGE METER REFILL A
CHECK DATE: 04/30/2021												
12070 RAMNODE LLC												
2993377		04/27/2021		0421-4	244377	216.00		216.00	04/27/2021	INV	PD	RAMNODE SOFTWARE FEE Y
CHECK DATE: 04/30/2021												
6173 REDLINE CONSTRUCTION INC												
859722		04/17/2021		0421-4	244378	1,518.97		1,518.97	04/28/2021	INV	PD	TOPDRESSING SAND FOR G
CHECK DATE: 04/30/2021												
1254 REINDERS, INC.												
1873517-00		04/12/2021		0421-3	244289	360.83		360.83	04/19/2021	INV	PD	2 2 INCH VALVES FOR PU
CHECK DATE: 04/23/2021												
4275484-00		04/12/2021		0421-3	244289	16,137.00		16,137.00	04/19/2021	INV	PD	EARLY ORDER FUNGICIDES
CHECK DATE: 04/23/2021												
						16,497.83						
754 RIGGS BROS. AUTO INTERIORS, INC.												
152103		04/05/2021		0421-3	244290	185.00		185.00	04/23/2021	INV	PD	REPAIR TO WATER COVER
CHECK DATE: 04/23/2021												
152129		04/06/2021		0421-3	244290	385.00		385.00	04/23/2021	INV	PD	PD #20-008 REPAIRS
CHECK DATE: 04/23/2021												
152172		04/09/2021		0421-4	244379	525.00		525.00	04/30/2021	INV	PD	PD #20-004 REPAIRS TO
CHECK DATE: 04/30/2021												
						1,095.00						
1518 ROSE PEST SOLUTIONS												
2756739		04/09/2021		0421-3	244291	175.00		175.00	04/23/2021	INV	PD	PEST CONTROL SERVICES
CHECK DATE: 04/23/2021												
763 ROSENTHAL BROS., INC.												
12052		04/13/2021		0421-3	244292	50.00		50.00	04/20/2021	INV	PD	KLOMES NOTARY
CHECK DATE: 04/23/2021												
8689 RUSH TRUCK CENTERS OF ILLINOIS, INC												
3023077412		04/13/2021		0421-4	244380	59.97		59.97	04/30/2021	INV	PD	PW #202 LAMP HARNESS
CHECK DATE: 04/30/2021												
8894 RUSSO HARDWARE, INC												
SPI10613208		04/13/2021		0421-3	244293	62.25		62.25	04/23/2021	INV	PD	FORESTRY SUPPLIES
CHECK DATE: 04/23/2021												
SPI10613194		04/13/2021		0421-3	244293	129.97		129.97	04/23/2021	INV	PD	FORESTRY SUPPLIES

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/23/2021						192.22						
9033 SAFETYLANE EQUIPMENT CORPORATION												
16554		12/18/2020		0421-3	244294	1,775.00	1,775.00	04/23/2021	INV	PD		STERTIL-KONI REPAIR PA
CHECK DATE: 04/23/2021												
6093 SCHAMBERGER BROTHERS, INC												
0000433583		04/09/2021		0421-3	244295	223.50	223.50	04/11/2021	INV	PD		BEER FOR RESALE
CHECK DATE: 04/23/2021												
12547 SCHMIT, DAVID/ WYNN												
314890		04/19/2021		0421-3	244296	23.31	23.31	04/23/2021	INV	PD		UB WATER REFUND - 357
CHECK DATE: 04/23/2021												
787 SERVICE SPRING CO. INC.												
166138		04/13/2021		0421-3	244297	335.74	335.74	04/23/2021	INV	PD		GWA #644 REPAIRS
CHECK DATE: 04/23/2021												
11768 SHI INTERNATIONAL												
B13311877		04/13/2021		0421-3	244298	960.00	960.00	04/23/2021	INV	PD		SCANNERS FOR CD
CHECK DATE: 04/23/2021												
11562 SHIFT4 PAYMENTS												
SHIFT4-27		04/10/2021		0421-4	27438	439.56	439.56	04/30/2021	DIR	PD		LINKS CREDIT CARD FEES
CHECK DATE: 04/22/2021												
3571 HARRY C SMITH LTD												
4044		04/19/2021		0421-4	244381	9,509.50	9,509.50	04/30/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 04/30/2021												
12512 SOUTHEAST LINEN ASSOCIATES, INC.												
1208083		04/09/2021		0421-3	244299	209.98	209.98	04/11/2021	INV	PD		LINENS
CHECK DATE: 04/23/2021												
S1073996		04/23/2021		0421-4	244382	17.50	17.50	04/23/2021	INV	PD		UNIFORM CLEANING
CHECK DATE: 04/30/2021												
1209455		04/23/2021		0421-4	244382	358.66	358.66	04/23/2021	INV	PD		LINENS
CHECK DATE: 04/30/2021												
1208769		04/16/2021		0421-4	244382	209.98	209.98	04/23/2021	INV	PD		LINENS
CHECK DATE: 04/30/2021												
						796.12						
10181 SOUTHERN GLAZER'S WINE AND SPIRITS, LLC												
3590325		04/08/2021		0421-3	244300	1,635.11	1,635.11	04/11/2021	INV	PD		WINE AND LIQUOR FOR RE
CHECK DATE: 04/23/2021												
3611584		04/22/2021		0421-4	244383	575.34	575.34	04/23/2021	INV	PD		WINE AND LIQUOR FOR RE

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/30/2021						2,210.45						
11331 ST JAMES THE APOSTLE CATHOLIC CHURCH												
115616		04/09/2021		0421-3	244301	223.08	223.08	04/23/2021	INV	PD	10 %	BACK TO ST. JAMES
CHECK DATE: 04/23/2021												
806 STANDARD EQUIPMENT COMPANY												
P28108		04/08/2021		0421-3	244302	295.18	295.18	04/23/2021	INV	PD		INVENTORY - GUTTER BRO
CHECK DATE: 04/23/2021												
P27904		03/31/2021		0421-3	244302	81.35	81.35	04/23/2021	INV	PD		PW230 HYD OIL
CHECK DATE: 04/23/2021												
P27889		03/30/2021		0421-3	244302	295.18	295.18	04/23/2021	INV	PD		INVENTORY GUTTER BROOM
CHECK DATE: 04/23/2021												
P27979		04/02/2021		0421-3	244302	52.98	52.98	04/23/2021	INV	PD		PW #242 PRESSURE GUAGE
CHECK DATE: 04/23/2021						724.69						
2687 STAPLES CONTRACT & COMMERCIAL, INC.												
3473031293		03/27/2021		0421-3	244303	31.16	31.16	04/23/2021	INV	PD		OFFICE SUPPLIES
CHECK DATE: 04/23/2021												
3473893553		04/03/2021		0421-3	244303	136.10	136.10	04/23/2021	INV	PD		CLEANING SUPPLIES
CHECK DATE: 04/23/2021												
3473873541		04/03/2021		0421-3	244303	62.42	62.42	04/23/2021	INV	PD		CLEANING SUPPLIES
CHECK DATE: 04/23/2021												
3474412763		04/10/2021		0421-4	244384	5.04	5.04	04/30/2021	INV	PD		OFFICE SUPPLIES
CHECK DATE: 04/30/2021						234.72						
7515 STERNBERG LANTERNS, INC												
58370		02/15/2021		0421-3	244304	1,040.00	1,040.00	04/23/2021	INV	PD		AMBER RIDGE REPLACEMEN
CHECK DATE: 04/23/2021												
7600 STUEVER & SONS, INC												
0332550		04/07/2021		0421-3	244305	98.00	98.00	04/11/2021	INV	PD		BEER LINE CLEANING
CHECK DATE: 04/23/2021												
0330099		04/21/2021		0421-4	244385	87.00	87.00	04/23/2021	INV	PD		BEER LINE CLEANING
CHECK DATE: 04/30/2021						185.00						
835 SUPERIOR BEVERAGE CO.												
364587		04/23/2021		0421-4	244386	214.20	214.20	04/23/2021	INV	PD		BEER FOR RESALE
CHECK DATE: 04/30/2021												
10104 SUPREME LOBSTER CO												
7077184		04/15/2021		0421-4	244387	585.13	585.13	04/20/2021	INV	PD		FOOD - RESALE
CHECK DATE: 04/30/2021												
7081714		04/22/2021		0421-4	244387	261.50	261.50	04/22/2021	INV	PD		FOOD - RESALE

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 04/30/2021						846.63						
854 TERRACE SUPPLY COMPANY												
01021738		03/31/2021		0421-3	244306	25.73		25.73	04/23/2021	INV	PD	OXYGEN & ACETYLENE REN
CHECK DATE: 04/23/2021												
55 ANTHONY R. TERRANOVA												
115776		04/21/2021		0421-3	244307	600.00		600.00	04/23/2021	INV	PD	TUITION ASSISTANCE PLA
CHECK DATE: 04/23/2021												
2211 JANET TERRANOVA												
115777		04/21/2021		0421-3	244308	600.00		600.00	04/23/2021	INV	PD	TUITION ASSISTANCE PLA
CHECK DATE: 04/23/2021												
12544 THERESE EGAN												
433550		04/15/2021		0421-3	244309	118.92		118.92	04/23/2021	INV	PD	UB WATER REFUND - 817
CHECK DATE: 04/23/2021												
865 ACUSHNET COMPANY												
910672353		04/05/2021		0421-4	244388	122.66		122.66	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910611443		03/29/2021		0421-4	244388	125.00		125.00	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910759885		04/14/2021		0421-4	244388	122.66		122.66	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910801163		04/19/2021		0421-4	244388	122.66		122.66	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910731700		04/12/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910731701		04/12/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910746965		04/13/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910641218		03/31/2021		0421-4	244388	125.00		125.00	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910708963		04/08/2021		0421-4	244388	139.95		139.95	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910692655		04/07/2021		0421-4	244388	634.96		634.96	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910696093		04/07/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910720074		04/09/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910667827		04/05/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910660270		04/02/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910588257		03/26/2021		0421-4	244388	90.00		90.00	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
910612363		03/29/2021		0421-4	244388	168.00		168.00	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910748274		04/13/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910657721		04/02/2021		0421-4	244388	119.72		119.72	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910779044		04/16/2021		0421-4	244388	142.23		142.23	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
910755473		04/14/2021		0421-4	244388	264.60		264.60	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
868 TOTAL FIRE & SAFETY						3,135.20						
9028661-IN		03/30/2021		0421-3	244310	1,257.92		1,257.92	04/06/2021	INV	PD	FIRE INSPECTION
CHECK DATE: 04/23/2021												
9036363		03/30/2021		0421-3	244310	164.32		164.32	04/06/2021	INV	PD	FIRE INSPECTION
CHECK DATE: 04/23/2021												
870 TOUR EDGE GOLF MFG INC						1,422.24						
IN-01436327		04/07/2021		0421-4	244389	96.60		96.60	04/22/2021	INV	PD	GOLF CLUBS FOR RENTAL
CHECK DATE: 04/30/2021												
872 TRAFFIC CONTROL & PROTECTION INC												
127920		04/07/2021		0421-3	244311	2,337.00		2,337.00	04/23/2021	INV	PD	REPLACEMENT PARTS FOR
CHECK DATE: 04/23/2021												
106716		04/16/2021		0421-4	244390	399.30		399.30	04/30/2021	INV	PD	ALUMINUM SIGN BLANKS F
CHECK DATE: 04/30/2021												
873 TRAFFTECH, INC.						2,736.30						
1693		07/30/2020		0421-3	244312	1,575.00		1,575.00	04/23/2021	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 04/23/2021												
12309 TRANS HOLDINGS CORP												
115931		04/22/2021		0421-4	244391	12,100.00		12,100.00	04/30/2021	INV	PD	REIMBURSEMENT UPGRADED
CHECK DATE: 04/30/2021												
658 PATSON, INC												
2418757		04/07/2021		0421-3	244313	1,518.76		1,518.76	04/23/2021	INV	PD	PW #201 PARTS
CHECK DATE: 04/23/2021												
CM2418757		04/12/2021		0421-3	244313	-375.00		-375.00	04/12/2021	CRM	PD	CORE CREDIT
CHECK DATE: 04/23/2021												
2418758		04/07/2021		0421-3	244313	9.26		9.26	04/23/2021	INV	PD	INVENTORY - FUEL FILTE
CHECK DATE: 04/23/2021												
10845 TRAVIS MATHEW LLC						1,153.02						

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
90196106		03/26/2021		0421-4	244392	140.92		140.92	04/22/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 04/30/2021												
9487 TREE STUFF INC												
618148		03/18/2021		0421-3	244314	2,321.19		2,321.19	04/23/2021	INV	PD	REPLACEMENT EAB GUN
CHECK DATE: 04/23/2021												
618253		03/18/2021		0421-3	244314	9,064.49		9,064.49	04/23/2021	INV	PD	EAB CHEMICALS & SUPPLI
CHECK DATE: 04/23/2021												
						11,385.68						
12302 THE BOARD OF TRUSTEES THE UNIVERSITY OF ILLINOIS												
H0888		04/22/2021		0421-4	244393	795.00		795.00	04/22/2021	INV	PD	BLOOD AND URINE TESTIN
CHECK DATE: 04/30/2021												
4922 UNITED SEPTIC, INC.												
9764		04/05/2021		0421-3	244315	500.00		500.00	04/11/2021	INV	PD	SEPTIC GREASE PUMPING
CHECK DATE: 04/23/2021												
886 U.S. VENTURE, INC												
5676198		04/13/2021		0421-4	244394	168.62		168.62	04/30/2021	INV	PD	PW #500 TIRES
CHECK DATE: 04/30/2021												
5753202		04/19/2021		0421-4	244394	313.43		313.43	04/30/2021	INV	PD	PW #231 TIRES
CHECK DATE: 04/30/2021												
						482.05						
884 U.S. FOODSERVICE, INC.												
420837		03/17/2021		0421-3	244316	1,889.80		1,889.80	03/19/2021	INV	PD	FOOD - DRY GOODS - SUP
CHECK DATE: 04/23/2021												
941591		04/02/2021		0421-3	244316	1,758.46		1,758.46	04/08/2021	INV	PD	FOOD RESALE - ,DRY GOO
CHECK DATE: 04/23/2021												
1205048		04/12/2021		0421-3	244316	2,512.74		2,512.74	04/14/2021	INV	PD	FOOD - RESALE, SUPPLLI
CHECK DATE: 04/23/2021												
1205047		04/12/2021		0421-3	244316	36.31		36.31	04/14/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/23/2021												
1523386		04/21/2021		0421-3	244316	25.10		25.10	04/21/2021	INV	PD	DRY GOODS
CHECK DATE: 04/23/2021												
1370324		04/16/2021		0421-4	244395	2,124.56		2,124.56	04/21/2021	INV	PD	FOOD - RESALE, DRY GOO
CHECK DATE: 04/30/2021												
1430614		04/19/2021		0421-4	244395	2,266.16		2,266.16	04/19/2021	INV	PD	FOOD RESALE/OPERATING
CHECK DATE: 04/30/2021												
1351173		04/15/2021		0421-4	244395	199.27		199.27	04/19/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/30/2021												
1449277		04/19/2021		0421-4	244395	260.82		260.82	04/19/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/30/2021												
1449327		04/19/2021		0421-4	244395	23.67		23.67	04/19/2021	INV	PD	FOOD - RESALE
CHECK DATE: 04/30/2021												
						11,096.89						
1190 HD SUPPLY FACILITIES MAINT LTD.												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
558930		03/31/2021		0421-3	244317	160.12		160.12	04/23/2021	INV	PD	REPLACEMENT HOSE FOR T
CHECK DATE: 04/23/2021												
10492 VALLEY VIEW ARBORETUM CIVIC ASSN												
115863		03/08/2021		0421-4	244396	180.00		180.00	04/22/2021	INV	PD	AD IN VALLEY VIEW MONT
CHECK DATE: 04/30/2021												
9719 VERIZON CONNECT NWF INC.												
OSV000002405406		04/01/2021		0421-3	244318	1,054.96		1,054.96	04/23/2021	INV	PD	GPS & AVL FLEET TRACKI
CHECK DATE: 04/23/2021												
915 VERIZON WIRELESS SERVICES LLC												
9876739409		04/01/2021		0421-3	244319	1,053.51		1,053.51	04/23/2021	INV	PD	887125807-00001 0421
CHECK DATE: 04/23/2021												
9877018843		04/06/2021		0421-3	244320	50.06		50.06	04/20/2021	INV	PD	MARCH M2M CHARGES
CHECK DATE: 04/23/2021												
9877712202		04/15/2021		0421-4	244397	316.47		316.47	04/30/2021	INV	PD	486486569-00002
CHECK DATE: 04/30/2021												
9877712201		04/15/2021		0421-4	244398	881.20		881.20	04/30/2021	INV	PD	486486569-00001
CHECK DATE: 04/30/2021												
3995 WAREHOUSE DIRECT OFFICE PRODUCTS						2,301.24						
4935090-0		04/14/2021		0421-3	244321	52.72		52.72	04/23/2021	INV	PD	OFFICE SUPPLIES
CHECK DATE: 04/23/2021												
7711 WINDY CITY DISTRIBUTION COMPANY												
102165		04/08/2021		0421-3	244322	542.88		542.88	04/11/2021	INV	PD	BEER FOR RESALE
CHECK DATE: 04/23/2021												
109671		04/22/2021		0421-4	244399	490.32		490.32	04/23/2021	INV	PD	BEER FOR RESALE
CHECK DATE: 04/30/2021												
3848 WITTEK GOLF SUPPLY CO INC						1,033.20						
72818		03/18/2021		0421-4	244400	1,769.74		1,769.74	04/28/2021	INV	PD	CART TRAFFIC CONTROL S
CHECK DATE: 04/30/2021												
8565 WIDEOPENWEST FINANCE LLC												
014635006 0421		04/02/2021		0421-3	244323	66.75		66.75	04/23/2021	INV	PD	014635006 0421
CHECK DATE: 04/23/2021												
015331270 0421		04/02/2021		0421-3	244323	132.98		132.98	04/23/2021	INV	PD	015331270 0421
CHECK DATE: 04/23/2021												
018107794 0421		04/09/2021		0421-3	244323	883.32		883.32	04/23/2021	INV	PD	VILLAGE FIBER CONNECTI
CHECK DATE: 04/23/2021												
536 INVOICES						719,040.14						

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
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** END OF REPORT - Generated by Colette Ameche **



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

Meeting 5/10/2021 7:00 PM
Department: System Administrator
Department Head:
Category: Minutes
Prepared By:

**AGENDA ITEM (ID # 2021-
1120)**

DOC ID: 2021-1120

April 19, 2021 Village Board Workshop Minutes

Statement of the Issue:

Please review the attached minutes.

Analysis:

N/A

Budget Impact:

N/A

Action Requested:

Please review and approve the attached minutes.

Attachments:

1. 04192021 Village Board Workshop Minutes



Minutes
Village of Glen Ellyn
Glen Ellyn Village Board
Workshop
Monday, April 19, 2021
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Upon roll call by Village Clerk Chereskin, Acting Village President Fasules and Trustees Christiansen, Enright, Pryde, Senak and Thompson answered "Present".

Also in attendance were Village Manager Franz, Assistant Village Manager Rodman, Finance Director Coyle, Community Development Director Springer, Police Chief Norton, Interim Public Works Director Buckley and Planning Manager Purvis.

D. Audience Participation

1. Erica Nelson thanked Trustee Enright and Trustee Pryde for their years of service. Ms. Nelson spoke regarding the need of affordable housing in Glen Ellyn and thanked the Village Board and staff for making this a focus in the upcoming years.

E. Environmental Commission 2021 Priorities (Presented by Environmental Commission Chairperson Truitt) (Discussion Only)

1. Chairperson Truitt will present the Environmental Commission Priorities for 2021.

Environmental Commission Chairperson Truitt presented the Environmental Commission's top priorities for 2021. Chairperson Truitt stated the Environmental Commission's priorities include encouraging sustainable communities, economic development, green initiative awards for businesses, educational workshops and partnerships, native tree & shrub sale as well as educating and making information available to residents.

Trustee Enright asked if the proposed award program would be for businesses and resident. Chairperson Truitt stated the Commission will focus on businesses as residents currently have options to be recognized by other organizations.

Trustee Pryde thanked Chairperson Truitt for her leadership of the Environmental Commission.

Trustee Senak stated he highly respects the work the Environmental Commission has done. Trustee Senak stated in upcoming years, he will be asking the Environmental Commission to focus on energy costs.

Trustee Christiansen thanked Chairperson Truitt for her work on the Environmental Commission and stated she is delighted on how proactive and creative the Commission is.

Trustee Thompson thanked Chairperson Truitt and the entire Environmental Commission for all their work.

RESULT:	DISCUSSION ONLY
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H. Financial Report (Presented by Finance Director Coyle) (Discussion Only)

1. Finance Director Coyle will present the first quarter report for fiscal year 2021.

Finance Director Coyle provided an overview of the first quarter financial report focusing on the general fund revenues and trends, the American Rescue Plan, cash reserves and budget amendments.

Trustee Senak asked if the 2021 budget will have a surplus. Finance Director Coyle stated it is too soon to project but stated the budget was created with an expected deficit in 2021. Finance Director Coyle stated it is likely that the deficit will be less than what was projected in the budgeting process.

Trustee Thompson stated he is in support of hiring the HR Manager position and moving forward to staffing that position.

RESULT:	DISCUSSION ONLY
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F. Diversity, Equity and Inclusion (DEI) Report (Presented by Village Manager Franz) (Discussion Only)

1. Village Manager Franz will present an update on the DEI Community Project.

Village Manager Franz provided an update on the DEI Community Project and showed a video about the project.

Trustee Christiansen stated the DEI project is not a one and done event and noted that it is a journey. Trustee Christiansen stated the Village and community must continue progress and move forward with the Community Relations Commission and Affordable Housing Taskforce as soon as possible. Trustee Christiansen stated the Village's job is to listen and hear our residents. Trustee Christiansen thanked the Village, Village Board and Library for starting this initiative.

Trustee Thompson stated the Village has to be careful when appointing Commissioners to the Community Relation Commission and noted he is looking forward to staffing and starting the Commission.

Trustee Senak stated he could not be more proud of the Village Board and Library. Trustee Senak stated Trustee Christiansen will be the Trustee Liaison for the Community Relations Commission and is glad to have the Community Relations Commission back up and running. Trustee Senak stated he looks forward to working with residents and the Village Board regarding DEI initiatives.

Public Comment

1. Julie Evans wrote regarding the need of affordable housing in the Village including housing for adults with intellectual and developmental disabilities.

2. Renie Atchison wrote regarding the need of affordable housing in the Village including housing for adults with intellectual and developmental disabilities.

RESULT:	DISCUSSION ONLY
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G. Comprehensive Plan (Presented by Community Development Director Springer) (Discussion Only)

1. Community Development Director Springer will lead a presentation of the Village's Draft Comprehensive Plan.

Acting President Fasules stated this discussion of the draft Comprehensive Plan will be first of many discussions by the Village Board and noted a vote will not be taken regarding the Comprehensive Plan at this time.

Community Development Director Springer provided an overview of the Comprehensive Plan process and introduced John Houseal and Brandon Nolin of Houseal Lavigne Associates.

John Houseal, Principal of Houseal Lavigne Associates, provided an overview of the planning process, community input and the draft Plan overview.

Brandon Nolin, Senior Project Manager at Houseal Lavigne Associates, provided a high level overview of the draft Comprehensive Plan

Trustee Enright stated the Plan Commission has done a fantastic job with the draft Comprehensive Plan. Trustee Enright stated Houseal Lavigne Associates have also done a great job with the draft Comprehensive Plan. Trustee Enright stated his only concern is moving the fire house that is currently located on Pennsylvania Avenue. Trustee Enright also stated he would like to see Resolution 19-04 included in the Plan.

Trustee Pryde stated the Plan Commission and Houseal Lavigne Associates have done a great job with the draft Comprehensive Plan. Trustee Pryde stated he focuses on Comprehensive Plans from other communities for his work, and this is the most comprehensive Plan that he has seen. Trustee Pryde stated this Plan takes account for everyone and noted there is information for everyone in the Plan. Trustee Pryde stated moving forward, the Village Board should review and update the Comprehensive Plan more frequently. Trustee Pryde stated he hopes the Plan becomes more in the forefront of future Village Boards. Trustee Pryde stated he recommends being careful with the catalyst sites. Trustee Pryde stated it is great to focus on affordable housing and noted it is a great opportunity to invite the next generation of residents to Glen Ellyn. Trustee Pryde stated overall the draft Comprehensive Plan is very solid and noted it is a very good step forward.

Village Manager Franz stated it is a goal to be able to modify the Comprehensive Plan moving forward and to treat it more like a working document. Mr. Houseal stated the Comprehensive Plan is a long term vision, but it should be reviewed during the time it is in place. Acting President Fasules stated the Village Board and staff will set up a review schedule that works best for everyone moving forward.

Trustee Thompson stated he is concerned about the catalyst sites and asked if the current owners know they are in fact considered a catalyst site in the draft Plan. Community Development Director Springer stated staff has been in contact with all catalyst sites, and also noted the disclaimer regarding catalyst sites in the Plan.

Trustee Thompson stated he is also concerned about parking, especially ADA parking and Uber/Lyft drop off sites. Trustee Thompson stated parking is not addressed in the draft Plan. Trustee Thompson stated he would like to see more information about the award programs offered by the Village in the Plan. Trustee Thompson stated he is happy to see that residents want cultural facilities in the Village and noted he would like to see the McKee House and Churchill Woods added to the Plan. Trustee Thompson also noted he is very interested in the Surrey Drive area, east of Roosevelt Road, and would like to see that area added to the Plan.

Trustee Christiansen thanked staff and Houseal Lavigne Associates for all their work this far on the draft Comprehensive Plan. Trustee Christiansen stated she is concerned that we haven't started with what we want, but rather we started with what the Village needs to do the catch up with other communities. Trustee Christiansen noted that history and character is important to Glen Ellyn and that should be reflected in the Plan. Trustee Christiansen stated the Plan notes nearly 50% of residents have no interest to add additional apartments to the downtown, yet the catalyst sites are all for multi-family developments. Trustee Christiansen stated she is concerned about the upzoning and changing the feet associated with allowable heights for development in the downtown. Trustee Christiansen stated residents are already concerned with a five story (50-60 foot) building and would like to see these discrepancies reconciled. Trustee Christiansen stated the Plan stops at Roosevelt Road and noted the Plan should include opportunities for South of Roosevelt Road. Trustee Christiansen stated there is also an opportunity to make Glen Ellyn greener and more environmentally friendly. Trustee Christiansen stated she would like to see these big picture concerns addressed.

Trustee-elect Gould stated she is concerned regarding the upzoning and noted she is not comfortable jumping to the height increase. Trustee-elect Gould also noted the upzoning contradicts other parts of the Plan. Trustee-elect Gould stated the vision section needs some additional work and would like to see this section expanded and increased. Trustee-elect Gould stated she would like more details on how Glen Ellyn is distinguished from other communities. Trustee-elect Gould noted Glen Ellyn is a walkable city, and there needs to be more focus on buildings and the rhythm of the block.

Trustee-elect Kalinich stated Trustee Christiansen's feedback reflected her high level notes. Trustee-elect Kalinich stated she sent questions to Village staff and would like to explore one-way streets in future meetings.

Trustee Senak noted he would like to see future revisions redlined for ease of tracking changes. Trustee Senak stated he would like to see the raw community data posted on the website. Trustee Senak also noted he echoes Trustee Enright, and would like to see Resolution 19-04 added to the Plan.

Trustee Senak noted the vision statement is a key component of the Plan and asked if it was created by Houseal Lavigne and Village staff and asked if the vision statement was created around community input and outreach data. Planning Manager Purvis stated Houseal Lavigne and staff created the vision statement together. Planning Manager Purvis stated it was her understanding that the Village Board previously directed staff to use the previous vision statement, goals and objectives and to update them as necessary.

Trustee Senak asked if the Village and Houseal Lavigne reviewed our stakeholder's Comprehensive Plans and Strategic Plans to see if they matched our vision. Mr. Nolin stated during initial meetings with stakeholder's staff reviewed their Comprehensive and Strategic Plans. Trustee Senak stated if this was done, it should be noted in the Plan.

Public Comment

1. Sania Irwin thanked Trustee Enright and Pryde for their service to the Village. Ms. Irwin stated Resolution 19-04 should be fully included in the Comprehensive Plan.

2. George Smith of St. Marks stated the Comprehensive Plan is amazing to have and stated Resolution 19-04 should be fully included at the beginning of the Comprehensive Plan. Mr. Smith also noted St. Mark's has been providing services in Spanish since 2011.

3. Kim Reed stated Resolution 19-04 needs to be placed at the front of the Comprehensive Plan and spoke regarding the importance of the Resolution. Ms. Reed stated there is in fact racism in our community and Resolution 19-04 should be used as a compass.

4. James Shannon of People's Community Church stated he has been a resident of Glen Ellyn for 37 years. Mr. Shannon stated his congregation is prominently African American and noted they would like to live closer to church, but they are unsure if they can afford to live in Glen Ellyn and if they will be welcome. Mr. Shannon stated he is excited to share this Plan with his congregation. Mr. Shannon stated Resolution 19-04 should be in the front of the Plan and he is excited for the future of Glen Ellyn.

5. Ginger Wheeler thanked Trustee Enright and Pryde for their service to the community and thanked everyone who has assisted with the draft Plan. Ms. Wheeler stated she would like to see bike trails included in the Plan and also noted Resolution 19-04 should be included in the beginning of the Plan.

6. Karl Agger wrote noting the proposed changes included in the Comprehensive Plan should not be adopted.

7. Pamela Albrecht wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet. Ms. Albrecht also noted the Village should reinstate the Architectural Review Commission to assist in guiding future developments.

8. Britta Albrecht-Tello wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

9. Gabriele Bent wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

10. Jeffrey and Laurie Blei wrote regarding steps the Village should take to assess any future proposed developments including seeking community input, sticking to current building code and zoning rules, reinstating the Architectural Review Commission, creating 3D models and reaching out to similar communities.

11. Laura Bromann Brown wrote encouraging the Village Board to exclude the Early Education Campus from the Comprehensive Plan at this time.

12. Barb Lemme wrote regarding her concern of the overall tenor and intent of the Comprehensive Plan. Ms. Lemme wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

13. Diana Martinez wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

14. Lee Marks wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

15. James Murphy wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

16. Tillie Radebaugh wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

17. Brad Rosley wrote stating the allowable height of buildings in the downtown should be increased to 60 feet as it allows for more density without more space on the ground.

18. Eleanor Salimonas wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

19. Scott Shoub wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

20. Elicia Viola wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet. Ms. Viola also noted the Village should reinstate the Architectural Review Commission to assist in guiding future developments.

21. Scott Vogg wrote stating the allowable height of buildings in downtown should not be increased and should remain at 40 feet.

22. Kevin Williams wrote stating he is excited about the Comprehensive Plan and possible improvements to Glen Ellyn. Mr. Williams wrote that he supports to increase of allowable height of buildings in downtown.

23. Zak Wilson wrote asking for the Comprehensive Plan to be put on hold so residents and businesses can provide feedback.

RESULT:	DISCUSSION ONLY
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I. Other Business

J. Adjourn

RESULT:	APPROVED [6 TO 0]
MOVER:	Bill Enright, Village Trustee
SECONDER:	Craig Pryde, Village Trustee
AYES:	Christiansen, Enright, Fasules, Pryde, Senak, Thompson

Respectfully Submitted, Lindsey Kaminsky Executive Assistant

Reviewed and Approved, John A. Chereskin, Village Clerk



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

Meeting 5/10/2021 7:00 PM
Department: System Administrator
Department Head:
Category: Minutes
Prepared By:

**AGENDA ITEM (ID # 2021-
1121)**

DOC ID: 2021-1121

April 26, 2021 Village Board Meeting Minutes

Statement of the Issue:

Please review the attached minutes.

Analysis:

N/A

Budget Impact:

N/A

Action Requested:

Please review and approve the attached minutes.

Attachments:

1. 04262021 Village Board Meeting Minutes



Minutes
Village of Glen Ellyn
Glen Ellyn Village Board
Regular Meeting
Monday April 26, 2021
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Upon roll call by Village Clerk Chereskin, Acting President Fasules and Trustees Christiansen, Enright, Pryde, Senak and Thompson answered "Present".

Also in attendance: Village Manager Franz, Assistant Village Manager Rodman, Village Attorney Mathews, Finance Director Coyle, Interim Public Works Director Buckley, Community Development Director Springer, Police Chief Norton, Economic Development Coordinator Hannah, Fire Chief Clark, Fire Administrator Shanley, Equipment Services Supervisor Frasco and Utilities Superintendent Hubskey.

D. Audience Participation

None.

E. Village Clerk Recognition

1. Village Clerk Chereskin will read a proclamation thanking the volunteers of the COVID-19 vaccine clinic.

Acting President Fasules read the proclamation thanking volunteers of the COVID-19 vaccine clinic and also proclaimed Friday, April 30 as volunteer day in Glen Ellyn. Acting President Fasules thanked all volunteers in the Village of Glen Ellyn.

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:

RESULT:	APPROVED [6 TO 0]
MOVER:	Craig Pryde, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Christiansen, Enright, Fasules, Pryde, Senak, Thompson

Motion to approve the following items including Payroll and Vouchers totaling \$1,652,246.32. These agenda items have been reviewed by the Management Team & Village Attorney and are consistent with the Village's Purchasing Policy (Trustee Pryde)

1. Total Expenditure (Payroll and Vouchers) - \$1,652,246.32
2. March 22, 2021 Village Board Meeting Minutes
3. March 12, 2021 Village Board Meeting Minutes
4. Designate Trustee Christiansen as Village President Pro-Tem for the Four Month Period from May through August 2021
5. Approve the Recommendation of Acting Village President Fasules for the Appointment of Board of Fire and Police Commissioner, Diana Martinez, for a Term Ending May 31, 2024
6. Approve a Façade Improvement Award in the Amount of \$30,000 for A Toda Madre at 499 N. Main Street, to be Expensed to the Central Business District TIF Fund (Economic Development Coordinator Hannah)

Trustee Thompson asked what happens if we go over the budgeted amount allocated for award programs. Economic Development Coordinator Hannah stated staff can request additional funding from the Village Board or defer payments to the next fiscal year (if possible).

Trustee Thompson asked how conversations with businesses regarding the award programs have been going. Economic Development Coordinator Hannah stated conversations with businesses have been going well and staff continues to work with businesses and make the award program as easy as possible. Economic Development Coordinator Hannah also noted there is approximately \$2,500 left in the budget for the COVID-19 grant program the Village implemented.

9. Ordinance No. 6869, An Ordinance Approving a Zoning Variation from the Corner Side Setback Requirement for a Second-Story Addition on the Property Located at 639 Newton Avenue (Community Development Director Springer)
10. Ordinance No. 6870, An Ordinance Approving a Zoning Variation from the Maximum Lot Coverage Ratio Requirement for the Construction of a New Two-Story Single-Family Home on the Property Located at 715 Pleasant Avenue (Community Development Director Springer)
11. Authorize the Village Manager to Extend a Contract for the Annual Maintenance of the Cottage Water Tower for FY2021-23, to Utility Service Co., Inc., of Perry Georgia, in a Not-to-Exceed Amount of \$88,950.99, to be Expensed to the Water & Sewer Fund (Interim Public Works Director Buckley)

Trustee Senak asked if this is a contract that should or could have been bid out. Interim Public Works Director Buckley stated the original contract was bid out in 2008, and now this is a maintenance contract. Interim Public Works Director Buckley stated staying with the same company is the best option moving forward, which is why it was not bid.

Trustee Senak asked if the original and maintenance contracts are subject to the Village's purchasing policy. Village Manager Franz confirmed this.

Trustee Senak asked if any of the contract extensions were bid out. Utilities Superintendent Hubskey stated contract extensions were not bid out, but the contract extensions were approved by the Village Board.

Trustee Senak stated moving forward, he has the expectation that staff will bid for all required contracts. Trustee Senak stated if the lowest bid is not the best option, staff can explain that to the Village Board. Trustee Senak stated he understands why this contractor is best for this project, but still would have liked the project to go out to bid.

12. Pursuant to Section 1-10-7 of the Glen Ellyn Village Code, adopt the competitive bidding procedures of Sourcewell in lieu of the provisions of Chapter 10 on Village Contracts and approve the purchase of one (1) JCB 3CX15 backhoe loader from Casey Equipment of Arlington Heights, Illinois, in the amount of \$99,275 and one (1) Elgin Pelican street sweeper from Standard Equipment Company of Elmhurst, Illinois, in the amount of \$238,286 (Interim Public Works Director Buckley)
13. Pursuant to Section 1-10-7 of the Glen Ellyn Village Code, adopt the competitive bidding procedures of the State of Illinois Management Services Group in lieu of the provisions of Chapter 10 on Village Contracts and approve the purchase of two (2) International HV607 chassis with Bonnell Industries Commander MT body packages from Rush Truck Center of Springfield, Illinois, in the amount of \$413,306 (Interim Public Works Director Buckley)

Items Pulled from the Consent Agenda to Vote on Separately

7. Approve an Agreement between the Glen Ellyn Volunteer Fire Company and the Village of Glen Ellyn (Village Manager Franz)

Trustee Christiansen asked for these items to be pulled from the consent agenda due to her husband serving on the Glen Ellyn Volunteer Fire Company.

Trustee Thompson asked when the Glen Ellyn Volunteer Fire Company plans to provide a strategic review of the Fire Company to the Village. Chief Clark stated the strategic review will occur during the first year of the proposed contract and will be complete by April 2022.

Trustee Thompson asked what the process of the strategic review will look like. Chief Clark stated Village staff will assist with the review and it will be completed internally with resources from the Fire Company and Village.

Trustee Thompson asked if the Village has an active program for facilities management for the Fire Company. Chief Clark stated they have had a plan in place for several years and continues to work with the Village on this. Village Manager Franz also noted the Fire Company and Village are working to update the current facilities plan. Trustee Thompson stated he would like the facilities plan shared with the Village Board.

Trustee Thompson asked about ongoing training for the Fire Company and asked for details on what the training involves. Chief Clark stated there is very extensive training for new firefighters which lasts about 18 months. Chief Clark also noted there are weekly ongoing trainings and

continued education for all active firefighters. Chief Clark noted there are additional annual trainings.

8. Ordinance No. 6868, An Ordinance Amending the Budget of the Village of Glen Ellyn for the Fiscal Year Ending December 31, 2021 to increase funding to the Glen Ellyn Volunteer Fire Company (Finance Director Coyle)

RESULT:	APPROVED [6 TO 0]
MOVER:	Craig Pryde, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Fasules, Pryde, Senak, Thompson
RECUSED:	Christiansen

G. 200 N. Montclair Variation Request (Presented by Community Development Director Springer) (Trustee Christiansen)

1. Motion to approve Ordinance No. 6871, An Ordinance Approving a Construction Necessitated Zoning Variation from the Setback Requirement to Allow an Existing Residential Sport Court to Remain on the Property Located at 200 N. Montclair Avenue

Community Development Director Springer provided an overview of the requested variation.

Trustee Enright asked if there was any neighbor input. Community Development Director Springer stated four property owners received notice of the variation request, and three of the four provided letters of support. There were no letters submitted in opposition of the request.

Trustee Pryde asked in which direction the court was extended. Trustee Christiansen stated the court was extended three feet to the left and six feet to the north.

Trustee Pryde stated he continues to get frustrated with construction necessitated zoning variations.

Trustee Christiansen stated this was not an easy discussion and decision by the Zoning Board of Appeals. Trustee Christiansen also noted the Zoning Board of Appeals has concerns regarding the high number of construction necessitated zoning variation requests.

Trustee Thompson stated there needs to be rules about sport courts for many reasons, especially due of the potential noise complaints from neighbors.

Michelle Stallings, petitioner and property owner of 200 N. Montclair Avenue, stated there was a preexisting cement basketball court when the home was purchased Ms. Stallings stated the hardship comes from the potential financial commitment of removing a portion of the sport court and also noted the stormwater concerns on the property. Ms. Stallings stated there would be potential stormwater issues if the sport court was moved to a different location. Ms. Stallings also noted there is neighbor support to keep the sport court where it is currently located.

Trustee Senak asked what would happen if a future neighbor is not comfortable with the location of the sport court. Ms. Stallings stated she understands that concern but noted the sport court is done

very nicely and also noted the placement of the garage in their backyard. Ms. Stallings also noted the sport court can't be moved elsewhere due to stormwater management. Ms. Stallings stated there have been significant grading issues in their backyard that have taken years to resolve. Ms. Stallings noted that underground pipes were put in, there was retaining and a retaining wall was installed.

Trustee Senak asked if the stormwater changes help the surrounding neighbors. Ms. Stallings confirmed they do as the water is directed away from the neighbor's home.

Trustee Enright asked what would happen if the Village Board voted to not approve the variation request. Community Development Director Springer stated the sport court would have to be brought into compliance with the Zoning Code.

Trustee Senak asked if there is a different fee for zoning variance requests and construction necessitated zoning variation requests. Community Development Director Springer stated the fees for construction necessitated zoning variation requests are double than a typical request and the property owner must have an escrow account with the Village.

Trustee Senak asked if this variation can be applied to the current property owner. Community Development Director Springer stated variation requests run with the property; not the owner.

Trustee Pryde asked if this Ordinance can be recorded with the County so any future owner is aware of the variation. Community Development Director Springer confirmed all variation approvals are recorded with the County.

Trustee Pryde stated sport courts can cause issues with neighbors, and is concerned regarding these potential issues.

Trustee Christiansen asked if approving or denying the variation are the only options. Trustee Christiansen asked if the property owners could shave off the non-compliant sections of the sport court. Community Development Director Springer if approved, the sport court can stay as is. Community Development Director Springer stated if denied, the sport court would either have to be removed, moved or reduced to make it compliant with the Zoning Code.

Trustee Senak stated he intends to bring sport court regulations to a Workshop after he is sworn in as Village President on May 10.

Trustee Thompson moved to table this agenda item to the first Village Board meeting in June. Trustee Senak seconded. Upon roll call, Trustee Thompson and Trustee Senak voted "aye". Trustee Christiansen, Trustee Enright, Acting President Fasules and Trustee Pryde voted "nay". The motion to table this agenda item did not pass with a 2-4 vote.

Trustee Thompson asked if this was something that urgently needs to be voted on tonight. Community Development Director Springer stated that she is not aware that it is urgent.

RESULT:	APPROVED [4 TO 2]
MOVER:	Kelli Christiansen, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Fasules, Senak, Thompson
NAYS:	Christiansen, Pryde

H. Zoning Code Text Amendments (Presented by Community Development Director Springer) (Trustee Enright)

1. Motion to approve Ordinance No. 6872-VC, An Ordinance Approving Zoning Code Text Amendments to Section 10-4-17 (C5 Central Business Subdistricts) of the Zoning Code for Setback Requirements from Residential Uses

Community Development Director Springer provided an overview of the requested Zoning Code Text Amendments.

Trustee Christiansen asked if single family homes will be grandfathered in the C5B. Community Development Director Springer stated there are no changes to single family homes in the C5B with the proposed Zoning Code Text Amendments. Community Development Director Springer stated the Plan Commission was not comfortable moving forward with the Zoning Code Text Amendments that would have changed regulations for single family homes in the C5B. Community Development Director Springer stated the single family homes will be able to do everything they previously were permitted to do and the only changes are to the commercial properties in the C5B.

Trustee Christiansen asked if a single family home was sold if it can continue to be used as such. Community Development Director Springer confirmed it could. Community Development Director Springer stated if a Special Use Permit was already issued, no extra steps will need to be taken. Community Development Director Springer stated if Special Use Permit was not issued, and the property is vacant for 180 days, the property owner would have to apply for a Special Use Permit.

Trustee Senak stated with the proposed changes, the 20 foot setback for commercial properties would be removed meaning commercial properties can in fact build on the lot line. Trustee Senak stated if that is the case, the proposed changes do impact single family homes in the area. Community Development Director Springer stated all residents were notified of the changes, and it is unlikely to see a large development in that area.

Public Comment

1. Gayle Todd wrote regarding her concerns of removing a single family home status and the impacts it will have on property owners.

2. Amy Crowley wrote regarding her concerns of removing the 20 foot setback for commercial properties and the impacts it will have on property owners adjacent to the commercial property.

Community Development Director Springer stated there will be no change to the zoning of Ms. Crowley's home and it will remain zoned as a single family home. Community Development Director Springer stated the changes being voted on tonight will also not impact Ms. Todd's property and the Zoning Code Text Amendments she noted were not approved by the Plan Commission.

Trustee-elect Gould asked if Apex was issued a variation from building 20 feet away from the lot line. Community Development Director Springer stated Apex was not required to get a variation for these because it was approved prior to the proposed Zoning Code Text Amendments.

Trustee Senak stated he is in favor of the proposed changes as the C5A and C5B are commercial districts first and foremost, and should be treated that way.

RESULT:	APPROVED [6 TO 0]
MOVER:	Bill Enright, Village Trustee
SECONDER:	Craig Pryde, Village Trustee
AYES:	Christiansen, Enright, Fasules, Pryde, Senak, Thompson

I. Reminders

1. A Village Board Meeting is scheduled for Monday, May 10, 2021 at 7:00 p.m.
2. A Village Board Workshop is scheduled for Monday, May 17, 2021 at 7:00 p.m.

J. Other Business

- K. Motion to adjourn to Executive Session for the review and potential release of Executive Session minutes pursuant to 5 ILCS 120/2 (C)(21) and discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5) without returning to open session thereafter.**

RESULT:	APPROVED [6 TO 0]
MOVER:	Bill Enright, Village Trustee
SECONDER:	Mark Senak, Village Trustee
AYES:	Christiansen, Enright, Fasules, Pryde, Senak, Thompson

Respectfully Submitted, Lindsey Kaminsky Executive Assistant

Reviewed and Approved, John A. Chereskin, Village Clerk



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

Meeting 5/10/2021 7:00 PM
Department: System Administrator
Department Head:
Category: Resolution
Prepared By:

AGENDA ITEM (ID # 2021-1105)

DOC ID: 2021-1105

Resolution No. 21-07, A Resolution to Determine the Status of Minutes of Certain Executive Sessions Held in 2017, 2018, 2019, 2020 and 2021 and to Authorize the Destruction of Minutes, Audio or Video Recordings of Certain Executive Sessions Held in 2017, 2018 and 2019 (Village Attorney Mathews)

Statement of the Issue:

Attached is a Resolution which addresses minutes, audio or video recordings of certain Executive Sessions. These minutes were reviewed by the Village Board in Executive Session on April 26, 2021.

Analysis:

N/A

Budget Impact:

N/A

Action Requested:

Review and approve Resolution No. 21-07, A Resolution to Determine the Status of Minutes of Certain Executive Sessions Held in 2017, 2018, 2019, 2020 and 2021 and to Authorize the Destruction of Minutes, Audio or Video Recordings of Certain Executive Sessions Held in 2017, 2018 and 2019

Attachments:

1. Resolution 21-07
2. Exhibit A
3. Exhibit B



Village of Glen Ellyn

Resolution No. 21-07

A Resolution to Determine the Status of Minutes of Certain Executive Sessions Held in 2017, 2018, 2019, 2020 and 2021 and to Authorize the Destruction of Minutes, Audio or Video Recordings of Certain Executive Sessions Held in 2017, 2018 and 2019

Whereas, the Acting President and Board of Trustees of the Village of Glen Ellyn have met from time to time in executive session for purposes authorized by the Illinois Open Meetings Act; and

Whereas, as required by the Act, the Village Clerk has kept written minutes of all such executive sessions; and

Whereas, pursuant to the requirements of 5 ILCS 120/2.06(d), the Acting President and Board of Trustees met in executive session on April 26, 2021, to review minutes of executive sessions held in 2020 and 2021 and to review again minutes of executive sessions held in 2016, 2017, 2018, 2019 and 2020 that had previously been classified as requiring confidential treatment; and

Whereas, the Acting President and Board of Trustees have determined that the minutes, or portions of the minutes, for the executive sessions listed on Exhibit "A" attached hereto no

longer require confidential treatment and may now be available for public inspection;

Whereas, for the verbatim record by tape or disc of the executive session meetings listed on Exhibit “B”, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings and has determined that the destruction of the verbatim record for the executive sessions listed on Exhibit “B” attached hereto is appropriate even if it continues to withhold the approved written minutes of the closed session until some later period of time;

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

Section One: The minutes, or portions of the minutes so designated, for those executive sessions listed on Exhibit “A” attached hereto are hereby released from confidential treatment and are now available for public inspection and hereby orders the destruction of the verbatim record by tape or disc for those executive sessions listed on Exhibit “B” attached hereto.

Section Two: The Village Clerk is hereby authorized and directed to make said minutes, or portions of said minutes, available for inspection and copying in accordance with the standing procedures of the Clerk’s office.

Section Three: This Resolution shall be in full force and effect from and after its passage.

Passed by the Acting President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2021

Ayes

	Kelli Christiansen		Steve Thompson		Mark Senak
	Craig Pryde		Bill Enright		Gary Fasules
	Kelli Christiansen		Steve Thompson		Mark Senak

Nays		Craig Pryde		Bill Enright		Gary Fasules
Absent		Kelli Christiansen		Steve Thompson		Mark Senak
		Craig Pryde		Bill Enright		Gary Fasules

Approved by the Acting Village President of the Village of Glen Ellyn, Illinois, this
 _____ day of _____, 2021.

 Acting Village President of the
 Village of Glen Ellyn, Illinois

Attest:

 Village Clerk of the
 Village of Glen Ellyn, Illinois

(Published and posted on the _____ day of _____, 2021)

Exhibit "A"

Minutes of Executive Sessions in 2017 Available for Public Inspection

Meeting Date	Topic
12/18/2017	Discussion concerning matters pertaining to pending litigation, sale or transfer of property and personnel.

**Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, December 18, 2017**

Call to Order

President McGinley called the Executive Session to order at 7:01 p.m. to discuss matters pertaining to pending litigation and sale or transfer of property and matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees

Roll Call

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

In Attendance: Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Holmer, Attorney Mathews, Planning and Development Director Hulseberg and Finance Director Coyle

Meeting Discussion

Pending Litigation/Sale or Transfer of Property

Village Attorney Mathews stated he sent a status update to the Village Board on pending litigation that the Village is involved in and reviewed the updates. There was discussion and questions regarding the possibility of True North closing in the next few days on the property at 825 N. Main Street, and the possibility of the Village and True North entering an agreement that the Village may buy back this property in the future.

Trustee Ladesic entered the meeting at 7:15 p.m.

Attorney Mathews stated the Village Board cannot vote on this at this time, but he would like direction on how to move forward. The Village Board majority consensus was to move forward with this agreement with True North now, let the attorneys work out the final terms of the agreement and the Village Board will vote to ratify this at a January 2018 Village Board Meeting.

Specific Personnel Matters

President McGinley stated an offer will be done tomorrow for the Executive Chef position at the Village Links/Reserve 22. All involved in the interviewing of this candidate do support offering to this candidate.

Adjournment

At 7:21 p.m., a motion was made by Trustee Enright and seconded by Trustee Kenwood to reconvene the Special Village Board Meeting in the Galligan Board Room. Motion carried.

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

Minutes of Executive Sessions in 2018 Available for Public Inspection

Meeting Date	Topic
7/23/2018	Discussion regarding the purchase or lease of real property.
10/8/2018	Discussion regarding the purchase or lease of real property, discussion concerning setting the price for sale or lease of public property and litigation update.

**Draft Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, July 23, 2018**

I. Call to Order

President McGinley called the Executive Session to order at 8:44 p.m. 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) and the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5) without returning to open session thereafter. Trustee Fasules stated he is withdrawing his request for updates on pending litigation that he suggested at the Village Board Meeting.

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, Assistant Village Manager Holmer, Attorney Mathews, Planning and Development Director Hulseberg, Police Chief Norton and Labor Relations Counsel Jim Baird

Meeting Discussion

II. Purchase or Lease of Real Estate

Village Manager Franz stated there is a potential sale of the Main Street parking lot. There was a discussion regarding the terms of this and if it was ok to transfer the "air rights" over the parking to the developer.

Village Manager Franz stated Busy Bee at 417 Main Street is willing to consider a sale depending on timing at a possible five years. Village Manager Franz stated this could help with the possible pedestrian walkway from the parking garage to Main Street. There was a discussion regarding the amount of the temporary agreement.

Village Manager Franz stated the Dance/Dance/Dance property could be used for a walkway as well; however, he feels Busy Bee is a better option. There was a discussion regarding the options of pursuing Busy Bee and wait several years, pursuing Busy Bee with a shorter timeframe and relocating the business, or pursuing the Dance/Dance/Dance property. The consensus of the Village Board is to pursue Busy Bee and work on a shortened timeframe.

Adjournment

At 10:25 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Pryde to adjourn. Motion carried.

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

Respectfully submitted,

Debbie Solomon
Recording Secretary

Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, July 23, 2018
Page 2

Reviewed and approved,

John A. Chereskin
Village Clerk

**Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, October 8, 2018**

I. Call to Order

President McGinley called the Executive Session to order at 8:34 p.m. 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 concerning setting the price for sale or lease of public property pursuant to 5 ILCS 120/2 (C)(6), discussion concerning litigation matters pursuant to 5 ILCS 120/2 (C)(11), and discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5).

Roll Call

Acknowledgements were made by President McGinley, Trustees Enright, Fasules, Kenwood, Ladesic, Pryde, Senak, and Clerk Chereskin.

Additional participants in the meeting included Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Holmer, Attorney Mathews and Finance Director Coyle.

Meeting Discussion

II. Discussion concerning the Purchase or Lease of Real Estate

Attorney Mathews stated there is a real estate purchase contract that will be considered in the Village Board Meeting on October 22, 2018 to purchase the Shonkwiler building at 423 Main Street. Attorney Mathews stated if the Board does approve this contract, they hope to close on the building by October 26, 2018. Village Manager Franz stated this cost to purchase this building was not budgeted for; however, they may use some of the bond proceeds for this or repay the Capital Fund. Trustee Kenwood asked to have the house on the property checked to see if the house has historical significance.

III. Discussion concerning Setting the Price for Sale or Lease of Public Property

Attorney Mathews provided an update on the property for sale at 725 Riford Road and stated the Village Board has two options: take the property off the market and invest money into the property or drop the price of the property. There was discussion regarding these options, and the consensus of the Village Board is to drop the price and let Attorney Mathews and the realtor determine if the property should be pulled off the market for a short time.

IV. Discussion concerning Litigation Matters

Attorney Mathews provided an update on the True North litigation. Attorney Mathews stated the staff is responding to written discovery from the plaintiffs, and they are on track for Discovery to be closed on December 3, 2018. Attorney Mathews stated if things continue to proceed, they would be going to a bench trial on February 13, 2019. There was discussion and questions regarding a summary judgment versus a bench trial.

Adjournment

At 9:56 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Enright to adjourn. Motion carried.

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

Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, October 8, 2018
Page 2

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk

Minutes of Executive Sessions in 2019 Available for Public Inspection

Meeting Date	Topic
1/14/2019	Discussion regarding the purchase or lease of real property.
3/18/2019	Discussion regarding potential litigation matters.
11/12/2019	Discussion regarding setting the price for sale or lease of public property.

**Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, January 14, 2019**

I. Call to Order

President McGinley called the Executive Session to order at 9:25 p.m. for discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5) and the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (C)(2).

A motion was made by Trustee Ladesic and seconded by Trustee Fasules to allow Trustee Pryde to participate in the meeting via phone.

Upon roll call, Trustees Enright, Fasules, Ladesic and Senak answered “aye.”

Roll Call

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

In Attendance: Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Holmer, Attorney Mathews and Finance Director Coyle.

II. Discussion regarding the Purchase or Lease of Real Property

Attorney Mathews stated this discussion is regarding a potential easement agreement with the First United Methodist Church for possible parking garage access. Attorney Mathews stated the Village is in talks with the church for a possible drive aisle to the parking garage. Attorney Mathews stated the church sent a letter with specific requests in regards to resurfacing, crack sealing, patching and striping, snow plowing and total reconstruction 2 times over the next 50 years; however, the church is not asking for monetary compensation at this time. Attorney Mathews stated he needs direction if he should continue to negotiate with the church and any possible negotiation parameters.

Assistant Village Manager Holmer stated the neighbors to the south of the Civic Center and the church have said they are opposed to access to the parking garage via the church lot due to an increase in traffic. Village Manager Franz stated they should complete a traffic study and review the facts on this.

There was a discussion, and the Village Board consensus is for Attorney Mathews to continue to negotiate with the church further and see if the church’s parking lot can possibly be used during construction for the construction vehicles and materials.

Adjournment

At 10:23 p.m., a motion was made by Trustee Enright and seconded by Trustee Senak to adjourn. Motion carried.

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

Respectfully submitted,

Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, January 14, 2019
Page 2

Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk

**Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, March 18, 2019**

I. Call to Order

President McGinley called the Executive Session to order at 6:01 p.m. for discussion regarding litigation matters pursuant to 5 ILCS 120/2 (C)(11).

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, Assistant Village Manager Holmer, Attorney Mathews, Community Development Springer, Finance Director Coyle and Attorney Julie Tappendorf via phone.

Trustee Ladesic stated before they begin the discussion as a point of order with Trustee Senak in the room. Trustee Ladesic stated he has concerns where Trustee Senak is on the matter to be discussed, and he feels uncomfortable having Trustee Senak in the room. Trustee Ladesic stated he feels Trustee Senak could feed the opponent information on this. Trustee Senak stated he would not do this, and any information shared inside this room would not go outside of the room. Trustee Senak stated he has a greater responsibility as an attorney and a Village Trustee. Trustee Ladesic stated he would take him at his word.

II. Discussion regarding potential litigation matters

Attorney Mathews stated this is a discussion about the True North Decision update, and any information shared on this must stay confidential. Attorney Mathews stated the judge's decision did go against the Village. Attorney Mathews summarized the judge's decision and stated the Village Board has 3 options: file a Motion to Reconsider, file an appeal directly to the 2nd District Appellate Court or agree not to move forward with this.

Attorney Tappendorf stated Attorney Mathews summarized the decision. Attorney Tappendorf stated the Village as an owner and a Zoning authority supposedly created a bias which Attorney Tappendorf stated she has never heard of this.

Trustee Fasules asked if both parties agreed to follow the LaSalle Factors in this case. Attorney Tappendorf stated they did.

There were questions and comments regarding filing a Motion to Reconsider.

Attorney Tappendorf left the meeting at 6:20 p.m.

President McGinley stated there was a conference call earlier today with herself, the attorneys and several staff members. President McGinley stated True North is not willing to stay, and they need to walk away from this. President McGinley stated True North will not stay unless the Village picks up the cost of the Motion to Reconsider as well as the monthly property costs.

President McGinley stated she recommends the Village let the decision lie as there is a less than 20% chance of winning the Motion to Reconsider, and the Village would need to pick up the costs to cover True North.

Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, March 18, 2019
Page 2

Trustee Pryde stated he is concerned about how this could affect other communities. Trustee Senak stated trail courts do not make binding precedent, but the case could be cited by another litigant.

President McGinley asked the Trustee for direction on this. President McGinley stated again that she recommends letting the decision lie as the Village can then control the message that goes out, and further litigation could open the Village up to further rebuke.

Trustee Kenwood thanked the staff members and attorneys for their work on this.

The consensus of the Village Board is to agree to not move forward with this and let the decision lie.

Adjournment

At 6:46 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Pryde to adjourn. Motion carried.

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

**Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Tuesday, November 12, 2019**

I. Call to Order

President McGinley called the Executive Session to order at 9:18 p.m. for discussion concerning setting the price for sale or lease of public property pursuant to 5 ILCS 120/2 (C)(6) and discussion regarding pending or threatened litigation matters pursuant to 5 ILCS 120/2 (C)(11).

Roll Call

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

In Attendance: Recording Secretary Solomon, Village Manager Franz, Village Attorney Mathews, Community Development Director Springer, Finance Director Coyle and Economic Development Coordinator Goyal.

II. Discussion concerning setting the price for sale or lease of public property

Village Manager Franz stated the staff is seeking direction from the Village Board regarding engaging a broker and setting a price for the property at 825 N. Main Street. Economic Development Coordinator Goyal provided background on the property and stated the staff is recommending engaging Polly Berry with Winner's Edge, Inc. as the broker and setting the purchase price at \$650,000. There was discussion and questions regarding these recommendations. The Village Board directed the staff to engage Polly Berry as the broker and to set the purchase price at \$650,000.

Adjournment

At 9:44 p.m., a motion was made by Trustee Christiansen and seconded by Trustee Enright to adjourn. Motion carried.

Upon roll call, Trustees Christiansen, Enright, Fasules, Pryde Senak and Thompson voted "aye."

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk

Minutes of Executive Sessions in 2020 Available for Public Inspection

Meeting Date	Topic
1/21/2020	Discussion regarding setting the price for sale or lease of public property.
12/14/2020	Discussion of setting the price for sale or lease of public property.

**Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Tuesday, January 21, 2020**

I. Call to Order

President McGinley called the Executive Session to order at 9:48 p.m. for discussion concerning setting the price for sale or lease of public property pursuant to 5 ILCS 120/2 (C)(6), discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5) and discussion concerning pending litigation matters pursuant to 5 ILCS 120/2 (C) (11).

Roll Call

Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Christiansen, Enright, Senak and Thompson answered "Present." Trustees Pryde and Fasules were excused.

In Attendance: Village Manager Franz, Assistant Village Manager Holmer, Village Attorney Mathews, Finance Director Coyle, Community and Development Director Springer, Planner Purvis, Economic Development Coordinator Goyal and Real Estate Agent Polly Berry.

II. Discussion Concerning Setting the Price for Sale or Lease of Public Property

There was a discussion regarding an offer from a potential buyer for 825 N. Main Street. Economic Development Coordinator Goyal stated the Village has received a written offer for \$600K with no contingencies from a Chiropractor/Physical Therapist. Real Estate Agent Polly Berry stated the listing price is for \$650K, and would recommended a counter offer of \$625K. The Board gave staff authority to work with Real Estate Agent Polly Berry to submit a counter offer at \$625K and to sell the property to the potential buyer. The Board authorized staff to sell the property for \$600K and above.

Adjournment

At 10:38 p.m., a motion was made by Trustee Enright and seconded by Trustee Christiansen to adjourn. Motion carried.

Upon roll call, Trustees Christiansen, Enright, Senak and Thompson voted "aye."

Respectfully submitted,

Lindsey Kaminsky
Executive Assistant

**Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, December 14, 2020**

I. Call to Order

President McGinley called the Executive Session to order at 6:26 p.m. for discussion of the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5), discussion of setting the price for sale or lease of public property pursuant to 5 ILCS 120/2 (C)(6) and discussion concerning pending litigation matters pursuant to 5 ILCS 120/2 (C)(11).

Roll Call

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

In Attendance: Village Manager Franz, Village Attorney Mathews, Finance Director Coyle, Community Development Director Springer and Economic Development Coordinator Hannah.

III. Discussion of Setting the Price for Sale or Lease of Public Property Pursuant to 5 ILCS 120/2 (C)(6)

Village Manager Franz provided information regarding Haggerty's interest to purchase the Village's ROW on Kenilworth and the alley behind Haggerty.

The Village Board directed staff to continue conversations with Haggerty. The Village Board agreed to Haggerty's appraisal of \$111,051 with the caveat that if they sell the property within 7-10 years, they will pay an addition \$125,000.

V. Adjournment

At 11:07 p.m. a motion was made by Trustee Senak and seconded by Trustee Thompson to adjourn. Motion carried.

Upon roll call, Trustees Christiansen, Enright, Fasules, Pryde, Senak and Thompson voted "aye."

Respectfully submitted,

Lindsey Kaminsky
Executive Assistant

Reviewed and Approved,

Mark Franz
Village Manager

Minutes of Executive Sessions in 2021 Available for Public Inspection

Meeting Date	Topic
2/8/2021	Discussion regarding setting the price for sale or lease of public property.

Minutes
Executive Session
Glen Ellyn Village Board of Trustees
Monday, February 8, 2021

I. Call to Order

Acting President Fasules called the Executive Session to order at 9:04 p.m. for discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5), discussion regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (C)(1) and discussion concerning collective negotiation matters of deliberations on salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2 (C)(2)

Roll Call

Upon roll call by Village Clerk Chereskin, Acting President Fasules and Trustees Christiansen, Enright, Pryde, Senak and Thompson answered "Present."

In Attendance: Village Manager Franz, Village Attorney Mathews, Finance Director Coyle and Community Development Director Springer.

IV. Discussion concerning collective negotiation matters of deliberations on salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2 (C)(2)

- a. Martin Luther King, Jr. Day (Village Manager Franz and Finance Director Coyle)

The Village Board directed staff to take the required steps to add Martin Luther King, Jr. Day as a Village Holiday with connection of the DEI project and negotiate that benefit into future Police Union contracts as staff sees fit.

V. Adjournment

At 10:14 p.m. a motion was made by Trustee Enright and seconded by Trustee Pryde to adjourn. Motion carried.

Upon roll call, Acting Village President Fasules and Trustees Christiansen, Enright, Pryde, Senak and Thompson voted "aye."

Respectfully submitted,

Lindsey Kaminsky
Executive Assistant\
Reviewed and Approved,

Mark Franz
Village Manager

Exhibit "B"

Authorized Destruction of Minutes and Audio Recordings of Certain Executive Sessions in 2017, 2018 and 2019

Meeting Date	Topic
11/6/2017	Discussion concerning salary schedules for one or more classes of employees.
12/11/2017	Discussion concerning the appointment, employment, compensation, discipline, performance or dismissal of specific employees.
12/18/2017	Discussion concerning matters pertaining to pending litigation and sale or transfer of property and personnel.
2/26/2018	Discussion of setting the sale price for sale or lease of public property and potential litigation matters.
7/23/2018	Discussion regarding the purchase or lease of real property.
10/8/2018	Discussion regarding the purchase or lease of real property, discussion concerning setting the price for sale or lease of public property and litigation update.
1/14/2019	Discussion regarding the purchase or lease of real property.
3/18/2019	Discussion regarding potential litigation matters.
4/22/2019	Discussion regarding the review and potential release of executive session minutes.
11/12/2019	Discussion regarding setting the price for sale or lease of public property.



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

Meeting 5/10/2021 7:00 PM
Department: System Administrator
Department Head:
Category: Award
Prepared By:

AGENDA ITEM (ID # 2021-1104)

DOC ID: 2021-1104

Approve a Retail Interior Improvement Award in the Amount of \$22,500 for A Toda Madre at 499 N. Main Street, to be Expensed to the Central Business TIF Fund (Economic Development Coordinator Hannah)

Statement of the Issue:

A Toda Madre, 499 N. Main Street, opened in 2015 and has been a successful contributor to Glen Ellyn's robust restaurant community and a strong anchor to the north side of downtown. Since A Toda Madre first looked at this location in 2014, staff has discussed with the company's CFO, Mr. Patrick Neary, about increasing outdoor dining and exterior improvements to the façade. With the streetscape work commencing and façade work moving forward, the business is planning interior improvements to accommodate additional seating. The Village Board approved the exterior appearance changes during the regular September 14, 2021 Village Board meeting and a \$30,000 façade award during the regular April 26, 2020 Village Board meeting.

The Village Board has supported the business's growth with previous interior improvement awards. During the August 11, 2014 Village Board meeting, the Board approved an interior award for \$10,000 for plumbing, electrical and subflooring improvements in order to open the restaurant. In 2018, the Village Board approved a \$7,500 interior award for American Disabilities Act (ADA) requirements for the restrooms. At the time of the original improvements in 2014, the restroom improvements were not identified as needing updating because there was a restaurant previously in the space. Since the Village Board approved a \$7,500 interior award within the last three (3) years, the applicant is eligible for a total of \$22,500 (of the total \$30,000 allotted by the interior award program) for this interior award request.

Analysis:

Award Background

The goal of the Downtown Retail Interior Improvement Award Program is to strengthen the downtown shopping district by attracting new retail businesses, restaurants and by assisting

existing retailers with eligible expansion plans in the downtown commercial district. Service businesses like art studios, fitness uses must include 25% of floor space of retail to be eligible. The program supports structural improvements and will not support decorative improvements. Approved projects are eligible for up to a maximum of \$30,000 per award for façade improvements and interior improvements based on the following award scale per program:

Investments			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 24,999.00	\$ 10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$ 12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$ 13,750.00
\$ 30,000.00	up to	\$ 32,499.00	\$ 15,000.00
\$ 32,500.00	up to	\$ 34,999.00	\$ 16,250.00
\$ 35,000.00	up to	\$ 37,499.00	\$ 17,500.00
\$ 37,500.00	up to	\$ 39,999.00	\$ 18,750.00
\$ 40,000.00	up to	\$ 42,499.00	\$ 20,000.00
\$ 42,500.00	up to	\$ 44,999.00	\$ 21,250.00
\$ 45,000.00	up to	\$ 47,499.00	\$ 22,500.00
\$ 47,500.00	up to	\$ 49,999.00	\$ 23,750.00
\$ 50,000.00	up to	\$ 52,499.00	\$ 25,000.00
\$ 52,500.00	up to	\$ 54,999.00	\$

			26,250.00
\$ 55,000.00	up to	\$ 57,499.00	\$ 27,500.00
\$ 57,500.00	up to	\$ 59,999.00	\$ 28,750.00
\$ 60,000.00	up to	+	\$ 30,000.00

The Village Board approved \$125,000 for the downtown award programs (including the Downtown Interior Program, Façade Improvement Program and Fire Prevention Assistance Program) from the Downtown TIF, \$15,000 for Roosevelt Road and Historic Stacy's Corners commercial district from the General Fund for Façade Awards and \$15,000 from the Roosevelt Road TIF for Fire Prevention Assistance Program for businesses within the Roosevelt Road TIF district as part of the 2021 annual budget.

Five (5) other award have been approved for downtown businesses by the Village Board totaling \$76,750, from the 2021 budget. There are \$48,250 funds remaining for downtown projects and \$30,000 available in the Roosevelt Road façade award program in the 2021 Budget.

Downtown Retail Interior Improvement Award Issues

The Village of Glen Ellyn recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Retail Façade Improvement Awards were created to encourage the private sector in making these desired exterior improvements. Additionally, applicants must plan to install a minimum of \$2,000 of material improvements.

Staff recognizes the following eligible costs outlined/identified in the application:

Interior Improvement Award	
Specialty doors and glass on Pennsylvania Ave side of the business	\$52,126
Air Curtains, track lights and exit signs	\$11,584
Framing and Drywall	\$6,200
Floor preparation & coverings	\$2,030
Total eligible award	\$ 71,940

The interior improvement award requested is consistent with the intent of the Award program.

Strategic Plan Initiative

Strategic Issue II: BUSINESS. Engage in proactive economic development to attract and retain key businesses downtown and other commercial corridors to achieve a thriving business community.

Supporting the improvements to 499 N. Main Street, allows the business owner to update necessary improvements to allow them to continue to serve the Glen Ellyn community.

Budget Impact:

Staff is requesting the \$22,500 be allocated from the Downtown TIF Fund.

Action Requested:

The Village Board may approve the request for a \$22,500 Downtown Retail Interior Improvement Award to A Toda Madre, approve a different Award amount, or choose to deny the request.

Attachments:

1. A Toda Madre interior application
2. Award Budget Summary 05-03-21

VILLAGE OF GLEN ELLYN
Downtown Retail Interior Improvement Award

REQUIRED SUBMITTALS WITH APPLICATION:

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Digital photos depicting the interior areas where proposed improvements will take place.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative or current Business Plan that addresses the following:
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
 - List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
 - Credentials and experience of business owner.
 - Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).
 - Describe or demonstrate why these improvements would not take place "but for" the award program.

BUSINESS OWNER INFORMATION:

Business Owner Name: BLEN TAUCHA GROUP, LLC
Home Address: 416 W. STATE ST, GENEVA, IL 60134
C/O PATRICK NEARY, CHIEF FINANCIAL OFFICER
Business Name: A TODA MADRE, LLC
Business Address: 499 N. MAIN ST, GLEN ELLYN, IL 60137
Business Phone: (630) 474-0969 Fax: _____
Home Phone: (630) 918-0810 Email: PATRICK@BLENTAUCHAGROUP.COM

If tenant, what is the expiration date of your current lease? APRIL 30, 2024
(WITH ANOTHER 5 YR OPTION)

If buyer under contract or tenant, who is the property owner? _____

Property Owner Name: MAIN STREET VENTURE PARTNERSHIP, LLC

Property Owner Address: 497 N. MAIN ST, GLEN ELLYN, IL 60137
JOHN RUSCH

Property Owner Phone: (630) 858-9560 Property Owner Fax: _____

Property Owner E-mail: GROUPSHOT @ GMAIL.COM

DESCRIPTION OF PROPOSED IMPROVEMENTS

INSTALL OPERABLE WINDOW/DOOR IN REAR DINING ROOM
INSTALL AIR CURTAINS
INSTALL FRAMING AND DRYWALL IN EXPANDED DINING AREA
FLOOR REPAIR AND PATCHING
PRIMING AND PAINTING NEW DRYWALL

ITEMIZED ACTIVITY DESCRIPTION

COST

<u>SPECIALTY DOORS + GLASS</u>	<u>57,126</u> ✓
<u>AIR CURTAINS, TRACK LIGHTS AND EXIT SIGNS</u>	<u>11,584</u> ✓
<u>FRAMING AND DRYWALL</u>	<u>6,200</u> ✓
<u>FLOOR PREPARATION AND COVERINGS</u>	<u>2,030</u>
<u>PAINT AND DECORATE</u> N/A	<u>1,730</u>

TOTAL PROJECT COST:

\$ 73,670

AMOUNT OF AWARD REQUESTED:

\$ 22,500

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements identified in support of the award are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet.

PATRICK B. NEARY

Applicant Name (PRINT)

P. B. Neary

Applicant Signature

Date: 4/22/21

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

JOHN ROSCH

Property Owner Name (PRINT)

John M. Rosch

Property Owner Signature

Date: 4/22/21

*****Office Use Only*****

Application is: Approved Denied

Village President

Date

Economic Development Coordinator

Date

A Toda Madre Renovation (Phase 2)

PROJECT: **BUDGETARY**
499 N Main Street
Glen Ellyn, IL 60137
Anticipated Schedule: 6 weeks

BID DATE: 12/16/2020
ARCHITECT: torch
PLAN DATE: 11/24/2020
SQ FT: 6,583

DIV.	DESCRIPTION	COST	COST/SF
DIVISION 1 - PROJECT REQUIREMENTS			
1	CLEAN-UP: Maintain clean and safe site conditions; Includes final clean	\$ 750.00	\$ 0.11
	MATERIAL & EQUIPMENT: Floor protection, dust protection, etc.	\$ 1,500.00	\$ 0.23
	INDIRECT COSTS: Office support (Accounting, PE, Admin, etc.), IT Remote Project Data System, IT (cell phones, hot spots, on-site computers, printers, etc.), close out packages, blueprint reproduction, and project signs	\$ 1,752.54	\$ 0.27
	PERMIT COSTS (ALLOWANCE):	\$ 0.00	\$ 0.00
	TOTAL:	\$ 4,002.55	\$ 0.61
DIVISION 2 - SITE WORK			
2	DUMPSTERS: 6 budgeted	\$ 3,300.00	\$ 0.50
	SITE LABOR:	\$ 4,500.00	\$ 0.68
	DEMOLITION: Miscellaneous demolition per keynotes #1-3 on sheet D101 and keynotes #1-10 on sheet D102	\$ 16,262.00	\$ 2.47
TOTAL:		\$ 24,062.00	\$ 3.66
DIVISION 3 - CONCRETE			
3	CONCRETE FLATWORK: Sawcut, excavate, and pour (17) concrete piers for raised deck; Includes BUDGET ALLOWANCE to remove and replace undetermined area of village sidewalk (up to 100 SF); Concrete infill at new storefront columns	\$ 13,010.00	\$ 1.98
TOTAL:		\$ 13,010.00	\$ 1.98
DIVISION 4 - MASONRY			
4	No work required		
TOTAL:		\$ -	\$ -
DIVISION 5 - METAL			
5	STRUCTURAL STEEL: Furnish and install (2) new steel columns (beam/lintel is drawn as existing) for operable folding storefront per drawings; Furnish and install (2) new handrails at new staircase	\$ 4,475.00	\$ 0.68
TOTAL:		\$ 4,475.00	\$ 0.68
DIVISION 6 - WOODS & PLASTICS			
6	CARPENTRY: Furnish and install interior trim per drawings; Construction of new raised deck (posts, ledgers, framing, stairs, decking, pergola headers, trim/wrap, railing, skirt) includes BUDGET ALLOWANCE to furnish and install ShadeFX shade system (model TBD)	\$ 87,073.90	\$ 13.23
TOTAL:		\$ 87,073.90	\$ 13.23
DIVISION 7 - THERMAL PROTECTION			
7	INSULATION: Provide caulking and firestopping as needed	\$ 1,645.75	\$ 0.25
	ROOFING: Aluminum flashing and cap for ledgers, beams, posts; Includes waterproofing membrane for storefront recessed sill	\$ 5,600.00	\$ 0.85
TOTAL:		\$ 7,245.75	\$ 1.10
DIVISION 8 - DOORS & WINDOWS			
8	SPECIALTY DOORS: Furnish and deliver NanaWall operable folding storefront system per plan and spec	\$ 34,727.00	\$ 5.28
	GLASS & GLAZING: Installation of operable folding storefront system; Furnish and install fixed glass storefronts with (1) glass door per plan and spec	\$ 17,399.00	\$ 2.64
TOTAL:		\$ 52,126.00	\$ 7.92

DIVISION 9 - FINISHES			
9	FRAMING & DRYWALL: Provide metal stud framing, wall insulation, drywall, and finish taping per plans; Infill floor with sleepers where indicated	\$ 6,200.00	\$ 0.94 ✓
	FLOOR PREPARATION (ALLOWANCE):	\$ 400.00	\$ 0.06 ✓
	FLOOR COVERINGS: Minimal removal of existing wood floor as needed for storefront demolition; Installation of owner provided wood flooring to patch back	\$ 1,630.00	\$ 0.25
	PAINT & DECORATE: Prime and paint new drywall; Paint new steel columns; Paint wood blocking; Paint (2) handrails; Paint exposed brick to match existing (A402)	\$ 1,730.00	\$ 0.26
TOTAL:		\$ 9,960.00	\$ 1.51
DIVISION 10 - SPECIALTIES			
10	No work required		
TOTAL:		\$ -	\$ -
DIVISION 11 - EQUIPMENT			
11	No work required		
TOTAL:		\$ -	\$ -
DIVISION 12 - FURNISHINGS			
12	No work required		
TOTAL:		\$ -	\$ -
DIVISION 13 - SPECIAL CONSTRUCTION			
13	No work required		
TOTAL:		\$ -	\$ -
DIVISION 14 - CONVEYING			
14	No work required		
TOTAL:		\$ -	\$ -
DIVISION 15 - MECHANICAL			
15	HVAC: No work required		
	PLUMBING: No work required		
	FIRE PROTECTION: No work required		
TOTAL:		\$ -	\$ -
DIVISION 16 - ELECTRICAL			
16	ELECTRICAL: Provide and install (3) air curtains; Run new power feeds for air curtains from basement; Provide and install (3) exit signs, (5) track lights; Relocate (1) existing fixture	\$ 11,584.00	\$ 1.76 ✓
	FIRE ALARM (BUDGET ALLOWANCE): Add (1) new exterior AV Fire Alarm device (location will need to be confirmed with Fire Department and coordinated with Architect); Connect device to the tenant's existing FA panel	\$ 886.00	\$ 0.13 ✓
	LOW VOLTAGE: No work required		
TOTAL:		\$ 12,470.00	\$ 1.89

Sub Total:			\$ 214,425.20	\$ 32.57
OSHA Compliance / Requirements			\$ 934.69	\$ 0.14
Insurance			\$ 2,336.96	\$ 0.35
General Conditions Fee			\$ 21,000.00	\$ 3.19
Overhead and Profit			\$ 11,934.84	\$ 1.81
TOTAL PROPOSED COST OF CONSTRUCTION:			\$ 250,631.69	\$ 38.07

\$0.00

Fifteen (15) day price guarantee does not include material cost increases

Assumptions & Exclusions to be attached

Estimator: Jon Newlin
312-339-8191
jon.newlin@41northcontractors.com

1	ALTERNATE ADD	MASONRY (BUDGET ALLOWANCE): Tuckpointing of exposed brick masonry (includes north façade only)	\$ 6,600.00	\$ 1.00
ALTERNATE 1 - TOTAL:			\$ 6,600.00	\$ 1.00

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF AWARD	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 2021 - \$155,000 Total Funds Available								
* Bubble Tea	Trans Holding Corp	507 Pennsylvania	Interior	1/18/2021	3/8/2021	\$ 17,500.00	\$ 17,500.00	
* 433-435 Penn Ave	433-435 Penn Ave	433-435 Pennsylvania	Façade	1/18/2021	1/25/2021	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
* 433-435 Penn Ave	433-435 Penn Ave	433-435 Pennsylvania	Fire	1/18/2021	1/25/2021	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
* The Beer Cellar	David Hawley	488 Crescent Blvd	Interior	1/21/2021	1/25/2021	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
* A Toda Madre	Patrick Neary	499 N Main St	Façade	4/15/2021	4/26/2021	\$ 30,000.00	\$ 30,000.00	
* A Toda Madre	Patrick Neary	499 N Main St	Interior	4/28/2021		\$ 22,500.00		
Per Above						\$ 99,250.00	\$ 76,750.00	\$ 29,250.00

*\$125,000 for downtown projects funded by TIF
 ** \$15,000 for Roosevelt Road and Historic Stacey's Corners façade awards
 + \$15,000 for Roosevelt Road Fire Prevention Awards to RR TIF Properties

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF AWARD	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 2020 - \$155,000 Total Funds Available								
* Marinella's	Entela Ilo	548 Duane Street	Façade	9/3/2019	2/24/2020	\$ 15,000.00	\$ 15,000.00	
** Wendy's	Wenzak, Inc.	305 Roosevelt Road	Façade	5/14/2020	5/26/2020	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
* Ko-Ze, LLC	Ko-Ze, LLC	484 N. Main Street	Interior	8/18/2020	8/24/2020	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
* Ko-Ze, LLC	Ko-Ze, LLC	484 N. Main Street	Façade	8/18/2020	9/14/2020	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
* Ko-Ze, LLC	Ko-Ze, LLC	484 N. Main Street	Fire	8/18/2020	9/14/2020	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
* Bubble Tea	Trans Holding Corp	507 Pennsylvania	Interior	9/23/2020	10/12/2020	\$ 17,500.00	\$ 17,500.00	
* Bubble Tea	Trans Holding Corp	507 Pennsylvania	Fire	9/23/2020	10/12/2020	\$ 7,500.00	\$ 7,500.00	
** Glen Ellyn BP/Trio	Graham Enterprises	339 Roosevelt Road	Façade	10/19/2020	10/26/2020	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
* Ko-Ze, LLC	Ko-Ze, LLC	484 N. Main Street	Interior	10/21/2020	10/26/2020	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
* Ko-Ze, LLC	Ko-Ze, LLC	484 N. Main Street	Façade	10/21/2020	10/26/2020	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
** Los Burritos Tapatios	Los Burritos Tapatios	484 Roosevelt Road	Façade	12/9/2020	12/14/2020	\$ 30,000.00	\$ 30,000.00	
* Shannon's Irish Pub	Shannon's Irish Pub	428 N. Main Street	Interior	12/8/2020	12/14/2020	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
* Shannon's Irish Pub	Shannon's Irish Pub	428 N. Main Street	Façade	12/8/2020	12/14/2020	\$ 1,000.00	\$ 1,000.00	

Per Above	203,500.00	\$ 203,500.00	\$ 132,500.00
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Total Available	155,000.00
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Funds Available	(48,500.00)
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*\$125,000 for downtown projects funded by TIF

** \$15,000 for Roosevelt Road and Historic Stacey's Corners façade awards

+ \$15,000 for Roosevelt Road Fire Prevention Awards to RR TIF Properties

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF AWARD	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 2019 - \$185,000 Total Funds Available								
* Common Good	Charles Melazzo	560 Crescent Blvd	Façade	7/26/2018	8/27/2018	\$ 8,750.00	\$ 7,500.00	\$ 7,500.00
* Common Good	Charles Melazzo	560 Crescent Blvd	Interior	7/26/2018	8/27/2018	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
* The Sweet Shoppe	Sue Johanson	550 Crescent Blvd	Façade	8/28/2018	9/10/2018	\$ 13,750.00	\$ 13,750.00	\$ 13,750.00
* Shawn Sargent Designs	Shawn Sargent	501 Pennsylvania Ave	Interior	11/8/2018	11/13/2018	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
* Vanilla Sugar Bakery	Norma Samaan	540 Duane St	Interior	11/29/2018	12/10/2018	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
* A Toda Madre	Patrick Neary	499 Main St	Interior	11/29/2018	12/10/2018	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
* Enclave	Bobby Kellman	535 Pennsylvania	Interior	12/9/2019	12/9/2019	12,500.00	12,500.00	\$ 12,500.00
* Enclave	Bobby Kellman	535 Pennsylvania	Sprinkler	12/9/2019	12/9/2019	1,000.00	1,000.00	\$ 1,000.00

Per Above	78,500.00	\$ 77,250.00	\$ 77,250.00
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Total Available	185,000.00
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Funds Remainii	106,500.00
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*\$125,000 for downtown projects funded by TIF

** \$30,000 for Roosevelt Road and Historic Stacey's Corners façade awards

+ \$30,000 for Roosevelt Road Fire Prevention Awards to RR TIF Properties



**Glen Ellyn Village
Board**

535 Duane Street
Glen Ellyn, IL 60137

Meeting 5/10/2021 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Ordinance
Prepared By: Kelly Purvis

**AGENDA ITEM (ID
2021-1089)**

DOC ID: 2021-1089

**Ordinance No. 6873 - VC, An Ordinance Granting Approval of
a Zoning Code Text Amendment and a Special Use Permit to Allow
a Co-working Office with Business Events in the C5A Central
Retail Core Subdistrict on the Property Located at 411 N. Main
Street (Community Development Director Springer)**

Statement of the Issue:

Please see attached memo.

Analysis:

Budget Impact:

Action Requested:

Attachments:

1. ^Village Board Memo
2. 1. Draft Ordinance to Approve
3. 2. Draft Plan Commission Meeting Minutes 4-22-2021, Exhibit A
4. 3. Aerial Photo
5. 4. Zoning and Location Map
6. 5. Petitioner's Application for a Zoning Text Amendment
7. 6. Petitioner's Application for Special Use Permit
8. 7. Business Concept Exhibit
9. 8. Petitioner's Narrative Statement
10. 9. Floor Plans - Conceptual Only

11. 10. Proposed Text Amendment - Exhibit B

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Staci Springer, Community Development Director
Kelly Purvis, Planning Manager

DATE: April 27, 2021

FOR: May 10, 2021 Village Board Meeting

SUBJECT: Consideration of a Zoning Code Text Amendment and a Special Use Permit to allow a co-working office with business events at 411 N. Main Street



Background: Andrew Nast and Adam Clabaugh, contract purchasers of the property located at 411 N. Main Street, are requesting approval of a Zoning Code Text Amendment and a Special Use Permit to allow a co-working office with business events on the subject property, which is located in the C5A Central Retail Core Subdistrict. The property is located on the east side of Main Street between Duane Street and Hillside Avenue.

Requested Approvals: In order to proceed with the project as proposed, the petitioners are specifically requesting approval of the following:

1. A Zoning Code Text Amendment in accordance with Section 10-10-13 of the Zoning Code to allow a co-working office with business events to operate as a Special Use in the C5A Central Retail Core Subdistrict; and
2. A Special Use Permit in accordance with Section 10-10-14 of the Zoning Code to allow the proposed co-working office with business events to operate on the property located 411 N. Main Street in the C5A Central Retail Core Subdistrict; and

Project Summary: The existing property includes a mixed-use building of approximately 5,350 square feet including two, one-bedroom apartments on the second story and a vacant restaurant on the ground floor. There is also a small rear patio on a portion of the property. The site is the former location of the McMaes on Main restaurant, which has been vacant since fall of 2019. The petitioners have indicated that they are interested in purchasing a property in the downtown for the use of their business. The petitioners are proposing to completely renovate the building, eliminating the two apartments on the upper level and the restaurant on the ground floor to accommodate their new business, “Brick & Mortar”, a shared office/coworking space with business events. The petitioners have an existing location in the suburb of Park Ridge, northwest

of Downtown Chicago.

The primary use of the building would be an office/coworking space. Part of the business model, noted in the petitioners' application, includes the ability to host seminars, networking events, holiday parties, and corporate off-sites in the space. This would be a secondary, but significant use of the building. The petitioners have indicated that in their current Park Ridge location they have not hosted many events due to Covid-19. However, they would hope to host at least one event per week in Glen Ellyn when things return to normal. They are envisioning small networking events or classes with an average of 10-20 people.

The petitioners have cited the need for a workspace for white-collar professionals, other than in their homes, now that many companies are shifting to a remote workforce. Brick & Mortar would offer such a space, in a shared environment where people could work and/or bring clients.

The shared office/co-working space component of the use requires membership, for which multiple packages are offered to allow their members flexibility to use the space as needed. Membership provides not only access to the office space, but also includes the following features: fast, fiber Wi-Fi; soundproof phone booths; fully furnished common areas; offices with electronic sit/stand desks and adjustable chairs; complementary coffee; filtered water; free printing; priority access to community events; and a micro-grocer offering snacks, beverages, and apparel for purchase.

The petitioners anticipate that their operations in this location will be similar to that of their Park Ridge location. Specific information is provided below.

1. Operational Details. Members will have 24/7 access through an electronic control system and video surveillance. During the peak hours of 10 am - 3 pm, between 15-30 members are anticipated to use the space. They anticipate 1-3 staff members being on-site between the hours of 8 am – 8 pm (unless there is a later event).

According to the petitioners, 98 percent of the time the Park Ridge location is used during normal business hours, with peak hours of 10 am to 3 pm.

2. Membership. The petitioners anticipate that members will be primarily white-collar professionals: attorneys, sales & marketing professionals, entrepreneurs, etc. The membership packages are as follows:

- Daily private office (reserve by the day)
- Monthly private office (reserve by the month)
- Monthly dedicated desk (reserve by the month)
- Open seating daily membership
- Part-time membership (8 'day passes' to be used within the month issued)
- Unlimited membership

The Park Ridge location has 62 members, 50 percent of whom are monthly members. The

other members are day pass users who return monthly. Approximately 50 people sporadically use day passes. Approximately 60 percent of their members live within a 20-minute radius of their Park Ridge location. The other 40 percent of their member base is drawn from surrounding communities. All members must be 21 or older.

3. Transportation. Similar to the Park Ridge location, the petitioners anticipate that members will use several modes of transportation to get to the co-working space including driving, Metra, biking, walking, and ride-sharing. They have indicated that proximity to the train was an important factor in selecting a location for their business.
4. Parking Impact Analysis. Since the subject property is located within the C5A district, no parking would be required for the use. Based upon the current uses of the building (a 100 seat restaurant and two one-bedroom apartments) 37 parking spaces would be required if the building were located in a different zoning district. Based upon the primary use of the space as a coworking/office use, 27 parking spaces would be required, if the building were located in another zoning district. The proposed use would likely generate less of a parking demand than the existing uses on the property. On occasions when a larger event might take place, public parking would be available in the Village's Civic Center and Main Street Parking Garages adjacent to the subject property.

Plan Commission Recommendation: The Plan Commission held a public hearing and considered the petitioners' requests on April 22, 2021. By a roll call vote of 8 "yes" and 0 "no" votes, the Plan Commission recommended approval of the requested Zoning Code Text Amendment and Special Use Permit. No members of the public appeared in favor or in opposition to the requests.

During deliberations, the Plan Commission requested additional information about the type of events that would be proposed in the space and if a liquor license would be required. The petitioners indicated that events would mostly take place after business hours and would generally be small networking events. They also noted that they would be more interested in partnering with local restaurants to cater events rather than seeking a liquor license of their own.

Some Commissioners expressed concerns about the potential for noise that might be generated on a rooftop deck, which was shown on the concept floor plans submitted by the petitioners. The Plan Commission members agreed that if the final design of the building will include a roof top amenity, that the Village should set hours of operation to reduce impact to adjacent apartment residents, prior to the use of the rooftop. The recommendation of approval included a condition to this effect.

Village Board Action Requested: The Village Board may approve, approve with conditions or deny the petitioners' requests for a Zoning Code Text Amendment and a Special Use Permit to allow a co-working office with business events in the C5A Central Retail Core Subdistrict. Village staff has prepared a draft Ordinance approving the requests for consideration at the May 10, 2021, Village Board meeting in accordance with the Plan Commission's recommendation.

Attachments:

1. Draft Ordinance to Approve
2. Draft Plan Commission Minutes from April 22, 2021 – Exhibit “A”
3. Aerial Photo of the Site
4. Zoning & Location Map
5. Application for a Text Amendment
6. Application for a Special Use Permit
7. Business Concept Exhibit
8. Petitioner’s Narrative Statement and Operations Information
9. Floor Plans – Conceptual Only
10. Proposed Text Amendment – Exhibit “B”

CC: Andrew Nast, Petitioner
Adam Clabaugh, Petitioner

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Village of Glen Ellyn

Ordinance No. ____-VC

**An Ordinance Granting Approval of a
Zoning Code Text Amendment and a Special Use Permit to
Allow a Co-working Office with Business Events in the
C5A Central Retail Core Subdistrict
on the Property Located at
411 N. Main Street
Glen Ellyn, IL 60137**

**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. _____

**An Ordinance Granting Approval of a
Zoning Code Text Amendment and a Special Use Permit to
Allow a Co-working Office with Business Events in the
C5A Central Retail Core Subdistrict
on the Property Located at
411 N. Main Street
Glen Ellyn, IL 60137**

Whereas, Andrew Nast and Adam Clabaugh, contract purchasers of the property located at 411 N. Main Street have petitioned the President and Board of Trustees of the Village of Glen Ellyn for approval of the following:

- A. Zoning Code Text Amendment in accordance with Section 10-10-13 of the Zoning Code to allow a co-working office with business events to operate as a Special Use in the C5A Zoning District; and
- B. A Special Use Permit in accordance with Section 10-10-14 of the Zoning Code to allow the proposed co-working office with business events to operate on the property located 411 N. Main Street in the C5A Central Retail Core Subdistrict; and

Whereas, the subject property is located at 411 N. Main Street on the east side of Main Street between Duane Street and Hillside Avenue in the C5A Central Retail Core Subdistrict, and legally described as follows:

THE SOUTH 29.96 FEET OF LOT 2 (EXCEPT THE EAST 75 FEET) OF THE SUBDIVISION OF LOT 6 IN BLOCK 12 IN THE ASSESSMENT DIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 7, 1906 AS DOCUMENT 87151, IN DUPAGE COUNTY, ILLINOIS.

PIN: 05-11-328-009

Whereas, following due and proper publication of notice in The Daily Herald not less than fifteen (15) nor more than thirty (30) days prior thereto, and following written notice to all property owners within 250 feet, and following the placement of a placard on the subject property not less than fifteen (15) days prior thereto, the Plan Commission of the Village of Glen Ellyn conducted a public hearing on April 22, 2021 at which hearing the petitioners presented evidence and testimony in support of the requests, and zero (0) persons spoke in favor and zero (0) persons spoke against the requests; and

Whereas, after having considered the evidence presented, including the exhibits and materials submitted, the Plan Commission made its findings and by a vote of eight (8) “yes” and zero (0) “no”, the Plan Commission made a recommendation to approve the requests, as set forth in the April 22, 2021 draft minutes of the Plan Commission, a copy of which is attached hereto as Exhibit “A”; and

Whereas, the Village President and Board of Trustees have reviewed the evidence, exhibits, and materials presented at the public hearing of the Plan Commission and have considered the findings and recommendation of the Plan Commission and hereby make the following findings of fact in regard to the requests;

1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code because an office space intended for co-working with supporting business events increases the amount of office space and is flexible “to allow firms the opportunity to grow in place”, as stated in the Downtown Strategic Plan.
2. The project will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area because the footprint of the building will not be increased and any

exterior cosmetic changes will be made in accordance with the Exterior Appearance Approval process.

3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because the proposed use produces less waste and traffic in comparison to other nonresidential uses in the area.
4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police, fire protection, drainage structure, refuse disposal, water, sewers and schools because the proposed use is likely to be a lesser burden on public services and facilities than the previous use as a restaurant since the number of customers/occupants will be fewer.
5. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village because the proposed use will not require additional public facilities or services beyond what the property is already provided.
6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the proposed use will not involve any operations that result in the excessive production of traffic, noise, etc.
7. The development will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads because the proposed use does not require any changes to vehicular access to the property.
8. The development will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the proposed use does not require the installation of any additional impervious surfaces to the property and the footprint of the building will remain substantially the same.
9. The development will not result in destruction, loss, or damage of natural, scenic, or historic features of major importance to the community because the proposed use is within a building located in the South Downtown Glen Ellyn National Register Historic District and no changes are proposed to the exterior of the building at this time.

Whereas, the President and Board of Trustees have determined that granting a Zoning Code Text Amendment and a Special Use Permit to allow the co-working office with business events is consistent with the goals of the Glen Ellyn Zoning Code and in the best interest of the Village of Glen Ellyn.

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

Section One: The Plan Commission draft meeting minutes, dated April 22, 2021, Exhibit "A" attached hereto, and the findings set forth therein and in the preambles above are hereby adopted as the findings of the Village President and Board of Trustees based upon their review of the evidence, exhibits, and materials presented at the public hearing of the Plan Commission.

Section Two: Based upon the findings and conclusions set forth in the preambles above, the Village President and Board of Trustees hereby grant approval of the requested Zoning Code Text Amendment and Special Use Permit to allow the co-working office with business events on the property commonly known as 411 N. Main Street, Glen Ellyn, IL 60137.

Section Three: The Glen Ellyn Zoning Code shall be and is hereby amended as set forth in Exhibit "B" attached hereto.

Section Four: The granting of approval of the requested Zoning Code Text Amendment and Special Use Permit is subject to the following conditions:

- A. That the co-working office with business events, to be known as "Brick & Mortar" substantially operate in conformance with the testimony presented at the Plan Commission public hearing and before the Village Board of Trustees, including the

following documents referenced below, all of which are incorporated into this Ordinance as though they were attached hereto;

Petitioner's Application Packet, including the following materials:

1. Application for approval of a Zoning Code Text Amendment, dated 4/2/2021;
2. Application for approval of Special Use Permit, dated 3/30/2021;
3. Petitioner's narrative statement, dated 4/9/2021;

and these documents shall be filed with and made part of the permanent records of the Glen Ellyn Community Development Department.

- B. That in the event that an outdoor space above grade level is incorporated into the design of the building, that the Village will establish hours of operation prior to use of such space.

Section Five: The Village Board may, for good cause shown, waive or modify any conditions set forth in this Ordinance without requiring that the matter return for a public hearing.

Section Six: The Building and Zoning Official is hereby authorized to issue all necessary building and occupancy permits pursuant to the requests approved herein, provided that all conditions set forth hereinabove have been met and that the applicant complies with all other applicable laws and ordinances of the Village of Glen Ellyn. This grant of approval of the aforementioned requests shall expire and become null and void within 24 months of the date of this Ordinance unless a building permit is applied for within said time period, provided, however, that the Village Board, by motion, may extend the period during which a building permit must be applied for.

Section Seven: The Community Development Director is hereby directed to cause the text of the Glen Ellyn Zoning Code to be amended as approved by this Ordinance and said amendments shall be inserted in proper order into the Zoning Code, and said Zoning Code shall be published and made available for inspection and purchase by the general public.

Section Eight: This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

Section Nine: Failure of the owners or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of such Ordinance, shall subject the owners or party in interest to the penalties set forth in Section 10-10-18(A) and (B) of the Village of Glen Ellyn Zoning Code.

Section Ten: The Village Clerk is hereby authorized to record this Ordinance with the DuPage County Recorder.

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

Ayes		Craig Pryde		Steve Thompson		Mark Senak
		Kelli Christiansen		Bill Enright		Gary Fasules
Nays		Craig Pryde		Steve Thompson		Mark Senak
		Kelli Christiansen		Bill Enright		Gary Fasules
Absent		Craig Pryde		Steve Thompson		Mark Senak
		Kelli Christiansen		Bill Enright		Gary Fasules

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

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

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

DRAFT MINUTES
SPECIAL PLAN COMMISSION MEETING
April 22, 2021

Call to Order and Roll Call

The meeting was called to order at 7:00 p.m. by Chairperson Mary Loch, who delivered remarks outlining procedures for the evening's meeting which, due to the disaster declaration related to Covid-19 and public health concerns, is being conducted by video conference. She described the Plan Commission's function and provisions for public comment at the meeting, listed the meeting topics, and introduced participants Trustee Liaison Bill Enright, Community Development Director Staci Springer, Planning Manager Kelly Purvis, Planner Katie Ashbaugh and Recording Secretary Barbara Dutton.

Roll call commenced. Present: Chairperson Loch and Plan Commissioners Lloyd Berry, Laura Brown, Angela Fanella, Tracy Heming-Littwin, John Mulherin, David Rodemann and Jamie Vondruska. Absent: Plan Commissioner Mohammed Saeed.

Adoption of Emergency Allowance of Remote Participation by the Plan Commission

A motion to allow remote participation in the meeting was made by Commissioner Heming-Littwin, and seconded by Commissioner Mulherin. The motion carried with seven (7) yes votes and zero (0) no votes as follows: Commissioners Heming-Littwin, Mulherin, Berry, Fanella, Rodemann and Vondruska, and Chairperson Loch voted, "yes." Commissioner Brown did not enter a vote.

Public Comment Non-Agenda Items

Eighteen-year Village resident Rick Scheck praised work put forth to develop the Comprehensive Plan.

Approval of March 18, 2021 Plan Commission Meeting Minutes

Commissioner Mulherin moved to approve the draft minutes of the March 18, 2021 Plan Commission meeting; seconded by Commissioner Vondruska. The motion passed with seven (7) yes votes and (0) no votes as follows: Commissioners Mulherin, Vondruska, Berry, Fanella, Heming-Littwin, Rodemann, and Chairperson Loch voted "yes." Commissioner Brown did not enter a vote.

Approval of March 25, 2021 Plan Commission Meeting Minutes

Commissioner Mulherin moved to approve the draft minutes of the March 25, 2021 Plan Commission meeting; seconded by Commissioner Rodemann. The motion passed with eight (8) yes votes as follows: Commissioners Mulherin, Rodemann, Berry, Brown, Fanella, Heming-Littwin and Vondruska, and Chairperson Loch voted, "yes."

A Pre-Application to discuss the potential Minor Subdivision for the Property Located at 919 Ellynwood Avenue

Staff Introduction

Planner Ashbaugh reviewed the process for the potential subdivision of the property at 919 Ellynwood Avenue into two lots, necessary to allow for development envisioned – specifically, constructing a

second house. She described the subject property, which is located on the south side of Ellynwood Avenue just north of the railroad tracks, is zoned R1 and carries two property identification numbers. She explained that, under contiguous ownership, the property is defined as one zoning lot (and for which, such a split and development requires public review). Approximately 150 feet wide and 26,653 SF in area, the property has a single-family home on the eastern half. The proposed split would render the resultant lots substandard per Zoning District requirements, and in comparison to surrounding lots in the District: Lots to the east, west, and across the street all meet size requirements for the R1 District. Because spot zoning is not allowed, Planner Ashbaugh explained, changing the zoning to R2 (a designation with a 66-ft.-width requirement applied nearby) is not an option. The rural streetscape, she noted, presents costs for extending the sanitary sewer to both lots. Planner Ashbaugh summarized, the Petitioner seeks feedback as to whether the Plan Commission would endorse the proposed sizes of the two lots and their compatibility with the surrounding properties; sees hardship in meeting minimum R1 standards; and would support relief from regulations governing underground utilities, street lights, trees, and road features.

Petitioner's Presentation

Nick Ftikas (of Stafford and Lockwood Ltd.), counsel to Petitioner Mike Decker, said that the proposed split to create two 75-ft.-wide lots from one 150-ft. wide lot would leave the subdivided lots short of the technical requirements for an R1 lot, but pointed to R2 lots to the west that he said are held to "a slightly smaller standard" of 66 feet. He argued that the proposed split would maintain consistency in both width and area with these. Mr. Decker related that he bought the property during the pandemic and was told he wouldn't have an issue with his plan to build. He learned that this is not the case and is hoping an exception can be made. He stressed that he would be willing to cooperate to make the lot physically buildable.

Commissioner Rodemann asked if the west part of the lot has any services, such as a septic field, to serve the existing house, to which Mr. Decker said that to his knowledge, "No." Commissioner Rodemann further wondered if extended sanitary lines to both would have to go "hand in hand." Mr. Ftikas responded that he believes this to be correct. Commissioner Heming-Littwin asked if the existing house has a septic field. Mr. Decker said it has a septic tank. Planner Ashbaugh said that the house is connected to water, but sewer would need to be extended to serve both lots. In follow up to a suspicion voiced by Development Director Springer, Planner Ashbaugh clarified that the sewer main can't be extended without a lift station, but that the challenge posed would need further engineering review. Commissioner Brown asked if the Petitioner would redevelop both lots. Mr. Decker replied, just the vacant lot, and said that the existing house will stay. Commissioner Heming-Littwin asked if sewer would be expected to be extended to the second lot. Planner Ashbaugh indicated it would need to serve both properties and that engineering would need to be evaluated – with regard to terrain – so that Public Works could recommend the best solution. Commissioner Heming-Littwin asked if a lot split would cause any setback issues with the existing house. Citing setback calculations, Planner Ashbaugh said the existing house, which is currently non-conforming, would be conforming if the lot was split. Chairperson Loch asked about setback relative to the existing house to the west. Mr. Decker, figuring a buffer of 14

feet, noted that a new house could be configured to be amenable. Planner Ashbaugh emphasized the need for vehicle maneuverability in a driveway.

Commissioner Discussion

Commissioner Mulherin said he can't justify the proposed rezoning of this property to the neighbors, and that as logical as the subdivision might be, he doesn't know that it meets any hardship standard, and noted that the action is for the purpose of investment. Asking what is to stop others from trying to do the same thing, he said he could not support the Petitioner's request. Commissioner Heming-Littwin concurred, adding that people choose to live in that neighborhood because of the larger lots. Chairperson Loch said she concurs also, and suspects concurrence among the Commission. The Petitioner thanked for the Commission for their feedback.

Public Hearing to consider a Zoning Text Amendment and a Special Use Permit to allow a co-working office with business events at the property located at 411 N. Main Street

A motion to open the Public Hearing to consider a Zoning Text Amendment and a Special Use Permit to allow a co-working office with business events at the property located at 411 N. Main Street was made and seconded by Commissioners Heming-Littwin and Mulherin, respectively. The motion passed with eight (8) yes votes and zero (0) no votes as follows: Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted, "yes."

Staff Introduction

Village Planner Katie Ashbaugh and Planning Manager Kelly Purvis, 535 Duane Street, were sworn in. The former reviewed the Public Hearing notice undertaken, and referenced the associated pre-app held on March 18, 2021. She reviewed the location on the east side of Main Street, just north of Hillside, in the C5A Central Retail District, adjacent to C5B zoning, across the street from C5A, and near R2 residential. She referenced the 2001 Comprehensive Plan objective to continue to create a pedestrian-oriented environment, and related that the subject property is a 5,350 SF building that housed the former McMae's restaurant and has two apartments on the upper floor. The Petitioners, she continued, operate in a business in Park Ridge of the type they envision for the 411 N. Main property. She reviewed associated amenities of the proposed business to be called "Brick & Mortar." She noted that there is no minimum parking requirement for the use, which is expected to include networking events. Planner Ashbaugh displayed photos conveying the "industrial aesthetic" of the Park Ridge operation, as well as conceptual floor plans – indicating a possible recording studio in the basement – for the proposed Glen Ellyn location. The Petitioners, she explained, are seeking a Zoning Text Amendment to add "co-working office with business events" to the C5A list of Special Uses and to obtain a Special Use Permit. Commissioner Fanella asked if the rooftop space depicted would be open or enclosed. Planner Ashbaugh replied that the Petitioner didn't clarify this, and suggested the question be directed to them.

Petitioner's Presentation

Petitioners Andrew Nast, 11 N. Northwest Hwy., Park Ridge, IL, 60068 and Adam Clabaugh, 616 S. Delphia Ave., Park Ridge, IL 60068, were sworn in. Mr. Nast stated that Brick & Mortar would like the rooftop – which, he said wouldn't be enclosed – to be usable space, but would work within confines

imposed by the Village. Commissioner Vondruska observed what looked to be a lot of mechanical equipment on the roof, and asked about the recording studio mentioned. Mr. Nast said Brick & Mortar would like to move the rooftop equipment around, and that the recording space would be a podcast booth. Commissioner Berry asked what treatment is envisioned initially for the façade. Mr. Nast said that a modern aesthetic is applicable to the brand and concepts but that Brick & Mortar is “nimble” and would seek input from the “Appearance Committee.” Chairperson Loch pointed out that the Plan Commission *is the* “Appearance Committee,” but wondered what Staff might have advised. Planning Manager Purvis clarified that the petitioners are seeking approval of the text amendment and special use, prior to developing formal plans for the exterior renovations. These, she noted would be presented to the Village at a later date.

Commissioner Rodemann asked what “business events” might look like. Mr. Nast responded that typical events would range in form and size, naming networking as a function, adding that Brick & Mortar would be looking to bring in speakers that could benefit the community; he listed potential topics, and said he hopes for experts that could contribute to an “incubationesque-type of platform.” Commissioner Rodemann pressed for more details. Mr. Nast said activity would not be “band playing on the rooftop” (unless that is what the Village wants) but rather 10-20 people and business focused type events. He pointed out that Brick & Mortar would have a significant investment in the property, which it would aim to protect. Commissioner Rodemann asked, in light of these plans, why a description of a modified Special Use is even needed. Planning Manager Purvis explained that Staff believed one was warranted given the substantial volume of events expected and the possession of a liquor license; in other words, the operation is “not just an office.” Commissioner Rodemann asked if it would be considered a social club. Planning Manager Purvis replied, this is not necessarily the case, but that it would be a co-working office space that does entertain business events, as well.

Exclaiming that he didn’t recall a liquor license being mentioned in the Pre-App, Commissioner Mulherin presented his law firm as an example of a business hosting a social event. Chairperson Loch said she didn’t remember mention of a liquor license either, but Commissioner Heming-Littwin recalled discussion distinguishing between licenses for selling alcohol as opposed to having liquor onsite and being served. Commissioner Mulherin didn’t think just serving alcohol was a licensed activity. Community Development Director Springer, 535 Duane Street, Glen Ellyn, was sworn in. She recollected that discussion focused on a “BYOB”-type license, and noted that there are no extra liquor licenses to be had in the Village. While one could be created to fit Brick & Mortar’s approach, she said she is unclear as to intention of the Petitioner with regard to alcohol. Commissioner Mulherin stated that introducing this proposition “just brought in a hornet’s nest.” He said that he likes the business model described, but suggested that liquor licensing presents a concern. Mr. Nast stated that Brick & Mortar is not interested in getting a liquor license at this time, to which Commissioner Mulherin advised, “Drop it.” Commissioner Heming-Littwin asked the Petitioners if they’d spoken to any business owners in the neighborhood. Mr. Nast said, “Yes,” and that a restaurateur was “thrilled” with Brick & Mortar’s concept and anticipated a synergistic relationship. Planning Manager Purvis asked for clarification on “happy hour” events, of which she assumed alcohol would be a part. Mr. Nast said happy hours were “not really a make or break” for the concept, but wondered if these would be a possibility.

Director Springer, who said that Brick & Mortar members would not be able to park in the customer-only parking spaces, stated that this is the first time she's heard of the rooftop activity. Such, she said, is similar to back patio activity, hence noise and hours of operation are matters of concern. But, because the Code only has a requirement for outdoor patios adjacent to residential, she suggested conditions for hours of operation be added to any approval of the Special Use. Seeking a starting point for determining hours, Commissioner Fanella asked what hours of operation had been established for the Pedway. Director Springer stated that these patio hours are until 10 on weeknights (Sunday-Thursday) and 11 p.m. on weekends (Friday and Saturday). Planner Ashbaugh interjected that there is a variety of ways to regulate outdoor spaces, listing zoning and via liquor license approaches, but that nothing in her research is relevant to rooftop activity in the downtown. Director Springer thought the Village would probably take a zoning approach.

Sworn in, Meredith Hannah, Village Economic Development Coordinator, 535 Duane Street, commented on parking: She stated that the Police said that Enclave members (a similar downtown use) would have to park in the lots, blue dot spaces or other parking locations in the downtown besides on-street spaces, a policy that would also apply to Brick & Mortar. Referring to "specific, unique" examples of liquor licenses, Ms. Hannah said the Village would need to understand what type of liquor license Brick & Mortar is interested in, and see if there is a license classification that already meets that need or if a new classification would need to be created. Commissioner Fanella related that she has attended events at a boutique at which drinks were served and wondered if the host had a license. Ms. Hannah stated that a distinction lies in whether an event is private or public, the former not needing a license. Director Springer noted that a function open to passers-by might be catered by a licensed, insured enterprise. Chairperson Loch asked whether a liquor license would be needed in the case of Brick & Mortar members serving themselves alcohol or hosting a get-together. Mr. Nast said liquor onsite is not imperative, and that the business is successful in Park Ridge without happy hours. He said a quarterly gathering – a few bottles of beer on a Thursday afternoon – would be nice, but for an event would look to a local restaurant to provide service. Reiterating that pursuing a liquor license can be problematic, Commissioner Mulherin advised the Petitioner to avoid doing so, and to keep such out of Brick & Mortar publicity, as well as to study the prospect with legal counsel and the Village if they ever do decide to seek a liquor license. Referencing his facility management experience relative to alcohol in office buildings – where beer or wine have been complimentary, limited to two drinks, with an attendant present – Commissioner Berry wondered if Brick & Mortar envisioned speaking events at which members and perhaps their invited guests would enjoy wine and appetizers, and asked if the Petitioner anticipates selling alcohol or just allowing it on the premises. Mr. Clabaugh replied, if anything, it would be the latter, with – if possible – members enjoying a beer on Brick & Mortar during an hour during which members can get to know one another. Commissioner Vondruska sought clarity as to whether Staff had indicated that BYOB would be acceptable on occasion. Director Springer asked if such activity would require a BYOB license. Economic Coordinator Hannah stated that is the case, citing a liquor license that had been created for hosting 12 or 24 events a year. Commissioner Berry asked if a stipulation could be added to the proposed language, saying that for anybody that is going to use the new definition of co-working space any serving of alcohol is subject to Village and Liquor Commissioner approval. Director Springer indicated that it is automatically included, so if the Commission *didn't* want

alcohol associated with the Co-working Use, such language would have to be added to the definition, though she thought this seems restrictive since all other offices have the ability to get liquor licenses if they want. Commissioner Heming-Littwin asked if Brick & Mortar people would be expected to use Central Business District employee parking. Economic Development Coordinator Hannah said this was her understanding, as well as pointed out that commuter lots along the tracks are free and open to anyone after 11 a.m. Director Springer also noted that space in the parking structure and in the lot will be available after a certain hour.

Public Comment

None.

Commissioner Heming-Littwin moved to close the Public Hearing; seconded by Commissioner Mulherin, the motion passed with eight (8) yes votes and zero (0) no votes as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted, “yes.”

Commissioner Discussion

Commissioner Heming-Littwin stated that the biggest issue she has is with the proposed rooftop space, because of the apartments in close proximity, and suggested that a condition be placed restricting rooftop use to early hours. Thinking that the Petitioner would still have to go before the Village for approval to improve the rooftop space, Commissioner Vondruska wondered if this concern might be covered by language in the draft motion for the project. Chairperson Loch said she would be fine with the rooftop being used for business functions until 8 p.m.; Commissioner Heming-Littwin agreed, but said she would like to see parameters that distinct from restaurant seating requirements. Noting that the floor plans provided are conceptual and not expected to be attached to the ordinance, Planner Ashbaugh explained that the Commission isn’t necessarily approving a rooftop space, since only use is being considered, and that standard conditional language in the motion for approval – which doesn’t specify floor plans – dictates that use must conform to testimony. Commissioner Heming-Littwin thought language referring to outdoor space above ground level would be helpful, since guidance only exists for ground-level space. Agreeing with her concern, Commissioner Mulherin suggested language stipulating that hours of use of any outdoor space be established by the Village. Chairperson Loch said that would be fine. She then asked who is assessing the façade design. Planning Manager Purvis explained that façade plans would come before the Plan Commission for exterior approval and, that at this point, the Commission is only considering zoning approvals. Commissioners present expressed comfort with the Zoning Text Amendment and the Special Use Permit sought.

Commissioner Heming-Littwin moved for the following:

After conducting a public hearing and deliberating on the request of Andrew Nast and Adam Clabaugh of Brick & Mortar, LLC of the property at 411 N. Main Street for approval of a Special Use Permit to allow a co-working office with business events, the Plan Commission hereby makes the following findings of fact:

1. The proposed will be harmonious in accordance with the general objectives, within the objective of the Comprehensive Plan or Zoning Code.
2. The proposed project is designed and shall be maintained so to be harmonious and appropriate in appearance with the existing and intended character of the general vicinity.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhoods.
4. The proposed will be served adequately by existing public facilities.
5. The proposed use will not create excessive additional requirements at public cost for public facilities.
6. The use will not include activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons or property or the general welfare.
7. The project will have vehicular approaches because it doesn't have any.
8. The project will not increase flood damage.
9. The project will not result in the destruction or loss or damage of natural, scenic or historic features.

Therefore, the Plan Commission recommends that the Village Board approve a Special Use Permit in accordance with Section 10-10-14 of the Glen Ellyn Zoning Code to allow a co-working office with business events at 411 N. Main Street subject to the following conditions:

- A. That the co-working office with business events use, to be known as "Brick & Mortar" substantially conform with the testimony presented at the Plan Commission public hearing on April 22, 2021; and
- B. In the event of the use of outdoor use above grade level, hours of use would need to be established by the Village prior to use of the outdoor space.

Seconded by Commissioner Mulherin, the motion passed by roll call vote, with eight (8) yes votes and zero (0) no vote as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted "yes."

A Public Hearing to consider a Zoning Variation to allow the removal of two parking stalls on the property located at 486 Pennsylvania Avenue to allow outdoor seating

A motion to open the Public Hearing to consider a Zoning Variation to allow the removal of two parking stalls on the property located at 486 Pennsylvania Avenue to allow outdoor seating was made and seconded by Commissioners Mulherin and Rodemann, respectively. The motion carried with eight (8) yes votes and zero (0) no votes as follows: Commissioners Mulherin, Rodemann, Berry, Brown, Fanella, Heming-Littwin and Vondruska, and Chairperson Loch voted "yes."

Staff Presentation

Planning Manager Purvis and Community Development Director Staci Springer, 535 Duane Street, Glen Ellyn, were sworn in. Planning Manager Purvis stated that the Petitioner, owner of restaurant and pub Two Hound Red, is seeking a variation from Zoning Code Section 10-4-17-2(G), to allow 15 parking stalls

where 45 would be required for a restaurant use, though due to a parking provision in the C5B District, only 30 are mandated on the site. A variation to allow 17 parking stalls on the property was previously granted in 2017. The subject property, she stated, is located on the north side of Pennsylvania Avenue, between Glenwood Avenue and Main Street, and is surrounded by residential to the north and commercial properties to the east, west and south. The property, she continued, is approximately .42 acres and formerly held Schmid's Pharmacy, which was renovated to accommodate Two Hound Red, which can seat 135 guests. The property currently has 13 perpendicular parking stalls on the east side of the site and 4 parallel spaces on the west side of the lot. Original renovation plans for the restaurant specified an outdoor rooftop dining space, subsequently found to be infeasible due to the cost of installing an elevator to meet ADA requirements.

Planning Manager Purvis stated that part of the hardship presented in the Petitioner's application centers on the narrow sidewalks, which don't allow adequate space for a clear pedestrian path and outdoor dining. The Petitioner, she said, has noted that two public parking lots are in walking distance of the restaurant, and is proposing removing two parking stalls to make room for an outdoor dining area with an awning, concept illustrations for which she displayed. She pointed out planned barrier spots, and drew attention to an accessible route that needs to remain free and clear of obstructions. She displayed an image of current outdoor seating (as arranged during COVID), and listed suggested conditions of approval – including maintaining the drive aisle – for the variation requested to allow for a more permanent structure.

Commissioner Rodemann asked if plans for the structure call for lighting and heating, or whether it is merely a temporary structure. Relating that the Petitioner intends to install concrete foundations for the awning structure, Planning Manager Purvis said it is definitely more of a permanent-type structure. She stated that she hadn't discussed heating with the Petitioner, but said lighting is planned. The Commissioner asked what the accessible path serves. Development Director Springer stated that it is supposed to be from the accessible parking spaces to the front door, but she thought it has been established as a safe path of travel, as well, for anyone parking in the lot to get from the parking spaces to the building, and is also a path of travel for people leaving the building in an emergency situation. Commissioner Heming-Littwin asked what would be used to protect diners. Planning Manager Purvis stated that concrete barriers were suggested by staff and noted that the barriers would need to be more substantial in nature.

Petitioner's Presentation

Sworn in, Tim Rodine, 486 Pennsylvania Avenue, explained that to expand outdoor dining in COVID times, the Petitioner is looking to eliminate two parking spots they don't see used as often. Two Hound Red, he stated, is looking to offer three-season dining, but he said he wouldn't envision anything more than the plastic-type enclosure to keep out rain and cold, and added that the Petitioner has no plans to make the space fully enclosed. He thinks that the available public parking is adequate for the restaurant's limited operating schedule, and asserted that the proposed takes potential rooftop dining to the ground floor, further away from nearby residences.

Public Comment

None.

Commissioner Heming-Littwin moved to close the Public Hearing; seconded by Commissioner Mulherin, the motion passed with eight (8) yes votes and zero (0) no votes as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted “yes.”

Commissioner Discussion

Observing that the Petitioner is handicapped in outdoor seating by the size of the sidewalk, Commissioner Rodemann articulated that the proposed plan is a “smart move.” He stated that he is not overly concerned by the loss of two parking spaces, since the restaurant is near to public parking. He added that he is a little concerned about the appearance of concrete barriers, but said that protection of diners is essential. He thought planters might perhaps be an alternative solution. Commissioner Berry said he is supportive of the proposal, citing as an example of a flexible enclosed dining approach a Chicago restaurant with which he is familiar. Commissioner Vondruska voiced support of the proposed plan, saying it would visually benefit the side of the building for which it’s proposed.

Commissioner Heming-Littwin moved for the following:

After conducting a public hearing and deliberating on the request of the petitioner, Jon With, for approval of a Zoning Variation to allow 15 parking stalls on the property at 486 Pennsylvania Avenue where 45 parking stalls are required for a restaurant use, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on April 22, 2021, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the project be constructed in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees;
2. That all outstanding items from the original remodeling project permit be closed out prior to the issuance of a building permit for the awning structure.
3. That the barriers surrounding the outdoor dining area include landscape plantings.
4. That all tables, chairs, barriers and parts of the awning remain within the limits of the existing parking spaces.
5. That no obstructions shall be permitted in the accessible route.

The motion carried by roll call vote, with eight (8) yes votes and zero (0) no vote as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted “yes.”

Other Business

None.

Trustee's Report

Liaison Bill Enright recognized the effort put forth to develop the Comprehensive Plan. He reported that the document is currently under review by the Board, which appreciates the work done to produce it.

Chairman's Report

Chairperson Loch wished good luck to Planner Ashbaugh, who is set to leave her post with the Village for a planning position in Evanston.

Staff Report

Planning Manager Purvis related that she has nothing to schedule for the next meeting date. Community Development Director Springer gave updates on the Village Garage and the Apex apartment building projects. She reported that May 1st is the scheduled opening of the former, for which she listed parking area designations and pedestrian access routes from the garage to downtown streets. The latter, she said, is in the pre-cast phase. She said a portion of the Apex public parking garage is to open before the apartment building is constructed.

Adjournment

Chairperson Loch adjourned the meeting at 9:22 p.m.

Respectfully submitted,

Barbara Dutton-Thomas

Recording Secretary

Reviewed by Planning Manager, Kelly Purvis

**"MOTION" (DRAFT) TO RECOMMEND APPROVAL OF A
SPECIAL USE PERMIT TO ALLOW A CO-WORKING OFFICE WITH BUSINESS
EVENTS AT 411 N. MAIN STREET**

After conducting a public hearing and deliberating on the request of Andrew Nast and Adam Clabaugh of Brick & Mortar, LLC for the property at 411 N. Main Street for approval of a Special Use Permit to allow a co-working office with business events, the Plan Commission hereby makes the following findings of fact:

(Draft reasons, taken partially from the petitioner's application packet, as to how the project may comply with the necessary findings are shown with an underline, the Commission may wish to consider the underlined reasons but should make your own findings of fact).

1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code because an office space intended for co-working with supporting business events increases the amount of office space and is flexible "to allow firms the opportunity to grow in place", as stated in the Downtown Strategic Plan.
2. The proposed project is designed and shall be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area because the footprint of the building will not be increased and any exterior cosmetic changes will be made in accordance with the Exterior Appearance Approval process.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because the proposed use produces less waste and traffic in comparison to other nonresidential uses.
4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services because the proposed use is likely to be a lesser burden on public services and facilities than the previous use, a restaurant since the number of customers/occupants will be fewer.
5. The proposed use will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village because the proposed use will not require additional public facilities or services beyond what the property is already provided.
6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the

proposed use will not involves any operations that result in the excessive production of traffic, noise, etc.

7. The project will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads because the proposed use does not require any changes to vehicular access to the property.
8. The project will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the proposed use does not require the installation of any additional impervious surfaces to the property.
9. The project will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the community because the proposed use is within a building located in the South Downtown Glen Ellyn National Register Historic District and no changes are proposed to the building.

Therefore, the Plan Commission recommends that the Village Board approve a Special Use Permit in accordance with Section 10-10-14 of the Glen Ellyn Zoning Code to allow a co-working office with business events at 411 N. Main Street subject to the following conditions:

- A. That the co-working office with business events use, to be known as “Brick & Mortar” substantially conform with the testimony presented at the Plan Commission public hearing on April 22, 2021; and
- B. _____

Motion by: _____ Seconded by: _____

(DRAFT) MOTION TO RECOMMEND APPROVAL OF A ZONING VARIATIONS FOR THE PROPERTY LOCATED AT 486 PENNSYLVANIA AVENUE TO ALLOW TWO HOUND RED BREWPUB AND RESTAURANT TO HAVE 15 PARKING STALLS WHERE 45 PARKING STALLS ARE REQUIRED ON THE SITE

After conducting a public hearing and deliberating on the request of the petitioner, Jon With, for approval of a Zoning Variation to allow 15 parking stalls on the property at 486 Pennsylvania Avenue where 45 parking stalls are required for a restaurant use, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on April 22, 2021, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the project be constructed in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees;
2. That all outstanding items from the original remodeling project permit be closed out prior to the issuance of a building permit for the awning structure. Please note the following remaining items:
 - a) A compliant handrail be installed on the west side of the stairs.
 - b) A sign indicating that the exit door at the top of the stairs must remain unlocked while the building is occupied be installed on the inside face of the door.
 - c) A minimum 10-inch high kick plate must be added at the bottom of the door.
 - d) A landing must be added at the exterior side of the door, set at the same level as the floor surface immediately inside the door.
 - e) That Panic hardware be installed at the gate on the fence at the northwest corner of the building.
 - f) A report be provided from the mechanical contractor certifying that the exhaust cmfs have been adjusted.
 - g) Completion of parking lot modifications to bring the accessible parking space, adjacent access aisle and accessible path from the parking stall to the building entrance into compliance with ADA requirements.
3. That the barriers surrounding the outdoor dining area include landscape plantings.
4. That all tables, chairs, barriers and parts of the awning remain within the limits of the existing parking spaces.
5. That no obstructions shall be permitted in the accessible route.

Motion by: _____ Seconded by: _____



Legend

Notes

0 150 300
ft

Print Date: 3/12/2021

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

APPLICATION FOR ZONING CODE TEXT AMENDMENT

You may attach separate sheets as needed to answer any of the following questions.

The undersigned petitions the President and Village Board Trustees of the Village of Glen Ellyn, Illinois, to consider the Zoning Code Text Amendment described in this application.

Date Filed: _____ Application No: _____

Name of Applicant: Brick & Mortar | Andrew Nast, Adam Clabaugh

Address of Applicant:

411 N. Main St, Glen Ellyn, IL 60137

Business Phone No.: 847-777-3808 Home Phone No.: _____

Mobile Phone No.: 847-951-2250 Fax No.: _____

Proposed Amendment:

A Zoning Code Text Amendment to allow a coworking office with business events in the C5A Central Retail Core as a Special Use.

Will an existing Section of the Zoning Code be replaced/changed? N/A

Section Reference: N/A

Narrative Statement of how the proposed Text Amendment relates to the Comprehensive Plan of the Village of Glen Ellyn, or otherwise promotes the public health, safety and general welfare:

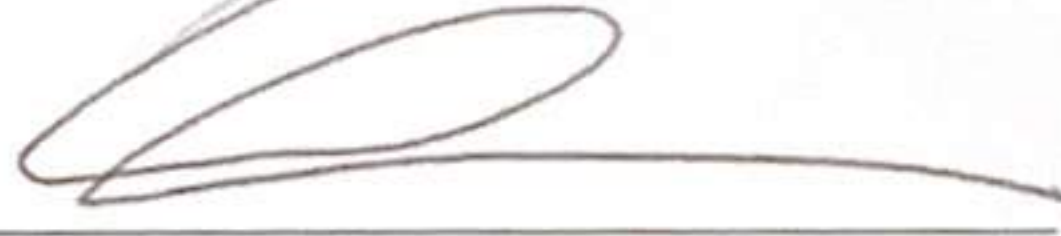
Coworking office space brings new customers downtown during daytime hours—generating greater restaurant and retail traffic to compliment the surrounding establishments.

Bringing new white collar professionals to the downtown will reduce disturbance and improve the neighborhood going forward.

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

<u>4/2/2021</u> Date	<u>Andrew Nast</u> Print Name	<u></u> Signature of Applicant
<u>4/2/21</u> Date	<u>Adam Czabuga</u> Print Name	<u></u> Signature of Applicant
<u> </u> Date	<u> </u> Print Name	<u> </u> Signature of Applicant

Affidavit Affirming No Conflict of Interest

The undersigned, being duly sworn and under oath, states as follows:

1. My name is Andrew Nast, and I hold the position of Managing Partner for Brick & Mortar ("**Applicant**").
2. I have personal knowledge of all facts stated in this Affidavit, and if called to testify, I could and would testify competently thereto.
3. I am authorized by the Applicant to make the representations and statements in this Affidavit on the Applicant's behalf in support of the application for development approval ("**Application**") the Applicant filed with the Village of Glen Ellyn ("**Village**").
4. To the best of my knowledge, and as of the Application's date, no individual that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
5. To the best of my knowledge, and as of the Application's date, no individual that is related to any person that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
6. I will immediately notify the Village if the Applicant learns of the material inaccuracy of any statement within this Affidavit.

Further affiant sayeth naught.

Name: Andrew Nast 

Title: Managing Partner

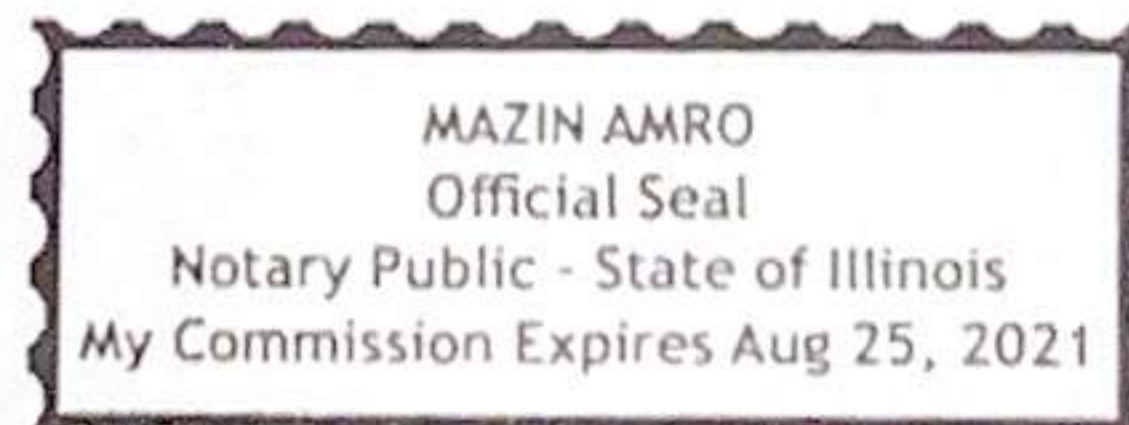
Applicant's Name: Brick & Mortar

Subscribed and sworn to me this

2nd day of April, 2021



Notary Public



APPLICATION FOR SPECIAL USE PERMIT

[CLEAR PAGE](#)

The undersigned petitions the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, to consider the Special Use described in this application.

Date Filed: **03/29/21** Application No: _____

Name of Applicant: **Brick & Mortar | Andrew Nast, Adam Clabaugh**

Address of Applicant: **11 N. Northwest Hwy. Suite 101, Park Ridge, IL 60068**

Business Phone: **847-777-3808** Fax: _____

Home Phone: _____ Mobile Phone: **847-951-2250**

Email: **andrew@yourbrickandmortar.com**

Property Interest of Applicant: **411 N. Main St, Glen Ellyn, IL 60137**

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: **Bricks On Main, LLC | Greg Mccaffrey**

Address of Owner: **39W650 Benton Ln, Geneva, IL 60134**

Business Phone: _____ Fax: _____

Home Phone: _____ Mobile Phone: **630-845-9498**

Email: **g.mccaffrey@sbcglobal.net**

Property Address: **411 N. Main St, Glen Ellyn, IL 60137**

Legal Description of Property:

THE SOUTH 29.96 FEET OF LOT 2 (EXCEPT THE EAST 75.00 FEET) OF THE SUBDIVISION OF LOT 6 IN BLOCK 12 IN THE ASSESSMENT DIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 7, 1906 AS DOCUMENT 87151, IN DUPAGE COUNTY, ILLINOIS.

Permanent Index No. (PIN): **05-11-328-009** Zoning: **C5B**

Lot Dimensions: **30' x 138'** Lot Area: **0.1 acre**

Present Use:

Permanently closed restaurant

Requested Use/Construction:

Modern coworking in downtown Glen Ellyn with thoughtfully integrated retail.

Estimated Date to Begin New Use/Construction: **08/01/21**

Name(s), Address(es) and Phone No(s). of Experts (architects, engineers, etc.):

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N/A

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of paragraph (E) of Section 10-10-14 of the Zoning Code:

Coworking office space brings new customers downtown during daytime hours—generating greater restaurant and retail traffic to compliment the surrounding establishments.

Bringing new white collar professionals to the downtown will reduce disturbance and improve the neighborhood going forward.

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code:

Brick & Mortar brings new customers downtown during the day, which will generate greater restaurant and retail traffic to compliment the surrounding establishments.

2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:

Brick & Mortar will work hand-in-hand with the city of Glen Ellyn to ensure the building's updated exterior will fit in perfectly with the other businesses in the area.

Note - the footprint of the building and the height are remaining the same.

3. Will not be hazardous or disturbing to existing or future neighborhood uses:

The special use will produce less waste and traffic in comparison to other adjacent uses.

4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:

Brick & Mortar will produce significantly less burden on public services and facilities than the existing use as a restaurant since the daily attendance will be meaningfully less overall.

5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village:

Brick & Mortar will actually improve the economic welfare of the Village by bringing more white collar professionals to the downtown to eat and shop at local businesses.

Additional public facilities/services are not required from the Village to serve the use.

6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:

With the special use being a coworking office space, the operation creates significantly less traffic, noise, and inconveniences than the existing use.

7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:

With the daily attendance likely being considerably less than the existing use as a restaurant, the new use should reduce the interference with traffic.

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief:

As an office space with less refrigeration, wash stations, etc, there will be far less potential for flood damage than with the existing use as a restaurant.

***The special use is not requiring the expansion of the building footprint.**

9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community:

This special use will not negatively impact natural, scenic, or historic resources.

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Glen Ellyn for the purpose of inspection.

I (We) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

<u>03 / 30 / 2021</u> Date	<u>Andrew Nast</u> Print Name	<u></u> Signature of Applicant
<u>03 / 30 / 2021</u> Date	<u>Adam Clabaugh</u> Print Name	<u></u> Signature of Applicant
_____ Date	_____ Print Name	_____ Signature of Applicant

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED
BY COMPLETING THIS APPLICATION IN DETAIL**

OWNERSHIP BY A CORPORATION

CLEAR PAGE

Date: **03/25/20**

Address: **411 N Main St**

Legal Description:

SEE ATTACHED DOCUMENT

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: **Greg McCaffrey** Address: ~~39W650 Benton Ln Geneva, IL 60134~~ % ~~77~~

Name: **Cindy Stutz** Address: ~~3 Oxford Ct, South Elgin, IL 60177~~ % ~~23~~

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

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AFFIDAVIT OF AUTHORIZATION

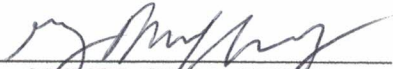
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I, Greg McCaffrey owner of the property described as

**THE SOUTH 29.96 FEET OF LOT 2 (EXCEPT THE EAST 75.00 FEET) OF THE
SUBDIVISION OF LOT 6 IN BLOCK 12 IN THE ASSESSMENT DIVISION IN
SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD
PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED
APRIL 7, 1906 AS DOCUMENT 87151 IN DUPAGE COUNTY, ILLINOIS**

verify that Brick and Mortar Group LLC

is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission, Zoning Board of Appeals, and/or Village Board of Trustees. Owner acknowledges that any notice given applicant is actual notice to owner.


OWNER SIGNATURE

Subscribed and sworn to before me this

26th day of March, 20 21

Kelly K. Ranck

Notary Public



LEGAL DESCRIPTION

THE SOUTH 29.96 FEET OF LOT 2 (EXCEPT THE EAST 75.00 FEET) OF THE SUBDIVISION OF LOT 6 IN BLOCK 12 IN THE ASSESSMENT DIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 7, 1906 AS DOCUMENT 87151 IN DUPAGE COUNTY, ILLINOIS



Modern Coworking In Downtown Glen Ellyn

A Vibrant Business Community In Glen Ellyn

More than simply office or meeting space, Brick & Mortar's coworking environment provides **a vibrant community of professionals, entrepreneurs and businesses** in the heart of downtown Glen Ellyn.



Why Glen Ellyn?

When reviewing dozens of locations for a second Brick & Mortar site, we took a large number of factors into account—most important among those were walkability, demographics, **and the opportunity to be a part of a dynamic, growing city.**

Due to the significant investment being made in purchasing and improving the real estate, it was critical that the selected city be one where Brick & Mortar could add value for many years to come. After reviewing all of the criteria, **Glen Ellyn was the obvious choice** for our first expansion outside of the original location.





Park Ridge Location



Park Ridge Location

A Beautiful Place to Work, Meet & Connect

With companies permanently shifting 30%+ of their workforce remote, a huge number of white collar professionals who used to commute to work from the suburbs are **in desperate need of a location to work from, other than their homes.**

These professionals are not simply looking for a place to flip open their laptop—they are looking for a workspace that they are excited to come to, as well as bring their clients.



Park Ridge Location

Flexible Memberships For Workers Of All Shapes & Sizes

Not everyone needs a dedicated office—or even a desk—every day of the week. By creating flexible membership options we allow workers to pay for what they need—no more, no less.

Private & Dedicated Spaces:

- Daily Private Office (*reserve an office for the day*)
- Monthly Private Office (*put your logo on your door*)
- Monthly Dedicated Desk (*call dibs on a desk you love*)

Open Seating:

- Daily Membership (*daily on-demand*)
- Part-time Membership (*includes 8 Day Passes*)
- Unlimited Membership (*as much access as you like*)

Hourly Reservations:

- Meeting Room
- Private Event

- And More...



Park Ridge Location



So Much More Than Just A Desk

In addition to being surrounded by the amazing restaurants and businesses in downtown Glen Ellyn, all Brick & Mortar members receive access to our full suite of services and amenities:

- Super fast fiber wifi
- Electronic access
- Soundproof phone booths
- Fully furnished common areas and offices
- Electronic sit/stand desks
- Adjustable ergonomic chairs
- Complimentary coffee and filtered water
- Printing on the house
- All utilities and cleaning included
- Priority access to community events



Thoughtfully Integrated Retail For The Coworking Community

To keep our members energized and productive throughout the day, we offer beverages, snacks and even apparel for purchase in our “**micro-grocer**” located inside the space.

Curated Business & Networking Events

Brick & Mortar is also a destination meeting and event space that can be utilized during the work week, evenings and weekends. From seminars and networking events, to holiday parties and corporate off-sites, Brick & Mortar will **introduce new groups of professionals to vibrant downtown Glen Ellyn.**



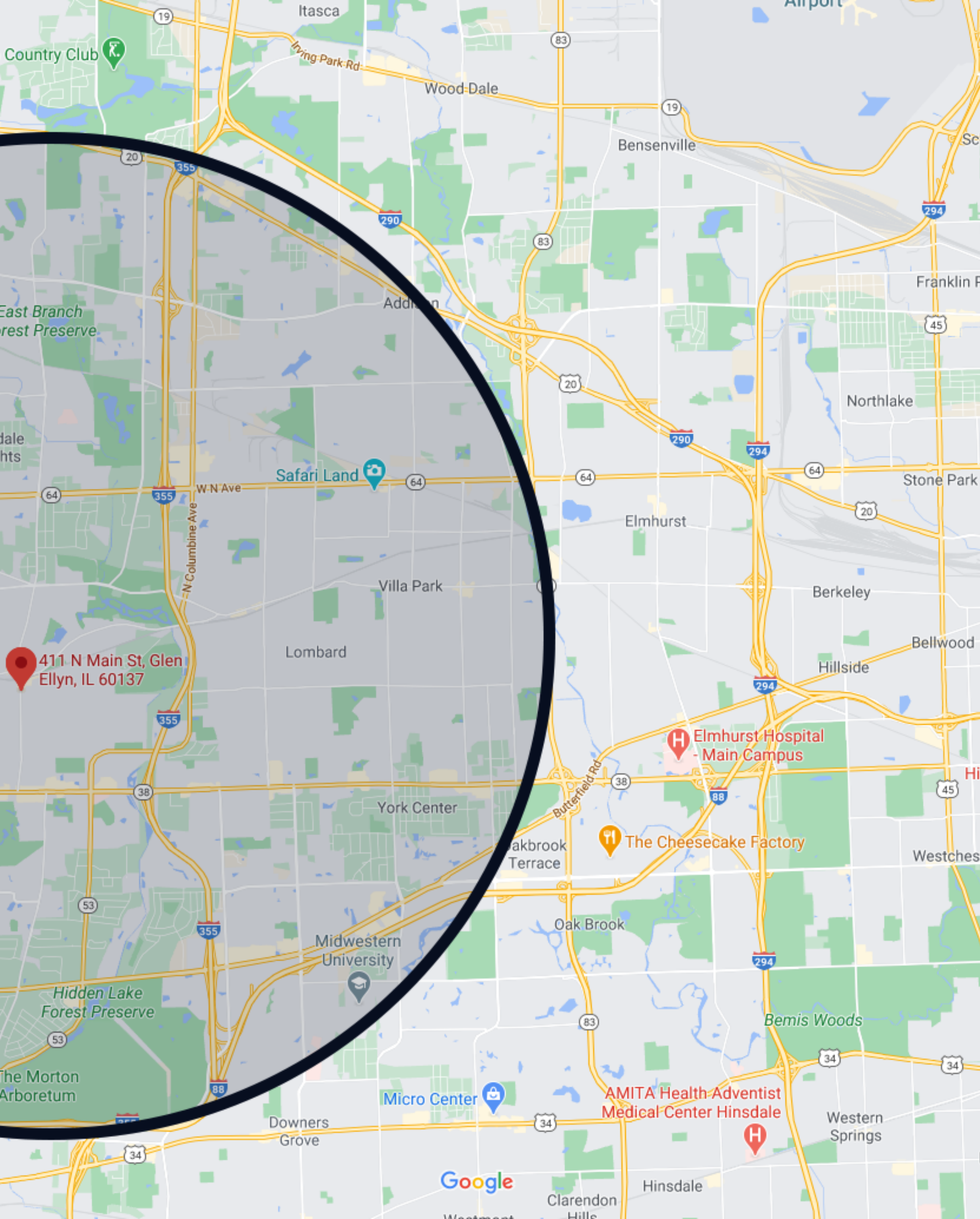
Introducing Local Businesses To The Coworking Community

One of the big appeals of coworking space vs. traditional office spaces is the sense of community that the tenant companies share. To help foster this, **Brick & Mortar connects with local restaurants and businesses** to host events and happy hours that introduce coworking members to local options for food, drink, and services.

Driving Neighboring Communities To Shop Local In Downtown Glen Ellyn

Whether they are coming to Brick & Mortar to work, for an event, to meet an existing member, or for a tour as a potential new member, **the space will draw thousands of professionals**—both locally and from the surrounding communities—to **downtown Glen Ellyn**. Once there, the incredible walkability of the location will allow visitors to:

- Snag a coffee on the way into work
- Eat lunch daily at local restaurants
- Grab dinner or drinks after work/events
- Pick up groceries on their way home from work
- Entertain colleagues/clients at local restaurants
- Get a haircut/nails done/facial after work
- Go to the gym before/after work
- And do so much more...



Some Nice Things Nice People Are Saying About Us



David
1 review

★★★★★ 5 days ago

Adam and the team at Brick and Mortar took great care of our Chicago market 2021 planning meeting. With multiple locations needing to have face to face discussions, Brick & Mortar was the perfect solution. All of the tools that we needed were provided (and the snack selection was great, too!!) Looking forward to the next visit to Brick & Mortar.

Like



Bonnie
2 reviews

★★★★★ a month ago

Brick & Mortar has been an excellent extension of my business & provides a great space to work and meet clients. The accommodations are top-notch and I would highly recommend this space to anyone looking for a great co-working environment in the Northwest suburbs.

Like



Franco
1 review

★★★★★ 2 weeks ago

So grateful that Brick & Mortar opened up in Park Ridge. Phenomenal environment to work from. The space is absolutely spotless with so much natural light. Great amenities a true pleasure to spend my days working here. What a great addition to the Park Ridge community. Walking distance to restaurants.

Like

The Team

Andrew Nast & Adam Clabaugh

Brick & Mortar's Managing Partners—Andrew Nast and Adam Clabaugh—are not only long time friends, but serial business partners who have started and grown 3 successful companies together over the years.

Andrew attended Northern Illinois University, receiving a Bachelor of Science in Marketing, while Adam attended Columbia College Chicago with a focus on design. While both Partners had very different career paths—Andrew's heavily involving real estate development and Adam's focused mainly on technology companies—the two came together in 2015 to launch a property management firm, Lofty, that was ultimately acquired in 2017.

Following the sale of that business Andrew and Adam teamed up again to launch a technology enabled construction company—Blue Collar—which has grown to operate in 6 different states. As they were looking for office space for their construction company, they realized that there was a massive lack of flexible workspace in the suburban communities.

So, in 2020 the team set out to provide professionals in the suburbs with beautiful places to work from without having to commute to the city (or try and take conference calls from their kitchen table), and Brick & Mortar was born.





Modern Coworking In Downtown Glen Ellyn



April 9, 2021

Re: Operations Information for:

Brick & Mortar

411 N. Main Street

Glen Ellyn, IL 60137

Brick & Mortar is excited to propose a new coworking space located at 411 N Main Street, Glen Ellyn, IL 60137

Concept:

Brick & Mortar is a shared office space that provides our members with access to open seating, dedicated desks, or private offices for rent by the hour, day or month. In addition to the physical space, members also receive free fiber wifi, soundproof phone booths, fully furnished common areas and offices, electronic sit/stand desks, adjustable chairs, complementary coffee and filtered water, free printing, priority access to community events and a microgrocer where snacks, beverages and apparel can be purchased. Members will have access to the space 24/7 through electronically controlled access.

Operating Hours

While members will have 24/7 access to the space through an electronic control and video surveillance, 98% of the use typically takes place during normal business hours with peak hours of use being from 10 AM – 3 PM. During these peak hours there are between 15-30 members utilizing the space. Typically there are between 1-3 staff members on site between the hours of 8 AM – 8 PM (unless there is a later event).

Community Benefit:

By repurposing the building as coworking space, the new use will benefit downtown Glen Ellyn by drawing professionals downtown to shop, dine and patronize Glen Ellyn's many service businesses (hair/nail salons, tailors, gyms, etc.).

Sincerely,

Andrew Nast
Managing Partner
Brick & Mortar



MAIN STREET

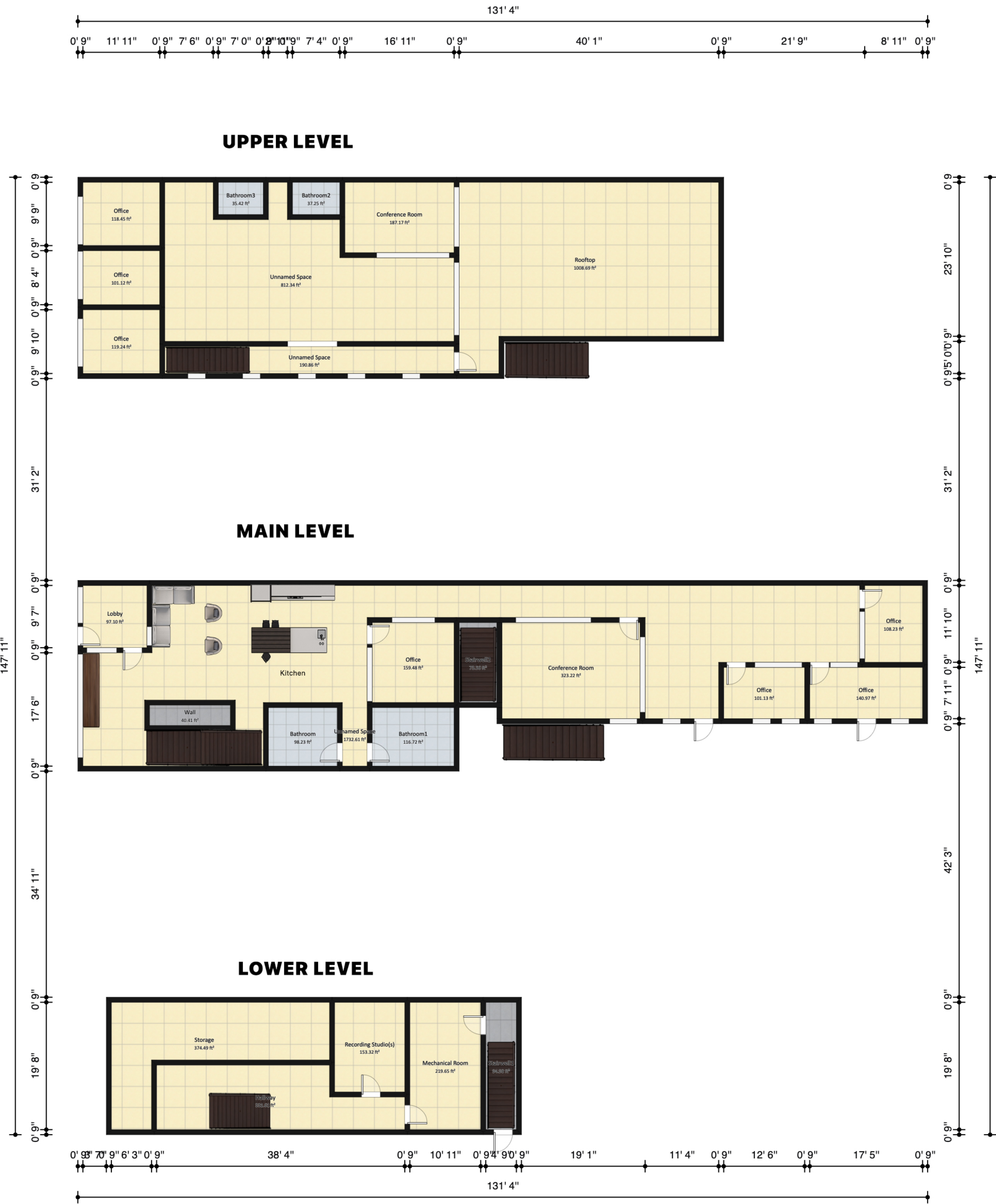


Exhibit “B”

ZONING CODE TEXT AMENDMENT

May 10, 2021

Bold = New Text; ~~Strikethrough~~ = Deleted Text

Chapter 4 DISTRICT REGULATIONS

1. Amend Section 10-4-17.1 (C5A Central Retail Core Subdistrict) to add “co-working office with business events” to the list of special uses and to renumber the rest of the section accordingly.

(B) Special uses:

15. Co-working office with business events



**Glen Ellyn Village
Board**

535 Duane Street
Glen Ellyn, IL 60137

Meeting 5/10/2021 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Ordinance
Prepared By: Kelly Purvis

**AGENDA ITEM (ID
2021-1090)**

DOC ID: 2021-1090

Ordinance No. 6874, An Ordinance Amending Ordinance No. 6527, Which Approved Variations from the Zoning Code to Accommodate a Proposed Restaurant on Property Commonly Known as 486 Pennsylvania Avenue (Community Development Director Springer)

Statement of the Issue:

Please see attached memo.

Analysis:

Budget Impact:

Action Requested:

Attachments:

1. ^Village Board Memo
2. 1. ORD Amending 6527
3. 2. Draft Plan Commission Meeting Minutes 4-22-2021, Exhibit A
4. 3. Site Aerial
5. 4. Location & Zoning Map
6. 5. Petitioner's Application Packet
7. 6. Narrative Statement
8. 7. Outline of Dining Area on Site Plan - Exhibit B-2
9. 8. Proposed Dining Area Layout - Exhibit C
10. 9. Awning Elevation - Exhibit D

11. 10. Rendering - Exhibit E

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Staci Springer, Community Development Director
Kelly Purvis, Planning Manager

DATE: April 28, 2021

FOR: May 10, 2021 Village Board Meeting

SUBJECT: Consideration of an amendment to Ordinance No. 6527 to grant additional relief from the parking requirements of the C5B District to allow an outdoor seating area on the property located at 486 Pennsylvania Avenue



Background: Jon With, one of the owners of Two Hound Red Restaurant and the property located at 486 Pennsylvania Avenue, is requesting approval of an amendment to Ordinance No. 6527 to allow additional relief from the parking requirements of the C5B District. The additional zoning relief is requested to accommodate seasonal, recurring outdoor seating on the property. The subject property is located on the north side of Pennsylvania Avenue between Main Street and Glenwood Avenue.

The Zoning Code requires that restaurant uses provide one parking stall per each three seats. With 135 seats in 2 Hound Red, 45 parking stalls would normally be required on the site. However, in the C5B district, there is a unique parking provision that allows a parking credit in cases where a building has been renovated rather than demolished and reconstructed. Even though the former Schmid's Pharmacy only had 17 stalls on the site, this provision allowed a credit of 32 parking stalls for the property. Since 45 stalls were required for the 2 Hound Red restaurant and a credit of 32 stalls had been applied, the new brew pub was supposed to add 13 spaces to the existing 17, for a total of 30 spaces on the property. Prior to opening, 2 Hound Red received a parking variation to allow 17 spaces in lieu of the 30 that were required.

There are currently 17 parking stalls on the site including 13 ninety degree parking stalls (including 1 accessible parking stall), and 4 parallel parking stalls located along the east side of the building. The removal of 2 parking stalls along the east wall of the building is now being proposed to accommodate outdoor dining. The specific relief being requested is from Section 10-4-17-2(G) of the Zoning Code to allow 15 parking stalls where a minimum of 30 parking stalls are required for the restaurant use.

Two Hound Red had originally proposed a roof top dining area as part of their project design. This part of the project has been determined to be financially infeasible due to the requirement to install an elevator for ADA compliance. The sidewalks in front of the business are approximately 7.5 feet-wide and would not allow enough room for an outdoor café on the public sidewalk, which is required to provide a minimum 5-foot, clear pedestrian path. Over the last year, the

Village allowed expanded outdoor dining opportunities for restaurants in their private parking lots due to Covid-19. The owners of 2 Hound Red are now proposing to make a permanent outdoor dining area by installing an awning structure over two parallel parking spaces. The petitioner has indicated that the parallel parking spaces are seldom used and that outdoor dining would be a better use of the space.

Project Summary: The petitioner is proposing to remove two of the parallel parking stalls along the east side of the building to make room for an outdoor dining area. An awning structure would be attached to the building (with support poles installed in the pavement) to cover the dining area and barriers would be placed around the dining area to protect diners from cars in the adjacent lot. No part of the dining area would encroach beyond the existing limits of the parking stalls and the existing aisle width of 24 feet 6 inches would be maintained. There is a 5 foot accessible route along the east side of the building that will also need to be maintained. No tables, chairs, barriers or any other obstructions will be permitted in the accessible route. Included in the petitioner's application packet (attached to this memo) is a narrative statement providing additional information about the request, a rendering of the proposed dining area and awning, an elevation of the awning structure and a site plan sketch indicating the general layout of the proposed dining area. A building permit will be required for the permanent awning.

Plan Commission Recommendation: The Plan Commission held a public hearing and considered the petitioner's request on April 22, 2021. By a roll call vote of 8 "yes" and 0 "no" votes, the Plan Commission recommended approval of the requested parking variation subject to conditions. No members of the public appeared in favor or in opposition to the request.

During deliberations, the Plan Commission requested additional information about whether the petitioner intends to enclose the outdoor dining area. The petitioner indicated that the seating area is intended for use during spring, summer and autumn and that they have no plans to permanently enclose the space.

The Plan Commission was supportive of the proposed outdoor dining and was not concerned about a loss of two parking stalls on the site.

Village Board Action Requested: The Village Board may approve, approve with conditions or deny the petitioner's request for an amendment to Ordinance No. 6527 to grant additional relief from the parking requirements of the C5B District to allow an outdoor seating area on the property. Village staff has prepared a draft Ordinance approving the request for consideration at the May 10, 2021, Village Board meeting in accordance with the Plan Commission's recommendation.

Attachments:

1. Draft Ordinance to Approve
2. Draft Plan Commission Minutes from April 22, 2021 – Exhibit "A"
3. Aerial Photo of the Site
4. Zoning & Location Map
5. Application for a Zoning Variation

6. Petitioner's Narrative Statement
7. Outline of Dining Area on Site Plan Exhibit "B-2"
8. Exhibit of Proposed Dining Area Layout Exhibit "C"
9. Proposed Awning Elevation Exhibit "D"
10. Proposed Rendering Exhibit "E"

CC: Jon With, Petitioner

X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Pennsylvania\Pennsylvania 486, Two Hound Red,
ZV\^Village Board Memo.doc



Village Of Glen Ellyn

Ordinance No. _____

**An Ordinance Amending Ordinance No. 6527,
Which Approved Variations from the Zoning Code to Accommodate a
Proposed Restaurant on Property Commonly Known as
486 Pennsylvania Avenue
Glen Ellyn, Illinois 60137**

**Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This ____ Day of _____, 2017.**

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. ____

**An Ordinance Amending Ordinance No. 6527,
Which Approved Variations from the Zoning Code to Accommodate a
Proposed Restaurant on Property Commonly Known as
486 Pennsylvania Avenue
Glen Ellyn, Illinois 60137**

Whereas, Jon With, owner of Two Hound Red Brewpub, has petitioned the Village President and Board of Trustees for an amendment to one of the Zoning Variations granted by Ordinance No. 6527; and

Whereas, Ordinance No. 6527 granted a variation to allow smaller landscape islands to be installed on the property and a parking variation to allow 17 parking stalls where 30 parking stalls were required to accommodate the proposed renovation of the existing building for a restaurant use; and

Whereas, the petitioner is now proposing to remove two of the existing parking stalls on the site to create an outdoor seating area; and

Whereas, due to a unique provision in the C5B District Regulations, the property is credited a certain number of parking spaces regardless of whether they exist or not; and

Whereas, the petitioner is specifically requesting an amendment to the variation from Section 10-4-17-2(G)19 to allow 15 parking stalls where a total of 30 parking stalls are required on the property; and

Whereas, all other aspects of the relief granted by Ordinance No. 6527 will remain in substantial conformance with the approved plans; and

Whereas, the subject property is located on the north side of Pennsylvania Avenue between Main Street and Glenwood Avenue in the C5B Central Business District, Central Service Sub-district; and

Whereas, the property is legally described as follows:

LOT 39 IN BLOCK 17 OF THE COUNTY CLERK'S SECOND ASSESSMENT DIVISION, IN GLEN ELLYN, IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 3, 1906 AS DOCUMENT 88052, IN DUPAGE COUNTY, ILLINOIS.

P.I.N. 05-11-310-050; and

Whereas, following due and proper publication of notice in The Daily Herald not less than fifteen (15) nor more than thirty (30) days prior thereto, the Plan Commission of the Village of Glen Ellyn conducted a public hearing on April 22, 2021 at which hearing the Plan Commission considered the petitioner's request for approval of the requested Variation from the Zoning Code; and

Whereas, at the April 22, 2021 public hearing of the Plan Commission, the petitioner presented evidence, testimony, and exhibits in support of the request and no one spoke in favor or in opposition to the proposal; and

Whereas, after having considered the evidence presented, including the exhibits and materials submitted, the Plan Commission made its findings of fact and by a vote of seven (8) "yes" and zero (0) "no", the Plan Commission recommended approval of the request as set forth in the April 22, 2021 minutes of the Plan Commission, a draft of which is attached hereto as Exhibit "A"; and

Whereas, the Village President and Board of Trustees have reviewed the evidence, exhibits, and materials presented at the April 22, 2021 Plan Commission public hearing and have considered the findings and recommendations of the Plan Commission and hereby make the following findings of fact in regard to the requests;

1. That the particular physical surroundings, shape or topographical condition of the specific property involved would bring particular hardship upon the owner as distinguished from a mere inconvenience, if the strict letter of the regulation were to

be carried out because the property is located in the C5B Zoning District where parking is required to be provided. Due to the original project being an infill redevelopment of an existing business, the project was limited to existing parking lot dimensions. There is also not ample space for the restaurant to have outdoor dining on sidewalks in front of the business due to the narrow sidewalks. Most other restaurants in the downtown do have some sort of outdoor dining space available for their use. The original design of the rooftop dining area was determined to be infeasible due to the cost of that project.

2. That the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district because most of the downtown restaurants are not required to provide parking (because they are in C5A) and most have some sort of space for outdoor seating.
3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property because outdoor dining was always part of the design for the project. Unfortunately the original rooftop dining option is infeasible. Using two parking stalls that are rarely ever used for outdoor dining will allow the restaurant to offer outdoor seating within a reasonable budget.
4. That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant because the site was formerly used for a retail business. Since the restaurant reused the existing building the parking design was existing. The layout of the parking lot is such that the parallel parking spaces are seldom used.
5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located because the improvements will enhance the property and there will still be 15 parking stalls remaining in the parking lot. The restaurant is also next to parking lots that allow public parking.
6. That the proposed variation will not:
 - a. Impair an adequate supply of light and air to the adjacent property because there will be no change to the neighbor's light and air. Outdoor dining was always planned as part of the remodeling project for the restaurant. Having the dining area in the parking lot instead of on the rooftop, will have even less impact.
 - b. Substantially increase the hazard from fire or other dangers to said property or adjacent property because the dining area will be reviewed and inspected by the

Village and will adhere to Village Codes. There should be no increase to fire hazards.

- c. Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village because having outdoor dining will improve public health, safety and the welfare of the Village, especially during Covid.
 - d. Diminish or impair property values within the neighborhood because the proposed outdoor dining area will improve the appearance of the parking lot and increase property values within the neighborhood.
 - e. Unduly increase traffic congestion in the public streets and highways because the proposed outdoor dining area will not impact traffic on the streets. There will still be 15 parking stalls on site and there are two public parking lots adjacent to the restaurant that allow public parking.
 - f. Create a nuisance because the outdoor dining area will operate in accordance with Village requirements so as to not create a nuisance.
 - g. Result in an increase in public expenditures because the improvements for the dining area will increase revenue for the Village food and beverage tax by increasing business and customers.
7. That the variation is the minimum variation that will make possible the reasonable use of the land, building or structure because the restaurant has only been open for 1.5 years. During this time, the 2 parking stalls proposed to be eliminated have been seldomly used. They are parallel to the building and are not as easy to park in compared to the perpendicular parking spots in the lot. The proposed use of the space is a higher and better use and will be an overall improvement for the Village.

Whereas, the President and Board of Trustees have determined that granting the requested amendment to the Variation from the Zoning Code to allow 15 parking stalls on the site is consistent with the goals of the Glen Ellyn Zoning Code and in the best interest of the Village of Glen Ellyn.

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

Section One: The draft minutes from April 22, 2021 Plan Commission public hearing, attached hereto as Exhibit “A”, and the findings of fact contained in the petitioner’s application, and in the preambles above, are hereby adopted as the findings of fact of the Village President and Board of Trustees based upon their review of the evidence, exhibits, and materials presented at the April 22, 2021 public hearing of the Plan Commission.

Section Two: Based upon the findings of fact and recommendations of the Plan Commission, as adopted herein, and the findings of fact and conclusions set forth in the preambles above, the Village President and Board of Trustees hereby amend the parking relief granted by Ordinance No. 6527 to allow 15 parking stalls on the site, and hereby amend Section Three of Ordinance No. 6527 to remove all blacklined text and to add all bolded text as follows:

“Section Three: The granting of the Variations from the Zoning Code is subject to the following conditions:

1. **That the project being constructed in substantial conformance with the plans submitted and the testimony presented at the August 24, 2017 and the April 22, 2021 public hearings before the Plan Commission and with the petitioner’s application packet including the following plans and documents referenced below, as though they were attached to this Ordinance:**
 - A. Application for Zoning Variations prepared by Jon With stamped received August 15, 2017 **and the Application for Zoning Variations dated February 21, 2021.**
 - B. Site Plan (Sheet T1.1) stamped received August 15, 2017, attached hereto to Exhibit “B”.
 - C. **Site Plan (Sheet T1.1) with a date of August 13, 2017, with the dining area overlay, attached hereto as Exhibit “B-2”.**
 - D. **Petitioner’s narrative statement, dated February 23, 2021.**
 - E. **Proposed dining area layout, no date, attached hereto as Exhibit “C”.**
 - F. **Proposed awning elevation, no date, attached hereto as Exhibit “D”.**
 - G. **Proposed rendering, no date, attached hereto as Exhibit “E”.**

and these documents shall be filed with and made a part of the permanent records of the Glen Ellyn Community Development Department.

- 2. That all outstanding items from the original remodeling project permit be closed out prior to the issuance of a building permit for the awing structure. Please note the following remaining items:**
 - A. A compliant handrail be installed on the west side of the stairs.**
 - B. A sign indicating that the exit door at the top of the stairs must remain unlocked while the building is occupied, be installed on the inside face of the door.**
 - C. A minimum 10-inch high kick plate must be added at the bottom of the door.**
 - D. A landing must be added at the exterior side of the door, set at the same level as the floor surface immediately inside the door.**
 - E. That Panic hardware be installed at the gate on the fence at the northwest corner of the building.**
 - F. A report be provided from the mechanical contractor certifying that the exhaust cmfs have been adjusted.**
 - G. Completion of parking lot modifications to bring the accessible parking space, adjacent access aisle and accessible path from the parking stall to the building entrance into compliance with ADA requirements.**
- 3. That protective barriers surrounding the outdoor dining area include landscape plantings.**
- 4. That all tables, chairs, barriers and parts of the awning remain within the limits of the existing parking spaces.**
- 5. That no obstructions shall be permitted in the accessible route.**

Section Four: The Building and Zoning Official is hereby authorized to issue all necessary building and occupancy permits pursuant to the request approved herein, provided that all conditions set forth hereinabove have been met and that the applicant complies with all other applicable laws and ordinances of the Village of Glen Ellyn. This grant of approval of the aforementioned request shall expire and become null and void within 24 months of the date of this Ordinance unless a building permit is applied for within said time period, provided, however, that the Village Board, by motion, may extend the period during which a building permit must be applied for. Further, the Village Board may, for good cause shown, waive or

modify any conditions set forth in this ordinance without requiring that the matter return for public hearing.

Section Five: This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

Section Six: Failure of the owners or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of such Ordinance, shall subject the owners or party in interest to the penalties set forth in Section 10-10-18 (A) and (B) of the Village of Glen Ellyn Zoning Code.

Section Seven: The Village Clerk is hereby authorized to record this Ordinance with the DuPage County Recorder.

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

Ayes		Craig Pryde		Steve Thompson		Mark Senak
		Kelli Christiansen		Bill Enright		Gary Fasules
Nays		Craig Pryde		Steve Thompson		Mark Senak
		Kelli Christiansen		Bill Enright		Gary Fasules
Absent		Craig Pryde		Steve Thompson		Mark Senak
		Kelli Christiansen		Bill Enright		Gary Fasules

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

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

DRAFT MINUTES
SPECIAL PLAN COMMISSION MEETING
April 22, 2021

Call to Order and Roll Call

The meeting was called to order at 7:00 p.m. by Chairperson Mary Loch, who delivered remarks outlining procedures for the evening's meeting which, due to the disaster declaration related to Covid-19 and public health concerns, is being conducted by video conference. She described the Plan Commission's function and provisions for public comment at the meeting, listed the meeting topics, and introduced participants Trustee Liaison Bill Enright, Community Development Director Staci Springer, Planning Manager Kelly Purvis, Planner Katie Ashbaugh and Recording Secretary Barbara Dutton.

Roll call commenced. Present: Chairperson Loch and Plan Commissioners Lloyd Berry, Laura Brown, Angela Fanella, Tracy Heming-Littwin, John Mulherin, David Rodemann and Jamie Vondruska. Absent: Plan Commissioner Mohammed Saeed.

Adoption of Emergency Allowance of Remote Participation by the Plan Commission

A motion to allow remote participation in the meeting was made by Commissioner Heming-Littwin, and seconded by Commissioner Mulherin. The motion carried with seven (7) yes votes and zero (0) no votes as follows: Commissioners Heming-Littwin, Mulherin, Berry, Fanella, Rodemann and Vondruska, and Chairperson Loch voted, "yes." Commissioner Brown did not enter a vote.

Public Comment Non-Agenda Items

Eighteen-year Village resident Rick Scheck praised work put forth to develop the Comprehensive Plan.

Approval of March 18, 2021 Plan Commission Meeting Minutes

Commissioner Mulherin moved to approve the draft minutes of the March 18, 2021 Plan Commission meeting; seconded by Commissioner Vondruska. The motion passed with seven (7) yes votes and (0) no votes as follows: Commissioners Mulherin, Vondruska, Berry, Fanella, Heming-Littwin, Rodemann, and Chairperson Loch voted "yes." Commissioner Brown did not enter a vote.

Approval of March 25, 2021 Plan Commission Meeting Minutes

Commissioner Mulherin moved to approve the draft minutes of the March 25, 2021 Plan Commission meeting; seconded by Commissioner Rodemann. The motion passed with eight (8) yes votes as follows: Commissioners Mulherin, Rodemann, Berry, Brown, Fanella, Heming-Littwin and Vondruska, and Chairperson Loch voted, "yes."

A Pre-Application to discuss the potential Minor Subdivision for the Property Located at 919 Ellynwood Avenue

Staff Introduction

Planner Ashbaugh reviewed the process for the potential subdivision of the property at 919 Ellynwood Avenue into two lots, necessary to allow for development envisioned – specifically, constructing a

second house. She described the subject property, which is located on the south side of Ellynwood Avenue just north of the railroad tracks, is zoned R1 and carries two property identification numbers. She explained that, under contiguous ownership, the property is defined as one zoning lot (and for which, such a split and development requires public review). Approximately 150 feet wide and 26,653 SF in area, the property has a single-family home on the eastern half. The proposed split would render the resultant lots substandard per Zoning District requirements, and in comparison to surrounding lots in the District: Lots to the east, west, and across the street all meet size requirements for the R1 District. Because spot zoning is not allowed, Planner Ashbaugh explained, changing the zoning to R2 (a designation with a 66-ft.-width requirement applied nearby) is not an option. The rural streetscape, she noted, presents costs for extending the sanitary sewer to both lots. Planner Ashbaugh summarized, the Petitioner seeks feedback as to whether the Plan Commission would endorse the proposed sizes of the two lots and their compatibility with the surrounding properties; sees hardship in meeting minimum R1 standards; and would support relief from regulations governing underground utilities, street lights, trees, and road features.

Petitioner's Presentation

Nick Ftikas (of Stafford and Lockwood Ltd.), counsel to Petitioner Mike Decker, said that the proposed split to create two 75-ft.-wide lots from one 150-ft. wide lot would leave the subdivided lots short of the technical requirements for an R1 lot, but pointed to R2 lots to the west that he said are held to "a slightly smaller standard" of 66 feet. He argued that the proposed split would maintain consistency in both width and area with these. Mr. Decker related that he bought the property during the pandemic and was told he wouldn't have an issue with his plan to build. He learned that this is not the case and is hoping an exception can be made. He stressed that he would be willing to cooperate to make the lot physically buildable.

Commissioner Rodemann asked if the west part of the lot has any services, such as a septic field, to serve the existing house, to which Mr. Decker said that to his knowledge, "No." Commissioner Rodemann further wondered if extended sanitary lines to both would have to go "hand in hand." Mr. Ftikas responded that he believes this to be correct. Commissioner Heming-Littwin asked if the existing house has a septic field. Mr. Decker said it has a septic tank. Planner Ashbaugh said that the house is connected to water, but sewer would need to be extended to serve both lots. In follow up to a suspicion voiced by Development Director Springer, Planner Ashbaugh clarified that the sewer main can't be extended without a lift station, but that the challenge posed would need further engineering review. Commissioner Brown asked if the Petitioner would redevelop both lots. Mr. Decker replied, just the vacant lot, and said that the existing house will stay. Commissioner Heming-Littwin asked if sewer would be expected to be extended to the second lot. Planner Ashbaugh indicated it would need to serve both properties and that engineering would need to be evaluated – with regard to terrain – so that Public Works could recommend the best solution. Commissioner Heming-Littwin asked if a lot split would cause any setback issues with the existing house. Citing setback calculations, Planner Ashbaugh said the existing house, which is currently non-conforming, would be conforming if the lot was split. Chairperson Loch asked about setback relative to the existing house to the west. Mr. Decker, figuring a buffer of 14

feet, noted that a new house could be configured to be amenable. Planner Ashbaugh emphasized the need for vehicle maneuverability in a driveway.

Commissioner Discussion

Commissioner Mulherin said he can't justify the proposed rezoning of this property to the neighbors, and that as logical as the subdivision might be, he doesn't know that it meets any hardship standard, and noted that the action is for the purpose of investment. Asking what is to stop others from trying to do the same thing, he said he could not support the Petitioner's request. Commissioner Heming-Littwin concurred, adding that people choose to live in that neighborhood because of the larger lots. Chairperson Loch said she concurs also, and suspects concurrence among the Commission. The Petitioner thanked for the Commission for their feedback.

Public Hearing to consider a Zoning Text Amendment and a Special Use Permit to allow a co-working office with business events at the property located at 411 N. Main Street

A motion to open the Public Hearing to consider a Zoning Text Amendment and a Special Use Permit to allow a co-working office with business events at the property located at 411 N. Main Street was made and seconded by Commissioners Heming-Littwin and Mulherin, respectively. The motion passed with eight (8) yes votes and zero (0) no votes as follows: Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted, "yes."

Staff Introduction

Village Planner Katie Ashbaugh and Planning Manager Kelly Purvis, 535 Duane Street, were sworn in. The former reviewed the Public Hearing notice undertaken, and referenced the associated pre-app held on March 18, 2021. She reviewed the location on the east side of Main Street, just north of Hillside, in the C5A Central Retail District, adjacent to C5B zoning, across the street from C5A, and near R2 residential. She referenced the 2001 Comprehensive Plan objective to continue to create a pedestrian-oriented environment, and related that the subject property is a 5,350 SF building that housed the former McMaes's restaurant and has two apartments on the upper floor. The Petitioners, she continued, operate in a business in Park Ridge of the type they envision for the 411 N. Main property. She reviewed associated amenities of the proposed business to be called "Brick & Mortar." She noted that there is no minimum parking requirement for the use, which is expected to include networking events. Planner Ashbaugh displayed photos conveying the "industrial aesthetic" of the Park Ridge operation, as well as conceptual floor plans – indicating a possible recording studio in the basement – for the proposed Glen Ellyn location. The Petitioners, she explained, are seeking a Zoning Text Amendment to add "co-working office with business events" to the C5A list of Special Uses and to obtain a Special Use Permit. Commissioner Fanella asked if the rooftop space depicted would be open or enclosed. Planner Ashbaugh replied that the Petitioner didn't clarify this, and suggested the question be directed to them.

Petitioner's Presentation

Petitioners Andrew Nast, 11 N. Northwest Hwy., Park Ridge, IL, 60068 and Adam Clabaugh, 616 S. Delphia Ave., Park Ridge, IL 60068, were sworn in. Mr. Nast stated that Brick & Mortar would like the rooftop – which, he said wouldn't be enclosed – to be usable space, but would work within confines

imposed by the Village. Commissioner Vondruska observed what looked to be a lot of mechanical equipment on the roof, and asked about the recording studio mentioned. Mr. Nast said Brick & Mortar would like to move the rooftop equipment around, and that the recording space would be a podcast booth. Commissioner Berry asked what treatment is envisioned initially for the façade. Mr. Nast said that a modern aesthetic is applicable to the brand and concepts but that Brick & Mortar is “nimble” and would seek input from the “Appearance Committee.” Chairperson Loch pointed out that the Plan Commission is the “Appearance Committee,” but wondered what Staff might have advised. Planning Manager Purvis clarified that the petitioners are seeking approval of the text amendment and special use, prior to developing formal plans for the exterior renovations. These, she noted would be presented to the Village at a later date.

Commissioner Rodemann asked what “business events” might look like. Mr. Nast responded that typical events would range in form and size, naming networking as a function, adding that Brick & Mortar would be looking to bring in speakers that could benefit the community; he listed potential topics, and said he hopes for experts that could contribute to an “incubationesque-type of platform.” Commissioner Rodemann pressed for more details. Mr. Nast said activity would not be “band playing on the rooftop” (unless that is what the Village wants) but rather 10-20 people and business focused type events. He pointed out that Brick & Mortar would have a significant investment in the property, which it would aim to protect. Commissioner Rodemann asked, in light of these plans, why a description of a modified Special Use is even needed. Planning Manager Purvis explained that Staff believed one was warranted given the substantial volume of events expected and the possession of a liquor license; in other words, the operation is “not just an office.” Commissioner Rodemann asked if it would be considered a social club. Planning Manager Purvis replied, this is not necessarily the case, but that it would be a co-working office space that does entertain business events, as well.

Exclaiming that he didn’t recall a liquor license being mentioned in the Pre-App, Commissioner Mulherin presented his law firm as an example of a business hosting a social event. Chairperson Loch said she didn’t remember mention of a liquor license either, but Commissioner Heming-Littwin recalled discussion distinguishing between licenses for selling alcohol as opposed to having liquor onsite and being served. Commissioner Mulherin didn’t think just serving alcohol was a licensed activity. Community Development Director Springer, 535 Duane Street, Glen Ellyn, was sworn in. She recollected that discussion focused on a “BYOB”-type license, and noted that there are no extra liquor licenses to be had in the Village. While one could be created to fit Brick & Mortar’s approach, she said she is unclear as to intention of the Petitioner with regard to alcohol. Commissioner Mulherin stated that introducing this proposition “just brought in a hornet’s nest.” He said that he likes the business model described, but suggested that liquor licensing presents a concern. Mr. Nast stated that Brick & Mortar is not interested in getting a liquor license at this time, to which Commissioner Mulherin advised, “Drop it.” Commissioner Heming-Littwin asked the Petitioners if they’d spoken to any business owners in the neighborhood. Mr. Nast said, “Yes,” and that a restaurateur was “thrilled” with Brick & Mortar’s concept and anticipated a synergistic relationship. Planning Manager Purvis asked for clarification on “happy hour” events, of which she assumed alcohol would be a part. Mr. Nast said happy hours were “not really a make or break” for the concept, but wondered if these would be a possibility.

Director Springer, who said that Brick & Mortar members would not be able to park in the customer-only parking spaces, stated that this is the first time she's heard of the rooftop activity. Such, she said, is similar to back patio activity, hence noise and hours of operation are matters of concern. But, because the Code only has a requirement for outdoor patios adjacent to residential, she suggested conditions for hours of operation be added to any approval of the Special Use. Seeking a starting point for determining hours, Commissioner Fanella asked what hours of operation had been established for the Pedway. Director Springer stated that these patio hours are until 10 on weeknights (Sunday-Thursday) and 11 p.m. on weekends (Friday and Saturday). Planner Ashbaugh interjected that there is a variety of ways to regulate outdoor spaces, listing zoning and via liquor license approaches, but that nothing in her research is relevant to rooftop activity in the downtown. Director Springer thought the Village would probably take a zoning approach.

Sworn in, Meredith Hannah, Village Economic Development Coordinator, 535 Duane Street, commented on parking: She stated that the Police said that Enclave members (a similar downtown use) would have to park in the lots, blue dot spaces or other parking locations in the downtown besides on-street spaces, a policy that would also apply to Brick & Mortar. Referring to "specific, unique" examples of liquor licenses, Ms. Hannah said the Village would need to understand what type of liquor license Brick & Mortar is interested in, and see if there is a license classification that already meets that need or if a new classification would need to be created. Commissioner Fanella related that she has attended events at a boutique at which drinks were served and wondered if the host had a license. Ms. Hannah stated that a distinction lies in whether an event is private or public, the former not needing a license. Director Springer noted that a function open to passers-by might be catered by a licensed, insured enterprise. Chairperson Loch asked whether a liquor license would be needed in the case of Brick & Mortar members serving themselves alcohol or hosting a get-together. Mr. Nast said liquor onsite is not imperative, and that the business is successful in Park Ridge without happy hours. He said a quarterly gathering – a few bottles of beer on a Thursday afternoon – would be nice, but for an event would look to a local restaurant to provide service. Reiterating that pursuing a liquor license can be problematic, Commissioner Mulherin advised the Petitioner to avoid doing so, and to keep such out of Brick & Mortar publicity, as well as to study the prospect with legal counsel and the Village if they ever do decide to seek a liquor license. Referencing his facility management experience relative to alcohol in office buildings – where beer or wine have been complimentary, limited to two drinks, with an attendant present – Commissioner Berry wondered if Brick & Mortar envisioned speaking events at which members and perhaps their invited guests would enjoy wine and appetizers, and asked if the Petitioner anticipates selling alcohol or just allowing it on the premises. Mr. Clabaugh replied, if anything, it would be the latter, with – if possible – members enjoying a beer on Brick & Mortar during an hour during which members can get to know one another. Commissioner Vondruska sought clarity as to whether Staff had indicated that BYOB would be acceptable on occasion. Director Springer asked if such activity would require a BYOB license. Economic Coordinator Hannah stated that is the case, citing a liquor license that had been created for hosting 12 or 24 events a year. Commissioner Berry asked if a stipulation could be added to the proposed language, saying that for anybody that is going to use the new definition of co-working space any serving of alcohol is subject to Village and Liquor Commissioner approval. Director Springer indicated that it is automatically included, so if the Commission *didn't* want

alcohol associated with the Co-working Use, such language would have to be added to the definition, though she thought this seems restrictive since all other offices have the ability to get liquor licenses if they want. Commissioner Heming-Littwin asked if Brick & Mortar people would be expected to use Central Business District employee parking. Economic Development Coordinator Hannah said this was her understanding, as well as pointed out that commuter lots along the tracks are free and open to anyone after 11 a.m. Director Springer also noted that space in the parking structure and in the lot will be available after a certain hour.

Public Comment

None.

Commissioner Heming-Littwin moved to close the Public Hearing; seconded by Commissioner Mulherin, the motion passed with eight (8) yes votes and zero (0) no votes as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted, “yes.”

Commissioner Discussion

Commissioner Heming-Littwin stated that the biggest issue she has is with the proposed rooftop space, because of the apartments in close proximity, and suggested that a condition be placed restricting rooftop use to early hours. Thinking that the Petitioner would still have to go before the Village for approval to improve the rooftop space, Commissioner Vondruska wondered if this concern might be covered by language in the draft motion for the project. Chairperson Loch said she would be fine with the rooftop being used for business functions until 8 p.m.; Commissioner Heming-Littwin agreed, but said she would like to see parameters that distinct from restaurant seating requirements. Noting that the floor plans provided are conceptual and not expected to be attached to the ordinance, Planner Ashbaugh explained that the Commission isn’t necessarily approving a rooftop space, since only use is being considered, and that standard conditional language in the motion for approval – which doesn’t specify floor plans – dictates that use must conform to testimony. Commissioner Heming-Littwin thought language referring to outdoor space above ground level would be helpful, since guidance only exists for ground-level space. Agreeing with her concern, Commissioner Mulherin suggested language stipulating that hours of use of any outdoor space be established by the Village. Chairperson Loch said that would be fine. She then asked who is assessing the façade design. Planning Manager Purvis explained that façade plans would come before the Plan Commission for exterior approval and, that at this point, the Commission is only considering zoning approvals. Commissioners present expressed comfort with the Zoning Text Amendment and the Special Use Permit sought.

Commissioner Heming-Littwin moved for the following:

After conducting a public hearing and deliberating on the request of Andrew Nast and Adam Clabaugh of Brick & Mortar, LLC of the property at 411 N. Main Street for approval of a Special Use Permit to allow a co-working office with business events, the Plan Commission hereby makes the following findings of fact:

1. The proposed will be harmonious in accordance with the general objectives, within the objective of the Comprehensive Plan or Zoning Code.
2. The proposed project is designed and shall be maintained so to be harmonious and appropriate in appearance with the existing and intended character of the general vicinity.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhoods.
4. The proposed will be served adequately by existing public facilities.
5. The proposed use will not create excessive additional requirements at public cost for public facilities.
6. The use will not include activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons or property or the general welfare.
7. The project will have vehicular approaches because it doesn't have any.
8. The project will not increase flood damage.
9. The project will not result in the destruction or loss or damage of natural, scenic or historic features.

Therefore, the Plan Commission recommends that the Village Board approve a Special Use Permit in accordance with Section 10-10-14 of the Glen Ellyn Zoning Code to allow a co-working office with business events at 411 N. Main Street subject to the following conditions:

- A. That the co-working office with business events use, to be known as "Brick & Mortar" substantially conform with the testimony presented at the Plan Commission public hearing on April 22, 2021; and
- B. In the event of the use of outdoor use above grade level, hours of use would need to be established by the Village prior to use of the outdoor space.

Seconded by Commissioner Mulherin, the motion passed by roll call vote, with eight (8) yes votes and zero (0) no vote as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted "yes."

A Public Hearing to consider a Zoning Variation to allow the removal of two parking stalls on the property located at 486 Pennsylvania Avenue to allow outdoor seating

A motion to open the Public Hearing to consider a Zoning Variation to allow the removal of two parking stalls on the property located at 486 Pennsylvania Avenue to allow outdoor seating was made and seconded by Commissioners Mulherin and Rodemann, respectively. The motion carried with eight (8) yes votes and zero (0) no votes as follows: Commissioners Mulherin, Rodemann, Berry, Brown, Fanella, Heming-Littwin and Vondruska, and Chairperson Loch voted "yes."

Staff Presentation

Planning Manager Purvis and Community Development Director Staci Springer, 535 Duane Street, Glen Ellyn, were sworn in. Planning Manager Purvis stated that the Petitioner, owner of restaurant and pub Two Hound Red, is seeking a variation from Zoning Code Section 10-4-17-2(G), to allow 15 parking stalls

where 45 would be required for a restaurant use, though due to a parking provision in the C5B District, only 30 are mandated on the site. A variation to allow 17 parking stalls on the property was previously granted in 2017. The subject property, she stated, is located on the north side of Pennsylvania Avenue, between Glenwood Avenue and Main Street, and is surrounded by residential to the north and commercial properties to the east, west and south. The property, she continued, is approximately .42 acres and formerly held Schmid's Pharmacy, which was renovated to accommodate Two Hound Red, which can seat 135 guests. The property currently has 13 perpendicular parking stalls on the east side of the site and 4 parallel spaces on the west side of the lot. Original renovation plans for the restaurant specified an outdoor rooftop dining space, subsequently found to be infeasible due to the cost of installing an elevator to meet ADA requirements.

Planning Manager Purvis stated that part of the hardship presented in the Petitioner's application centers on the narrow sidewalks, which don't allow adequate space for a clear pedestrian path and outdoor dining. The Petitioner, she said, has noted that two public parking lots are in walking distance of the restaurant, and is proposing removing two parking stalls to make room for an outdoor dining area with an awning, concept illustrations for which she displayed. She pointed out planned barrier spots, and drew attention to an accessible route that needs to remain free and clear of obstructions. She displayed an image of current outdoor seating (as arranged during COVID), and listed suggested conditions of approval – including maintaining the drive aisle – for the variation requested to allow for a more permanent structure.

Commissioner Rodemann asked if plans for the structure call for lighting and heating, or whether it is merely a temporary structure. Relating that the Petitioner intends to install concrete foundations for the awning structure, Planning Manager Purvis said it is definitely more of a permanent-type structure. She stated that she hadn't discussed heating with the Petitioner, but said lighting is planned. The Commissioner asked what the accessible path serves. Development Director Springer stated that it is supposed to be from the accessible parking spaces to the front door, but she thought it has been established as a safe path of travel, as well, for anyone parking in the lot to get from the parking spaces to the building, and is also a path of travel for people leaving the building in an emergency situation. Commissioner Heming-Littwin asked what would be used to protect diners. Planning Manager Purvis stated that concrete barriers were suggested by staff and noted that the barriers would need to be more substantial in nature.

Petitioner's Presentation

Sworn in, Tim Rodine, 486 Pennsylvania Avenue, explained that to expand outdoor dining in COVID times, the Petitioner is looking to eliminate two parking spots they don't see used as often. Two Hound Red, he stated, is looking to offer three-season dining, but he said he wouldn't envision anything more than the plastic-type enclosure to keep out rain and cold, and added that the Petitioner has no plans to make the space fully enclosed. He thinks that the available public parking is adequate for the restaurant's limited operating schedule, and asserted that the proposed takes potential rooftop dining to the ground floor, further away from nearby residences.

Public Comment

None.

Commissioner Heming-Littwin moved to close the Public Hearing; seconded by Commissioner Mulherin, the motion passed with eight (8) yes votes and zero (0) no votes as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted “yes.”

Commissioner Discussion

Observing that the Petitioner is handicapped in outdoor seating by the size of the sidewalk, Commissioner Rodemann articulated that the proposed plan is a “smart move.” He stated that he is not overly concerned by the loss of two parking spaces, since the restaurant is near to public parking. He added that he is a little concerned about the appearance of concrete barriers, but said that protection of diners is essential. He thought planters might perhaps be an alternative solution. Commissioner Berry said he is supportive of the proposal, citing as an example of a flexible enclosed dining approach a Chicago restaurant with which he is familiar. Commissioner Vondruska voiced support of the proposed plan, saying it would visually benefit the side of the building for which it’s proposed.

Commissioner Heming-Littwin moved for the following:

After conducting a public hearing and deliberating on the request of the petitioner, Jon With, for approval of a Zoning Variation to allow 15 parking stalls on the property at 486 Pennsylvania Avenue where 45 parking stalls are required for a restaurant use, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on April 22, 2021, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the project be constructed in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees;
2. That all outstanding items from the original remodeling project permit be closed out prior to the issuance of a building permit for the awning structure.
3. That the barriers surrounding the outdoor dining area include landscape plantings.
4. That all tables, chairs, barriers and parts of the awning remain within the limits of the existing parking spaces.
5. That no obstructions shall be permitted in the accessible route.

The motion carried by roll call vote, with eight (8) yes votes and zero (0) no vote as follows: Plan Commissioners Heming-Littwin, Mulherin, Berry, Brown, Fanella, Rodemann and Vondruska, and Chairperson Loch voted “yes.”

Other Business

None.

Trustee's Report

Liaison Bill Enright recognized the effort put forth to develop the Comprehensive Plan. He reported that the document is currently under review by the Board, which appreciates the work done to produce it.

Chairman's Report

Chairperson Loch wished good luck to Planner Ashbaugh, who is set to leave her post with the Village for a planning position in Evanston.

Staff Report

Planning Manager Purvis related that she has nothing to schedule for the next meeting date. Community Development Director Springer gave updates on the Village Garage and the Apex apartment building projects. She reported that May 1st is the scheduled opening of the former, for which she listed parking area designations and pedestrian access routes from the garage to downtown streets. The latter, she said, is in the pre-cast phase. She said a portion of the Apex public parking garage is to open before the apartment building is constructed.

Adjournment

Chairperson Loch adjourned the meeting at 9:22 p.m.

Respectfully submitted,

Barbara Dutton-Thomas

Recording Secretary

Reviewed by Planning Manager, Kelly Purvis

**"MOTION" (DRAFT) TO RECOMMEND APPROVAL OF A
SPECIAL USE PERMIT TO ALLOW A CO-WORKING OFFICE WITH BUSINESS
EVENTS AT 411 N. MAIN STREET**

After conducting a public hearing and deliberating on the request of Andrew Nast and Adam Clabaugh of Brick & Mortar, LLC for the property at 411 N. Main Street for approval of a Special Use Permit to allow a co-working office with business events, the Plan Commission hereby makes the following findings of fact:

(Draft reasons, taken partially from the petitioner's application packet, as to how the project may comply with the necessary findings are shown with an underline, the Commission may wish to consider the underlined reasons but should make your own findings of fact).

1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code because an office space intended for co-working with supporting business events increases the amount of office space and is flexible "to allow firms the opportunity to grow in place", as stated in the Downtown Strategic Plan.
2. The proposed project is designed and shall be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area because the footprint of the building will not be increased and any exterior cosmetic changes will be made in accordance with the Exterior Appearance Approval process.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because the proposed use produces less waste and traffic in comparison to other nonresidential uses.
4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services because the proposed use is likely to be a lesser burden on public services and facilities than the previous use, a restaurant since the number of customers/occupants will be fewer.
5. The proposed use will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village because the proposed use will not require additional public facilities or services beyond what the property is already provided.
6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the

proposed use will not involves any operations that result in the excessive production of traffic, noise, etc.

7. The project will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads because the proposed use does not require any changes to vehicular access to the property.
8. The project will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the proposed use does not require the installation of any additional impervious surfaces to the property.
9. The project will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the community because the proposed use is within a building located in the South Downtown Glen Ellyn National Register Historic District and no changes are proposed to the building.

Therefore, the Plan Commission recommends that the Village Board approve a Special Use Permit in accordance with Section 10-10-14 of the Glen Ellyn Zoning Code to allow a co-working office with business events at 411 N. Main Street subject to the following conditions:

- A. That the co-working office with business events use, to be known as “Brick & Mortar” substantially conform with the testimony presented at the Plan Commission public hearing on April 22, 2021; and
- B. _____

Motion by: _____ Seconded by: _____

(DRAFT) MOTION TO RECOMMEND APPROVAL OF A ZONING VARIATIONS FOR THE PROPERTY LOCATED AT 486 PENNSYLVANIA AVENUE TO ALLOW TWO HOUND RED BREWPUB AND RESTAURANT TO HAVE 15 PARKING STALLS WHERE 45 PARKING STALLS ARE REQUIRED ON THE SITE

After conducting a public hearing and deliberating on the request of the petitioner, Jon With, for approval of a Zoning Variation to allow 15 parking stalls on the property at 486 Pennsylvania Avenue where 45 parking stalls are required for a restaurant use, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on April 22, 2021, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the project be constructed in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees;
2. That all outstanding items from the original remodeling project permit be closed out prior to the issuance of a building permit for the awning structure. Please note the following remaining items:
 - a) A compliant handrail be installed on the west side of the stairs.
 - b) A sign indicating that the exit door at the top of the stairs must remain unlocked while the building is occupied be installed on the inside face of the door.
 - c) A minimum 10-inch high kick plate must be added at the bottom of the door.
 - d) A landing must be added at the exterior side of the door, set at the same level as the floor surface immediately inside the door.
 - e) That Panic hardware be installed at the gate on the fence at the northwest corner of the building.
 - f) A report be provided from the mechanical contractor certifying that the exhaust cmfs have been adjusted.
 - g) Completion of parking lot modifications to bring the accessible parking space, adjacent access aisle and accessible path from the parking stall to the building entrance into compliance with ADA requirements.
3. That the barriers surrounding the outdoor dining area include landscape plantings.
4. That all tables, chairs, barriers and parts of the awning remain within the limits of the existing parking spaces.
5. That no obstructions shall be permitted in the accessible route.

Motion by: _____ Seconded by: _____



Map created on April 16, 2021.

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Map created on April 16, 2021.

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Zoning

Zoning

	CC - Community College
	C2 - Community Commercial
	C3 - Service Commercial
	C4 - Office District
	C5A - CBD Retail Core
	C5B - CBD Service
	C6 - Commercial/Multi-use
	CR - Conservation Recreation
	I1 - Light Industrial
	RE - Residential Estate
	R0 - Single Family Residential
	R1 - Single Family Residential
	R2 - Single Family Residential
	R2B - Single Family Residential
	R3 - Multi-family Residential
	R4 - Multi-family Residential
	R5 - Planned Residential
	U - Unincorporated



VILLAGE OF GLEN ELLYN

Zoning Variation Request Packet

*Community Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

VILLAGE OF GLEN ELLYN
535 Duane Street
Glen Ellyn, Illinois 60137
(630) 547-5250

CLEAR ALL PAGES

APPLICATION FOR VARIATION

For the property at 486 Pennsylvania Ave Glen Ellyn, IL 60137

Note to the Applicant: This application should be filed with, and any questions regarding it, should be directed to the Director of the Village Community Development Department.

You may attach separate sheets if additional space is needed for the following answers.

The undersigned hereby petitions the Village of Glen Ellyn, Illinois, for one or more variations from the Glen Ellyn Zoning Code (Ordinance No. 3617-Z, as amended), as described in this application.

I. APPLICANT INFORMATION:

(Note: The applicant must comply with Section 10-10-10(B) of the Zoning Code).

Name: Jon With

Address: 2915 Kelly Drive Elgin IL 60124

Home Phone No.: _____ Cell Phone No.: 6303376520

Fax No.: _____

E-mail: general@2hundred.com

Ownership Interest in the Property in Question:

Owner/managing partner

II. INFORMATION REQUIRED BY SECTION 10-10-10(B) OF THE ZONING CODE, IF APPLICABLE:

NOTE: All parties, whether petitioner, agent, attorney, representative and or organization et al. must be fully disclosed by true name and address in compliance with Section 10-10-10(B) of the Zoning Code. Disclosure forms are attached for your convenience.

Name and address of the legal owner of the property (if other than the applicant):

486 PENNSYLVANIA AVE LLC
486 PENNSYLVANIA AVE
GLEN ELLYN IL 60137-4402

Name and address of the person or entity for whom the applicant is acting (if the applicant is acting in a representative capacity):

486 PENNSYLVANIA AVE LLC
486 PENNSYLVANIA AVE
GLEN ELLYN IL 60137-4402

Is the property in question subject to a contract or other arrangement for sale with the fee owner? (Choose "Yes" or "No")

☐ YES

☐ NO

If YES, the contract purchaser must provide a copy of the contract to the Village and must either be a co-petitioner to this application or submit the attached Affidavit of Authorization with the application packet.

Is the property in question the subject of a land trust agreement? (Choose "Yes" or "No")

☐ YES

☐ NO

If YES, (1) either the trustee must be a co-petitioner or submit the attached Affidavit of Authorization from the trustee to represent the holders of the beneficial interests in the trust and (2) the applicant must provide a trust disclosure in compliance with "An Act to Require Disclosure of All Beneficial Interests", Chapter 148, Section 71 et seq., Illinois Revised Statutes, signed by the trustee.

III. PROPERTY INFORMATION:

Common address: 486 Pennsylvanie Ave Glen Ellyn, IL 60137

Permanent tax index number: 05-11-310-050

Legal description:

LOT 39 IN BLOCK 17 IN COUNTY CLERK'S SECOND ASSESSMENT DIVISION IN GLEN ELLYN, IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 3, 1906 AS DOCUMENT 88052, IN DUPAGE COUNTY, ILLINOIS.

Zoning classification: Commercial/Business

Lot size: 112.5 ft. x 166 ft. Area: 18675 sq. ft.

Present use:

Restaurant and brewery; See attached Plat Survey for lot size

IV. INFORMATION REGARDING THE VARIATION(S) REQUESTED:

Description of the variation(s) requested (including identification of the Zoning Code provisions from which variation is sought) and proposed use(s):

We want to provide an outdoor dining space instead of two seldomly used parallel parking spots in our private parking lot. This is the best location to provide outdoor dining due to lack of space in front/street side of our building. The cost to build out a rooftop dining space to meet ADA and other requirements is cost prohibitive especially during and as a result of COVID. An outdoor dining option will provide a safer dining experience during COVID as well as provide additional tax revenue for the Village going forward. We will comply with Village codes in building this outdoor space and maintenance afterwards. This will be a significant improvement on dining options in the Village. There are several lots nearby for additional parking in PENNSYLVANIA WEST and CRESCENT & GLENWOOD lots as well as several street parking options up and down Pennsylvania Ave. We will still provide 15 parking spots which is more than any restaurant in zone C5A which does not have a parking lot requirement. A variation from Section 10-4-17-2(G) is being requested to allow 15 parking spaces where 45 spaces are required. Please note the Village previously approved an exception to use 17 parking stalls on the site when 42 were required (numbers at the time were estimated due to construction not being completed.)

Estimated date to begin construction: 4/15/2021

Names and addresses of any experts (e.g., planner, architect, engineer, attorney, etc.):

Nuyen Awning Co
850 Ridgeway Ave
Ste C
Aurora IL 60506
Contact: Rick Lawrence
630.892.3995

V. EVIDENCE RELATING TO ZONING CODE STANDARDS FOR A VARIATION:

The following items are intended to elicit information to support conclusions by the ZBA or PC and the Village Board that the required findings/standards for a variation under the Zoning Code have been established and met. Therefore, please complete these items carefully.

A. Standards Applicable to All Variations Requested:

1. Provide evidence that due to the characteristics of the property in question, there are practical difficulties or particular hardship for the applicant/owner in carrying out the strict letter of the Zoning Code:

Due to COVID-19, we are in a financial hardship to add a roof deck for outdoor dining as originally planned. The cost alone to add a handicap lift is \$20k and is required by law. We are looking to provide outdoor outside using two of the current parallel parking spots.

2. a. Provide evidence that the property in question cannot yield a reasonable return if permitted to be used under the conditions allowed by the Zoning Code (i.e., without one or more variations):

Due to COVID, outdoor dining is even more important. Having the dining area in the parking lot (vs. the originally planned rooftop) will minimize flow through the building which will help during COVID. Having an outdoor dining area will also provide necessary revenue to help ensure we are able to stay in business in Glen Ellyn. Unlike many other restaurants in town, we followed the mandate and didn't allow indoor dining while others did which did affect our income.

OR

- b. Provide evidence that the plight of the applicant/owner is due to unique circumstances relating to the property in question:

Our private parking lot was used for retail in zone C5B. We are now a restaurant and want to (within our infield footprint) better utilize the space. We have only been open since 8/1/19 or just over a year and a half. And during that time we were closed several times due to state COVID mandates. We need to maximize our revenue while complying with COVID restrictions.

3. Provide evidence that the requested variation(s), if granted, will not alter the essential character of the locality of the property in question:

The essential character of the property will be enhanced with the ability to allow outdoor seating. We will comply with Village codes in building this space. We will extend to the outdoors the same quality and aesthetic aspects we have provided indoors. There is no impact to surrounding businesses or residences.

- B. For the purpose of supplementing the above standards, the ZBA or PC, in making its recommendation that there are practical difficulties or particular hardships, shall also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:

1. Provide evidence that the particular physical surroundings, shape or topographical condition of the property in question would bring particular hardship upon the applicant/owner as distinguished from a mere inconvenience if the strict letter of the Zoning Code were to be carried out:

We would not be able to offer rooftop outdoor dining as originally planned in the buildout due to the financial hardship COVID has brought about. The rooftop dining space would require customers to walk through the building and up the stairs to the rooftop or use a cost prohibitive wheelchair lift. (quotes range between \$15-25k JUST for the lift and installation). This outdoor dining option will provide much needed revenue for our business.

2. Provide evidence that the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district:

We are one of a few restaurants/businesses in the Village with an infield parking option for customers. Most restaurants in zone C5A do not have on site parking and have no parking requirements. We will still provide sufficient and similar parking options as other businesses in zone C5B. We will better utilize 2 seldomly used parking spots.

3. Provide evidence that the purpose of the variation is not based exclusively upon a desire to make more money out of the property in question:

Providing outdoor dining was part of the initial plans submitted to the village. (See rooftop dining references above)

4. Provide evidence that the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property in question or by the applicant.

Our private parking lot was formerly used for retail, not a restaurant. Additionally, COVID has prevented us from having the necessary funds to follow through with our initial plans of adding a rooftop deck.

5. Provide evidence that the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property in question is located.

The outdoor dining in our parking lot will not be detrimental to others. We are removing two seldom used parallel parking spots and will still have 15 parking spots including one handicap spot. There are no parking requirements in zone C5a. There are alternative lots very close by in our zone C5B. We will adhere to the Village codes in the building and maintenance of this space, including ensuring the 5 foot strip access way along the building remains unobstructed.

6. Provide evidence that the proposed variation will not:

- a. Impair an adequate supply of light and air to adjacent property;

The plan is to not change the light or air quality of adjacent properties. Our property and project already intended to have outdoor dining. Having it instead on our parking lot instead of the roof will have an even smaller lighting impact.

- b. Substantially increase the hazard from fire or other dangers to the property in question or adjacent property;

The proposal and buildout will be reviewed and inspected by the Village and adhere to Village codes. The fire hazard or chances of other dangers should be minimized. Having the dining on the side of the business will be an even smaller risk due to being more accessible riskrivs a due to being more

- c. Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village;

Providing outdoor dining will actually improve the public health, safety and welfare of the Village, especially during COVID.

- d. Diminish or impair property values within the neighborhood;

Adding the outdoor dining will improve the lot overall and help property values within the neighborhood as it provides a much needed outdoor dining opportunity in the village.

- e. Unduly increase traffic congestion in the public streets and highway;

Our parking lot is private & removing 2 parking spots while still providing 15 parking, will not create additional congestion on Pennsylvania. PENNSYLVANIA WEST & CRESCENT & GLENWOOD offer free parking during our business hours.

- f. Create a nuisance; or

The outdoor dining will operate in accordance to Village requirements so as to not create a nuisance. Additionally, the awning will be removed per Village requirements no later than November 30th each year.

- g. Results in an increase in public expenditures.

This will actually increase revenue from the Village food and beverage tax as it provides an opportunity for additional business/customers. We kindly ask the Village to consider any potential assistance in funding this outdoor dining space as it will add to the overall dining experience in the Village.

7. Provide evidence that the variation is the minimum variation that will make possible the reasonable use of the land, building or structure.

We have only been open for 1.5 years. During this time the 2 parking spots in question are seldomly used. They are parallel to the building and not as easy to park in compared to the perpendicular parking spots in the lot. This is a better use of the space and an overall improvement for the Village.

8. Please add any comments which may assist the commission in reviewing this application.

There are other parking options available almost next door to (PENNSYLVANIA WEST and CRESCENT & GLENWOOD). Due to COVID we want to provide the safest dining option while enhancing the outdoor dining experience in the Village as a whole. Additionally, the Village had previously approved an outdoor dining space as part of our original plans.

VI. CERTIFICATIONS, CONSENT AND SIGNATURE(S)

I (We) certify that all of the statements and documents submitted as part of this application are true and complete to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in the application by any authorized official of the Village of Glen Ellyn.

I (We) certify that I (we) have carefully reviewed the Glen Ellyn Zoning Variation Request Package and applicable provisions of the Glen Ellyn Zoning Code.

I (We) consent to accept and pay the cost to publish a notice of Public Hearing as submitted on an invoice from the publishing newspaper. I (we) understand that our request will not be scheduled for a Village Board agenda until and unless this invoice is paid.

	Jon P. With	
_____	_____	_____
Date	Print Name	Signature of Applicant
_____	_____	_____
Date	Print Name	Signature of Applicant
_____	_____	_____
Date	Print Name	Signature of Applicant

OWNERSHIP BY A CORPORATION

Date: 2/21/2021

Address: 486 Pennsylvania Ave Glen Ellyn IL 60137

Legal Description:

LOT 39 IN BLOCK 17 IN COUNTY CLERK'S SECOND ASSESSMENT DIVISION IN GLEN ELLYN, IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 3, 1906 AS DOCUMENT 88052, IN DUPAGE COUNTY, ILLINOIS.

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: <u>Kevin Meadows</u>	Address: <u>St Charles, IL</u>	% <u>16.5</u>
Name: <u>Dan Swinford</u>	Address: <u>Glen Ellyn, IL</u>	% <u>16</u>
Name: <u>John Lindstrom</u>	Address: <u>Batavia, IL</u>	% <u>15</u>
Name: <u>Jon With</u>	Address: <u>Elgin, IL</u>	% <u>12</u>
Name: <u>Jamie Taylor</u>	Address: <u>Glen Ellyn, IL</u>	% <u>6</u>
Name: <u>Tim Rodine</u>	Address: <u>Glen Ellyn, IL</u>	% <u>16</u>
Name: <u>Kenneth Grommon</u>	Address: <u>Sugar Grove, IL</u>	% <u>7.50</u>
Name: <u>Rick Levy</u>	Address: <u>Glen Ellyn, IL</u>	% <u>6</u>
Name: <u>Unassigned/Two Hound Re</u>	Address: _____	% <u>5</u>
Name: _____	Address: _____	% _____
Name: _____	Address: _____	% _____
Name: _____	Address: _____	% _____
Name: _____	Address: _____	% _____
Name: _____	Address: _____	% _____
Name: _____	Address: _____	% _____
Name: _____	Address: _____	% _____



February 23, 2021

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

Dear Planning Committee:

Two Hound Red wants to provide an outdoor dining space instead of two seldomly used parallel parking spots in our private parking lot. This is the best location to provide outdoor dining due to lack of space in front/street side of our building. The cost to build out a rooftop dining space to meet ADA and other requirements is prohibitive especially during COVID. An outdoor dining option will provide a safer dining experience during COVID as well as provide additional tax revenue for the Village going forward.

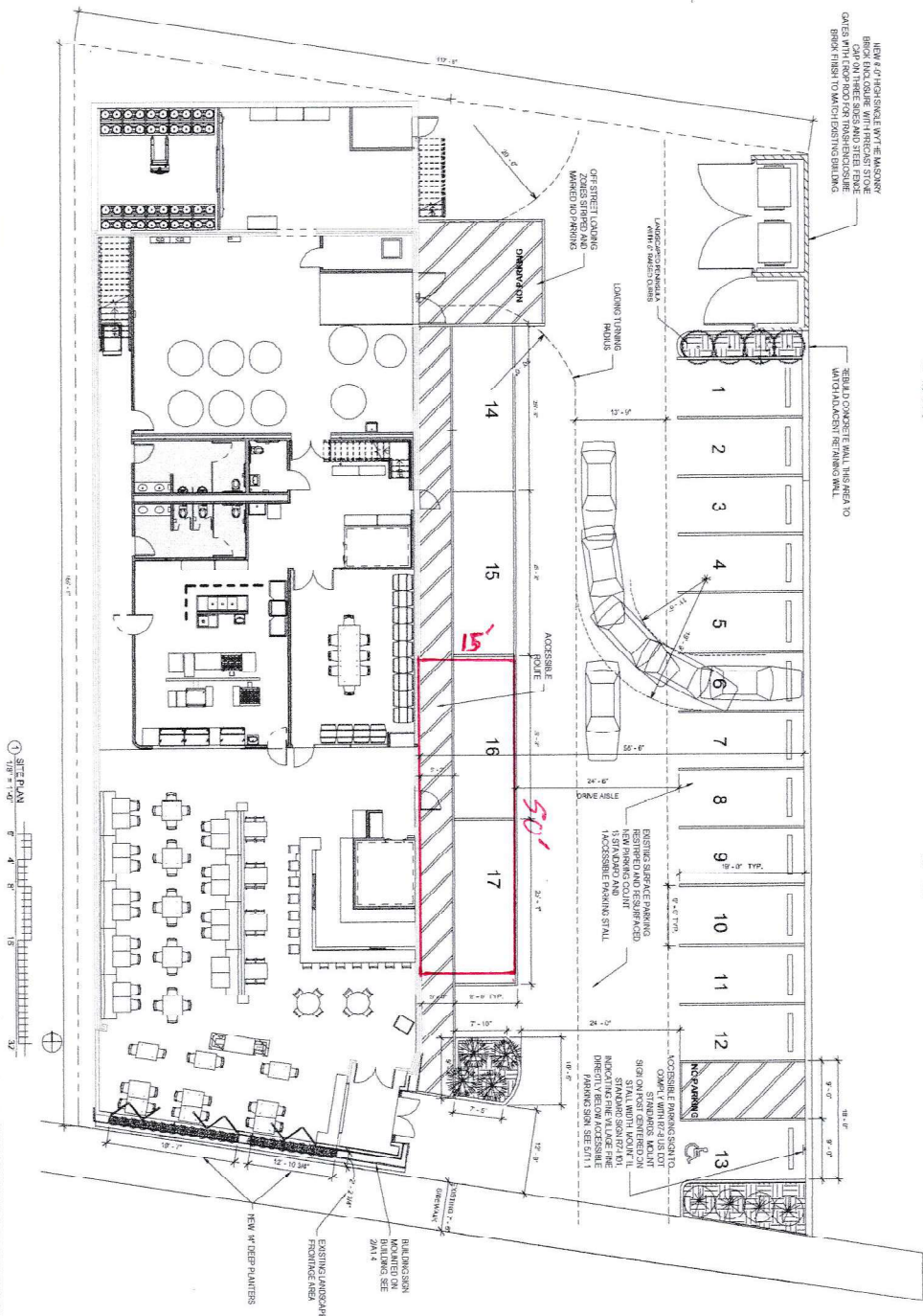
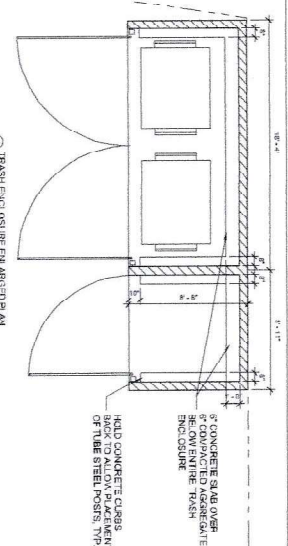
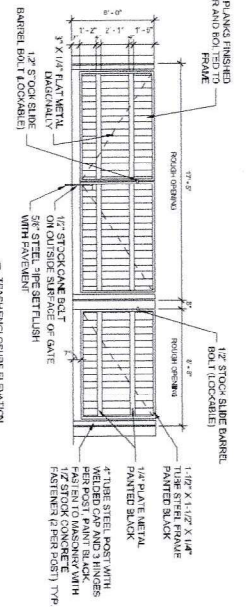
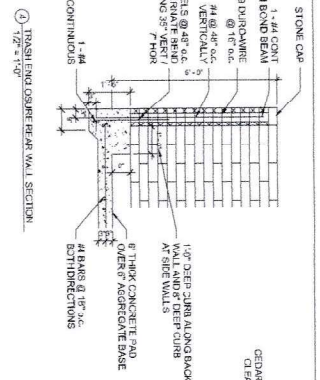
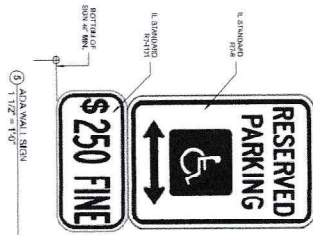
We will comply with Village codes in building this outdoor space and maintenance afterwards. This will be an overall improve on dining options in the Village. These two parallel parking spots are rarely used and we still have sufficient parking in our lot. There are several lots nearby for additional parking in PENNSYLVANIA WEST and CRESCENT & GLENWOOD lots. We will still provide 15 parking spots which is more than any restaurant in zone C5A which does not have a parking lot requirement.

We are requesting the variance to provide a safer environment for the customer, more cost effective for our business, which will extend to our parking lot the rejuvenation we have accomplished indoors. We urgently need this to increase revenue due to the impacts of COVID.

Sincerely

Jon With
Managing Partner
Two Hound Red Brewery & Restaurant

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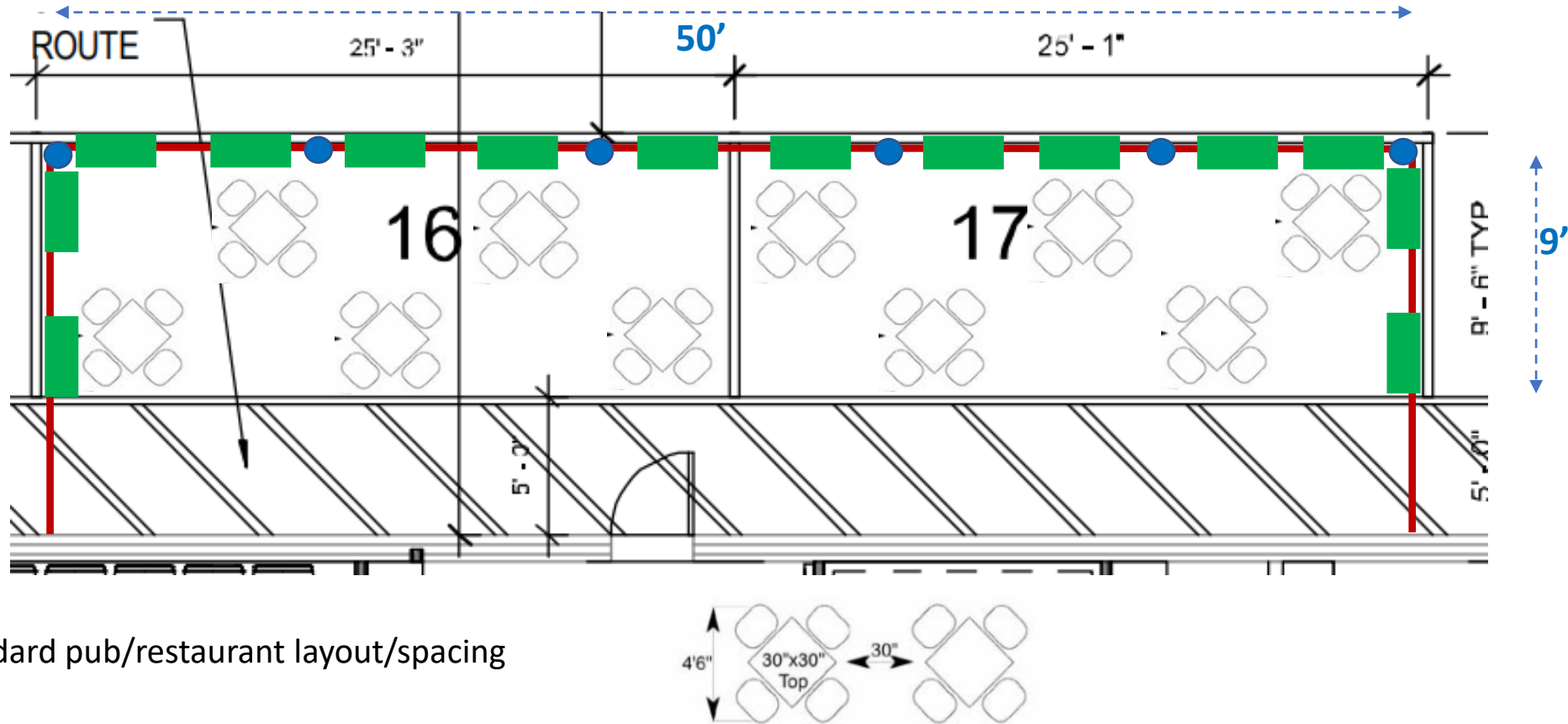


PROJECT:
Two Hound Red Brew Pub
486 Pennsylvania Ave, Glen Ellyn, IL 60137

CLIENT:
John Lindstrom

SHEET TITLE
SITE PLAN

T1.1



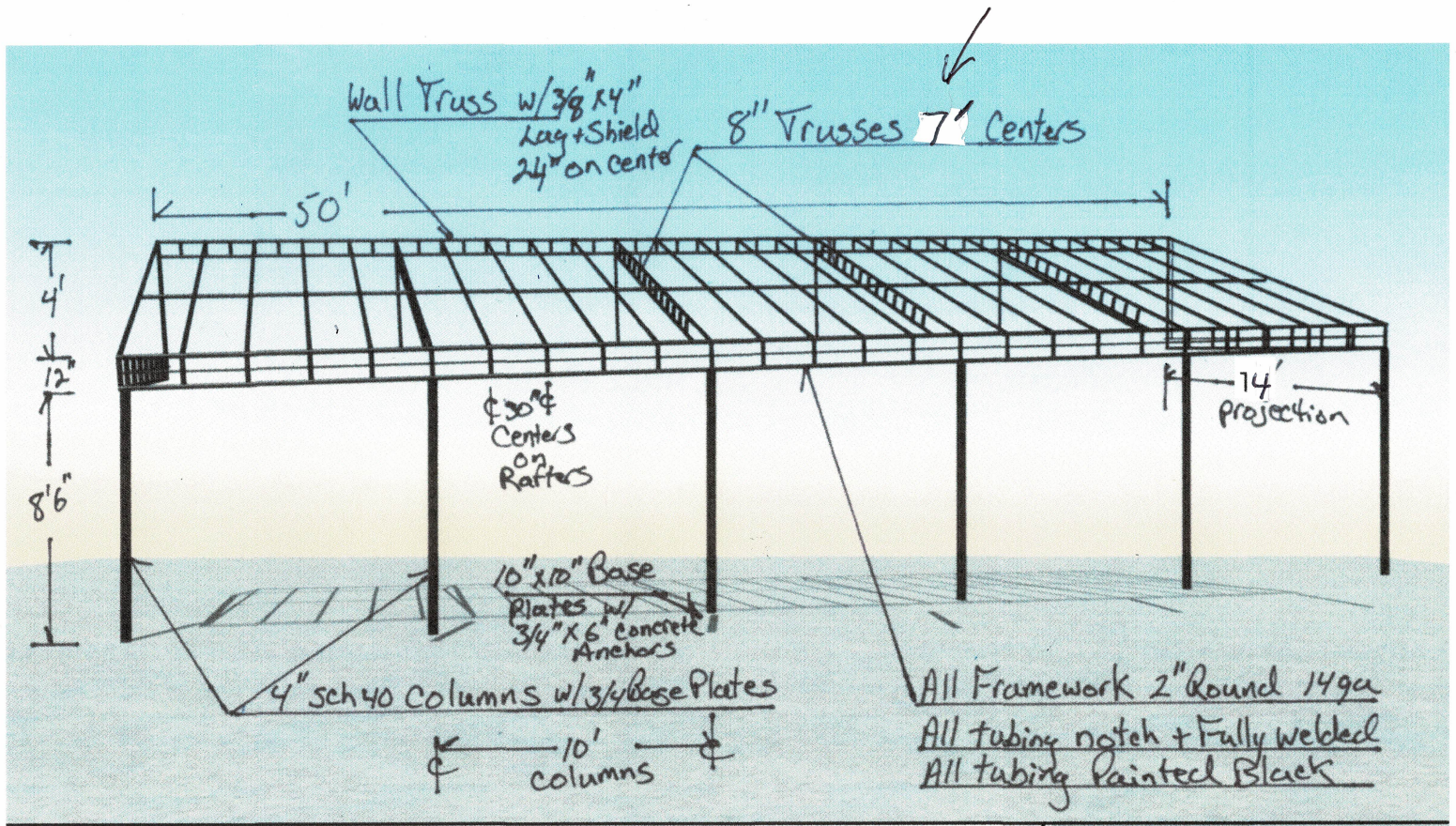
Standard pub/restaurant layout/spacing

This space (outlined in red) can be considered as 5 9'x9' in which we can fit the two 4-tops with 30"x30" tables and the chairs

The outside barrier (in green) will be ~ 48"L x 24"W x 30"H and filled with Village approved plants. We are in contact with Bohlmann Inc (provided for Rue) to line this up.

All barriers/posts (blue circles) will be placed within the current area striped for parking. Posts will be protected by the barriers

Note: We plan to have an electrical outlet for use in lighting the space. We will follow building codes for this.



Two Hounds Red

- Meets all International Building Codes
- Snow Load: Minimum of 40 pounds per sq foot
- Wind Load: 90 mile per hour gusts of 3 seconds

NUYEN INDUSTRIES INC.
SINCE 1941

Rick Lawrence, CEO
630-995-1390
850 Ridgeway Ave Suite C
Aurora, IL 60506





**Glen Ellyn Village
Board**

535 Duane Street
Glen Ellyn, IL 60137

Meeting 5/10/2021 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Agreement
Prepared By: Staci Springer

**AGENDA ITEM (ID
2021-1108)**

DOC ID: 2021-1108

**Approve a License Agreement to Allow a Temporary Deck
Platform in the Forest Avenue Public Street for Made in Italy
Restaurant (Community Development Director Springer)**

Statement of the Issue:

See attached memo.

Analysis:

See attached memo.

Budget Impact:

N/A

Action Requested:

See attached memo.

Attachments:

1. Made In Italy Temp Platform VB Memo 5-4-21
2. Made in Italy signed Dining Platform LA 050321
3. A-1 SITE PLAN OCCUPANCY PLAN
4. A-2 PLATFORM PLANS

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Staci Springer, AICP, Community Development Director

DATE: May 6, 2021

RE: *May 10, 2021, Village Board Meeting*
A Motion to Approve a License Agreement to Allow a Temporary Deck Platform in the Forest Avenue Right-of-Way



Background

In 2016, the Village approved a pilot program to allow a temporary, wood dining platform in the public right-of-way at 504 Crescent Boulevard for the restaurant Enza, later renamed Rue, allowing an outdoor dining option for their customers. Owner of Rue, Patrick Gibellina, put the deck out for 4 years until an accidental fire closed the restaurant.

The owners of Made in Italy has purchased the former Rue deck and would like to install it on the public street in front of their restaurant at 476 Forest Avenue. In order to do so, they would need approval of a License Agreement to allow the deck in the public right-of-way and a building permit to install the deck. The Village would provide the jersey barriers surrounding the deck similar to when the deck was placed outside Rue.

The owners of Made in Italy would place their own tables and chairs on the deck and the nearby sidewalk. A copy of the proposed site plan showing the seating arrangement is attached. The owners submitted a building permit application for the temporary deck which is ready to be issued pending Village Board approval of the License Agreement. If the Village Board approves the License Agreement for Made in Italy this year, the Village Code will allow staff to administratively approve the same license agreement in future years to save the property owners time and eliminate the requirement to attend an additional Village Board meeting.

The attached License Agreement for Made in Italy mirrors the one approved for Rue. All other application materials, including a Certificate of Insurance naming the Village as an Additional Insured, have been submitted. Due to Covid-19, all fees for outdoor dining have been waived again this year. Since there seems to be continuing interest by restaurant owners in placing seating on temporary decks or on the street in the right-of-way, the Village Board may wish to discuss, at a future meeting, fees, hours, restrictions on noise, and the number and location of decks or outdoor seating in the street that should be allowed in the downtown prior to next year's outdoor dining season.

Action Requested

It is requested that the Village Board pass a motion to approve the attached License Agreement, which has been signed by the owner of the business.

Attachments

- Draft License Agreement
- Site Plan
- Platform Plan

CC: Dave Buckley, Acting Public Works Director
Rich Daubert, Professional Engineer
Steve Witt, Building and Zoning Official
Kelly Purvis, Planning Manager

License Agreement

This Agreement, made and entered into as of this 3rd day of May 2021, effective the _____ day of _____, 20_____, by and between the Village of Glen Ellyn ("Licensor") and Made in Italy Restaurant ("Licensee") pertaining to the property located at 476 Forest Avenue, Glen Ellyn, Illinois 60137.

1. **Purpose:** Licensor hereby grants to Licensee, and Licensee hereby accepts, a license to install, maintain and operate for the term hereof approved temporary structures in the Crescent Boulevard right-of-way, located in part on the public roadway and in part on the public sidewalk. This license agreement is being issued in the first year of a pilot program. Approved temporary structures include a temporary portable deck, tables and chairs, planters to be filled and maintained with flowering annuals by Licensee, and a portable hostess podium in compliance with the site plan approved by the Village and attached hereto as Exhibit "A", all in accordance with the standards contained below and with the following terms, covenants and conditions.

2. **Terms:** This Agreement shall expire October 31, 2019 or the date the insurance required hereunder expires, whichever comes first. This Agreement may be renewed only through the action of the Village of Glen Ellyn. Licensee may terminate this Agreement immediately by providing written notice to Licensor. Licensor may terminate this Agreement at any time during the term of this Agreement by notifying Licensee of this intention at least 7 days prior to the termination date.

3. **Rent and License Fee:** A fee of \$50.00 has been waived by Licensor for the issuance of this License Agreement due to the Covid-19 Pandemic. Rent for future years has yet to be determined by the Village Board. The installation of the temporary deck and associated structures is a significant benefit to Made in Italy by allowing the addition of tables outside the leasable area of the restaurant. There is a cost to the Village for the temporary loss of two parking stalls, the Village investment in planter boxes and Jersey barriers to serve as a safety barrier, and the loss of public property which will be used for private business profit. Since this is the first year of a pilot program, the Village has waived any additional rent or fees beyond the \$50 waived for this License Agreement. However, future License Agreements for this purpose may involve appropriate fees and/or rent to cover Village costs.

4. **Permits and Licenses:** Licensee, at its sole effort and expense, shall conform to the Village Code and DuPage County Health Department regulations.

5. **Installation of Temporary Portable Deck and Street Furniture:**
a. **Temporary Portable Deck and Tables and Chairs:** Licensee is permitted to locate the temporary deck and number of tables and chairs specified in the site plan on the public right-of-way. **Licensee must obtain a building permit prior to the installation of the deck.** The table tops shall not exceed the diameter and size indicated on the site plan. All structures approved for location on the right-of-way shall be located so that a five-foot wide passage is maintained along the sidewalk at all times. ***Licensee must follow the Governor's rules regarding Covid-19 outdoor dining for restaurants due to the Pandemic including minimum table spacing of 6-feet or as otherwise amended by the Governor's Office.*** Use of the public right-of-way shall be conducted in a manner that does not interfere with pedestrian use of the sidewalk. All items placed on the sidewalk shall not obstruct ingress to and egress from the licensed business or any other business. Licensee shall allow restaurant patrons to dine on tables and chairs in the licensed area described above, but at no time shall cooking or food preparation be permitted on the public right-of-way. Umbrellas, approved for use as part of this license agreement, shall be removed from the public sidewalk at the end of each business day. If a hostess podium is to be used outside the restaurant, it shall be located in close proximity to the temporary deck structure or within the outdoor vestibule overhang, provided a minimum of a 3-foot wide egress path is provided for exiting the building. Due to the number

and size of structures being placed on the public right-of-way and in order to preserve as clear and open of a pedestrian passageway as possible, no additional signage, structures or flags of any kind shall be displayed outside the restaurant. A 5-foot wide clear passageway on the public sidewalk should be maintained at all times.

b. **Trash Receptacle:** Licensee shall maintain trash receptacle(s) located in proximity to the temporary deck, tables and chairs in a neat and orderly manner and Licensor shall ensure that a garbage hauling firm removes the trash from the receptacle on a regular schedule. However, **it shall be the responsibility of Licensee to empty the receptacle(s) more frequently, if necessary.** Licensee shall ensure the receptacle(s) are covered on the top at all times, except if lid removal is required during emptying. Licensor is the owner of the trash receptacle(s).

c. **Landscape Planters:** Licensee shall install and maintain, within the Village-provided landscape planters surrounding the temporary portable deck, soil with flowering annuals and/or perennials. Licensee shall replace dead landscape plants as needed to maintain the planters in a clean and neat manner and shall water plants on an as-needed basis during the entire period of time that the temporary portable deck and table and chairs are located on the public sidewalk and street. Failure to maintain live plants as required by this agreement may result in licensor terminating this agreement with 7 days' written notice to licensee, and the deck, tables and chairs shall be immediately removed from the public sidewalk and street. Licensor is encouraged to provide additional private planters on the public sidewalk in close proximity to the deck. Such additional planters shall not obstruct the 5-foot clear public passageway.

6. **Maintenance:** Licensee shall agree to maintain the licensed area and the nearby sidewalk in a clean, healthy and attractive condition. At a minimum, the public right-of-way shall be cleaned once daily. If Licensee ceases to so maintain the licensed area and the nearby sidewalk, Licensor may require Licensee to pay for additional cleanup costs. Further, Licensor may, upon notice as set forth below, terminate this agreement and require the permanent removal of the temporary portable deck and tables and chairs in advance of the expiration date of this Agreement. No furniture or other structures, other than those approved by this License Agreement, shall be placed on, affixed or attached to the public right-of-way. Licensee shall be responsible to the Village for any damage occurring to the public sidewalk, roadway or public improvements where such damage arises from or occurs as a consequence of the presence and/or operation of structures, equipment or furniture permitted by this License Agreement. The Village may repair or replace such improvement in its discretion and shall charge the cost of such repair or replacement to the Licensee.

7. **Public Safety:**

a. At all times, a minimum 5-foot wide pathway on the sidewalk shall remain free and clear of obstructions.

b. Approval of this License Agreement in no way grants approval to serve alcohol on the public right-of-way. **A separate Liquor License must be requested and approved by the Liquor Commissioner.**

c. If, at any time, the Village determines that any condition associated with this License Agreement is unsafe, Licensee shall make necessary adjustments immediately upon notice from the Village. Failure of Licensee to make such corrections may result in Licensor terminating this agreement with 7 days' written notice to Licensee, and the deck, tables and chairs shall be immediately removed from the public sidewalk.

d. Any proposed festoon or other lighting associated with the proposed temporary structures on the public right-of-way shall be maintained in full conformance with applicable Building Codes and is subject to the approval of the Village. Please contact the Community Development Department for building permit requirements prior to the installation of any lighting.

8. **Removal:** Upon the expiration or the termination of this License, Licensee shall remove the temporary portable deck, tables and chairs, and any other structures from the licensed area.

9. **Termination:** If Licensee fails in any respect to perform any agreements, covenants or obligations in this License, then and in such event, Licensor, after providing at least 7 days written notice to Licensee, may terminate this License Agreement or may cure such failure or default on behalf of and at the expense of Licensee.

10. **Notice:** Notice hereunder shall be in writing and effected either by personal delivery or by depositing the same in an official U.S. mail receptacle as certified mail, return receipt requested, postage paid, addressed to:

If to Licensor:
Village Manager
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

If to Licensee:
Angelo Cavallino
Made in Italy
476 Forest Avenue
Glen Ellyn, IL 60137

or to such other address as either party may from time to time designate. Any notice given under this Agreement shall be in writing and deemed received when personally delivered or, if mailed, three days after placing same in an official U.S. mail receptacle.

11. **Assignment:** Licensee may not assign or transfer this License without prior written consent of Licensor. Any attempted assignment or transfer in violation of this paragraph shall be void and confer no rights upon any third person. This license agreement shall not confer any property rights in the underlying Village right-of-way.

12. **Defend and Hold Harmless:** Licensee shall be required to hold harmless Licensor, its officers, employees and independent contractors from any claim or demand or damage to property or injury, including death to persons, which arise out of in any way the exercise by Licensee of its rights under this License. Licensee shall be required to pay for the cost of defense and hold harmless Licensor, its officers, employees and independent contractors against any judgment and to pay any settlement arising out of such claim or demand, including but not limited to, the full costs of the defense of Licensor, its employees, officers and independent contractors through the employment of experts approved by the parties defended, provided, however, that such approval shall not be unreasonably withheld.

13. **Liability Insurance:** Licensee shall purchase and maintain comprehensive general liability insurance of \$2 million each occurrence, providing occurrence coverage for Licensee from claims for damages because of bodily injury, death of any person or property damage resulting from the use of the public right-of-way. Licensor shall be named, by endorsement, as an additional insured on the policy. The policy of insurance and certificates thereof shall contain provision or endorsement that the coverage reported will not be canceled, materially changed, or renewal refused, until at least 30 days prior written notice shall be given by certified mail to the insured and Licensor. Licensee shall deliver a duplicate of the policy or certificate of insurance acceptable to Licensor prior to the execution of this Agreement by the Village Board.

14. **Miscellaneous:**

- a. This Agreement constitutes the entire understanding of the parties and supersedes any prior written or oral negotiations or understandings.
- b. It is the intention of the parties hereto that this License shall be construed and enforced in accordance with the laws of the State of Illinois.
- c. If any provision of this License is held invalid or unenforceable, the remainder of this License shall not be affected thereby, and each other provision of this License shall be valid and enforceable to the fullest extent permitted by law.
- d. Licensee shall pay any expenses incurred by Licensor in defending the validity of its right to enter into a License Agreement for the use of sidewalk premises by a private party.

DATED as of the date first set forth above.

LICENSOR:

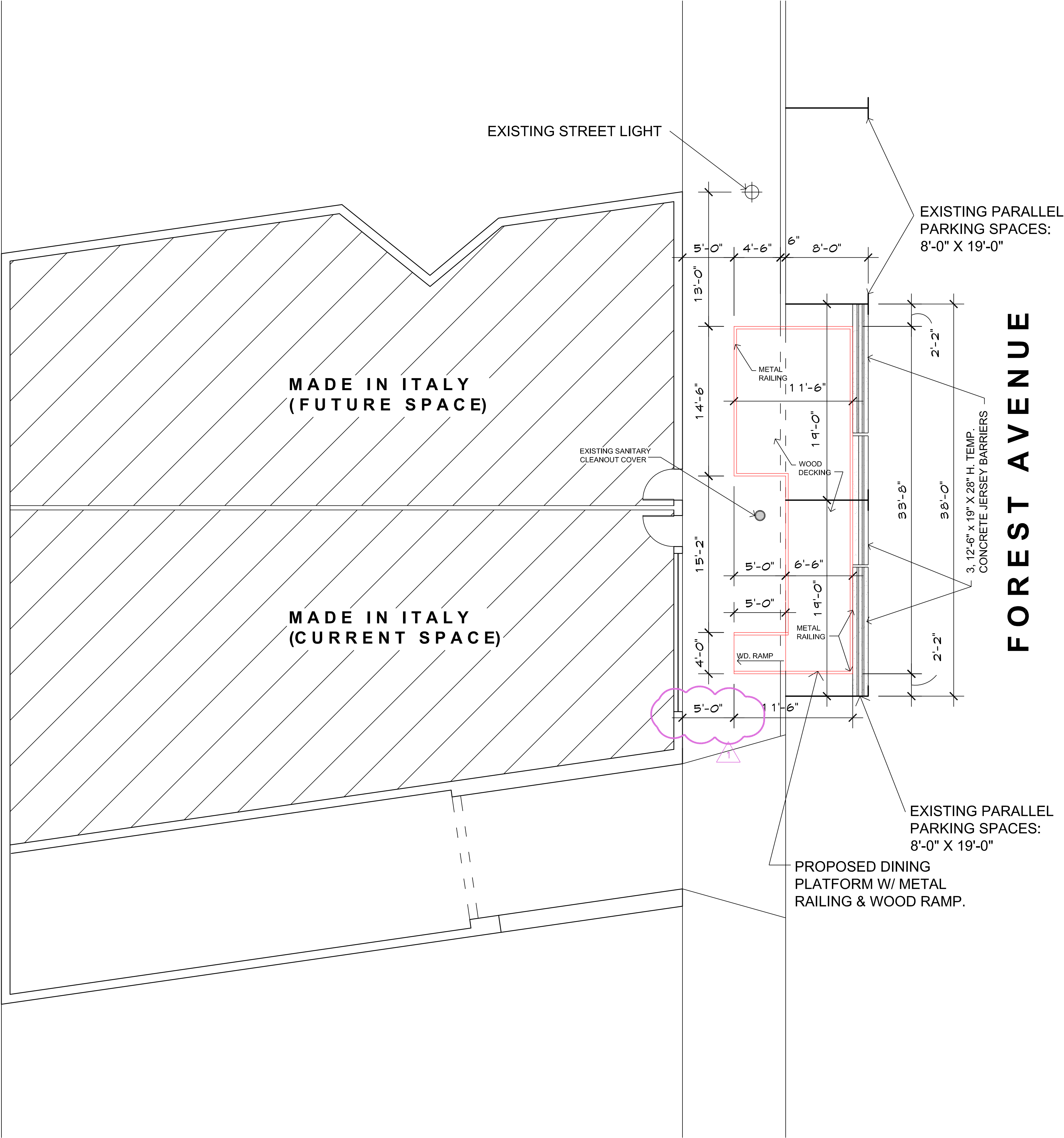
Village Manager or designee
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

By: _____
Name: _____
Title: _____

LICENSEE:

Angelo Cavallino
Made in Italy Ristorante Pizzeria Inc.
476 Forest Avenue
Glen Ellyn, IL 60137

By: Angelo Cavallino
Name: Angelo Cavallino
Title: Owner

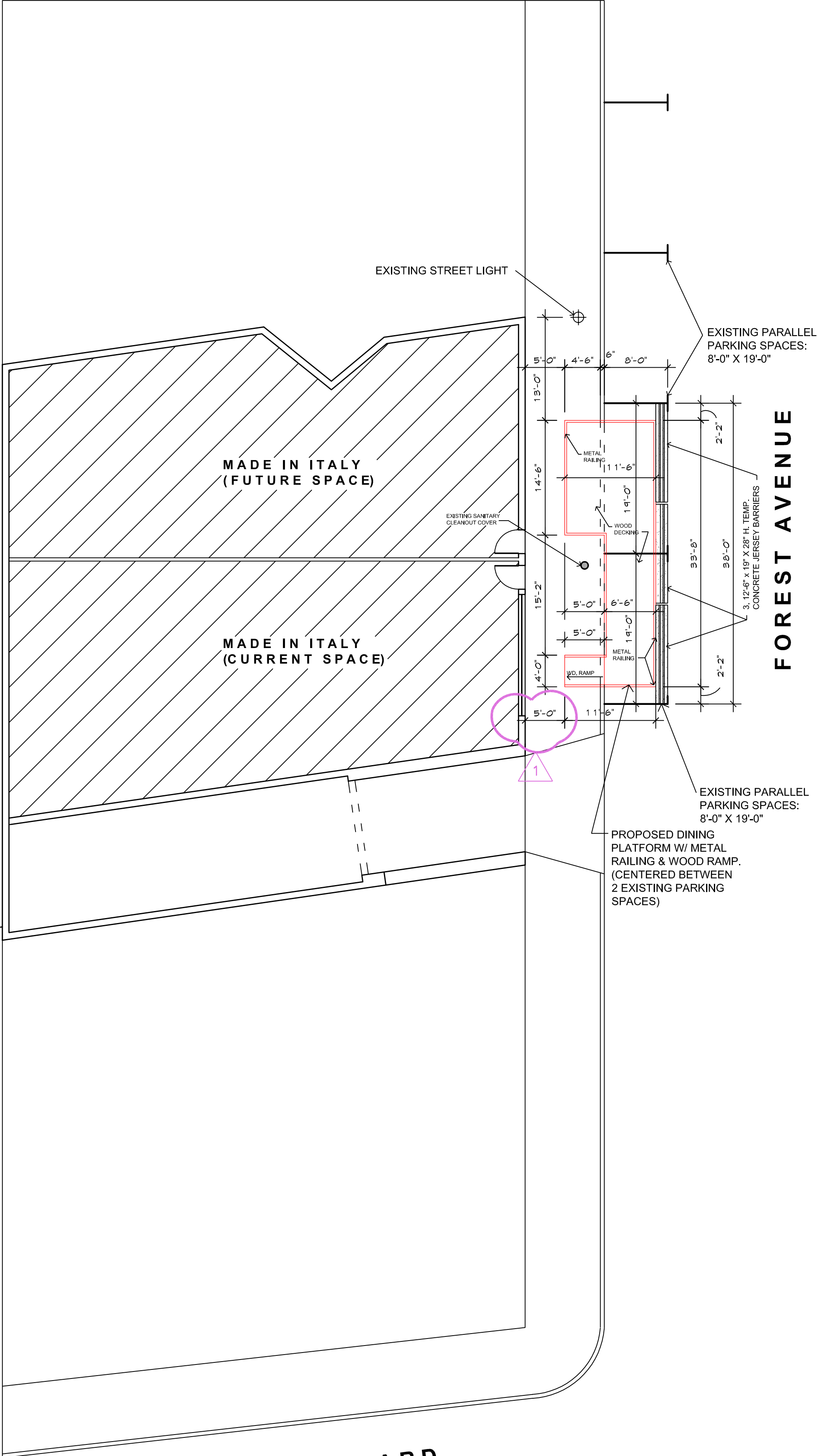


PARTIAL SITE PLAN

DINING PLATFORM TO BE CENTERED BETWEEN 2 EXISTING PARKING SPACES

SCALE: 3/16" = 1'-0"

MADE IN ITALY
DINING PLATFORM
476 FOREST AVE.
GLEN ELLYN, ILLINOIS



CRESCENT BOULEVARD

SITE PLAN

DINING PLATFORM TO BE CENTERED BETWEEN 2 EXISTING PARKING SPACES

SCALE: 1" = 10'-0"

GENERAL NOTES

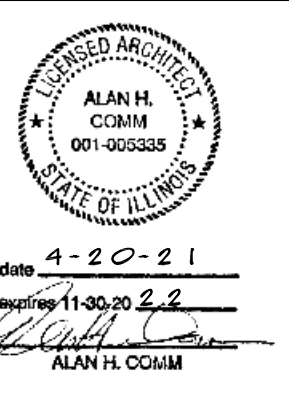
Issue	Date	Description
1	4-20-21	REVISED PER VILLAGE OF GLEN ELLYN REVIEW



ALR
Assoc. Ltd.
1030 East Northwest Hwy.
Suite 200C
Mt. Prospect, Illinois 60056
Telephone: 847 788 1686
Facsimile: 847 788 1685

Architects | Designers

ARCHITECTS DECLARATION
I RESERVE COMMON LAW COPYRIGHT
AND OTHER PROTECTABLE RIGHTS IN THESE PLANS
TO THE ORIGINAL SITE AND PURPOSE FOR WHICH THEY WERE
PREPARED, AND ANY REPRODUCTIONS, REUSE OR
ASSIGNMENTS WITHOUT MY WRITTEN CONSENT ARE
PROHIBITED.
I HEREBY CERTIFY THAT THESE DRAWINGS WERE PREPARED
UNDER MY SUPERVISION AND TO THE BEST OF MY
KNOWLEDGE AND BELIEF CONFORM TO THE
BUILDING ORDINANCES OF GLEN ELLYN, ILLINOIS.

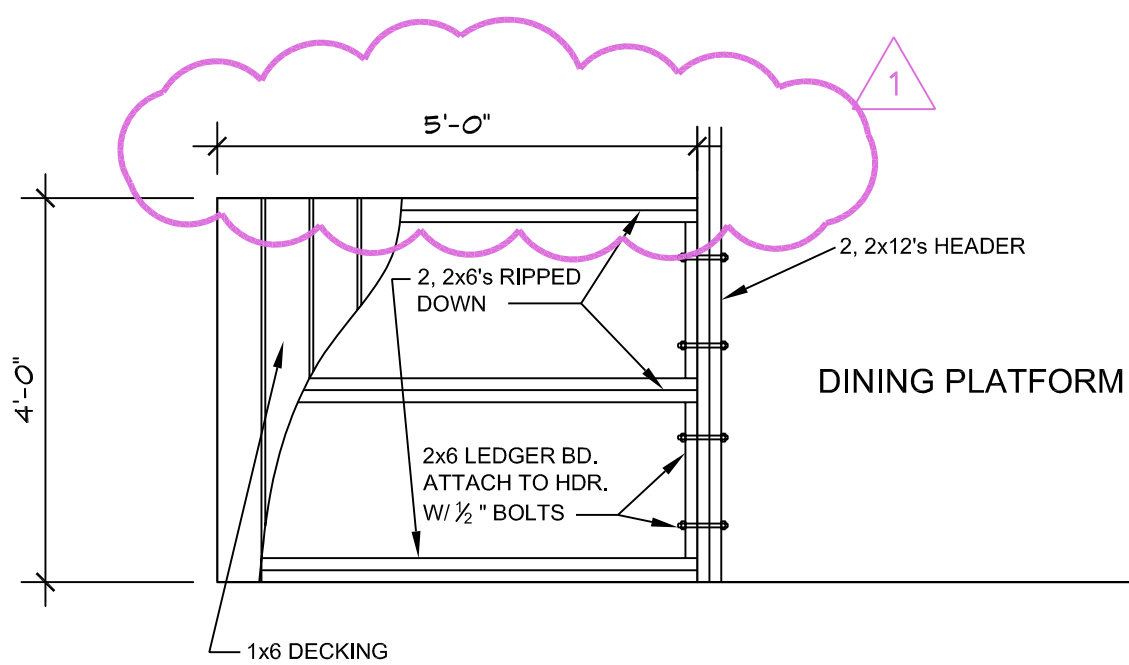


MADE IN ITALY
DINING PLATFORM
476 FOREST AVE.
GLEN ELLYN, ILLINOIS

SITE PLANS

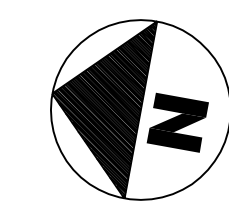
Drawn	Project number	Sheet number
LFR/AHC		
Date	Scale	
4-12-21	NOTED	

A-1



2 **DETAIL: ACCESS. RAMP**
A-2 WOOD ACCESSIBLE RAMP:
 SLOPE = 10" RUN PER 1" RISE. (6" H. X 5' L.)

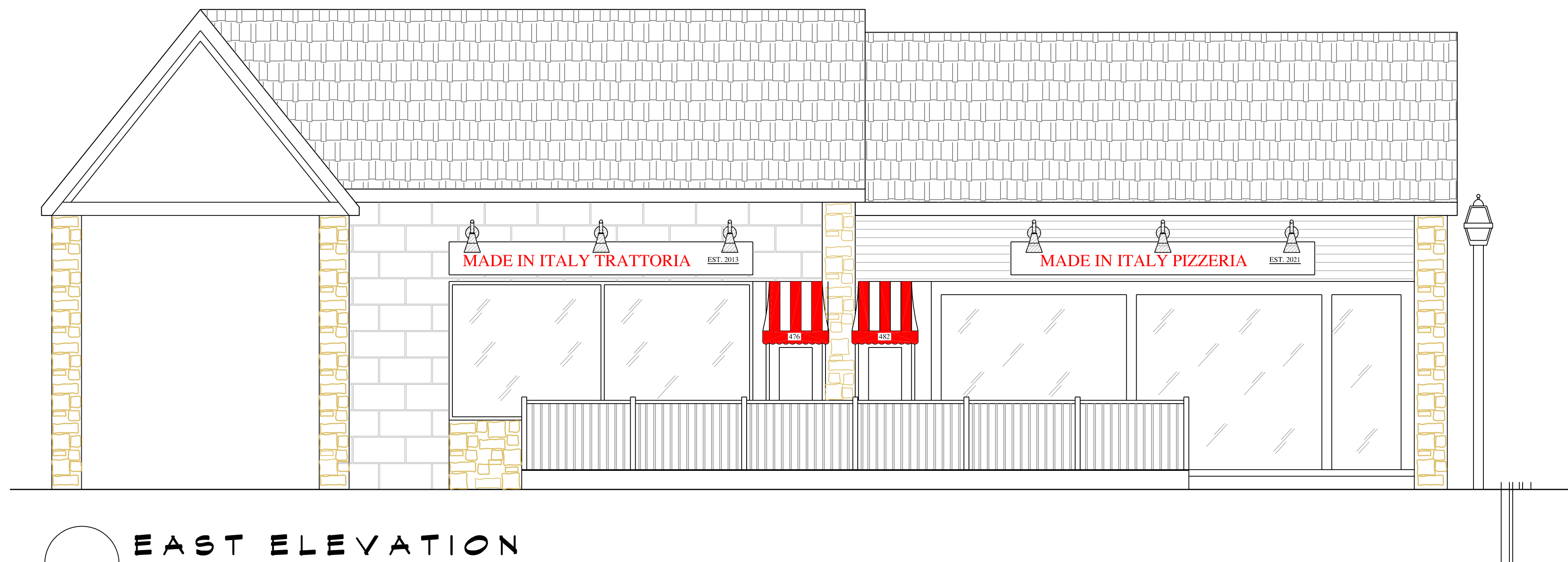
WOOD ACCESSIBLE RAMP:
SLOPE = 10" RUN PER 1" RISE. (6" H. X 5' L.)



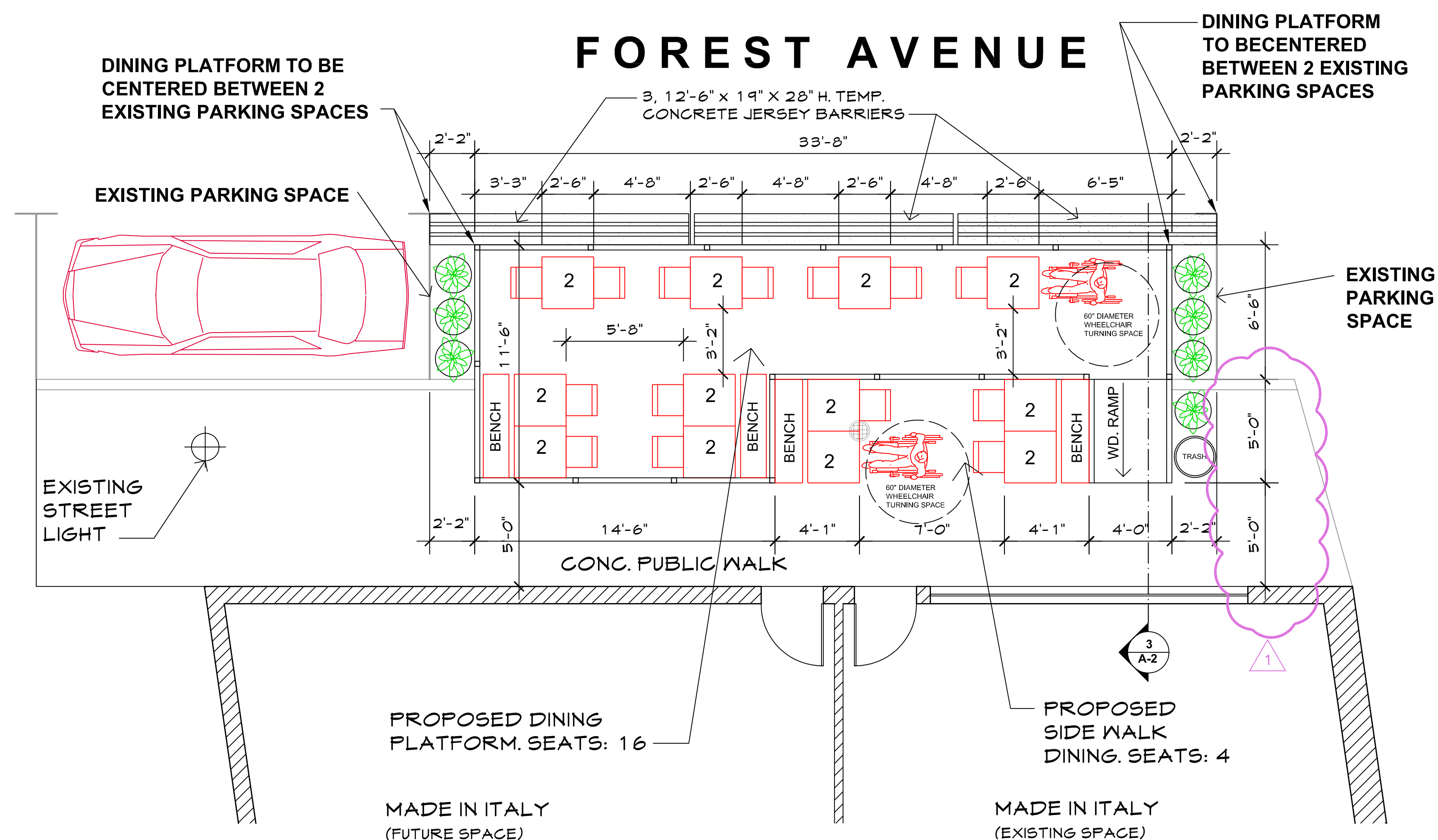
DINING PLATFORM PLAN

SEATING OCCUPANCY = 24
ACCESS. SEATING REQ'D. = 1.2 (5%)
ACCESS. SEATING ACTUAL = 2.0 (16%)

12 TABLES: 30" x 30" (TYPICAL)



EAST ELEVATION



DINING PLATFORM PLAN

SEATING OCCUPANCY = 24
ACCESS. SEATING REQ'D. = 1.2 (5%)
ACCESS. SEATING ACTUAL = 2.0 (16%)

12 TABLES: 30" x 30" (TYPICAL)

Issue	Date	Description
1	4-19-21	REVISED PER VILLAGE OF GLEN ELLYN REVIEW



Architects | Designers

ALR
Assoc. Ltd.

1030 East Northwest Hwy.
Suite 200C
Mt. Prospect, Illinois 60056

Telephone: 847 788 1686
Facsimile: 847 788 1685

MADE IN ITALY
DINING PLATFORM
476 FOREST AVE.
GLEN ELLYN , ILLINOIS

SHEET TITLE
SITE PLANS

Drawn

| Project number

Sheet number

Date _____

Scale

100

4-12-21

NOTED

A-2



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

Meeting 5/10/2021 7:00 PM
Department: Public Works
Department Head: Dave Buckley
Category: Contract
Prepared By: Steve Warner

**AGENDA ITEM (ID
2021-1091)**

DOC ID: 2021-1091

**Authorize the Village Manager to Execute a Contract with
Schroeder & Schroeder, Inc. of Skokie, Illinois, for Construction of
the 2021 Sidewalk and Concrete Street Repair Program in the
Amount of \$325,475 to be Expensed to the Capital Projects and
Water & Sewer Funds (Professional Engineer Daubert)**

Statement of the Issue:

The purpose of this memorandum is to provide a recommendation for the award of a construction contract for the 2021 Sidewalk and Concrete Street Repair Program in the Village of Glen Ellyn. Staff is recommending award to Schroeder & Schroeder, Inc. of Skokie, Illinois in the amount of \$325,475. All inspection and construction engineering services required for the project will be completed in-house by Engineering Division staff.

Analysis:

Program Scope

The Village conducts an annual sidewalk rehabilitation program that addresses instances of deteriorated, uneven, or broken sidewalk and other critical defects identified by staff throughout the previous year. In addition to sidewalk, the program includes repairs to the Village's concrete roadway and curbs to address utility repair damages, deterioration, and other miscellaneous defects. Annually, staff attempts to adjust bid quantities to correspond with repair needs and budgeted amounts. As bid, the 2021 repair program consisted of 12,000 square feet of sidewalk replacement, 1,400 square yards of concrete roadway patching, and 500 feet of curb replacement, which would correspond to approximately 150 repair locations. Each repair location is inspected and marked by staff to ensure efficient use of Village funds. A location map for candidate repairs is attached for reference.

In addition to sidewalk repairs, this year's program is recommended to include two segments of new sidewalk installation requested by nearby residents:

- West side of Western Avenue between Geneva Road and Amy Court
- North side of High Road between Main Street and Forest Avenue

Location maps for each sidewalk installation are attached for reference. The above sidewalk installations were included as an Alternate Bid to more clearly distinguish costs from the repairs typically included as part of the annual repair program. Costs of both sidewalk installations and concrete repairs are further discussed in the “Budget Impact” section of this memorandum.

Bidding Process

The project was advertised for bid in the Daily Herald on April 16, 2021. Bid documents were distributed to eleven (11) contractors and four (4) companies specializing in preconstruction management services. Eight (8) bid proposals were received and opened via an online webcast on April 29, 2021. Bid tabulations were completed by staff and a summary of the as-calculated bids follows:

Bidder	Base Bid¹	Alternate Bid²	Grand Total³
Schroeder & Schroeder, Skokie, IL	\$257,650	\$67,825	\$325,475
Globe Construction, Addison, IL	\$265,555	\$61,275	\$326,830
Davis Concrete Construction, Monee, IL	\$296,560	\$69,038	\$365,598
DiNatale Construction, Addison, IL	\$313,376	\$72,805	\$386,181
A Lamp Concrete Contractors, Schaumburg, IL	\$355,196	\$64,800	\$419,996
Alliance Contractors, Woodstock, IL	\$372,754	\$78,778	\$451,531
Copenhaver Construction, Gilberts, IL	\$384,105	\$75,890	\$459,995
Triggi Construction, West Chicago, IL	\$498,501	\$101,175	\$599,676
Engineer’s Estimate (Glen Ellyn)	\$289,775	\$69,850	\$359,625

*All bid amounts are rounded to nearest dollar.

1 Base Bid consists of all sidewalk and concrete roadway repairs typically included in the annual program.

2 Alternate Bid consists of all work associated with the proposed sidewalk installations on Western Avenue and High Road.

3 Grand Total is the sum of the Base Bid and Alternate Bid.

Contractor Background and References

The low, responsible and responsive bidder for the project is deemed to be Schroeder &

Schroeder, Inc of Skokie, Illinois. Schroeder & Schroeder was the Village's contractor for this program in 2018 and 2019 and has performed similar assignments for several area communities. The 2018 and 2019 programs were completed successfully by Schroeder & Schroeder with will no notable issues. References have been checked with Schroeder & Schroeder receiving positive recommendations based on recent similar work for the communities of Algonquin, Glenview, Wilmette, and Arlington Heights. Consequently, staff is confident that this project can be successfully completed by Schroeder & Schroeder.

Construction Schedule

The project was bid to be split into two batches of work. The first batch will consist of the majority of repair locations currently targeted by Village staff, while the second batch will be an end-of-season batch to include any newly arisen issues or utility digs. The first batch is anticipated to commence in early June and is required to be completed by July 23 (while avoiding work before or during any Fourth of July activities). If initial attempts to restore parkway grass are unsuccessful, later attempts will be made when cooler weather permits. The second batch is targeted for completion in late September or early October, with required completion by October 22. All final restoration and punch list items are also required to be completed by October 22, 2021. New sidewalk installations are intended to be included in the first batch, but scheduling of the Western Avenue segment is dependent on pending utility work and removal of a tree via a separate Village contractor.

Budget Impact:

The annual sidewalk and concrete street repair program is typically funded by a combination of capital project and water/sewer restoration monies. The Capital Projects Fund contains annual project elements for Sidewalk Improvements and Concrete Street Patching. The Water and Sanitary Sewer Funds also contain annual elements for concrete restoration expenses associated with Village utility repairs. In addition to these annual elements, the CY-21 Budget included one-time items for sidewalk installations along Western Avenue and High Road. Resulting funding recommendations for this contract are included in the following table:

2021 Sidewalk and Concrete Street Repair Program Recommended Funding for Construction				
Project Item	Funding Source	Account No.	Budgeted Funding (CY-21)	Recommended Contract Funding*
2021 Sidewalk Repair Program	Capital Project Fund	40000-580155	\$150,000	\$137,650
2021 Concrete Street	Capital Project	40000-520990	\$100,000	\$80,000

Patching	Fund			
New Sidewalk – Western Ave	Capital Project Fund	40000-580155	\$40,000	\$40,000
New Sidewalk – High Rd	Capital Project Fund	40000-580155	\$30,000	\$27,825
Concrete Restoration Contract	Water Fund	50100-520985	\$20,000	\$20,000
Concrete Restoration Contract	Sanitary Sewer Fund	50200-520985	\$20,000	\$20,000
Total Funding			\$360,000	\$325,475

*Staff recommends the above funding in order to award both the Base Bid and Alternate Bid portions of the contract. In past years, staff has recommended awarding this contract plus any surplus budgeted funds in order to complete additional repairs, but this year staff recommends saving the additional funding for other Capital Project priorities.

It should be noted that prices for the Alternate Bid came in slightly below both the engineer's estimate and originally budgeted funding. Base Bid contract prices also came in notably lower than budgeted and estimated totals. Similarly, unit pricing for key items is consistent with or lower than recent years. Sidewalk replacement unit pricing matches 2019 as the second lowest price in the last four years. The average unit pricing for concrete roadway patching is also approximately 9% lower than in 2020.

Action Requested:

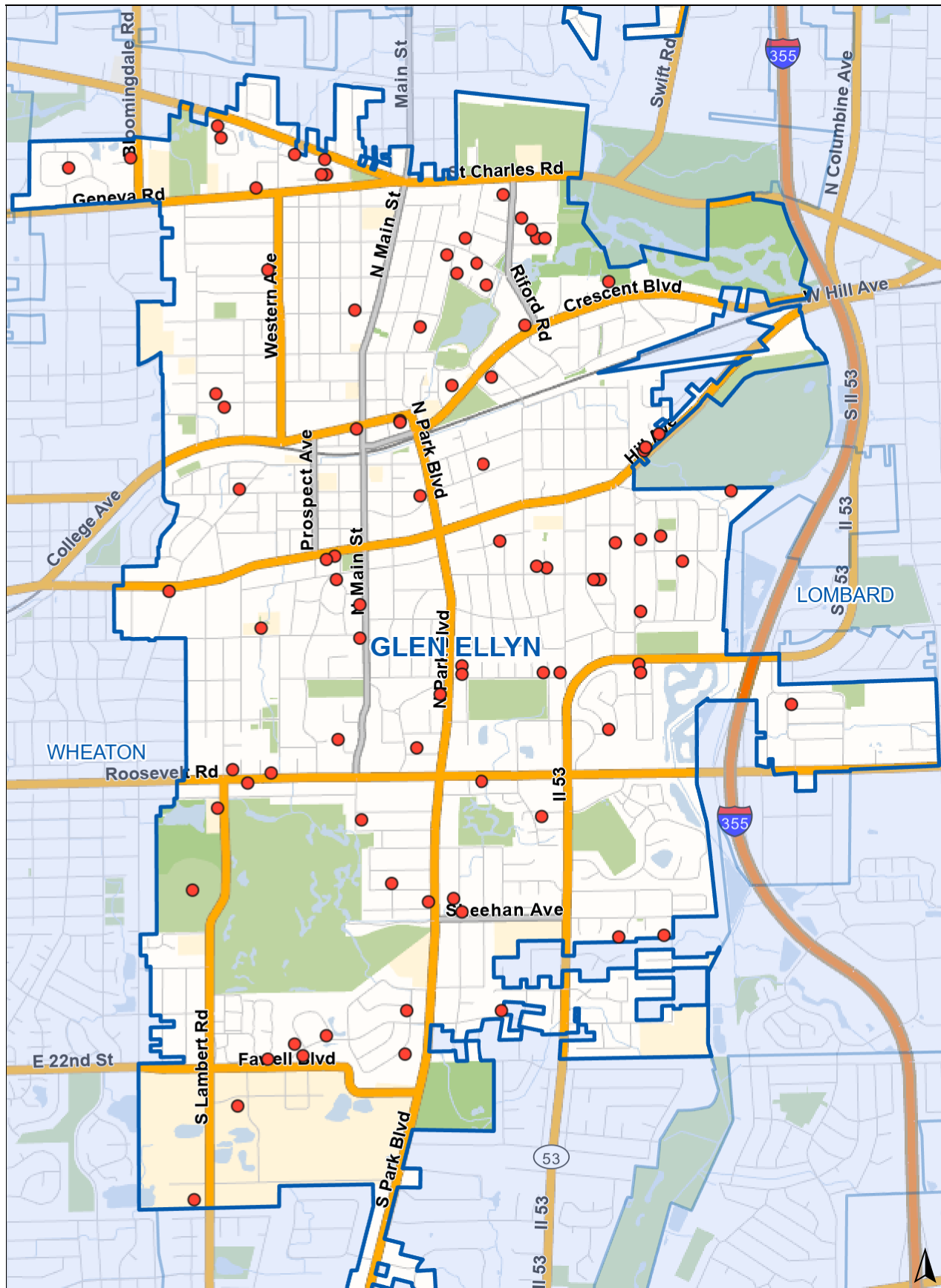
Engineering staff recommends the Village Board of Trustees make and approve the following motion at the May 10, 2021 Village Board Meeting:

1. Motion to authorize the Village Manager to execute a contract with Schroeder & Schroeder, Inc. of Skokie, Illinois in the amount of \$325,475 for the 2021 Sidewalk and Concrete Street Repair Program to be expensed to the Capital Projects, Water, and Sanitary Sewer Funds.

Engineering staff will be in attendance at the May 10, 2021 Village Board of Trustees Meeting to answer any questions regarding the project.

Attachments:

1. Location Map - Preliminary Concrete Repairs
2. Location Map - Western Avenue Sidewalk Installation
3. Location Map - High Road Sidewalk Installation

**Legend**

2021 Preliminary Repair
Locations

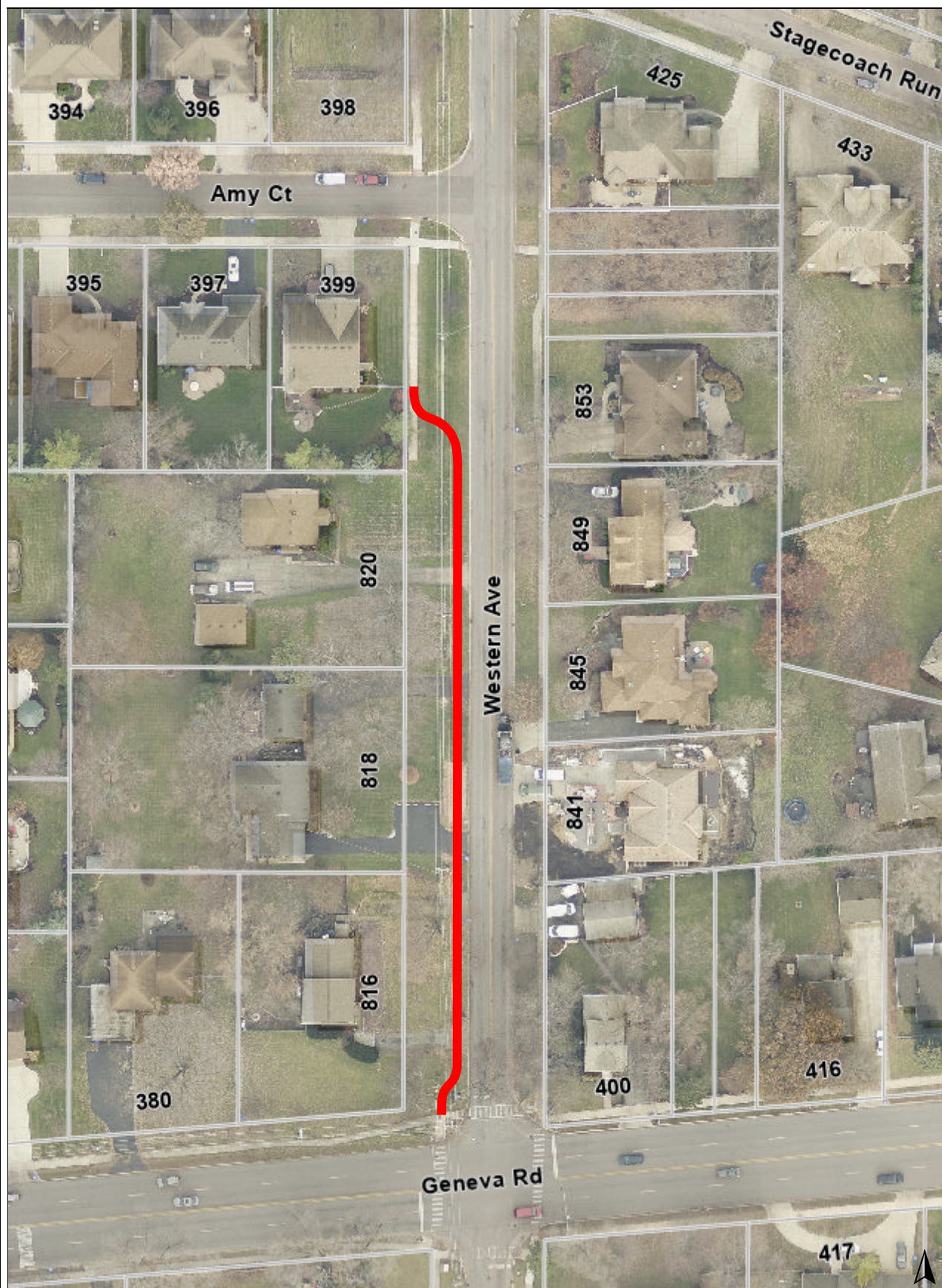


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Print Date: 4/16/2021

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

**Legend**

■ Preliminary Alignment
of Proposed Sidewalk

0 100 200
ft

Print Date: 3/23/2021

Notes

Western Ave Sidewalk
Installation

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



Legend

- Preliminary Alignment of Proposed Sidewalk

0 150 300
ft

Print Date: 4/30/2021

Notes

High Rd Sidewalk Installation

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



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

Meeting 5/10/2021 7:00 PM
Department: Public Works
Department Head: Dave Buckley
Category: Contract
Prepared By: Thomas Topor

**AGENDA ITEM (ID
2021-1092)**

DOC ID: 2021-1092

Authorize the Village Manager to Execute a Contract with R.W. Dunteman Company of Addison, Illinois, for Construction of the 2021 Street Improvements Project in the Amount of \$1,624,278 to be Expensed to the Capital Projects and Water & Sewer Funds (Professional Engineer Daubert)

Statement of the Issue:

This memorandum serves to provide a recommendation for the award of a construction contract for the 2021 Street Improvements Project to R.W. Dunteman Company of Addison, Illinois, in the amount of \$1,624,278.

In addition, a recommendation is provided for the award of a construction engineering services agreement for the project to Chastain & Associates, LLC of Schaumburg, Illinois in the not to exceed amount of \$118,932.

Analysis:

Background

Construction Contract

Utilizing the Phase II design services from Chastain & Associates, Public Works staff recently completed the design and competitive bidding of the 2021 Street Improvements Project. The proposed improvements include rehabilitation of roadways generally consisting of asphalt resurfacing, intermittent concrete curb and sidewalk replacement, miscellaneous sewer repairs, restoration and other associated work. Proposed improvements include 3.02 miles of street rehabilitation at the following street segments:

- Joyce Court: Main Street to North End
- Taft Avenue: Lambert Road to Main Street
- Park Row: Willis Street to Crescent Boulevard
- Crescent Court: Park Row to Crescent Boulevard

- Willis Street: Park Row to Riford Road
- Lee Street: Willis Street to Crescent Boulevard
- Taylor Avenue: Duane Street to Walnut Street
- Carleton Avenue: Duane Street to Walnut Street
- Riford Road: Ellynwood Drive to Crescent Boulevard
- Roger Road: Ellynwood Drive to Crescent Boulevard
- Hickory Road: Ellynwood Drive to Crescent Boulevard
- Midway Park: Ellynwood Drive to Woodland Drive
- Edgewood Drive: Riford Road to Hickory Road
- Ellynwood Drive: Riford Road to Roger Road
- Woodland Drive: Hickory Road to Roger Road
- Clifton Avenue: Roger Road to East End
- Spalding Avenue: West End to Montclair Avenue
- Glen Arbor Court: West End to Bloomingdale Road

Bidding Process

A request for bids was advertised in the Daily Herald on April 14, 2021. Bid packages were requested by twelve (12) contractors. Seven (7) bid proposals were received and publicly opened on April 28, 2021.

Bid tabulations were completed by staff with a summary of the as-calculated bids is as follows:

Bidder	Total Bid*
RW Dunteman Company of Addison, IL	\$1,624,278
Engineer's Estimate (Chastain & Associates)	\$1,651,210
Geneva Construction Company of Aurora, IL	\$1,655,078
Brothers Asphalt Paving, Inc. of Addison, IL	\$1,742,090
A Lamp Concrete Contractors, Inc. of Schaumburg, IL	\$1,769,834
Schroeder Asphalt Services, Inc. of Huntley, IL	\$1,914,336
K-Five Construction Corporation of Westmont, IL	\$1,928,718
Orange Crush, LLC of Hillside, IL	\$2,099,916

*All bid amounts are rounded to nearest dollar.

The low, responsible and responsive bidder for the project is deemed to be RW Dunteman Company of Addison, IL. Staff also has direct positive experience in working with the Contractor on the North Park Boulevard and Main Street Improvement Project in 2018. RW Dunteman Company has also received positive references for work on similar projects from Villages of Lombard, Bensenville, and Westmont.

Construction Schedule

Construction is anticipated to start in early-June with a project completion date specified as September 30, 2021.

Construction Engineering Services

Engineering oversight for the project is recommended to be provided by a consultant. Responsibilities of the consultant engineer will include conducting a preconstruction conference, general consultations/meetings, review of the project schedule, shop drawing review, spot grade checking, full time construction observation, resident notifications, material testing (using a sub-consultant), pay estimate and change order processing, final inspection and project close-out, record drawing preparation, and rectification of issues that arise during the warranty period.

A Request for Proposal (RFP) for construction engineering services was issued to eleven (11) engineering firms. Six (6) firms submitted proposals which were evaluated by staff based on the evaluation criteria within the RFP including firm information (5 pts), experience on similar projects (10 pts), project team qualifications (10 pts), ability to meet deadlines (10 pts), completeness of project approach (30 pts), additional services/tasks (5 pts), and not-to- exceed price (30 pts).

Summary of Construction Engineering Proposals			
Consultant	Total Personnel Hours	Total Not-to-Exceed Price*	Evaluation Score
Chastain & Associates, LLC	935	\$118,932	80
Engineering Resource Associates	772	\$106,817	77
V3 Companies	650	\$108,314	77
Hancock Engineering	1,295	\$134,496	75
Thomas Engineering Group	1,044	\$148,769	74
Civiltech Engineering, Inc.	1,097	\$180,561	72

*All prices are rounded to nearest dollar.

While cost is only one factor of consideration, staff would like to elaborate that while Engineering Resource Associates and V3 Companies submitted a lower price proposal, the hours of construction observation services by the resident and project engineers were significantly less (688 and 480, respectively) which is 134 and 342 less than Chastain & Associates). Staff feels that Chastain provided the most appropriate amount of hours based on the anticipated project schedule. It should be noted that in case the project is completed sooner than anticipated, only the hours spent on the project will be billed based on the not-to-exceed contract format. Additionally, staff felt most comfortable selecting Chastain & Associates for the assignment, as they were the Phase II design engineer and are intimately familiar with the project and will be best able to make the necessary field adjustments to the design as

the project progresses. Chastain & Associates recently completed similar projects for DuPage County DOT and the communities of Schaumburg and Oak Park.

Based on these factors, staff recommends approval of a construction engineering services agreement with Chastain & Associates, LLC in the Not-To-Exceed Amount of \$118,932.

Strategic Initiatives

The project fulfills the following Village of Glen Ellyn Strategic Priority and Initiatives:

Strategic Priority: Infrastructure

Initiative: Safe and Reliable Streets

Budget Impact:

The CY21 Budget includes \$2,139,603 in the Capital Projects Fund and \$433,936 in the Water & Sewer Fund for sanitary sewer repairs and sewer lining associated with the streets program. Staff notes that the aforementioned budgetary numbers are not based on a final design and are approximated during the planning process. Based on the low bid and accounting for all project costs (design engineering (\$71,201) + construction contract (\$1,624,278) + construction engineering (\$118,932) + follow up lining (\$250,000)), the projected project costs are approximately \$509,000 under those specified in the capital plan. The recommended funding distribution is as follows:

Recommended Funding for Construction			
Project Item	Funding Source	Account No.	Amount
Street & Storm Sewer	Capital Projects Fund	40000-580160-21002	\$1,616,448
Sanitary Sewer	Water & Sewer Fund	50200-580100-21002	\$7,830
TOTAL			\$1,624,278

Recommended Funding For Construction Engineering Services		
Funding Source	Account No.	Engineering Fee Amount
Capital Projects Fund	40000-580160-21002	\$118,359
Water & Sewer Fund	50200-580100-21002	\$573
TOTAL		\$118,932

Action Requested:

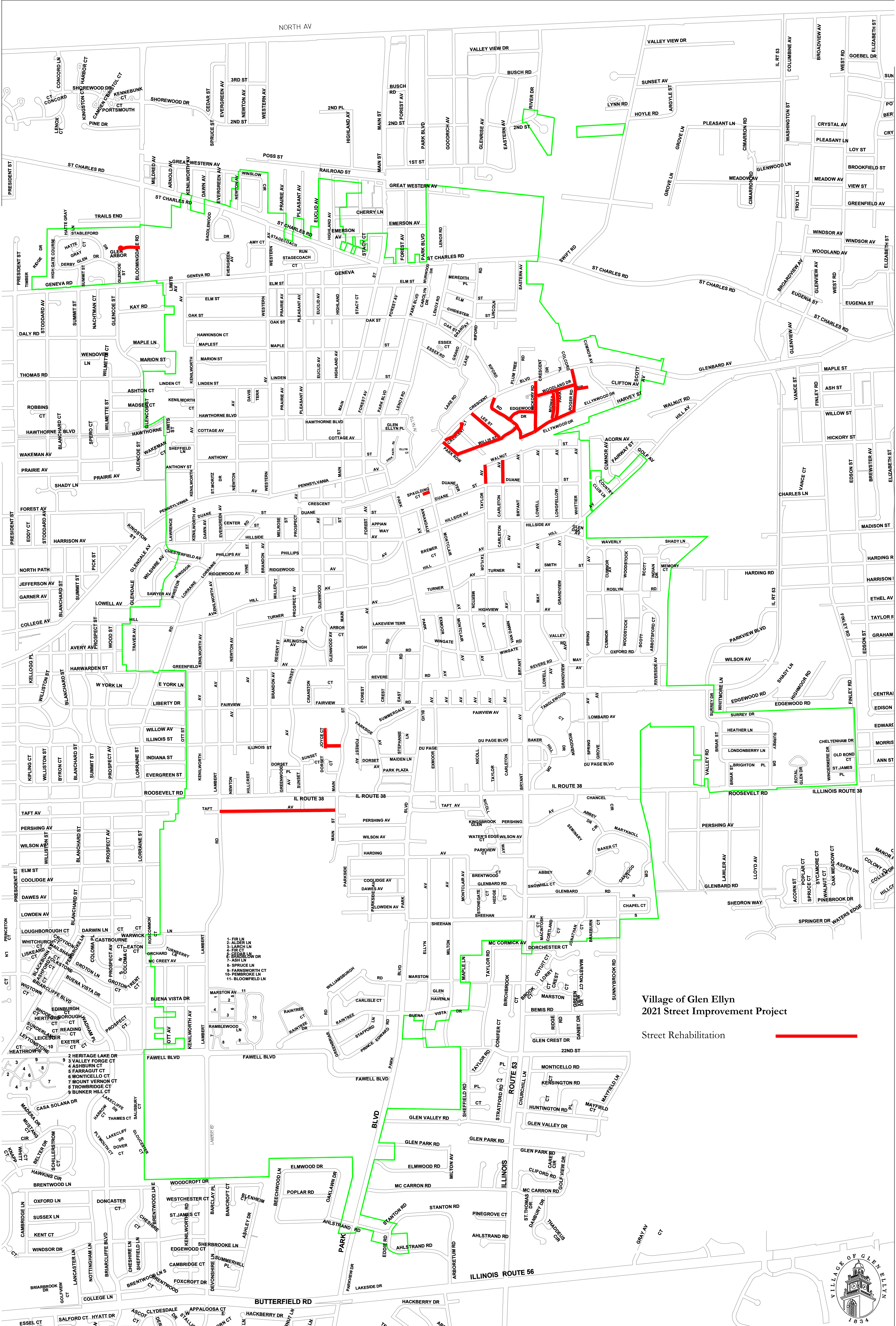
Engineering staff recommends the Village Board of Trustees make and approve the following

motions at the May 10, 2021 Village Board Meeting:

1. Motion to authorize the Village Manager to execute a contract with R.W. Duntelman Company of Addison, Illinois for construction of the 2021 Street Improvements Project in the amount of \$1,624,278 to be expensed to the Capital Projects and Sanitary Sewer Fund.
2. Motion to authorize the Village Manager to execute an agreement with Chastain & Associates, LLC of Schaumburg, Illinois, for construction engineering services for the 2021 Street Improvements Project in the not-to-exceed amount of \$118,932, to be expensed to the Capital Projects and Sanitary Sewer Fund.

Attachments:

1. 2021 Street Improvements Map.rev1
2. 2021 Street Improvement Project #21002 - Chastain



Village of Glen Ellyn
2021 Street Improvement Project

Street Rehabilitation



Construction Engineering Services for 2021 Street Improvements Project #21002

Submitted to:



Village of Glen Ellyn



Chastain & Associates LLC
120 W. Center Court | Schaumburg, IL 60195
P: 773.714.0050 | F: 773.714.0055 | www.chastainengineers.com
Dated: April 26, 2021



April 26, 2021

Village of Glen Ellyn
Public Works Reno Service Center
30 South Lambert Road, Glen Ellyn, IL 60137
Attention: Tom Topor

Re: 2021 Street Improvements Project #21002 Construction Engineering Services

Dear Mr. Topor,

Chastain submits the attached proposal for the construction of the Village's Project #21002 improvements. Chastain has extensive experience providing Phase III construction engineering services to municipal agencies, including four consecutive years of design and inspection for the residential street program for the Village of Schaumburg, our second consecutive year for Lake in the Hills MFT program, Elgin's CDBG and MFT programs, Woodridge's LAFO projects, Elgin Township's CDBG program, Oak Park Avenue for the City of Chicago, and three years of DuPage County's annual street program.

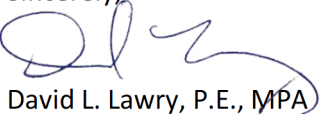
Chris Gheysen, PE will be the Project Manager for this project. Chris' responsibility to the Village will be to provide the leadership, communication, and responsiveness necessary for the proper implementation of the project. For the Chastain Team, he will provide the same leadership, communication, and responsiveness by ensuring adequate project staffing, perform project QA and offer company resources to foster a timely and efficient project.

James O'Connor, EI, will be the Resident Engineer (RE). James has significant local experience having served as the RE for the above DuPage County and Oak Park Avenue programs. James has 20 years of experience as an RE and will provide leadership for support engineers that may be assigned to the project. We anticipate there will be periods when the contractor is likely to have multiple crews working; therefore, we plan to support James with an experienced construction engineer during those multiple crew periods.

The Chastain Team will be supported by Rubino Engineering (Rubino) for materials QA services. Michelle Lipinski will be the lead from Rubino, who will provide materials testing and inspection. Chastain and Rubino have worked together on projects in Schaumburg, Elgin and with IDOT.

The information found within this document supports our experience and ability to perform phase III services for the Village. Our enclosed schedule and fee reflect our project understanding and approach. After reviewing our qualifications and our approach, we welcome the opportunity to meet and discuss the project in further detail. Our goal is to provide you a completed project which meets your overall schedule and provides the Village the best value. I can be reached at dlawry@chastainengineers.com or (847) 417-4180 with any questions.

Sincerely,



David L. Lawry, P.E., MPA
Director of Municipal Services

WHAT'S INSIDE

2021 Street Improvements Project #21002

About Us & What We Do

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Meet the Team

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Project Schedule

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Team Resumes

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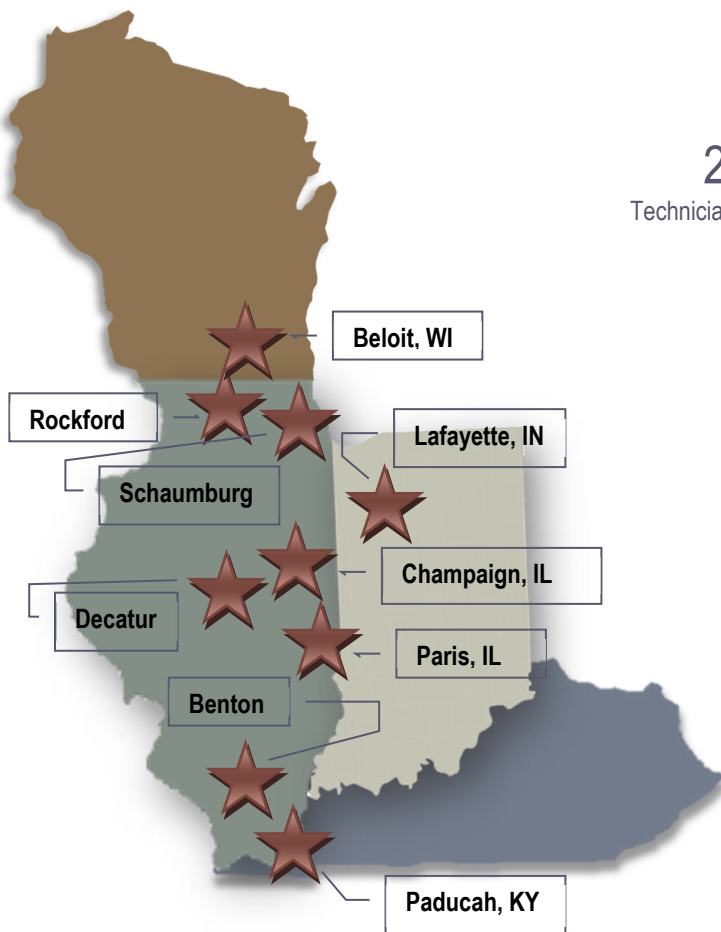
Project Approach

20

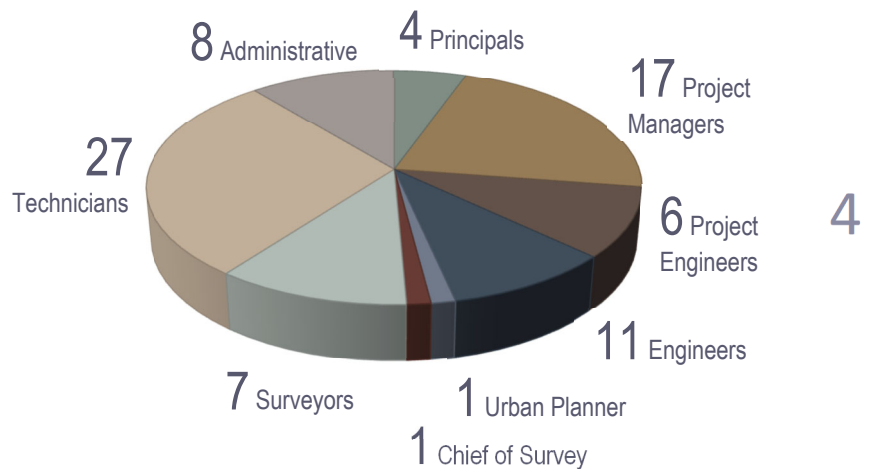
Chastain & Associates LLC is a professional consulting firm providing land surveying, land planning and development, civil, water/wastewater, construction, and structural engineering services. We provide engineering solutions that help our clients make effective decisions while respecting our environment and sustainable infrastructure values. We are a team of professional surveyors, civil, construction, and structural engineers, technicians, and administrative staff who listens to our clients, are experts in the solutions we offer, and are committed to what we do. Our projects range from simple location of lot pins to multi-million-dollar design and construction projects.

Throughout our more than 65-year history, our philosophy is to provide responsive, quality engineering using a team approach to develop innovatively, but practical solutions that meet the needs of our clients.

OFFICE LOCATIONS



FIRM PROFESSIONALS



1954
 ESTABLISHED

Chastain is a Limited Liability Company and is licensed to do business in the State of Illinois as a professional design firm providing civil and structural engineering, and land surveying services. Chastain is also licensed to do business in Wisconsin, Indiana, Missouri, Alabama, and Kentucky. Fisher Engineering is an affiliate of Chastain & Associates LLC located in Lafayette, Indiana providing civil engineering and land surveying services.

Transportation Engineering

- Expressways, Interstates, Tollways & Highways
- Safety and Feasibility Studies
- Location Design Studies
- Traffic Studies
- Intersection Design Studies
- Location Drainage Studies

Municipal Engineering

- Arterials, Local Roads, Streets, Alleys, & Multi-Use Paths
- Storm Water Management
- Pavement Management & Design Services
- Floodplain / Drainage Analysis & Design
- Detention / Retention
- GIS Databases & Mapping Services
- Traffic Signals
- Pedestrian Traffic Flow
- Parking Lots, Sidewalks, Ramps, & ADA Accessibility
- Regulatory & Permit Compliance
- Grant Writing
- Master Planning
- Water Resources: Drinking Water, Distribution Systems & Treatment Plants
- Wastewater: Treatment Plants, Collection Systems & Pump Stations

Structural Engineering

- Bridges and Culverts
- Structural Analysis, Evaluation & Design
- Structural Rehabilitation
- Footings & Foundations Design
- Falsework and Shoring
- Retaining Walls / Landscape Walls

Railroad Engineering

- Rail Sidings
- Industrial Rail Yards
- Crossing Safety

Construction Engineering

- Construction Management / Owner Representation
- Observation / Inspection
- Documentation of Materials and Quantities
- Record Keeping / Specification Compliance
- Construction Layout & Staking
- Construction Issue Resolution
- Review of Contractor Pay Requests
- Constructability Reviews

Surveys

- Boundary
- 3D Laser Scanning
- Hydrographic Surveys
- ALTA/ACSM Land Title Surveys
- Right-of-Way
- Record Drawings
- Topographic Mapping
- Horizontal & Vertical Controls
- Legal Descriptions
- Deed Interpretation and Boundary Dispute Resolution
- Forensic Surveys
- Commercial Subdivisions
- Municipal Annexations
- Aerial Survey Control / Ground Control for Aerial Mapping

Land Development

- Site Analysis & Master Planning
- Zoning Petitions and Submittals
- Public Outreach
- Residential Subdivisions
- Commercial Subdivisions
- Grant Writing
- Site Level Drainage Design
- Preliminary Plats
- Final Plats

Village of Schaumburg

2020 Street Program, Schaumburg, Illinois

Chastain provided phase II design and phase III construction engineering services for their 2020 Neighborhood Street Program. Work covered the construction administration / observation of the 2020 Street Program and prepared the design plans for the 2021 Street Program. In addition to the street improvements, work in 2020 included 2,000 feet of 8-inch water main replacement. Scope of work included construction layout, observation and documentation, and preparation of pay estimates for all street and water main improvements. Our efforts included coordination between different water main and pavement contractors. The project also included various pavement rehabilitation treatments, including preventative rejuvenators, traditional mill and overlay, structural overlays, modified and full reconstructions of the roadways, and various parking lot repairs and sidewalk crossing enhancements. The project provided 5.3 miles of street improvements, 14 miles of preventative surface treatments and 2,000 feet of 8-inch water main replacement. The contractor's bid for pavement rehabilitation was \$4,209,332.92 and the water main improvements were \$689,982.00.

Contact: Michael Hall, Director of Engineering & Public Works 847-923-6616

714 S. Plum Grove Road, Schaumburg, IL 60193 | E: mhall@villageofschaumburg.com | F: 847-923-2429

DuPage County DOT

2019 Pavement Maintenance North, DuPage County, Illinois

Chastain provided Phase III construction engineering services for the County's 2019 Pavement Maintenance Program. Improvements included pavement patching and overlay maintenance on multiple arterial and residential streets, curb & gutter removal and replacement, sidewalk/curb/ADA compliance, and pavement markings in DuPage County. Scope of services included full-time construction observation, administration, documentation, and project layout. **The original construction contract value was \$2,088,656. The final construction cost was \$1,881,333, or 10% less than the awarded construction contract price.** The project was completed in 2019.

Contact: Paul Krueger, Chief Highway Engineer of Design and Construction 630-407-6914

421 N. County Farm Rd., #2-300, Wheaton, IL 60187 | E: paul.krueger@dupageco.org | F: 630-407-6901

Village of Schaumburg

Wise Road Reconstruction, Schaumburg, Illinois

Chastain provided Phase II design and Phase III construction engineering services for the rehabilitation of 2.5 miles of Wise Road from Irving Park Road to Roselle Road. Improvements consisted of PCC patching, overlay of the existing 4-lane pavement and replacement of portions of the existing mountable median with landscaped medians. In addition to the pavement improvements an assessment of the storm drainage system and evaluation of inlet spacing was completed and rehabilitation measures implemented which included



point repairs, structure replacements and lining of 2,340 feet of storm sewer pipe ranging in size from 12" to 18". Additional efforts included supplemental survey, ADA ramp and crossing design, traffic signal modifications, maintenance of traffic planning and pavement markings. Scope of services included project management, survey, pavement patching and curb & gutter removal survey, bid documents, and construction observation. Management and implementation for this project was led by the Village with primary funding for the project from the Cook County Highway Department. The project was completed in 2018 for a construction cost of \$5.7 million.

Contact: Michael Hall, Director of Engineering & Public Works 847-923-6616

714 S. Plum Grove Road, Schaumburg, IL 60193 | E: mhall@villageofschaumburg.com | F: 847-923-2429

City of Chicago

Oak Park Avenue Improvement Project, Chicago, Illinois

Chastain provided Phase III construction engineering services for the reconstruction of Oak Park Avenue from Irving Park Road to Forest Preserve Drive. Improvements proposed included reconstruction of 12-inch composite pavement (9-inch PCC base course with 3-inch asphalt overlay), sidewalk, curb and gutter, traffic signals, and installation of pavement markings. The project also entailed the installation of an oversized sewer system (54inch diameter) for compensatory storage to alleviate localized flooding in the area. The construction efforts were quickly put on hold before crews could unearth thousands of bodies buried in a long-forgotten Dunning cemetery that held the remains of Chicago's poorest and sickest residents who died between 1890 and 1912. The Illinois Historic Preservation Agency issued a final action plan in compliance with the Illinois Human Skeletal Remains Protection Act which called for the roadway to be moved east – outside the cemetery – onto property owned by the city. Plans were painstakingly revised to assure those laid to rest were left undisturbed while bringing the roadway to modern standards and localized flooding remediated. The new storm sewer was installed to go around the cemetery and the lights installed were on bases that are wider than they are deeper to avoid disturbing any remains. The new pavement and sidewalks did not extend more than a meter below the ground's surface. Construction soil could not be hauled away as it would be on a regular project, excavation for pipe replacement or even installing sod or a tree could not always be performed. The project had numerous unknown utilities scattered throughout every path including abandoned pedestrian tunnels, electric, and steam tunnels that were discovered. Most driveways, storm sewer, swales, and landscaping were re-designed as the project progressed. The successful completion of this project was due to the large team effort and open communication between our Resident Engineer, CDOT, on-staff archeologist, the Illinois Historic Preservation Agency, Chicago Alderman, the Contractor, and all stakeholders involved with this project. A memorial plot was added alongside the newly renovated street commemorating the approximate 17,000 people buried in the six-acre portion of the cemetery. Scope of services included research, field data collection, survey, project



management, documentation, on-site construction observation, and project close-out documentation. **The original construction contract value was \$4,141,175. The final construction cost was \$3,874,977, or 7% less than the awarded construction contract price.** This project was completed in 2018.

Contact: Eric Anderson, Construction Manager 312-742-4401

30 N. LaSalle St., 6th Floor, Chicago, IL 60602 | F: 312-744-6438 | E: eric.anderson@cityofchicago.org

Village of Woodridge

83rd Street, Woodridge, Illinois

Chastain provided planning, Phase II and Phase III engineering services for the resurfacing of 83rd Street from IL Route 53 to Janes Avenue. The proposed improvements included milling of the existing asphalt surface of the 1 mile 3-lane roadway and replacing it with .75" of polymerized leveling binder and 2" of HMA surface course. The project also includes the replacement of deteriorated curb and sidewalk, miscellaneous storm sewer structure adjustments and reconstructions, pavement patching, pavement markings, traffic signal detector loop replacement, and traffic control. Work involved preparation of a Project Report (BLR Form 46300 Local Agency Pavement Preservation of Functional Overlay Approval) for the initial planning and coordination of the project. Project planning efforts included pavement design, special waste screening, PESA preparation, wetlands determination and ESR submittal for cultural clearance. Funding sources includes STP & Village MFT. Work will also include survey, IDOT-BLR and DMMC MPO agency coordination, utility coordination, and preparation of design plans. Chastain provided full-time construction observation and documentation services that followed IDOT Local Roads (federal funded) policies. **The original construction contract value was \$896,777. The final construction cost was \$814,274, or 9.2% less than the awarded construction contract price.** Project was completed in 2021.

Contact: Christopher Bethel, Director of Public Works 630-719-4753

1 Plaza Drive, Woodridge, IL 60517 | E: cbethel@vil.woodridgeil.us | F: 630-719-0971

Village of Woodridge

Janes Avenue, Woodridge, Illinois

Chastain provided planning, design, and construction engineering services for the resurfacing of Janes Avenue from 75th Street to Center Drive. The proposed improvements include milling of the existing asphalt surface of the ½ mile of 4-lane divided roadway and replacing it with 3/4" of polymerized leveling binder and 2" of HMA surface course. The project included the replacement of deteriorated curb and sidewalk, miscellaneous utility structure adjustments, pavement patching, pavement markings, traffic signal detector loop replacement, installation of underdrains to address groundwater seepage and traffic control. During the design phase, Chastain was able to determine that a large portion of the sidewalks needing replacement on the east side of the street were not located in the public right-of-way. Working closely with the staff from the Village, easements for the sidewalks were prepared for the Village to obtain the jurisdiction of the walks to make the necessary repairs and secure public right-of-way for the public walks. Scope of work involved preparation of a Project Report (BLR Form 19100 State Approved CE Project) for the initial planning and coordination of the project. Funding sources includes STP & Village MFT. Efforts also included survey, IDOT-BLR and DMMC MPO agency coordination, preparation of design

plans, and construction observation services where documentation followed IDOT Local Roads (Federal Funded) policies. Engineer's estimate of cost was \$475,790.26. **The original construction contract value was \$529,749.15. The final construction cost was \$472,670.97, or 11% less than the awarded construction contract price.** The project was completed in 2019.

Contact: Christopher Bethel, Director of Public Works 630-719-4753

1 Plaza Drive, Woodridge, IL 60517 | E: cbethel@vil.woodridge.il.us | F: 630-719-0971

Village of Woodridge

Internationale Parkway, Woodridge, Illinois

Chastain provided planning, Phase II and Phase III engineering services for the resurfacing of Internationale Parkway from Woodward Avenue to Beaudin Boulevard. The improvements included 2 ¾" milling and overlay of approximately 34,300 square yards of the existing asphalt pavement, replacement of deteriorated curb and sidewalk, ADA ramp improvements, miscellaneous storm sewer structure adjustments and reconstructs, pavement patching, pavement markings, traffic signal detector loop installation, and traffic control. Work involved preparation of a Project Report (BLR Form 46300 LAPP Project) for the initial planning and coordination of the project. Funding sources included STP, HPP & village MFT. Work included survey, IDOT-BLR and DMMC MPO agency coordination, and preparation of design plans, and full-time construction observation. Documentation followed IDOT Local Roads (Federal Funded) policies. **The original construction contract value was \$807,962. The final construction cost was \$766,044, or 5% less than the awarded construction contract price.** Project Manager was Steve Frerichs. Project was completed in 2018.



Contact: Christopher Bethel, Director of Public Works 630-719-4753

1 Plaza Drive, Woodridge, IL 60517 | E: cbethel@vil.woodridge.il.us | F: 630-719-0971

Elgin Township

Elgin Estates

Chastain provided design and construction engineering services for the rehabilitation of the roads in this unincorporated subdivision. The scope of work included condition assessment of the pavement, storm sewers and sidewalks, development of recommended improvements, preparation of contract documents, full-time construction observation and project documentation. Final improvements included complete street reconstruction, the addition of storm sewers and inlets for improved stormwater collection, and the replacement of all sidewalk ramp to achieve ADA compliance. This project was funded with CDBG funds requiring coordination with the Kane County Office of Community Reinvestment for funding

compliance and KDOT for project documentation. The project was completed in 2020 for a construction cost of \$756,171.

Contact: Rodney Seyller, Highway Commissioner 847-741-4637
725 S. McLean Blvd., Elgin, IL 60123 | E: roaddistrict@elgintownship.com

Village of Lake in the Hills

2021 MFT Program

Chastain is providing bid document preparation and full-time construction engineering services for the Village of Lake in the Hills 2021 MFT Program. Work included preparation of the bid documents, coordination with IDOT for MFT funding resolutions, bid coordination, construction engineering and project close-out. The annual MFT Street program is valued at approximately \$1.4 million dollars and includes pavement resurfacing, curb and gutter repairs, ADA Ramp and sidewalk improvement and other ancillary items required to complete the annual improvements. Services included preparation of contract specifications, development of contract quantities, preparation of location maps and pavement details, construction layout, daily observation of concrete and asphalt operations, contract documentation and pay estimate processing. The 2021 MFT Program consisted of 4 miles of various roadway improvements throughout the Village on both urban and rural cross-section streets.

Contact: Guy Fehrmen, Superintendent of Streets 847-960-7507
9010 Haligus Road, Lake in the Hills, IL 60156 | E: lfehrmen@lith.org | F: 847-960-7501

Village of Lake in the Hills

2020 MFT Program

Chastain provided bid document preparation and full-time construction engineering services for the Village of Lake in the Hills 2020 MFT Program. Work included preparation of the bid documents, coordination with IDOT for MFT funding resolutions, bid coordination, construction engineering and project close-out. The annual MFT Street program included pavement resurfacing, curb and gutter repairs, ADA Ramp and sidewalk improvement, and other ancillary items required to complete the annual improvements. Services included preparation of contract specifications, development of contract quantities, preparation of location maps and pavement details, construction layout, daily observation of concrete and asphalt operations, contract documentation, and pay estimate processing. The 2020 MFT Program consisted of 3.3 miles of various roadway improvements throughout the Village on both urban and rural cross-section streets. **The original construction contract value was \$969,314.10. The final construction cost was \$958,151.62, or 10% less than the awarded construction contract price.** Project was completed in 2020.

Contact: Guy Fehrmen, Superintendent of Streets 847-960-7507
9010 Haligus Road, Lake in the Hills, IL 60156 | E: lfehrmen@lith.org | F: 847-960-7501



CHRIS GHEYSEN, PE
Project Manager

JAMES O'CONNOR, EI
Resident Engineer

MICHELLE LIPINSKI, PE
Materials QA
Rubino Engineering

NICK RANKIN
CONNOR DONAHUE
Construction Inspection Support

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CHRIS R. GHEYSEN, P.E. | Project Manager

Mr. Gheysen has 28 years of experience helping communities improve infrastructure and public services as both a municipal engineer and developer. As his experience expanded, Mr. Gheysen progressively assumed more direct leadership roles, managing and mentoring large and diverse groups of associates. In his current role, he is responsible for project management and development, client relations, quality control management, and supervision of project engineering, construction and administrative staff. Mr. Gheysen joined the firm in 2021, and is a Project Manager in our Schaumburg office.

EDUCATION

- Bachelor of Science, Civil Engineering, Purdue University, 1994

PROFESSIONAL REGISTRATION

- **Professional Engineer, 062-053715, Illinois**
- Professional Engineer, 34577-6, Wisconsin

PROFESSIONAL AFFILIATIONS

- American Public Works Association
- Certified Enforcement Officer
- ACEC Wisconsin Future Leaders Class, 2010

Various Villages in Northeastern Illinois - Village Engineer & Assistant Village Engineer

Mr. Gheysen provides municipal engineering assistance in the day-to-day engineering operations of several communities located in Lake County and McHenry Counties. Activities include capital project planning, annual budgeting, plan review from conceptual to final design; review of plan revisions; plats of subdivision; permit plats; design specifications and details; review of annexation, development, and recapture agreements.

His responsibilities also include the design of capital improvement projects, including roadway projects using Motor Fuel Tax funding; resident engineering services for construction projects; and the review of plans for private development. Mr. Gheysen is also experienced at delivering public presentations to committees and municipal corporate authorities.

Various Villages in Northeastern Illinois, Annual Road Resurfacing Programs - Project Manager

Mr. Gheysen manages projects annually that typically consist of pavement milling, pulverization, cold-in-place recycling, patching, resurfacing, curb and sidewalk removal and replacement, and drainage repairs for various villages in existing residential, commercial and industrial subdivisions. Tasks include project development, specifications, bidding and award, contractor coordination, pay request approvals, and project closeout.

Village of Volo, Volo Village Road STP Resurfacing - East and West (Phases II and III) - Project Manager

Mr. Gheysen provided project management and engineering design services for the scoping, designing, bidding, and managing construction of the Volo Village Road improvements. The project was funded using Surface Transportation Program funds in the Lake County Council of Mayors. Construction included a combined 0.8 miles of hot-mix asphalt resurfacing, full-depth patching of the former state route, ADA route establishment and installation, aggregate shoulder restoration, signage and striping replacement, and coordination with multiple governmental agencies. The project was completed over two construction years. Each project came in under the project budget.

Village of Hinsdale, Street Improvements for Washington St., Walnut St., Lansing St. and Grant St. - Project Manager

Mr. Gheysen provided project management and engineering design services for the scoping, designing, bidding, and managing the construction of the street improvements. Work consisted of the demolition and reconstruction of 1.16 miles of streets, driveways, sidewalks, water main, sanitary sewer, storm sewers and ancillary items.

Village of Round Lake Beach and Village of Port Barrington, Illinois Lake County Stormwater Management Commission - Stormwater Enforcement Officer

Mr. Gheysen has served as the Certified Enforcement Officer for the Village of Round Lake Beach and the Village of Port Barrington. He was responsible for the enforcement of the Lake County Stormwater Management Watershed Development Ordinance, review of stormwater reports, grading and drainage plans, and floodplain management. Member of Municipal Advisory Committee.

Various Villages in Northeastern Illinois, Annual Sidewalk Repair, Crack Sealing & Pavement Patching Program - Project Manager

Project manager for the Villages' Annual Sidewalk Repair, Crack Sealing & Pavement Patching Program. Work included field evaluation to determine eligible streets and quantities, preparation of EOPC, preparation of contract documents for bidding by contractors, compiling and reviewing contractor bids, field observation of construction activities, and project documentation and closeout. The projects are typically funded using MFT funding, requiring preparation of authorizing resolutions, and coordination with IDOT.

Village of Round Lake Beach, Round Lake Drain Culvert Replacement Projects - Project Manager

A stormwater management improvement project using Stormwater Infrastructure Repair Funds from Lake County SMC and additional funding from Community Development Block Grants (CDBG). He was responsible for preparing construction drawings, bidding assistance, contract documents and specifications, and permit applications. He is also adept at all aspects of CDBG management and applicable laws and regulations governing the administration of Federal grants.

Village of Fox Lake, Village Hall Parking Lot Modifications and Rehabilitation - Project Manager

Mr. Gheysen provided project management and design services for the reconfiguration of the parking lot to maximize the efficiency of the parking that serves the Village's Village Hall. Tasks included evaluating parking stall and access drive geometrics, traffic flow and safety and stormwater management. His responsibilities included the acquisition of existing field data, project development coordination, development of engineering improvement plans and assemblage of bidding documents. He also administered the bidding process and provided construction observation and administration services.

Wamboldt Electric in Kenosha, Wisconsin, Parking Lot Improvements - Project Manager

Mr. Gheysen provided project management and engineering design services for the reconfiguration of the parking lot serving an electrical contractor's client, staff and fleet vehicles. His responsibilities included evaluating alternative parking stall layouts to maximize the number of stalls available and to maximize the safety of the facility. Work included adding lighting and improving drainage. Tasks included the development of engineering improvement plans, the application of permits and bidding and construction administration.

JAMES O'CONNOR, E.I. | Resident Engineer

Mr. O'Connor is a registered Engineer with more than 16 years of experience on small to large scale transportation projects, predominantly in the areas of bridges, highways, roadways, and railway construction. He joined the firm in May 2014 and is currently a Project Manager in our Schaumburg office.

EDUCATION

- B.S. Construction Technology, Purdue University, 2000
- Associates, Civil Engineering Technology, Purdue University, 1998.
- Engineering, Eastern Illinois University, 1997

REGISTRATIONS

- Engineer in Training, Illinois, 061-036593, 2012

CONTINUING EDUCATION

- IDOT Erosion and Sediment Control Workshop Module III: Inspection Module
- IDOT Erosion and Sediment Control Workshop Module I: Fundamental Module
- IDOT Documentation of Contract Quantities, #17-12516, expires 3/1/2021
- URS Assistant PM Certification
- Pavement Construction Inspection
- Small Drainage Structure Inspection
- Survey II
- Bridge Construction Inspection
- Metra Safety
- CRSI Re-bar Inspection

CAREER

- URS Corporation 2013 – 2008
- Infrastructure Engineering, Inc. 2008 - 2006
- Cook County Highway Department 2006 – 2000

DuPage County DOT, 2019 Pavement Maintenance North – Resident Engineer

Phase III construction engineering services for the County's 2019 Pavement Maintenance Program. Improvements included pavement patching and overlay maintenance on multiple arterial and residential streets, curb & gutter removal and replacement, sidewalk/curb/ADA compliance, and pavement markings in DuPage County. Scope of services included full-time construction observation, administration, documentation, and project layout. **The original construction contract value was \$2,088,656. The final construction cost was \$1,881,333, or 10% less than the awarded construction contract price.** In our final evaluation from the County, they rated us "Excellent" in 7 categories out of 9, and "Above Average" and "Not Applicable" in the other two remaining categories. They stated, *"... the resident engineer was very knowledgeable and managed the project very well."* The project was completed in 2019.

Village of Schaumburg, Wise Road Reconstruction – Resident Engineer

Phase III construction engineering services for the rehabilitation of 2.5 miles of Wise Road from Irving Park Road to Roselle Road in 2017. Improvements consisted of PCC patching, overlay of the existing 4-lane pavement and replacement of portions of the existing mountable median with landscaped medians. In addition to the pavement improvements an assessment of the storm drainage system and evaluation of inlet spacing was completed and rehabilitation measures implemented which included point repairs, structure replacements and lining of 2,340 feet of storm sewer pipe ranging in size from 12" to 18". The project was substantially completed design through construction within 12 months at a cost of \$6 million.

City of Chicago, Oak Park Avenue Improvement Project, Chicago, IL – Resident Engineer

Project involves Phase III construction engineering services for the reconstruction and widening of Oak Park Avenue from Irving Park Road to Forest Preserve Drive. This existing two-lane highway will improve vehicular traffic flow, pedestrian traffic and provide bike lanes. The project involves concrete base/bituminous pavement replacement, curb and gutter, sidewalk installation with ADA ramps, storm sewer replacement, bus shelter removal and replacement, street lighting improvements and traffic signal modernization.

- The improvement required extensive field exploration in order to avoid archaeological discoveries and gather information necessary to re-design and relocate proposed roadway items that would be in conflict. Heavy involvement in providing information and engineering solutions was necessary to move forward with the proposed improvement given the challenges with the existing conditions.

DuPage County DOT, 2014 Pavement Maintenance South – Resident Engineer

Chastain was retained to provide Phase III construction engineering for the County's 2014 Pavement Maintenance program. This project involved bituminous resurfacing, sidewalk and ADA ramp improvements, curb and gutter, storm sewer and partial depth patching for 10 locations (3 miles) of county routes.

Tecma/IDOT District 1, Circle Interchange, I-290 Eastbound Ramp to I-90/94 – Asst. Resident Engineer

This project consisted of bridge reconstruction of the eastbound ramp to I-90/94 Bridge over I-290 and approach roadways. The work included demolition of the existing eastbound ramp, new retaining walls, junction chambers, jacked in place sewers and reconstruction of the arched elliptical main sewer drains. The ramp bridge is being relocated to accommodate the new interchange configuration from the Eisenhower Expressway to Kennedy Expressway. The project improved drainage systems on I-90/94 with new jacked in place 48", 60" and 78" sewer mains. New junction chamber installations were included in the scope of work to connect the proposed drainage systems. Unique features include extensive coordination with the CTA for installation and removal of CTA Protective Shielding for the rail lines as well as for reconstruction of the CTA bus turnaround facility.

IDOT, District 1, IL 25/Stearns Road to Dunham, Kane County, IL – Construction Engineer

As a subconsultant, providing Phase III construction engineering to add lanes and bridge reconstruction of the existing Union Pacific Railroad bridge over IL 25. Completing the Stearns Road Corridor by upgrading to a four-lane divided arterial with a 30-foot grassy median, add turn lanes at major intersections. A new bridge will be constructed over the East Branch of Brewster Creek to accommodate the proposed eastbound lanes. New traffic signal installations are also included in the scope of work.

CDOT, Arterial Resurfacing Project, Chicago, IL – Project Engineer

Project involved Phase III construction engineering services for the rehabilitation and reconstruction of arterial and residential streets in the City of Chicago for the central, north/south and far north/south regions. Work included roadway rehabilitation and reconstruction, sidewalk removal and replacement, bus pad improvements, curb and gutter, ADA ramp improvements, installation of ornamental lighting, sewer lining and replacement, installation of duct packages for various utilities, traffic signal modernization and interconnects, streetscape elements and landscaping. Responsibilities included performing survey, layout, evaluation, inspection and documentation.

Cook County Highway Department - Resident Engineer

Resident Engineer for four lane concrete highway re-construction projects (slip-form and form methods), asphalt highway re-construction projects, asphalt patch and re-surface, concrete patching and traffic signal modernizations. Each project varied from 1-5 miles in length. Performed all pre-construction planning, utility planning, village relations, overall inspection, surveying, materials testing, pay estimate submittals, change order submittals, field design changes, contractor relations, public relations and final calculations. Also gained experience as a Student Project Engineer in construction (Summers of 1997, 1998, and 1999-2000) and a Highway Engineer in drainage design for 6 months.

NICHOLAS RANKIN, E.I. | Construction Inspector

Mr. Rankin is a 2018 graduate from the University of Wisconsin Platteville. He joined the firm in 2019 and is a Construction Inspector in our Schaumburg office.

EDUCATION

- Bachelor of Science in Civil Engineering, University of Wisconsin-Platteville, 2018

PROFESSIONAL REGISTRATION

- Engineer Intern, Illinois, 061-040101, 2018

CONTINUED EDUCATION

- IDOT Documentation of Contract Quantities, expires 01/2024, #20-16178
- IDOT, CMMS Training

Village of Schaumburg, 2020 Street Program – Construction Inspector

Phase III construction engineering services for their 2020 Neighborhood Street Program. Work covered the construction administration / observation of the 2020 Street Program and prepared the design plans for the 2021 Street Program. In addition to the street improvements, work in 2020 included 2,000 feet of 8-inch water main replacement. Scope of work included construction layout, observation and documentation, and preparation of pay estimates for all street and water main improvements. Our efforts included coordination between different water main and pavement contractors. The project also included various pavement rehabilitation treatments, including preventative rejuvenators, traditional mill and overlay, structural overlays, modified and full reconstructions of the roadways, and various parking lot repairs and sidewalk crossing enhancements. The project provided 5.3 miles of street improvements, 14 miles of preventative surface treatments and 2,000 feet of 8-inch water main replacement.

Village of Schaumburg, 2019 Streets Program – Construction Inspector

Phase III construction engineering services for the construction observation and design of their annual residential street rehabilitation, Village parking lot assessment and repair recommendations, airport pavement maintenance, and bike path system repairs. Work included plan reviews, construction coordination, management of community outreach, inspection, and guidance of restoration or rehabilitation of Village parking lots, bike paths, and airport pavement maintenance. Scope of services included project management, layout, documentation, on-site construction observation, and project close-out documentation for construction services. Design efforts include pavement management planning, condition assessment, development of rehabilitation recommendations, and preparation of PS&E. The total estimated construction is \$5.3 million.

Elgin Township, Elgin Estates - Engineer

Design and construction engineering services for the rehabilitation of the roads in this unincorporated subdivision. The scope of work included condition assessment of the pavement, storm sewers and sidewalks, development of recommended improvements, preparation of contract documents, full-time construction observation and project documentation. Final improvements included complete street reconstruction, the addition of storm sewers and inlets for improved stormwater collection, and the replacement of all sidewalk ramp to achieve ADA compliance.

CONNOR DONAHUE | Construction Inspector

Mr. Donahue is a recent graduate from the University of Illinois at Urbana-Champaign. He worked for Chastain as an intern while still in school in 2018 prior to accepting a full-time position with Chastain in 2019. Mr. Donahue is a Construction Inspector in our Schaumburg office.

EDUCATION

- Bachelor of Science in Civil & Environmental Engineering, University of Illinois, May 2019

CONTINUING EDUCATION

- IDOT Documentation of Contract Quantities, #20-16286, exp. 02/06/2024

Village of Woodridge, 83rd Street, Woodridge, Illinois – Construction Inspector

Planning, Phase II and Phase III engineering services for the resurfacing of 83rd Street from IL Route 53 to Janes Avenue. The proposed improvements include milling of the existing asphalt surface of the 1 mile 3-lane roadway and replacing it with .75" of polymerized leveling binder and 2" of HMA surface course. The project will also include the replacement of deteriorated curb and sidewalk, miscellaneous storm sewer structure adjustments and reconstructions, pavement patching, pavement markings, traffic signal detector loop replacement, and traffic control. Documentation will follow IDOT Local Roads (federal funded) policies.

Village of Schaumburg, 2020 Street Program, Schaumburg, Illinois – Construction Inspector

Phase II design and phase III construction engineering services for the construction administration / observation of their 2020 Street Program and preparation of design plans for the 2021 Street Program. In addition to the street improvements, work in 2020 includes water main replacements. Scope of work includes construction layout, observation and documentation, preparation of pay estimates for all street and water main improvements. Our efforts will include coordination between different water main and pavement contractors. The project also includes various pavement rehabilitation treatments including use of preventative rejuvenators, traditional mill and overlay, structural overlays, modified and full reconstructions of the roadways and various parking lot repairs and sidewalk crossing enhancements. The project will provide 5.3 miles of street improvements, 14 miles of preventative surface treatments and 2,000 feet of 8" water main replacement.

Village of Schaumburg, 2019 Streets Program – Construction Inspector

Phase II design and Phase III construction engineering services for their 2019 Annual Street Improvement Program. Improvements included construction observation and design of annual residential street rehabilitation's, Village parking lot assessment and repair recommendations, airport pavement maintenance, and bike path system repairs. Work included plan reviews, construction coordination, management of community outreach, inspection, and recommendation of repair or rehabilitation of Village parking lots, bike paths and airport pavement maintenance. Scope of services included project management, layout, documentation, on-site construction observation, and project close-out documentation for construction services.

Education

Bachelor of Science in Civil Engineering, **University of Illinois Urbana-Champaign**, 2003

Work Experience

Professional Service Industries, Inc. – January 26, 2004 to August 31, 2009 (Staff Engineer to Branch Manager)

Rubino Engineering, Inc. – September 1, 2009 to present (**President**)

Certifications/Registrations / Technical Training

- **Professional Engineer**, Illinois No. 062-061241
- OSHA 10, IDOT Training: HMA Level 1 (2010), HMA Level 2 (2011), HMA Level 2 (2011), PCC Level 1 (2010), PCC Level 2 (2011), PCC Level 3 (2011), S-33 (2010), Documentation of Contract Quantities (2014), ACI Aggregate (2014), ACI Strength (2014), ACI Field Level 1 (2015)

Affiliations/Memberships**APWA – American Public Works Association**

Chapter Membership Co-Chair – 2009 – 2014 / Young Professionals Co-Chair 2012 - Present

Fox Valley Branch President – 2018

ASCE – American Society of Civil Engineers

Secretary, Vice Chair, Chair – Urban Planning and Development Group – 2009 – 2013, 2015

NSPE – National Society of Professional Engineers, DuKane Chapter of Illinois

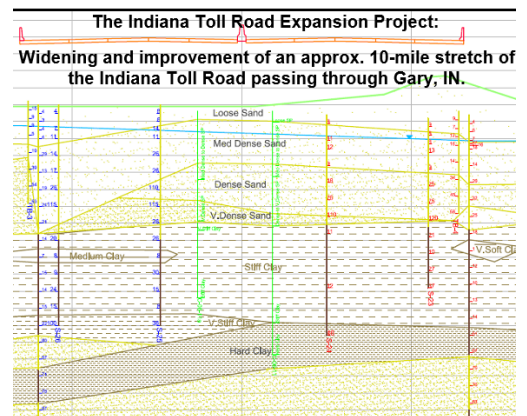
Vice President – 2007 – 2010 / President – 2010 – 2011

Professional Experience – 14 Years Geotechnical Engineering / Construction Material Testing

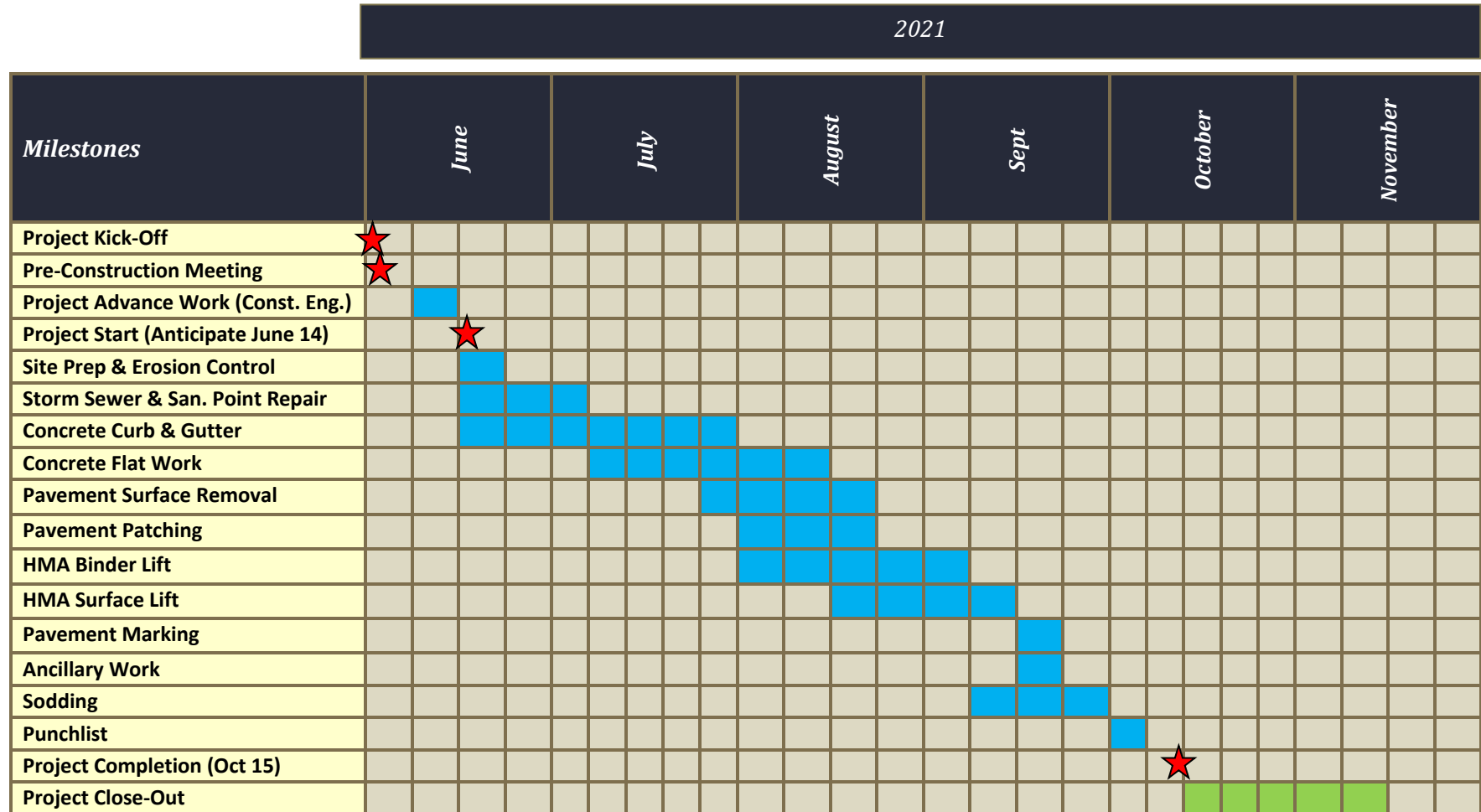
As **President** and sole owner of **Rubino Engineering, Inc.**, Michelle prepares and reviews geotechnical engineering reports as well as performs geotechnical and construction materials testing cost estimation. Specific experience includes shallow and deep foundation design for structures, earth retention structures soil analysis, pavement reconstruction and widening including subgrade stability, slope stability analysis and recommendations for sites with unsuitable or organic soils, and soil modification.

Representative Geotechnical Engineering Experience – Indiana Toll Road Widening (2006 to 2007)

As a project manager with PSI, Michelle managed this complex bridge and roadway widening project along I-90 through Gary, Indiana which included coordination and analysis of conventional soil borings, **Cone Penetrometer testing (CPT)**, **Triaxial Compression testing**, **consolidation testing**, soil index testing, settlement analysis, detailed soil profile analysis, and multiple bridge structures.

**Representative Geotechnical Engineering Experience**

- IL 132 Dry Land Bridge Improvements, Lake Villa – ABNA (2016)
- South Street Extension, Elgin – Engineering Enterprises (2015)
- Proposed Roundabout, Woodstock – Hampton, Lenzini and Renwick, Inc. (2016)
- Randall Road and Weld Road Intersection Improvements, Elgin – HDR (2018)
- Lake Street Streetscape and Road Reconstruction, Oak Park, IL – Village of Oak Park (2017)
- Randall Road and Weld Road Intersection Improvements, Elgin – HDR (2016)
- Ball Avenue Extension, Carpentersville – Village of Carpentersville (2016)
- Bliss Road Realignment - Kane County DOT (2015)
- L.W. Besinger Drive Reconstruction, Bike Path, and Water Main - Village of Carpentersville (2015)
- Perry Road Bridge Reconstruction SGR - DeKalb County DOT / Chastain and Associates (2014)
- Roselle Road Bikeway Bridge SGR - Village of Schaumburg / Primera (2014)



The Chastain team has a long history of providing quality construction engineering services to local and other governmental agencies. Our approach will be to coordinate the project to be completed on time and under budget. While we cannot identify unforeseen issues, experienced construction management can anticipate project challenges, minimize impacts to project schedules and budgets, and provide solutions for field adjustments to manage changes effectively.

This project consists of pavement rehabilitation/repair of approximately 3.02 miles of streets, including:

- Joyce Court: Main Street to North End (652 LF)
- Taft Avenue: Lambert Road to Main Street (2,468 LF)
- Exmoor Avenue: Taft Avenue to Roosevelt Road (340 LF)
- Park Row: Willis Street to Crescent Boulevard (461 LF)
- Crescent Court: Park Row to Crescent Boulevard (592 LF)
- Willis Street: Park Row to Riford Road (1,397 LF)
- Lee Street: Willis Street to Crescent Boulevard (855 LF)
- Taylor Avenue: Duane Street to Walnut Street (445 LF)
- Carleton Avenue: Duane Street to Walnut Street (480 LF)
- Riford Road: Ellynwood Drive to Crescent Boulevard (1,168 LF)
- Roger Road: Ellynwood Drive to Crescent Boulevard (945 LF)
- Hickory Road: Ellynwood Drive to Crescent Boulevard (1,077 LF)
- Midway Park: Ellynwood Drive to Woodland Drive (1,350 LF)
- Edgewood Drive: Riford Road to Hickory Road (612 LF)
- Ellynwood Drive: Riford Road to Roger Road (1,222 LF)
- Woodland Drive: Hickory Road to Roger Road (885 LF)
- Clifton Avenue: Roger Road to East End (248 LF)
- Spalding Court: West End to Montclair Avenue (167 LF)
- Glen Arbor Court: West End to Bloomingdale Road (565 LF)

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The work consists of drainage structure improvements; various storm sewer and sanitary sewer improvements; various utility structure adjustments; various pavement removals, concrete curb and gutter replacement; concrete sidewalk replacement and improvements; concrete and asphalt driveway replacement; hot-mix asphalt pavement replacement; sodding; aggregate shoulders construction; pavement markings; and all incidental and collateral work necessary to complete the improvements.

The project is currently out for bid, with an anticipated bid opening on April 28, 2021. Chastain will comply with all elements of the Scope of Services as identified in the RFP and as listed below.

1. Review of Bidding/Contract Documents, Engineering Drawings, and Work Sites to familiarize the full-time Resident Engineer with the Contract Work and identify any project errors, omissions, constraints, improvements;
 - Our team has prepared the bid documents associated with this project and is quite familiar with the project elements. Based on our intimate knowledge of the

project, we recognize the following elements as challenges to the successful completion of this project:

- The Village's narrow right-of-way standard will likely require road closures and driveway access disruptions during certain construction activities. Resident coordination of construction activities will be paramount. Working effectively with the contractor to establish phased schedule activities will minimize the time residents are unable to access their driveways.
- The high amount of pedestrian traffic near Glenbard West High School, on Park Row, Willis, and Crescent Court during school hours will require contractor attention to project housekeeping and safety. Also, students permitted to park along these streets will require coordination of the contractor's activities. Chastain will coordinate contractor activities to school recess months where possible.
- ADA grade challenges at select corners will require close review and coordination with the layout to ensure work is completed correctly the first time.
- Higher traffic volumes on Taft Ave. and Taylor Ave. reinforce the importance of traffic control. At the Taylor Ave. viaduct, the contractor's activities will accommodate visibility concerns. Commercial driveway access along Taft Ave. will require notification and coordination with businesses and possibly phased work to limit access disruptions.
- Resident notification, especially Joyce Court for the reconstruction and protection/restoration of private landscaping/brick/etc. and mature trees.

2. Conduct Virtual Pre-Construction Meeting with Contractor and other Project Stakeholders;
 - Given the COVID-19 challenges, we have conducted several such meetings recently for 2020 projects in Schaumburg, Elgin, Woodridge, and Lake in the Hills.
3. Conduct Virtual Project Informational Meeting with Impacted Property Owners and other Project Stakeholders.
 - Chastain possesses Zoom and Microsoft Teams capabilities to coordinate the meeting(s) if necessary.
4. Develop and distribute regular Project Notifications (letters to impacted residents, businesses, schools, refuse and delivery companies, etcetera);
 - Chastain recently prepared, coordinated printing, and delivered/mailed letters for the street rehabilitation projects in Schaumburg. See pages 26-27.
5. Review of all submittals to ensure conformance with the requirements set forth in the Contract Documents and Engineering Drawings;
 - All shop drawings, QC Plans and material certifications will be reviewed and a recommendation for approval provided to the Village.

6. Review of Pre-Construction Videos to ensure project site conditions have been adequately documented prior to the start of construction;
 - This is extremely important to ensure we effectively communicate with impacted residents and be best prepared for any potential challenges.
7. Permit Coordination (IEPA NOI/SWPPP, Glen Ellyn Stormwater Certification);
 - Prior to the start of construction, Chastain will coordinate with Village staff on permit status and coordinate documentation and follow-up necessary to secure approvals before the project starts.
8. Maintain Daily Project Diary, Daily Inspection Reports, Field Books, Quantity Books, Weekly Reports, and all other Pertinent Records;
 - Chastain prepares project records typically consisting of field books for each inspector summarized into a daily diary for the project. We regularly prepare a weekly report to summarize progress for the client. We use a quantity book prepared by Chastain that tracks completed quantity progress to present an anticipated final cost on any day of the project.
9. Verify Construction Layout Performed by Contractor;
 - Chastain field crews regularly review contractor layout to expected project outcomes.
10. Construction inspection of all contract work to ensure improvements are constructed safely with minimal impact on the public and per the project drawings and specifications;
 - Chastain personnel receive regular instruction on the importance of clean and organized construction sites to help in promoting a work zone that is clearly marked and as non-disruptive to the public as is practical.
11. Utility Coordination (Nicor, ComEd, AT&T, Comcast, etc.);
 - Upon completion of our design phase , it doesn't appear as any significant utility impacts are present with underground improvements generally being completed within the same limits as existing infrastructure.
12. Performance of Quality Assurance Material Testing in conformance with IDOT requirements for QC/QA Material Testing (Provide QA Proposal);
 - We will team with Rubino Engineering for materials testing.
13. Assisting with handling of all issues associated with the off-site disposal of all excavated material (CCDD, special waste, etc.);
 - Soil testing and certification completed during the design phase has noted soil suitable for CCDD disposal as identified by the 662/663 certifications included in the project documents.

14. Witnessing Sub-Grade Proof-Rolling and Recommending Undercutting Depths;
 - With sub-grade exposure limited to patching, efforts will confirm sub-grade conditions are suitable for patching efforts. Areas of soft or unsuitable materials will be marked for removal and replacement.
15. Identification of Required Spot Curb/Gutter and Sidewalk Repairs within the Project Corridor.
 - We will work with Village staff to review and evaluate further the areas identified in the plans for replacement, especially curb and gutter replacement.
16. Answering of questions and resolving issues and concerns from impacted property owners;
 - Our Schaumburg experience includes the requirement to respond to CSR's (Customer Service Requests) within the Village's custom CSR software application. Individual property impacts resulting from contractor activities are typical of a very intimate and personal nature to the affected property owner. As such, our response will be timely to demonstrate our commitment to their concerns.
17. Contract Administration/Documentation;
 - Chastain will review all desired project documentation procedure preferences with the Village staff prior to the start of construction. Chastain has developed a Quantity Book process best suited for local agency projects to allow quick review and budget status.
18. Development and Enforcement of Stormwater Pollution Prevention Plan (SWPPP) to ensure compliance with IEPA NPDES Permit (inlet filters, silt fence, sweeping/debris removal, etc.);
 - SWPPP inspections will be completed weekly and after each rainfall event.
19. Ensure that Construction Completion Schedule is adhered to;
 - Chastain recognizes this is a completion date schedule and have developed our fee accordingly. As a completion date schedule, it is the contractor's responsibility to meet the completion date unless there is extraordinary weather or other circumstances. Progress meetings will include a standard schedule discussion element so the contractor can present any schedule revisions. Chastain will document all workable days and weather events to provide advance coordination of adjustments to the contractor's work efforts to ensure the completion date will be met. Only extreme events or major unforeseen conditions would be justification for project extensions. To better track contractor progress, Chastain will develop our own project schedule to be used for advance identification of project schedule concerns.

20. Conduct Weekly Progress Meetings;
 - We have already begun doing these in Schaumburg, with a virtual option.
21. Provide Weekly Progress Updates to Village Staff and Contractor via BC239;
 - This same weekly documentation has been utilized on previous projects by Chastain as well as summary daily notifications for community coordination.
22. Quantity Measurement (including cross-sections);
 - Chastain field crews are trained to complete field measurements and quantity documentation daily on projects. This is completed, so a current record of the project budget is tracked and adjustments can be made early to best manage project costs.
23. Review/Process Contractor Progress Pay Requests (review schedule submittal, waivers of lien, sworn statements and certified payroll records and have contractor revise documents as necessary) and provide Village Staff with a Recommendation for Payment;
 - We typically process monthly payment requests for our client's consideration. Our ongoing efforts to stay current with the unit price quantities facilitate this effort. We will send reminders to the contractor to keep the payment process on a rigid schedule.
24. Develop and Process Change Orders as necessary, including Final Balancing Change Order;
 - Requiring a daily look ahead schedule keeps our field staff abreast of ongoing contractor efforts. This way, we can anticipate and work with the contractor to address unforeseen issues such as unrecognized pay items. This provides effective communication with the Village to attempt resolutions without the need for time-consuming change orders.
25. Develop and ensure completion of "Punch List";
 - Attention to the contractor's completed work as work progresses can resolve future punch list items. We work with the contractor to address issues as the project progresses to minimize final punch list activity and accelerate project closeout.
26. Provide one (1) electronic copy of the As-Built Topographical Survey and Engineering Drawings Detailing the "As-Built" Conditions;
 - Our goal on every construction project is to complete all closeout activities, including punch list, final payment and as-built records, within six weeks after final completion.
27. Completion of a Warranty Inspection to identify and direct Contractor to address any issues that arise during warranty period (up to 1 year beyond date of final payment to Contractor).
 - Our fee includes efforts to address the one-year warranty review and coordination.

Some additional observations we recognized to provide a thorough phase III approach to the Village are noted below:

- Perform an initial project walk-through with the contractor to note the existing condition and to identify any unique project challenges and parkway improvements by residents.
- Provide continuous observation of the construction work and the contractor's operations to verify that construction is accomplished in accordance with the plans and specifications.
- The importance of good documentation to a successful project cannot be overstated. Chastain will maintain a daily record (diary) of the contractor's activities throughout construction, including documenting sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work, if necessary.
- Preparing and submitting to the Village daily project updates.
- Provide daily inspection of the Maintenance of Traffic to ensure the least possible disruption to traffic and the adjoining properties. Some inspections will be completed during nighttime to ensure proper reflectivity and warning lights are maintained.
- Revise contract drawings to reflect as-built conditions and provide an electronic record of as-built drawings.
- Establish a project goal for completing and submitting final measurements, calculations, and final documentation to the Village, which will be no later than six weeks after the completion of the project.
- Our team will provide engineers/technicians, vehicles, cell phones, computer/ laptop, materials testing equipment, survey equipment, and all other tools of the trade necessary to complete this Phase III Engineering Service.

25

COMMUNITY AWARENESS & COMMUNICATION

Public Relations is always an important component of any project. A proactive communication plan will be developed with the Village and the selected contractor to ensure effective communication with the community and impacted property owners. Keeping the motoring public, emergency responders and adjacent property owners informed of changing traffic configurations and general work activities will minimize frustration in the community. Some effective measures that we anticipate employing on this project will include:

- Schedule an initial meeting with Village staff to discuss project goals and objectives.
- Provide an initial communication to all adjacent property owners to introduce the construction team and the project schedule and scope.
- Provide initial project coordination and follow-up with Village emergency service providers.
- Develop and maintain a project schedule for use in communicating project progress and expectations.
- Provide weekly updates to the Village for resident facing information.
- Coordinate residential refuse collection.

Village Officials

VILLAGE PRESIDENT

Tom Dailly

TRUSTEES

Brian Bieschke

Marge Connelly

George Dunham

Frank Kozak

Mark Madej

Jack Sullivan

VILLAGE CLERK

Marilyn Karr

VILLAGE MANAGER

Brian Townsend



VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

Village of Schaumburg
101 Schaumburg Court
Schaumburg, IL 60193-1899
(847) 895-4500



Want more information on the
Street Reconstruction Program?
www.schaumburg.com

We encourage you to sign up for notifications for
work updates for your street as well as adjacent
streets in your subdivision.

Street Reconstruction Program



VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

About the Program

The annual Street Rehabilitation Program is a multimillion-dollar program to resurface and reconstruct many streets around the village.

Your street has been selected for reconstruction, a total removal and replacement of the existing pavement from the ground up.

Construction is scheduled to begin in April and be substantially complete by November. A general outline of the reconstruction process is as follows:

1. Storm sewer improvements
2. Curb, driveway apron, and sidewalk replacement where required
3. Total pavement removal resulting in temporary closures of the roadway
4. Grading of the soil and removal of any unstable areas
5. Installation of the stone base
6. Paving of the asphalt base layer
7. Application of tack coat (fresh oil) for adhesion between asphalt layers
8. Paving of the second layer of asphalt
9. Application of tack coat (fresh oil) for adhesion between asphalt layers
10. Paving of the final asphalt driving surface
11. Replacement of any pavement markings
12. Sod replacement of disturbed areas

FAQ

How will I know when this work will begin?

We encourage you to visit the village's website for work updates at <https://vosdotnet.ci.schaumburg.il.us/cip/>. There you can also sign up for project email notifications for your street. Project signage will also be placed at the end of your street indicating what work is scheduled.

A Project Representative can also be reached at (847) 923-6681.

Will I have access to my driveway?

If a portion of your driveway apron or curb is being replaced, driveway closures up to **one week** will be required to facilitate this work. Access will also be affected for approximately **one week** while the pavement is removed and replaced. You will be informed in advance of any closures that are necessary. The village understands the inconvenience of these closures and hopes to keep them to a minimum. If there are any residents with special access needs, please notify us at **(847) 923-6681** or www.schaumburg.com as early as possible so that arrangements can be made.

Where may I park my car?

Removal and replacement of curbs and driveway aprons will only take place on one side of the street at a time. Affected residents will be allowed to park on the opposite side of their street. Once the new concrete has fully cured, the pavement area will be backfilled to allow you to park in your driveway. Work will then begin on the opposite side of the street.

While the pavement reconstruction work occurs, residents will be allowed street parking outside the closure limits or on an adjacent street. Parking in courts will be limited to one side of the court to allow for emergency access.

Will my garbage be picked up?

Yes, your scheduled weekly pickup will be maintained.

Will a portion of my driveway apron be removed and replaced?

Your driveway apron will be evaluated to ensure there will be positive drainage to the new curb. Arrows will be painted on your driveway apron marking the limits of any removal and replacement necessary to ensure positive drainage. If there are no arrows painted on your driveway apron, there will be no replacement work necessary.

Should you want additional driveway apron work completed, you may have the remaining portion removed & replaced **at your cost** based on village contract prices. You will receive advanced notice to schedule an appointment to have an estimate completed.

If a portion of my driveway apron is being replaced and I have brick pavers or decorative concrete, will it be repaired or replaced?

If a homeowner has installed brick pavers or a decorative concrete driveway apron, this apron will be replaced with standard concrete unless the homeowner prefers that the village issue a refund for the equivalent cost of a concrete apron (based on village contract prices), to be utilized toward the replacement of the pavers or other decorative surfaces at the homeowner's discretion. A new permit would be required to replace pavers or other decorative concrete.

How long will the project take to complete?

Work in your neighborhood, except for sod, will be complete in approximately 6-8 weeks, weather permitting. Pavement reconstruction of each street will be broken down into stages not to exceed one week, weather permitting. Parkway restoration and sod will begin after September 1. Please consult the website for the most up-to-date information.

Will I receive mail during construction?

If you receive mail at a curbside mailbox, delivery may be affected. If necessary, the post office will determine a location for a cluster of mailboxes to be installed outside of the reconstruction limits for you to retrieve your mail. Your mail will not be affected if you retrieve your mail at your front door.

What do I do if I have a sprinkler or invisible fence?

Sprinkler systems and/or invisible fences installed within the village right-of-way are owned & maintained by the property owner. **Any damage that may occur is the owner's responsibility to repair.** Please contact the Department of Engineering & Public Works if you have any questions about an irrigation system or invisible fence within the right-of-way.



CHASTAIN & ASSOCIATES LLC												
Person Hour & Cost Submittal												
Project: GLEN ELLYN - 2021 STREET IMPROVEMENTS PROJECT #21002												
C&A Proj No:												
Date: 26-Apr-21												
C:\Users\plawson\AppData\Local\Microsoft\Windows s\NetCache\Content.Outlook\YVLB2TKI\Project Budget - #21002 2021 Street Improvements Project Glen Elyn Phase II.xls\Budget Bl												
Direct Cost Estimate												
Code No.	Task No.	Item Description	Sheet Count	Cost	Labor Code Budget		Gheysen Project Manager	O,Connor Resident Engineer	Rankin / Donahue Inspector	Task Direct Cost	\$65.00 Vehicles (Days)	\$1.00 Mat. QA Serv (Units)
					Billing	Hours						
1		Management, QC/QA (14 Week Total Construction Duration)										
	1.1	Proj. Management		\$228.00	\$615.60	4	4					
	1.2	QC/QA		\$228.00	\$615.60	4	4					
		Labor Subtotals		\$456.00	\$1,231.20	4	8	0	0		0	0
		Direct Cost			\$0.00					\$0.00	\$0.00	\$0.00
		Total			\$1,231.20							
2		Pre-Construction Services - (2 Weeks)										
	2.1	Preliminary Meeting with Village Staff (Virtual)		\$102.50	\$276.75	2	1	1				
	2.2	Preconstruction Meeting Prep		\$182.00	\$491.40	4		4				
	2.3	Preconstruction Meeting (Virtual)		\$148.00	\$399.60	3	1	2				
	2.4	Stakeholder Meeting (Virtual)		\$410.40	\$1,108.08	10	2	4	4			
	2.5	Review of Existing Documents		\$182.00	\$491.40	4		4				
	2.6	Project Document Record Set-Up		\$205.40	\$554.58	6		2	4			
	2.7	Contractor Walk Through/Existing Condition Documentation		\$182.00	\$491.40	4		4				
	2.8	Construction Layout Verification		\$182.00	\$491.40	4		4				
	2.9	Utility Verification Review		\$182.00	\$491.40	4		4				
	2.10	Utility Conflict Coordination		\$91.00	\$245.70	2		2				
		Labor Subtotals		\$1,867.30	\$5,041.71	43	4	31	8		0	0
		Direct Cost			\$0.00					\$0.00	\$0.00	\$0.00
		Total			\$5,041.71							
3		Construction Observation Services - (14 Weeks)										
	3.1	Weekly Progress Mtgs with contractor & Village - 12 mtgs		\$2,322.00	\$6,269.40	48	12	36				
	3.2	Daily Documentation - Diary & Quantity Book		\$2,238.60	\$6,044.22	70		14	56			
	3.3	Weekly Documentation - Erosion Cont., Traf Insp., Weekly Reports		\$1,838.20	\$4,963.14	56		14	42			
	3.4	Daily Construction Observation		\$23,920.00	\$64,584.00	600		400	200		100	
	3.5	Community Out-reach, Local & Other Agency Coordination		\$1,274.00	\$3,439.80	28		28				
	3.6	Local Stakeholder Meetings		\$546.00	\$1,474.20	12		12				
	3.7	Extra work / Prior Authorizations / Change Orders		\$410.80	\$1,109.16	12		4	8			
	3.9	Material's Coordinator, Mat'l's inspection Documentation		\$364.00	\$982.80	8		8				12000
		Labor Subtotals		\$32,913.60	\$88,866.72	834	12	516	306		100	12000
		Direct Cost			\$18,500.00					\$18,500.00	\$6,500.00	\$12,000.00
		Total			\$107,366.72							
4		Post Construction - (6 weeks for close-out)										
	4.1	Final Quantity Measurements		\$707.20	\$1,909.44	20		8	12			
	4.2	Punch List		\$546.00	\$1,474.20	12		12				
	4.3	Final As-Built Drawings		\$410.80	\$1,109.16	12		4	8			
	4.4	Final Material Inspection & Documentation Close-Out		\$296.00	\$799.20	6	2	4				
		Labor Subtotals		\$1,960.00	\$5,292.00	50	2	28	20		0	0
		Direct Cost			\$0.00					\$0.00	\$0.00	\$0.00
		Total			\$5,292.00							
		Total Site Improvement & QC/QA Personnel Costs			\$100,431.63							
		Total Site Improvement & QC/QA Direct Costs			\$18,500.00					\$18,500.00	\$6,500.00	\$12,000.00
		Total Site Improvement & QC/QA Costs			\$118,931.63							
		Participation by Hours			935		26	575	334			
		Percent of Participation by Hours			100.00%		2.78%	61.50%	35.72%			
		Personnel Cost/Hour			\$107.88							



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

Meeting 5/10/2021 7:00 PM
Department: Public Works
Department Head: Dave Buckley
Category: Contract
Prepared By: Thomas Topor

**AGENDA ITEM (ID
2021-1092)**

DOC ID: 2021-1092

**Authorize the Village Manager to Execute an Agreement with
Chastain & Associates, LLC of Schaumburg, Illinois, for
Construction Engineering Services for the 2021 Street
Improvements Project in the Not-to-Exceed Amount of \$118,932, to
be Expensed to the Capital Projects and Water & Sewer Funds
(Professional Engineer Daubert)**

Statement of the Issue:

This memo is the same as the previous memo.

This memorandum serves to provide a recommendation for the award of a construction contract for the 2021 Street Improvements Project to R.W. Duntelman Company of Addison, Illinois, in the amount of \$1,624,278.

In addition, a recommendation is provided for the award of a construction engineering services agreement for the project to Chastain & Associates, LLC of Schaumburg, Illinois in the not to exceed amount of \$118,932.

Analysis:

Background

Construction Contract

Utilizing the Phase II design services from Chastain & Associates, Public Works staff recently completed the design and competitive bidding of the 2021 Street Improvements Project. The proposed improvements include rehabilitation of roadways generally consisting of asphalt resurfacing, intermittent concrete curb and sidewalk replacement, miscellaneous sewer repairs, restoration and other associated work. Proposed improvements include 3.02 miles of street rehabilitation at the following street segments:

- Joyce Court: Main Street to North End

- Taft Avenue: Lambert Road to Main Street
- Exmoor Avenue: Taft Avenue to Roosevelt Road
- Park Row: Willis Street to Crescent Boulevard
- Crescent Court: Park Row to Crescent Boulevard
- Willis Street: Park Row to Riford Road
- Lee Street: Willis Street to Crescent Boulevard
- Taylor Avenue: Duane Street to Walnut Street
- Carleton Avenue: Duane Street to Walnut Street
- Riford Road: Ellynwood Drive to Crescent Boulevard
- Roger Road: Ellynwood Drive to Crescent Boulevard
- Hickory Road: Ellynwood Drive to Crescent Boulevard
- Midway Park: Ellynwood Drive to Woodland Drive
- Edgewood Drive: Riford Road to Hickory Road
- Ellynwood Drive: Riford Road to Roger Road
- Woodland Drive: Hickory Road to Roger Road
- Clifton Avenue: Roger Road to East End
- Spalding Avenue: West End to Montclair Avenue
- Glen Arbor Court: West End to Bloomingdale Road

Bidding Process

A request for bids was advertised in the Daily Herald on April 14, 2021. Bid packages were requested by twelve (12) contractors. Seven (7) bid proposals were received and publicly opened on April 28, 2021.

Bid tabulations were completed by staff with a summary of the as-calculated bids is as follows:

Bidder	Total Bid*
RW Duntelman Company of Addison, IL	\$1,624,278
Engineer's Estimate (Chastain & Associates)	\$1,651,210
Geneva Construction Company of Aurora, IL	\$1,655,078
Brothers Asphalt Paving, Inc. of Addison, IL	\$1,742,090
A Lamp Concrete Contractors, Inc. of Schaumburg, IL	\$1,769,834
Schroeder Asphalt Services, Inc. of Huntley, IL	\$1,914,336
K-Five Construction Corporation of Westmont, IL	\$1,928,718
Orange Crush, LLC of Hillside, IL	\$2,099,916

*All bid amounts are rounded to nearest dollar.

The low, responsible and responsive bidder for the project is deemed to be RW Dunteman Company of Addison, IL. Staff also has direct positive experience in working with the Contractor on the North Park Boulevard and Main Street Improvement Project in 2018. RW Dunteman Company has also received positive references for work on similar projects from Villages of Lombard, Bensenville, and Westmont.

Construction Schedule

Construction is anticipated to start in early-June with a project completion date specified as September 30, 2021.

Construction Engineering Services

Engineering oversight for the project is recommended to be provided by a consultant. Responsibilities of the consultant engineer will include conducting a preconstruction conference, general consultations/meetings, review of the project schedule, shop drawing review, spot grade checking, full time construction observation, resident notifications, material testing (using a sub-consultant), pay estimate and change order processing, final inspection and project close-out, record drawing preparation, and rectification of issues that arise during the warranty period.

A Request for Proposal (RFP) for construction engineering services was issued to eleven (11) engineering firms. Six (6) firms submitted proposals which were evaluated by staff based on the evaluation criteria within the RFP including firm information (5 pts), experience on similar projects (10 pts), project team qualifications (10 pts), ability to meet deadlines (10 pts), completeness of project approach (30 pts), additional services/tasks (5 pts), and not-to- exceed price (30 pts).

Summary of Construction Engineering Proposals			
Consultant	Total Personnel Hours	Total Not-to-Exceed Price*	Evaluation Score
Chastain & Associates, LLC	935	\$118,932	80
Engineering Resource Associates	772	\$106,817	77
V3 Companies	650	\$108,314	77
Hancock Engineering	1,295	\$134,496	75
Thomas Engineering Group	1,044	\$148,769	74
Civiltech Engineering, Inc.	1,097	\$180,561	72

*All prices are rounded to nearest dollar.

While cost is only one factor of consideration, staff would like to elaborate that while Engineering Resource Associates and V3 Companies submitted a lower price proposal, the hours of construction observation services by the resident and project engineers were significantly less (688 and 480, respectively) which is 134 and 342 less than Chastain & Associates). Staff feels that Chastain provided the most appropriate amount of hours based on the anticipated project schedule. It should be noted

that in case the project is completed sooner than anticipated, only the hours spent on the project will be billed based on the not-to-exceed contract format. Additionally, staff felt most comfortable selecting Chastain & Associates for the assignment, as they were the Phase II design engineer and are intimately familiar with the project and will be best able to make the necessary field adjustments to the design as the project progresses. Chastain & Associates recently completed similar projects for DuPage County DOT and the communities of Schaumburg and Oak Park.

Based on these factors, staff recommends approval of a construction engineering services agreement with Chastain & Associates, LLC in the Not-To-Exceed Amount of \$118,932.

Strategic Initiatives

The project fulfills the following Village of Glen Ellyn Strategic Priority and Initiatives:

Strategic Priority: Infrastructure

Initiative: Safe and Reliable Streets

Budget Impact:

The CY21 Budget includes \$2,139,603 in the Capital Projects Fund and \$433,936 in the Water & Sewer Fund for sanitary sewer repairs and sewer lining associated with the streets program. Staff notes that the aforementioned budgetary numbers are not based on a final design and are approximated during the planning process. Based on the low bid and accounting for all project costs (design engineering (\$71,201) + construction contract (\$1,624,278) + construction engineering (\$118,932) + follow up lining (\$250,000)), the projected project costs are approximately \$509,000 under those specified in the capital plan. The recommended funding distribution is as follows:

Recommended Funding for Construction			
Project Item	Funding Source	Account No.	Amount
Street & Storm Sewer	Capital Projects Fund	40000-580160-21002	\$1,616,448
Sanitary Sewer	Water & Sewer Fund	50200-580100-21002	\$7,830
TOTAL			\$1,624,278

Recommended Funding For Construction Engineering Services		
Funding Source	Account No.	Engineering Fee Amount
Capital Projects Fund	40000-580160-21002	\$118,359
Water & Sewer Fund	50200-580100-21002	\$573
TOTAL		\$118,932

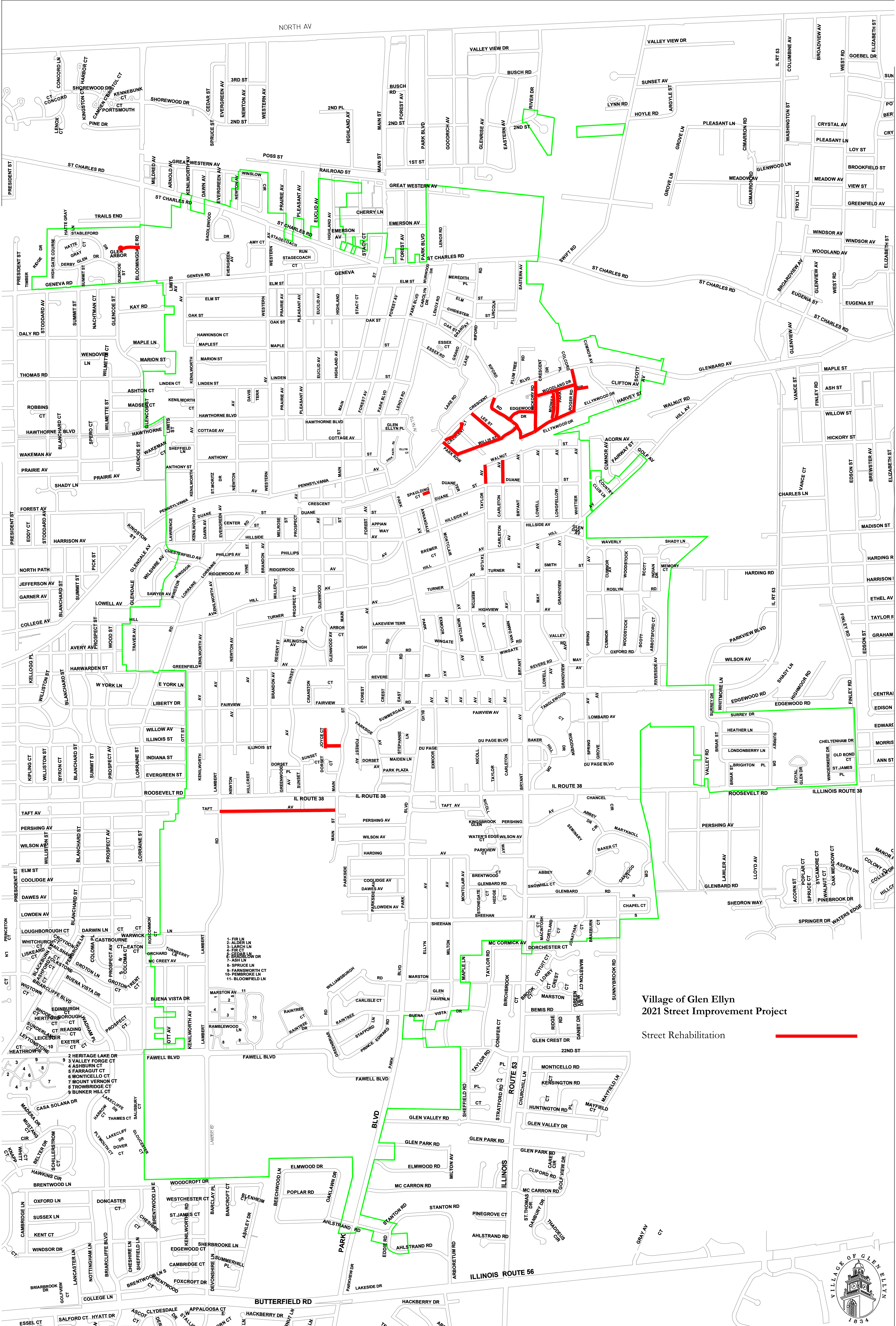
Action Requested:

Engineering staff recommends the Village Board of Trustees make and approve the following motions at the May 10, 2021 Village Board Meeting:

1. Motion to authorize the Village Manager to execute a contract with R.W. Dunteman Company of Addison, Illinois for construction of the 2021 Street Improvements Project in the amount of \$1,624,278 to be expensed to the Capital Projects and Sanitary Sewer Fund.
2. Motion to authorize the Village Manager to execute an agreement with Chastain & Associates, LLC of Schaumburg, Illinois, for construction engineering services for the 2021 Street Improvements Project in the not-to-exceed amount of \$118,932, to be expensed to the Capital Projects and Sanitary Sewer Fund.

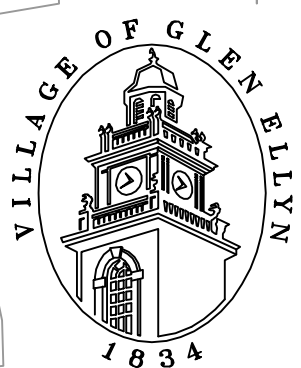
Attachments:

1. 2021 Street Improvements Map.rev1
2. 2021 Street Improvement Project #21002 - Chastain



Village of Glen Ellyn
2021 Street Improvement Project

Street Rehabilitation



Construction Engineering Services for 2021 Street Improvements Project #21002

Submitted to:



Village of Glen Ellyn



Chastain & Associates LLC
120 W. Center Court | Schaumburg, IL 60195
P: 773.714.0050 | F: 773.714.0055 | www.chastainengineers.com
Dated: April 26, 2021



April 26, 2021

Village of Glen Ellyn
Public Works Reno Service Center
30 South Lambert Road, Glen Ellyn, IL 60137
Attention: Tom Topor

Re: 2021 Street Improvements Project #21002 Construction Engineering Services

Dear Mr. Topor,

Chastain submits the attached proposal for the construction of the Village's Project #21002 improvements. Chastain has extensive experience providing Phase III construction engineering services to municipal agencies, including four consecutive years of design and inspection for the residential street program for the Village of Schaumburg, our second consecutive year for Lake in the Hills MFT program, Elgin's CDBG and MFT programs, Woodridge's LAFO projects, Elgin Township's CDBG program, Oak Park Avenue for the City of Chicago, and three years of DuPage County's annual street program.

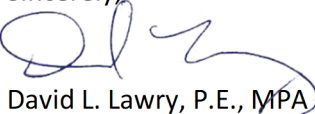
Chris Gheysen, PE will be the Project Manager for this project. Chris' responsibility to the Village will be to provide the leadership, communication, and responsiveness necessary for the proper implementation of the project. For the Chastain Team, he will provide the same leadership, communication, and responsiveness by ensuring adequate project staffing, perform project QA and offer company resources to foster a timely and efficient project.

James O'Connor, EI, will be the Resident Engineer (RE). James has significant local experience having served as the RE for the above DuPage County and Oak Park Avenue programs. James has 20 years of experience as an RE and will provide leadership for support engineers that may be assigned to the project. We anticipate there will be periods when the contractor is likely to have multiple crews working; therefore, we plan to support James with an experienced construction engineer during those multiple crew periods.

The Chastain Team will be supported by Rubino Engineering (Rubino) for materials QA services. Michelle Lipinski will be the lead from Rubino, who will provide materials testing and inspection. Chastain and Rubino have worked together on projects in Schaumburg, Elgin and with IDOT.

The information found within this document supports our experience and ability to perform phase III services for the Village. Our enclosed schedule and fee reflect our project understanding and approach. After reviewing our qualifications and our approach, we welcome the opportunity to meet and discuss the project in further detail. Our goal is to provide you a completed project which meets your overall schedule and provides the Village the best value. I can be reached at dlawry@chastainengineers.com or (847) 417-4180 with any questions.

Sincerely,



David L. Lawry, P.E., MPA
Director of Municipal Services

WHAT'S INSIDE

2021 Street Improvements Project #21002

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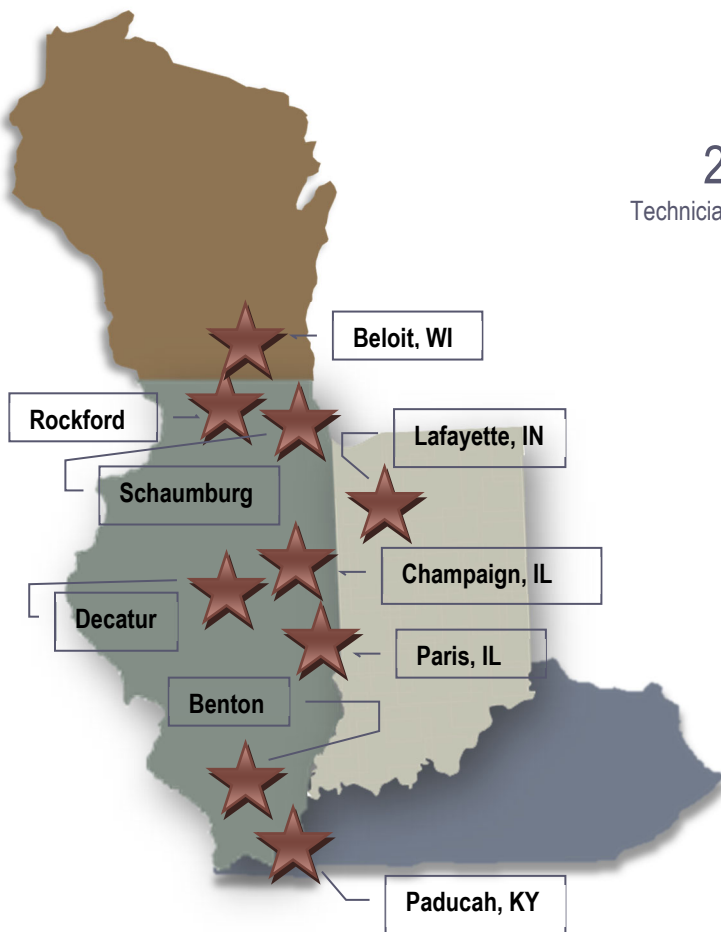
Project Approach

20

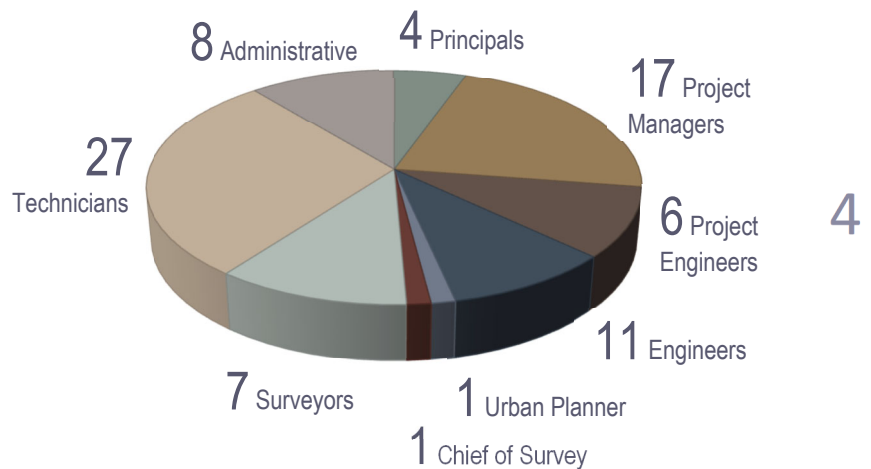
Chastain & Associates LLC is a professional consulting firm providing land surveying, land planning and development, civil, water/wastewater, construction, and structural engineering services. We provide engineering solutions that help our clients make effective decisions while respecting our environment and sustainable infrastructure values. We are a team of professional surveyors, civil, construction, and structural engineers, technicians, and administrative staff who listens to our clients, are experts in the solutions we offer, and are committed to what we do. Our projects range from simple location of lot pins to multi-million-dollar design and construction projects.

Throughout our more than 65-year history, our philosophy is to provide responsive, quality engineering using a team approach to develop innovatively, but practical solutions that meet the needs of our clients.

OFFICE LOCATIONS



FIRM PROFESSIONALS



1954
 ESTABLISHED

Chastain is a Limited Liability Company and is licensed to do business in the State of Illinois as a professional design firm providing civil and structural engineering, and land surveying services. Chastain is also licensed to do business in Wisconsin, Indiana, Missouri, Alabama, and Kentucky. Fisher Engineering is an affiliate of Chastain & Associates LLC located in Lafayette, Indiana providing civil engineering and land surveying services.

Transportation Engineering

- Expressways, Interstates, Tollways & Highways
- Safety and Feasibility Studies
- Location Design Studies
- Traffic Studies
- Intersection Design Studies
- Location Drainage Studies

Municipal Engineering

- Arterials, Local Roads, Streets, Alleys, & Multi-Use Paths
- Storm Water Management
- Pavement Management & Design Services
- Floodplain / Drainage Analysis & Design
- Detention / Retention
- GIS Databases & Mapping Services
- Traffic Signals
- Pedestrian Traffic Flow
- Parking Lots, Sidewalks, Ramps, & ADA Accessibility
- Regulatory & Permit Compliance
- Grant Writing
- Master Planning
- Water Resources: Drinking Water, Distribution Systems & Treatment Plants
- Wastewater: Treatment Plants, Collection Systems & Pump Stations

Structural Engineering

- Bridges and Culverts
- Structural Analysis, Evaluation & Design
- Structural Rehabilitation
- Footings & Foundations Design
- Falsework and Shoring
- Retaining Walls / Landscape Walls

Railroad Engineering

- Rail Sidings
- Industrial Rail Yards
- Crossing Safety

Construction Engineering

- Construction Management / Owner Representation
- Observation / Inspection
- Documentation of Materials and Quantities
- Record Keeping / Specification Compliance
- Construction Layout & Staking
- Construction Issue Resolution
- Review of Contractor Pay Requests
- Constructability Reviews

Surveys

- Boundary
- 3D Laser Scanning
- Hydrographic Surveys
- ALTA/ACSM Land Title Surveys
- Right-of-Way
- Record Drawings
- Topographic Mapping
- Horizontal & Vertical Controls
- Legal Descriptions
- Deed Interpretation and Boundary Dispute Resolution
- Forensic Surveys
- Commercial Subdivisions
- Municipal Annexations
- Aerial Survey Control / Ground Control for Aerial Mapping

Land Development

- Site Analysis & Master Planning
- Zoning Petitions and Submittals
- Public Outreach
- Residential Subdivisions
- Commercial Subdivisions
- Grant Writing
- Site Level Drainage Design
- Preliminary Plats
- Final Plats

Village of Schaumburg

2020 Street Program, Schaumburg, Illinois

Chastain provided phase II design and phase III construction engineering services for their 2020 Neighborhood Street Program. Work covered the construction administration / observation of the 2020 Street Program and prepared the design plans for the 2021 Street Program. In addition to the street improvements, work in 2020 included 2,000 feet of 8-inch water main replacement. Scope of work included construction layout, observation and documentation, and preparation of pay estimates for all street and water main improvements. Our efforts included coordination between different water main and pavement contractors. The project also included various pavement rehabilitation treatments, including preventative rejuvenators, traditional mill and overlay, structural overlays, modified and full reconstructions of the roadways, and various parking lot repairs and sidewalk crossing enhancements. The project provided 5.3 miles of street improvements, 14 miles of preventative surface treatments and 2,000 feet of 8-inch water main replacement. The contractor's bid for pavement rehabilitation was \$4,209,332.92 and the water main improvements were \$689,982.00.

Contact: Michael Hall, Director of Engineering & Public Works 847-923-6616

714 S. Plum Grove Road, Schaumburg, IL 60193 | E: mhall@villageofschaumburg.com | F: 847-923-2429

DuPage County DOT

2019 Pavement Maintenance North, DuPage County, Illinois

Chastain provided Phase III construction engineering services for the County's 2019 Pavement Maintenance Program. Improvements included pavement patching and overlay maintenance on multiple arterial and residential streets, curb & gutter removal and replacement, sidewalk/curb/ADA compliance, and pavement markings in DuPage County. Scope of services included full-time construction observation, administration, documentation, and project layout. **The original construction contract value was \$2,088,656. The final construction cost was \$1,881,333, or 10% less than the awarded construction contract price.** The project was completed in 2019.

Contact: Paul Krueger, Chief Highway Engineer of Design and Construction 630-407-6914

421 N. County Farm Rd., #2-300, Wheaton, IL 60187 | E: paul.krueger@dupageco.org | F: 630-407-6901

Village of Schaumburg

Wise Road Reconstruction, Schaumburg, Illinois

Chastain provided Phase II design and Phase III construction engineering services for the rehabilitation of 2.5 miles of Wise Road from Irving Park Road to Roselle Road. Improvements consisted of PCC patching, overlay of the existing 4-lane pavement and replacement of portions of the existing mountable median with landscaped medians. In addition to the pavement improvements an assessment of the storm drainage system and evaluation of inlet spacing was completed and rehabilitation measures implemented which included



point repairs, structure replacements and lining of 2,340 feet of storm sewer pipe ranging in size from 12" to 18". Additional efforts included supplemental survey, ADA ramp and crossing design, traffic signal modifications, maintenance of traffic planning and pavement markings. Scope of services included project management, survey, pavement patching and curb & gutter removal survey, bid documents, and construction observation. Management and implementation for this project was led by the Village with primary funding for the project from the Cook County Highway Department. The project was completed in 2018 for a construction cost of \$5.7 million.

Contact: Michael Hall, Director of Engineering & Public Works 847-923-6616

714 S. Plum Grove Road, Schaumburg, IL 60193 | E: mhall@villageofschaumburg.com | F: 847-923-2429

City of Chicago

Oak Park Avenue Improvement Project, Chicago, Illinois

Chastain provided Phase III construction engineering services for the reconstruction of Oak Park Avenue from Irving Park Road to Forest Preserve Drive. Improvements proposed included reconstruction of 12-inch composite pavement (9-inch PCC base course with 3-inch asphalt overlay), sidewalk, curb and gutter, traffic signals, and installation of pavement markings. The project also entailed the installation of an oversized sewer system (54inch diameter) for compensatory storage to alleviate localized flooding in the area. The construction efforts were quickly put on hold before crews could unearth thousands of bodies buried in a long-forgotten Dunning cemetery that held the remains of Chicago's poorest and sickest residents who died between 1890 and 1912. The Illinois Historic Preservation Agency issued a final action plan in compliance with the Illinois Human Skeletal Remains Protection Act which called for the roadway to be moved east – outside the cemetery – onto property owned by the city. Plans were painstakingly revised to assure those laid to rest were left undisturbed while bringing the roadway to modern standards and localized flooding remediated. The new storm sewer was installed to go around the cemetery and the lights installed were on bases that are wider than they are deeper to avoid disturbing any remains. The new pavement and sidewalks did not extend more than a meter below the ground's surface. Construction soil could not be hauled away as it would be on a regular project, excavation for pipe replacement or even installing sod or a tree could not always be performed. The project had numerous unknown utilities scattered throughout every path including abandoned pedestrian tunnels, electric, and steam tunnels that were discovered. Most driveways, storm sewer, swales, and landscaping were re-designed as the project progressed. The successful completion of this project was due to the large team effort and open communication between our Resident Engineer, CDOT, on-staff archeologist, the Illinois Historic Preservation Agency, Chicago Alderman, the Contractor, and all stakeholders involved with this project. A memorial plot was added alongside the newly renovated street commemorating the approximate 17,000 people buried in the six-acre portion of the cemetery. Scope of services included research, field data collection, survey, project



management, documentation, on-site construction observation, and project close-out documentation. **The original construction contract value was \$4,141,175. The final construction cost was \$3,874,977, or 7% less than the awarded construction contract price.** This project was completed in 2018.

Contact: Eric Anderson, Construction Manager 312-742-4401

30 N. LaSalle St., 6th Floor, Chicago, IL 60602 | F: 312-744-6438 | E: eric.anderson@cityofchicago.org

Village of Woodridge

83rd Street, Woodridge, Illinois

Chastain provided planning, Phase II and Phase III engineering services for the resurfacing of 83rd Street from IL Route 53 to Janes Avenue. The proposed improvements included milling of the existing asphalt surface of the 1 mile 3-lane roadway and replacing it with .75" of polymerized leveling binder and 2" of HMA surface course. The project also includes the replacement of deteriorated curb and sidewalk, miscellaneous storm sewer structure adjustments and reconstructions, pavement patching, pavement markings, traffic signal detector loop replacement, and traffic control. Work involved preparation of a Project Report (BLR Form 46300 Local Agency Pavement Preservation of Functional Overlay Approval) for the initial planning and coordination of the project. Project planning efforts included pavement design, special waste screening, PESA preparation, wetlands determination and ESR submittal for cultural clearance. Funding sources includes STP & Village MFT. Work will also include survey, IDOT-BLR and DMMC MPO agency coordination, utility coordination, and preparation of design plans. Chastain provided full-time construction observation and documentation services that followed IDOT Local Roads (federal funded) policies. **The original construction contract value was \$896,777. The final construction cost was \$814,274, or 9.2% less than the awarded construction contract price.** Project was completed in 2021.

Contact: Christopher Bethel, Director of Public Works 630-719-4753

1 Plaza Drive, Woodridge, IL 60517 | E: cbethel@vil.woodridgeil.us | F: 630-719-0971

Village of Woodridge

Janes Avenue, Woodridge, Illinois

Chastain provided planning, design, and construction engineering services for the resurfacing of Janes Avenue from 75th Street to Center Drive. The proposed improvements include milling of the existing asphalt surface of the ½ mile of 4-lane divided roadway and replacing it with 3/4" of polymerized leveling binder and 2" of HMA surface course. The project included the replacement of deteriorated curb and sidewalk, miscellaneous utility structure adjustments, pavement patching, pavement markings, traffic signal detector loop replacement, installation of underdrains to address groundwater seepage and traffic control. During the design phase, Chastain was able to determine that a large portion of the sidewalks needing replacement on the east side of the street were not located in the public right-of-way. Working closely with the staff from the Village, easements for the sidewalks were prepared for the Village to obtain the jurisdiction of the walks to make the necessary repairs and secure public right-of-way for the public walks. Scope of work involved preparation of a Project Report (BLR Form 19100 State Approved CE Project) for the initial planning and coordination of the project. Funding sources includes STP & Village MFT. Efforts also included survey, IDOT-BLR and DMMC MPO agency coordination, preparation of design

plans, and construction observation services where documentation followed IDOT Local Roads (Federal Funded) policies. Engineer's estimate of cost was \$475,790.26. **The original construction contract value was \$529,749.15. The final construction cost was \$472,670.97, or 11% less than the awarded construction contract price.** The project was completed in 2019.

Contact: Christopher Bethel, Director of Public Works 630-719-4753

1 Plaza Drive, Woodridge, IL 60517 | E: cbethel@vil.woodridge.il.us | F: 630-719-0971

Village of Woodridge

Internationale Parkway, Woodridge, Illinois

Chastain provided planning, Phase II and Phase III engineering services for the resurfacing of Internationale Parkway from Woodward Avenue to Beaudin Boulevard. The improvements included 2 ¾" milling and overlay of approximately 34,300 square yards of the existing asphalt pavement, replacement of deteriorated curb and sidewalk, ADA ramp improvements, miscellaneous storm sewer structure adjustments and reconstructs, pavement patching, pavement markings, traffic signal detector loop installation, and traffic control. Work involved preparation of a Project Report (BLR Form 46300 LAPP Project) for the initial planning and coordination of the project. Funding sources included STP, HPP & village MFT. Work included survey, IDOT-BLR and DMMC MPO agency coordination, and preparation of design plans, and full-time construction observation. Documentation followed IDOT Local Roads (Federal Funded) policies. **The original construction contract value was \$807,962. The final construction cost was \$766,044, or 5% less than the awarded construction contract price.** Project Manager was Steve Frerichs. Project was completed in 2018.



Contact: Christopher Bethel, Director of Public Works 630-719-4753

1 Plaza Drive, Woodridge, IL 60517 | E: cbethel@vil.woodridge.il.us | F: 630-719-0971

Elgin Township

Elgin Estates

Chastain provided design and construction engineering services for the rehabilitation of the roads in this unincorporated subdivision. The scope of work included condition assessment of the pavement, storm sewers and sidewalks, development of recommended improvements, preparation of contract documents, full-time construction observation and project documentation. Final improvements included complete street reconstruction, the addition of storm sewers and inlets for improved stormwater collection, and the replacement of all sidewalk ramp to achieve ADA compliance. This project was funded with CDBG funds requiring coordination with the Kane County Office of Community Reinvestment for funding

compliance and KDOT for project documentation. The project was completed in 2020 for a construction cost of \$756,171.

Contact: Rodney Seyller, Highway Commissioner 847-741-4637
725 S. McLean Blvd., Elgin, IL 60123 | E: roaddistrict@elgintownship.com

Village of Lake in the Hills

2021 MFT Program

Chastain is providing bid document preparation and full-time construction engineering services for the Village of Lake in the Hills 2021 MFT Program. Work included preparation of the bid documents, coordination with IDOT for MFT funding resolutions, bid coordination, construction engineering and project close-out. The annual MFT Street program is valued at approximately \$1.4 million dollars and includes pavement resurfacing, curb and gutter repairs, ADA Ramp and sidewalk improvement and other ancillary items required to complete the annual improvements. Services included preparation of contract specifications, development of contract quantities, preparation of location maps and pavement details, construction layout, daily observation of concrete and asphalt operations, contract documentation and pay estimate processing. The 2021 MFT Program consisted of 4 miles of various roadway improvements throughout the Village on both urban and rural cross-section streets.

Contact: Guy Fehrmen, Superintendent of Streets 847-960-7507
9010 Haligus Road, Lake in the Hills, IL 60156 | E: lfehrmen@lith.org | F: 847-960-7501

Village of Lake in the Hills

2020 MFT Program

Chastain provided bid document preparation and full-time construction engineering services for the Village of Lake in the Hills 2020 MFT Program. Work included preparation of the bid documents, coordination with IDOT for MFT funding resolutions, bid coordination, construction engineering and project close-out. The annual MFT Street program included pavement resurfacing, curb and gutter repairs, ADA Ramp and sidewalk improvement, and other ancillary items required to complete the annual improvements. Services included preparation of contract specifications, development of contract quantities, preparation of location maps and pavement details, construction layout, daily observation of concrete and asphalt operations, contract documentation, and pay estimate processing. The 2020 MFT Program consisted of 3.3 miles of various roadway improvements throughout the Village on both urban and rural cross-section streets. **The original construction contract value was \$969,314.10. The final construction cost was \$958,151.62, or 10% less than the awarded construction contract price.** Project was completed in 2020.

Contact: Guy Fehrmen, Superintendent of Streets 847-960-7507
9010 Haligus Road, Lake in the Hills, IL 60156 | E: lfehrmen@lith.org | F: 847-960-7501



CHRIS GHEYSEN, PE
Project Manager

JAMES O'CONNOR, EI
Resident Engineer

MICHELLE LIPINSKI, PE
Materials QA
Rubino Engineering

NICK RANKIN
CONNOR DONAHUE
Construction Inspection Support

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CHRIS R. GHEYSEN, P.E. | Project Manager

Mr. Gheysen has 28 years of experience helping communities improve infrastructure and public services as both a municipal engineer and developer. As his experience expanded, Mr. Gheysen progressively assumed more direct leadership roles, managing and mentoring large and diverse groups of associates. In his current role, he is responsible for project management and development, client relations, quality control management, and supervision of project engineering, construction and administrative staff. Mr. Gheysen joined the firm in 2021, and is a Project Manager in our Schaumburg office.

EDUCATION

- Bachelor of Science, Civil Engineering, Purdue University, 1994

PROFESSIONAL REGISTRATION

- **Professional Engineer, 062-053715, Illinois**
- Professional Engineer, 34577-6, Wisconsin

PROFESSIONAL AFFILIATIONS

- American Public Works Association
- Certified Enforcement Officer
- ACEC Wisconsin Future Leaders Class, 2010

Various Villages in Northeastern Illinois - Village Engineer & Assistant Village Engineer

Mr. Gheysen provides municipal engineering assistance in the day-to-day engineering operations of several communities located in Lake County and McHenry Counties. Activities include capital project planning, annual budgeting, plan review from conceptual to final design; review of plan revisions; plats of subdivision; permit plats; design specifications and details; review of annexation, development, and recapture agreements.

His responsibilities also include the design of capital improvement projects, including roadway projects using Motor Fuel Tax funding; resident engineering services for construction projects; and the review of plans for private development. Mr. Gheysen is also experienced at delivering public presentations to committees and municipal corporate authorities.

Various Villages in Northeastern Illinois, Annual Road Resurfacing Programs - Project Manager

Mr. Gheysen manages projects annually that typically consist of pavement milling, pulverization, cold-in-place recycling, patching, resurfacing, curb and sidewalk removal and replacement, and drainage repairs for various villages in existing residential, commercial and industrial subdivisions. Tasks include project development, specifications, bidding and award, contractor coordination, pay request approvals, and project closeout.

Village of Volo, Volo Village Road STP Resurfacing - East and West (Phases II and III) - Project Manager

Mr. Gheysen provided project management and engineering design services for the scoping, designing, bidding, and managing construction of the Volo Village Road improvements. The project was funded using Surface Transportation Program funds in the Lake County Council of Mayors. Construction included a combined 0.8 miles of hot-mix asphalt resurfacing, full-depth patching of the former state route, ADA route establishment and installation, aggregate shoulder restoration, signage and striping replacement, and coordination with multiple governmental agencies. The project was completed over two construction years. Each project came in under the project budget.

Village of Hinsdale, Street Improvements for Washington St., Walnut St., Lansing St. and Grant St. - Project Manager

Mr. Gheysen provided project management and engineering design services for the scoping, designing, bidding, and managing the construction of the street improvements. Work consisted of the demolition and reconstruction of 1.16 miles of streets, driveways, sidewalks, water main, sanitary sewer, storm sewers and ancillary items.

Village of Round Lake Beach and Village of Port Barrington, Illinois Lake County Stormwater Management Commission - Stormwater Enforcement Officer

Mr. Gheysen has served as the Certified Enforcement Officer for the Village of Round Lake Beach and the Village of Port Barrington. He was responsible for the enforcement of the Lake County Stormwater Management Watershed Development Ordinance, review of stormwater reports, grading and drainage plans, and floodplain management. Member of Municipal Advisory Committee.

Various Villages in Northeastern Illinois, Annual Sidewalk Repair, Crack Sealing & Pavement Patching Program - Project Manager

Project manager for the Villages' Annual Sidewalk Repair, Crack Sealing & Pavement Patching Program. Work included field evaluation to determine eligible streets and quantities, preparation of EOPC, preparation of contract documents for bidding by contractors, compiling and reviewing contractor bids, field observation of construction activities, and project documentation and closeout. The projects are typically funded using MFT funding, requiring preparation of authorizing resolutions, and coordination with IDOT.

Village of Round Lake Beach, Round Lake Drain Culvert Replacement Projects - Project Manager

A stormwater management improvement project using Stormwater Infrastructure Repair Funds from Lake County SMC and additional funding from Community Development Block Grants (CDBG). He was responsible for preparing construction drawings, bidding assistance, contract documents and specifications, and permit applications. He is also adept at all aspects of CDBG management and applicable laws and regulations governing the administration of Federal grants.

Village of Fox Lake, Village Hall Parking Lot Modifications and Rehabilitation - Project Manager

Mr. Gheysen provided project management and design services for the reconfiguration of the parking lot to maximize the efficiency of the parking that serves the Village's Village Hall. Tasks included evaluating parking stall and access drive geometrics, traffic flow and safety and stormwater management. His responsibilities included the acquisition of existing field data, project development coordination, development of engineering improvement plans and assemblage of bidding documents. He also administered the bidding process and provided construction observation and administration services.

Wamboldt Electric in Kenosha, Wisconsin, Parking Lot Improvements - Project Manager

Mr. Gheysen provided project management and engineering design services for the reconfiguration of the parking lot serving an electrical contractor's client, staff and fleet vehicles. His responsibilities included evaluating alternative parking stall layouts to maximize the number of stalls available and to maximize the safety of the facility. Work included adding lighting and improving drainage. Tasks included the development of engineering improvement plans, the application of permits and bidding and construction administration.

JAMES O'CONNOR, E.I. | Resident Engineer

Mr. O'Connor is a registered Engineer with more than 16 years of experience on small to large scale transportation projects, predominantly in the areas of bridges, highways, roadways, and railway construction. He joined the firm in May 2014 and is currently a Project Manager in our Schaumburg office.

EDUCATION

- B.S. Construction Technology, Purdue University, 2000
- Associates, Civil Engineering Technology, Purdue University, 1998.
- Engineering, Eastern Illinois University, 1997

REGISTRATIONS

- Engineer in Training, Illinois, 061-036593, 2012

CONTINUING EDUCATION

- IDOT Erosion and Sediment Control Workshop Module III: Inspection Module
- IDOT Erosion and Sediment Control Workshop Module I: Fundamental Module
- IDOT Documentation of Contract Quantities, #17-12516, expires 3/1/2021
- URS Assistant PM Certification
- Pavement Construction Inspection
- Small Drainage Structure Inspection
- Survey II
- Bridge Construction Inspection
- Metra Safety
- CRSI Re-bar Inspection

CAREER

- URS Corporation 2013 – 2008
- Infrastructure Engineering, Inc. 2008 - 2006
- Cook County Highway Department 2006 – 2000

DuPage County DOT, 2019 Pavement Maintenance North – Resident Engineer

Phase III construction engineering services for the County's 2019 Pavement Maintenance Program. Improvements included pavement patching and overlay maintenance on multiple arterial and residential streets, curb & gutter removal and replacement, sidewalk/curb/ADA compliance, and pavement markings in DuPage County. Scope of services included full-time construction observation, administration, documentation, and project layout. **The original construction contract value was \$2,088,656. The final construction cost was \$1,881,333, or 10% less than the awarded construction contract price.** In our final evaluation from the County, they rated us "Excellent" in 7 categories out of 9, and "Above Average" and "Not Applicable" in the other two remaining categories. They stated, *"... the resident engineer was very knowledgeable and managed the project very well."* The project was completed in 2019.

Village of Schaumburg, Wise Road Reconstruction – Resident Engineer

Phase III construction engineering services for the rehabilitation of 2.5 miles of Wise Road from Irving Park Road to Roselle Road in 2017. Improvements consisted of PCC patching, overlay of the existing 4-lane pavement and replacement of portions of the existing mountable median with landscaped medians. In addition to the pavement improvements an assessment of the storm drainage system and evaluation of inlet spacing was completed and rehabilitation measures implemented which included point repairs, structure replacements and lining of 2,340 feet of storm sewer pipe ranging in size from 12" to 18". The project was substantially completed design through construction within 12 months at a cost of \$6 million.

City of Chicago, Oak Park Avenue Improvement Project, Chicago, IL – Resident Engineer

Project involves Phase III construction engineering services for the reconstruction and widening of Oak Park Avenue from Irving Park Road to Forest Preserve Drive. This existing two-lane highway will improve vehicular traffic flow, pedestrian traffic and provide bike lanes. The project involves concrete base/bituminous pavement replacement, curb and gutter, sidewalk installation with ADA ramps, storm sewer replacement, bus shelter removal and replacement, street lighting improvements and traffic signal modernization.

- The improvement required extensive field exploration in order to avoid archaeological discoveries and gather information necessary to re-design and relocate proposed roadway items that would be in conflict. Heavy involvement in providing information and engineering solutions was necessary to move forward with the proposed improvement given the challenges with the existing conditions.

DuPage County DOT, 2014 Pavement Maintenance South – Resident Engineer

Chastain was retained to provide Phase III construction engineering for the County's 2014 Pavement Maintenance program. This project involved bituminous resurfacing, sidewalk and ADA ramp improvements, curb and gutter, storm sewer and partial depth patching for 10 locations (3 miles) of county routes.

Tecma/IDOT District 1, Circle Interchange, I-290 Eastbound Ramp to I-90/94 – Asst. Resident Engineer

This project consisted of bridge reconstruction of the eastbound ramp to I-90/94 Bridge over I-290 and approach roadways. The work included demolition of the existing eastbound ramp, new retaining walls, junction chambers, jacked in place sewers and reconstruction of the arched elliptical main sewer drains. The ramp bridge is being relocated to accommodate the new interchange configuration from the Eisenhower Expressway to Kennedy Expressway. The project improved drainage systems on I-90/94 with new jacked in place 48", 60" and 78" sewer mains. New junction chamber installations were included in the scope of work to connect the proposed drainage systems. Unique features include extensive coordination with the CTA for installation and removal of CTA Protective Shielding for the rail lines as well as for reconstruction of the CTA bus turnaround facility.

IDOT, District 1, IL 25/Stearns Road to Dunham, Kane County, IL – Construction Engineer

As a subconsultant, providing Phase III construction engineering to add lanes and bridge reconstruction of the existing Union Pacific Railroad bridge over IL 25. Completing the Stearns Road Corridor by upgrading to a four-lane divided arterial with a 30-foot grassy median, add turn lanes at major intersections. A new bridge will be constructed over the East Branch of Brewster Creek to accommodate the proposed eastbound lanes. New traffic signal installations are also included in the scope of work.

CDOT, Arterial Resurfacing Project, Chicago, IL – Project Engineer

Project involved Phase III construction engineering services for the rehabilitation and reconstruction of arterial and residential streets in the City of Chicago for the central, north/south and far north/south regions. Work included roadway rehabilitation and reconstruction, sidewalk removal and replacement, bus pad improvements, curb and gutter, ADA ramp improvements, installation of ornamental lighting, sewer lining and replacement, installation of duct packages for various utilities, traffic signal modernization and interconnects, streetscape elements and landscaping. Responsibilities included performing survey, layout, evaluation, inspection and documentation.

Cook County Highway Department - Resident Engineer

Resident Engineer for four lane concrete highway re-construction projects (slip-form and form methods), asphalt highway re-construction projects, asphalt patch and re-surface, concrete patching and traffic signal modernizations. Each project varied from 1-5 miles in length. Performed all pre-construction planning, utility planning, village relations, overall inspection, surveying, materials testing, pay estimate submittals, change order submittals, field design changes, contractor relations, public relations and final calculations. Also gained experience as a Student Project Engineer in construction (Summers of 1997, 1998, and 1999-2000) and a Highway Engineer in drainage design for 6 months.

NICHOLAS RANKIN, E.I. | Construction Inspector

Mr. Rankin is a 2018 graduate from the University of Wisconsin Platteville. He joined the firm in 2019 and is a Construction Inspector in our Schaumburg office.

EDUCATION

- Bachelor of Science in Civil Engineering, University of Wisconsin-Platteville, 2018

PROFESSIONAL REGISTRATION

- Engineer Intern, Illinois, 061-040101, 2018

CONTINUED EDUCATION

- IDOT Documentation of Contract Quantities, expires 01/2024, #20-16178
- IDOT, CMMS Training

Village of Schaumburg, 2020 Street Program – Construction Inspector

Phase III construction engineering services for their 2020 Neighborhood Street Program. Work covered the construction administration / observation of the 2020 Street Program and prepared the design plans for the 2021 Street Program. In addition to the street improvements, work in 2020 included 2,000 feet of 8-inch water main replacement. Scope of work included construction layout, observation and documentation, and preparation of pay estimates for all street and water main improvements. Our efforts included coordination between different water main and pavement contractors. The project also included various pavement rehabilitation treatments, including preventative rejuvenators, traditional mill and overlay, structural overlays, modified and full reconstructions of the roadways, and various parking lot repairs and sidewalk crossing enhancements. The project provided 5.3 miles of street improvements, 14 miles of preventative surface treatments and 2,000 feet of 8-inch water main replacement.

Village of Schaumburg, 2019 Streets Program – Construction Inspector

Phase III construction engineering services for the construction observation and design of their annual residential street rehabilitation, Village parking lot assessment and repair recommendations, airport pavement maintenance, and bike path system repairs. Work included plan reviews, construction coordination, management of community outreach, inspection, and guidance of restoration or rehabilitation of Village parking lots, bike paths, and airport pavement maintenance. Scope of services included project management, layout, documentation, on-site construction observation, and project close-out documentation for construction services. Design efforts include pavement management planning, condition assessment, development of rehabilitation recommendations, and preparation of PS&E. The total estimated construction is \$5.3 million.

Elgin Township, Elgin Estates - Engineer

Design and construction engineering services for the rehabilitation of the roads in this unincorporated subdivision. The scope of work included condition assessment of the pavement, storm sewers and sidewalks, development of recommended improvements, preparation of contract documents, full-time construction observation and project documentation. Final improvements included complete street reconstruction, the addition of storm sewers and inlets for improved stormwater collection, and the replacement of all sidewalk ramp to achieve ADA compliance.

CONNOR DONAHUE | Construction Inspector

Mr. Donahue is a recent graduate from the University of Illinois at Urbana-Champaign. He worked for Chastain as an intern while still in school in 2018 prior to accepting a full-time position with Chastain in 2019. Mr. Donahue is a Construction Inspector in our Schaumburg office.

EDUCATION

- Bachelor of Science in Civil & Environmental Engineering, University of Illinois, May 2019

CONTINUING EDUCATION

- IDOT Documentation of Contract Quantities, #20-16286, exp. 02/06/2024

Village of Woodridge, 83rd Street, Woodridge, Illinois – Construction Inspector

Planning, Phase II and Phase III engineering services for the resurfacing of 83rd Street from IL Route 53 to Janes Avenue. The proposed improvements include milling of the existing asphalt surface of the 1 mile 3-lane roadway and replacing it with .75" of polymerized leveling binder and 2" of HMA surface course. The project will also include the replacement of deteriorated curb and sidewalk, miscellaneous storm sewer structure adjustments and reconstructions, pavement patching, pavement markings, traffic signal detector loop replacement, and traffic control. Documentation will follow IDOT Local Roads (federal funded) policies.

Village of Schaumburg, 2020 Street Program, Schaumburg, Illinois – Construction Inspector

Phase II design and phase III construction engineering services for the construction administration / observation of their 2020 Street Program and preparation of design plans for the 2021 Street Program. In addition to the street improvements, work in 2020 includes water main replacements. Scope of work includes construction layout, observation and documentation, preparation of pay estimates for all street and water main improvements. Our efforts will include coordination between different water main and pavement contractors. The project also includes various pavement rehabilitation treatments including use of preventative rejuvenators, traditional mill and overlay, structural overlays, modified and full reconstructions of the roadways and various parking lot repairs and sidewalk crossing enhancements. The project will provide 5.3 miles of street improvements, 14 miles of preventative surface treatments and 2,000 feet of 8" water main replacement.

Village of Schaumburg, 2019 Streets Program – Construction Inspector

Phase II design and Phase III construction engineering services for their 2019 Annual Street Improvement Program. Improvements included construction observation and design of annual residential street rehabilitation's, Village parking lot assessment and repair recommendations, airport pavement maintenance, and bike path system repairs. Work included plan reviews, construction coordination, management of community outreach, inspection, and recommendation of repair or rehabilitation of Village parking lots, bike paths and airport pavement maintenance. Scope of services included project management, layout, documentation, on-site construction observation, and project close-out documentation for construction services.

Education

Bachelor of Science in Civil Engineering, **University of Illinois Urbana-Champaign**, 2003

Work Experience

Professional Service Industries, Inc. – January 26, 2004 to August 31, 2009 (Staff Engineer to Branch Manager)

Rubino Engineering, Inc. – September 1, 2009 to present (**President**)

Certifications/Registrations / Technical Training

- **Professional Engineer**, Illinois No. 062-061241
- OSHA 10, IDOT Training: HMA Level 1 (2010), HMA Level 2 (2011), HMA Level 2 (2011), PCC Level 1 (2010), PCC Level 2 (2011), PCC Level 3 (2011), S-33 (2010), Documentation of Contract Quantities (2014), ACI Aggregate (2014), ACI Strength (2014), ACI Field Level 1 (2015)

Affiliations/Memberships**APWA – American Public Works Association**

Chapter Membership Co-Chair – 2009 – 2014 / Young Professionals Co-Chair 2012 - Present

Fox Valley Branch President – 2018

ASCE – American Society of Civil Engineers

Secretary, Vice Chair, Chair – Urban Planning and Development Group – 2009 – 2013, 2015

NSPE – National Society of Professional Engineers, DuKane Chapter of Illinois

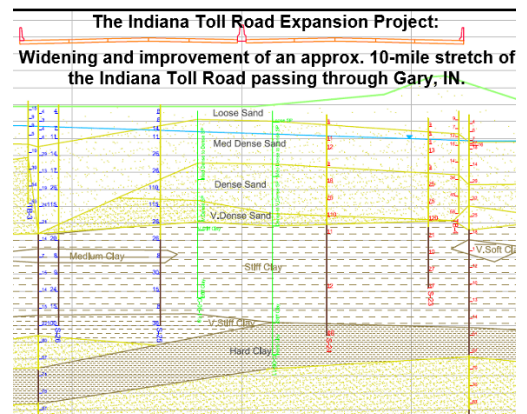
Vice President – 2007 – 2010 / President – 2010 – 2011

Professional Experience – 14 Years Geotechnical Engineering / Construction Material Testing

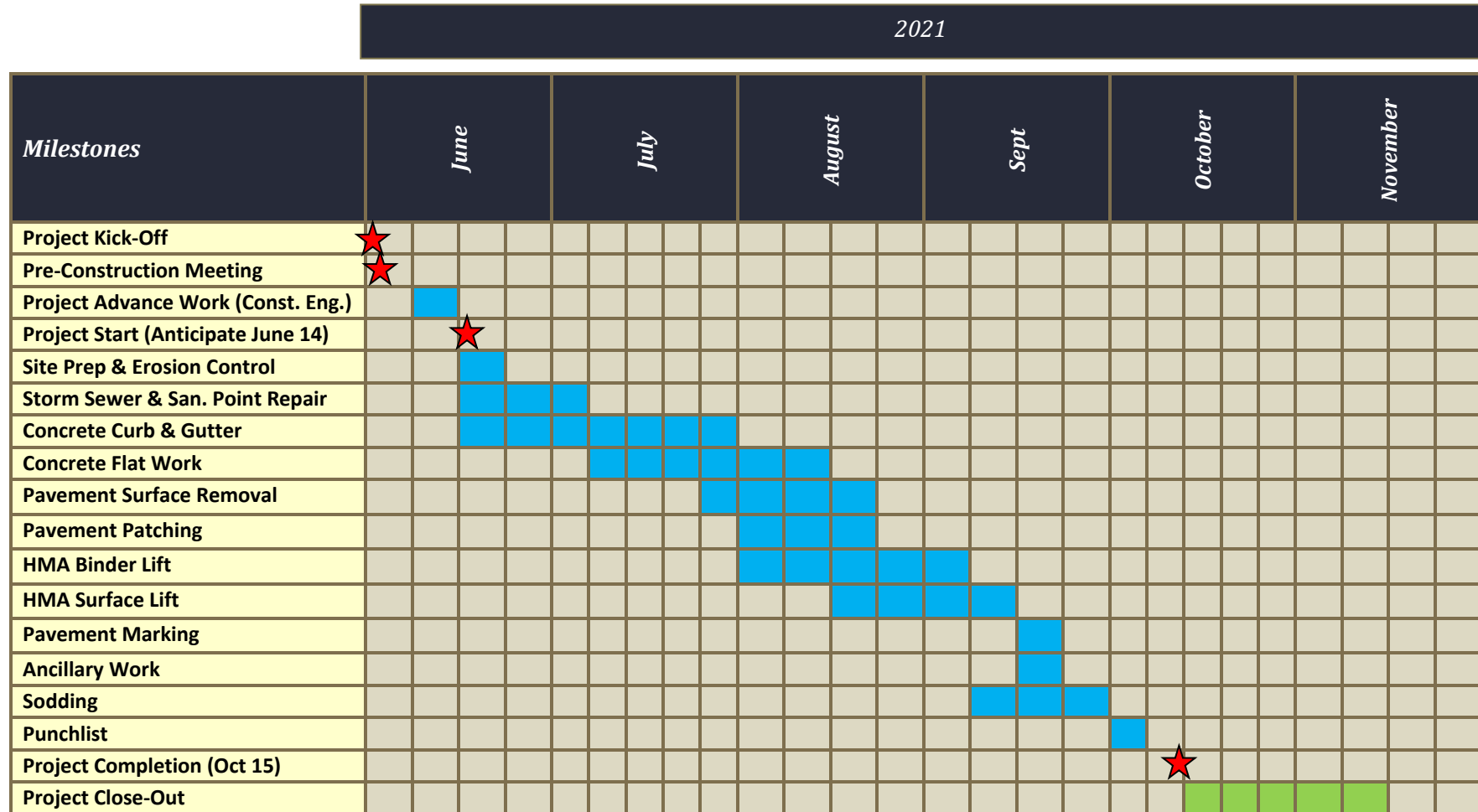
As **President** and sole owner of **Rubino Engineering, Inc.**, Michelle prepares and reviews geotechnical engineering reports as well as performs geotechnical and construction materials testing cost estimation. Specific experience includes shallow and deep foundation design for structures, earth retention structures soil analysis, pavement reconstruction and widening including subgrade stability, slope stability analysis and recommendations for sites with unsuitable or organic soils, and soil modification.

Representative Geotechnical Engineering Experience – Indiana Toll Road Widening (2006 to 2007)

As a project manager with PSI, Michelle managed this complex bridge and roadway widening project along I-90 through Gary, Indiana which included coordination and analysis of conventional soil borings, **Cone Penetrometer testing (CPT)**, **Triaxial Compression testing**, **consolidation testing**, soil index testing, settlement analysis, detailed soil profile analysis, and multiple bridge structures.

**Representative Geotechnical Engineering Experience**

- IL 132 Dry Land Bridge Improvements, Lake Villa – ABNA (2016)
- South Street Extension, Elgin – Engineering Enterprises (2015)
- Proposed Roundabout, Woodstock – Hampton, Lenzini and Renwick, Inc. (2016)
- Randall Road and Weld Road Intersection Improvements, Elgin – HDR (2018)
- Lake Street Streetscape and Road Reconstruction, Oak Park, IL – Village of Oak Park (2017)
- Randall Road and Weld Road Intersection Improvements, Elgin – HDR (2016)
- Ball Avenue Extension, Carpentersville – Village of Carpentersville (2016)
- Bliss Road Realignment - Kane County DOT (2015)
- L.W. Besinger Drive Reconstruction, Bike Path, and Water Main - Village of Carpentersville (2015)
- Perry Road Bridge Reconstruction SGR - DeKalb County DOT / Chastain and Associates (2014)
- Roselle Road Bikeway Bridge SGR - Village of Schaumburg / Primera (2014)



The Chastain team has a long history of providing quality construction engineering services to local and other governmental agencies. Our approach will be to coordinate the project to be completed on time and under budget. While we cannot identify unforeseen issues, experienced construction management can anticipate project challenges, minimize impacts to project schedules and budgets, and provide solutions for field adjustments to manage changes effectively.

This project consists of pavement rehabilitation/repair of approximately 3.02 miles of streets, including:

- Joyce Court: Main Street to North End (652 LF)
- Taft Avenue: Lambert Road to Main Street (2,468 LF)
- Exmoor Avenue: Taft Avenue to Roosevelt Road (340 LF)
- Park Row: Willis Street to Crescent Boulevard (461 LF)
- Crescent Court: Park Row to Crescent Boulevard (592 LF)
- Willis Street: Park Row to Riford Road (1,397 LF)
- Lee Street: Willis Street to Crescent Boulevard (855 LF)
- Taylor Avenue: Duane Street to Walnut Street (445 LF)
- Carleton Avenue: Duane Street to Walnut Street (480 LF)
- Riford Road: Ellynwood Drive to Crescent Boulevard (1,168 LF)
- Roger Road: Ellynwood Drive to Crescent Boulevard (945 LF)
- Hickory Road: Ellynwood Drive to Crescent Boulevard (1,077 LF)
- Midway Park: Ellynwood Drive to Woodland Drive (1,350 LF)
- Edgewood Drive: Riford Road to Hickory Road (612 LF)
- Ellynwood Drive: Riford Road to Roger Road (1,222 LF)
- Woodland Drive: Hickory Road to Roger Road (885 LF)
- Clifton Avenue: Roger Road to East End (248 LF)
- Spalding Court: West End to Montclair Avenue (167 LF)
- Glen Arbor Court: West End to Bloomingdale Road (565 LF)

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The work consists of drainage structure improvements; various storm sewer and sanitary sewer improvements; various utility structure adjustments; various pavement removals, concrete curb and gutter replacement; concrete sidewalk replacement and improvements; concrete and asphalt driveway replacement; hot-mix asphalt pavement replacement; sodding; aggregate shoulders construction; pavement markings; and all incidental and collateral work necessary to complete the improvements.

The project is currently out for bid, with an anticipated bid opening on April 28, 2021. Chastain will comply with all elements of the Scope of Services as identified in the RFP and as listed below.

1. Review of Bidding/Contract Documents, Engineering Drawings, and Work Sites to familiarize the full-time Resident Engineer with the Contract Work and identify any project errors, omissions, constraints, improvements;
 - Our team has prepared the bid documents associated with this project and is quite familiar with the project elements. Based on our intimate knowledge of the

project, we recognize the following elements as challenges to the successful completion of this project:

- The Village's narrow right-of-way standard will likely require road closures and driveway access disruptions during certain construction activities. Resident coordination of construction activities will be paramount. Working effectively with the contractor to establish phased schedule activities will minimize the time residents are unable to access their driveways.
- The high amount of pedestrian traffic near Glenbard West High School, on Park Row, Willis, and Crescent Court during school hours will require contractor attention to project housekeeping and safety. Also, students permitted to park along these streets will require coordination of the contractor's activities. Chastain will coordinate contractor activities to school recess months where possible.
- ADA grade challenges at select corners will require close review and coordination with the layout to ensure work is completed correctly the first time.
- Higher traffic volumes on Taft Ave. and Taylor Ave. reinforce the importance of traffic control. At the Taylor Ave. viaduct, the contractor's activities will accommodate visibility concerns. Commercial driveway access along Taft Ave. will require notification and coordination with businesses and possibly phased work to limit access disruptions.
- Resident notification, especially Joyce Court for the reconstruction and protection/restoration of private landscaping/brick/etc. and mature trees.

2. Conduct Virtual Pre-Construction Meeting with Contractor and other Project Stakeholders;
 - Given the COVID-19 challenges, we have conducted several such meetings recently for 2020 projects in Schaumburg, Elgin, Woodridge, and Lake in the Hills.
3. Conduct Virtual Project Informational Meeting with Impacted Property Owners and other Project Stakeholders.
 - Chastain possesses Zoom and Microsoft Teams capabilities to coordinate the meeting(s) if necessary.
4. Develop and distribute regular Project Notifications (letters to impacted residents, businesses, schools, refuse and delivery companies, etcetera);
 - Chastain recently prepared, coordinated printing, and delivered/mailed letters for the street rehabilitation projects in Schaumburg. See pages 26-27.
5. Review of all submittals to ensure conformance with the requirements set forth in the Contract Documents and Engineering Drawings;
 - All shop drawings, QC Plans and material certifications will be reviewed and a recommendation for approval provided to the Village.

6. Review of Pre-Construction Videos to ensure project site conditions have been adequately documented prior to the start of construction;
 - This is extremely important to ensure we effectively communicate with impacted residents and be best prepared for any potential challenges.
7. Permit Coordination (IEPA NOI/SWPPP, Glen Ellyn Stormwater Certification);
 - Prior to the start of construction, Chastain will coordinate with Village staff on permit status and coordinate documentation and follow-up necessary to secure approvals before the project starts.
8. Maintain Daily Project Diary, Daily Inspection Reports, Field Books, Quantity Books, Weekly Reports, and all other Pertinent Records;
 - Chastain prepares project records typically consisting of field books for each inspector summarized into a daily diary for the project. We regularly prepare a weekly report to summarize progress for the client. We use a quantity book prepared by Chastain that tracks completed quantity progress to present an anticipated final cost on any day of the project.
9. Verify Construction Layout Performed by Contractor;
 - Chastain field crews regularly review contractor layout to expected project outcomes.
10. Construction inspection of all contract work to ensure improvements are constructed safely with minimal impact on the public and per the project drawings and specifications;
 - Chastain personnel receive regular instruction on the importance of clean and organized construction sites to help in promoting a work zone that is clearly marked and as non-disruptive to the public as is practical.
11. Utility Coordination (Nicor, ComEd, AT&T, Comcast, etc.);
 - Upon completion of our design phase , it doesn't appear as any significant utility impacts are present with underground improvements generally being completed within the same limits as existing infrastructure.
12. Performance of Quality Assurance Material Testing in conformance with IDOT requirements for QC/QA Material Testing (Provide QA Proposal);
 - We will team with Rubino Engineering for materials testing.
13. Assisting with handling of all issues associated with the off-site disposal of all excavated material (CCDD, special waste, etc.);
 - Soil testing and certification completed during the design phase has noted soil suitable for CCDD disposal as identified by the 662/663 certifications included in the project documents.

14. Witnessing Sub-Grade Proof-Rolling and Recommending Undercutting Depths;
 - With sub-grade exposure limited to patching, efforts will confirm sub-grade conditions are suitable for patching efforts. Areas of soft or unsuitable materials will be marked for removal and replacement.
15. Identification of Required Spot Curb/Gutter and Sidewalk Repairs within the Project Corridor.
 - We will work with Village staff to review and evaluate further the areas identified in the plans for replacement, especially curb and gutter replacement.
16. Answering of questions and resolving issues and concerns from impacted property owners;
 - Our Schaumburg experience includes the requirement to respond to CSR's (Customer Service Requests) within the Village's custom CSR software application. Individual property impacts resulting from contractor activities are typical of a very intimate and personal nature to the affected property owner. As such, our response will be timely to demonstrate our commitment to their concerns.
17. Contract Administration/Documentation;
 - Chastain will review all desired project documentation procedure preferences with the Village staff prior to the start of construction. Chastain has developed a Quantity Book process best suited for local agency projects to allow quick review and budget status.
18. Development and Enforcement of Stormwater Pollution Prevention Plan (SWPPP) to ensure compliance with IEPA NPDES Permit (inlet filters, silt fence, sweeping/debris removal, etc.);
 - SWPPP inspections will be completed weekly and after each rainfall event.
19. Ensure that Construction Completion Schedule is adhered to;
 - Chastain recognizes this is a completion date schedule and have developed our fee accordingly. As a completion date schedule, it is the contractor's responsibility to meet the completion date unless there is extraordinary weather or other circumstances. Progress meetings will include a standard schedule discussion element so the contractor can present any schedule revisions. Chastain will document all workable days and weather events to provide advance coordination of adjustments to the contractor's work efforts to ensure the completion date will be met. Only extreme events or major unforeseen conditions would be justification for project extensions. To better track contractor progress, Chastain will develop our own project schedule to be used for advance identification of project schedule concerns.

20. Conduct Weekly Progress Meetings;
 - We have already begun doing these in Schaumburg, with a virtual option.
21. Provide Weekly Progress Updates to Village Staff and Contractor via BC239;
 - This same weekly documentation has been utilized on previous projects by Chastain as well as summary daily notifications for community coordination.
22. Quantity Measurement (including cross-sections);
 - Chastain field crews are trained to complete field measurements and quantity documentation daily on projects. This is completed, so a current record of the project budget is tracked and adjustments can be made early to best manage project costs.
23. Review/Process Contractor Progress Pay Requests (review schedule submittal, waivers of lien, sworn statements and certified payroll records and have contractor revise documents as necessary) and provide Village Staff with a Recommendation for Payment;
 - We typically process monthly payment requests for our client's consideration. Our ongoing efforts to stay current with the unit price quantities facilitate this effort. We will send reminders to the contractor to keep the payment process on a rigid schedule.
24. Develop and Process Change Orders as necessary, including Final Balancing Change Order;
 - Requiring a daily look ahead schedule keeps our field staff abreast of ongoing contractor efforts. This way, we can anticipate and work with the contractor to address unforeseen issues such as unrecognized pay items. This provides effective communication with the Village to attempt resolutions without the need for time-consuming change orders.
25. Develop and ensure completion of "Punch List";
 - Attention to the contractor's completed work as work progresses can resolve future punch list items. We work with the contractor to address issues as the project progresses to minimize final punch list activity and accelerate project closeout.
26. Provide one (1) electronic copy of the As-Built Topographical Survey and Engineering Drawings Detailing the "As-Built" Conditions;
 - Our goal on every construction project is to complete all closeout activities, including punch list, final payment and as-built records, within six weeks after final completion.
27. Completion of a Warranty Inspection to identify and direct Contractor to address any issues that arise during warranty period (up to 1 year beyond date of final payment to Contractor).
 - Our fee includes efforts to address the one-year warranty review and coordination.

Some additional observations we recognized to provide a thorough phase III approach to the Village are noted below:

- Perform an initial project walk-through with the contractor to note the existing condition and to identify any unique project challenges and parkway improvements by residents.
- Provide continuous observation of the construction work and the contractor's operations to verify that construction is accomplished in accordance with the plans and specifications.
- The importance of good documentation to a successful project cannot be overstated. Chastain will maintain a daily record (diary) of the contractor's activities throughout construction, including documenting sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work, if necessary.
- Preparing and submitting to the Village daily project updates.
- Provide daily inspection of the Maintenance of Traffic to ensure the least possible disruption to traffic and the adjoining properties. Some inspections will be completed during nighttime to ensure proper reflectivity and warning lights are maintained.
- Revise contract drawings to reflect as-built conditions and provide an electronic record of as-built drawings.
- Establish a project goal for completing and submitting final measurements, calculations, and final documentation to the Village, which will be no later than six weeks after the completion of the project.
- Our team will provide engineers/technicians, vehicles, cell phones, computer/ laptop, materials testing equipment, survey equipment, and all other tools of the trade necessary to complete this Phase III Engineering Service.

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COMMUNITY AWARENESS & COMMUNICATION

Public Relations is always an important component of any project. A proactive communication plan will be developed with the Village and the selected contractor to ensure effective communication with the community and impacted property owners. Keeping the motoring public, emergency responders and adjacent property owners informed of changing traffic configurations and general work activities will minimize frustration in the community. Some effective measures that we anticipate employing on this project will include:

- Schedule an initial meeting with Village staff to discuss project goals and objectives.
- Provide an initial communication to all adjacent property owners to introduce the construction team and the project schedule and scope.
- Provide initial project coordination and follow-up with Village emergency service providers.
- Develop and maintain a project schedule for use in communicating project progress and expectations.
- Provide weekly updates to the Village for resident facing information.
- Coordinate residential refuse collection.

Village Officials

VILLAGE PRESIDENT

Tom Dailly

TRUSTEES

Brian Bieschke

Marge Connelly

George Dunham

Frank Kozak

Mark Madej

Jack Sullivan

VILLAGE CLERK

Marilyn Karr

VILLAGE MANAGER

Brian Townsend



VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

Village of Schaumburg
101 Schaumburg Court
Schaumburg, IL 60193-1899
(847) 895-4500



Want more information on the
Street Reconstruction Program?
www.schaumburg.com

We encourage you to sign up for notifications for
work updates for your street as well as adjacent
streets in your subdivision.

Street Reconstruction Program



VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

About the Program

The annual Street Rehabilitation Program is a multimillion-dollar program to resurface and reconstruct many streets around the village.

Your street has been selected for reconstruction, a total removal and replacement of the existing pavement from the ground up.

Construction is scheduled to begin in April and be substantially complete by November. A general outline of the reconstruction process is as follows:

1. Storm sewer improvements
2. Curb, driveway apron, and sidewalk replacement where required
3. Total pavement removal resulting in temporary closures of the roadway
4. Grading of the soil and removal of any unstable areas
5. Installation of the stone base
6. Paving of the asphalt base layer
7. Application of tack coat (fresh oil) for adhesion between asphalt layers
8. Paving of the second layer of asphalt
9. Application of tack coat (fresh oil) for adhesion between asphalt layers
10. Paving of the final asphalt driving surface
11. Replacement of any pavement markings
12. Sod replacement of disturbed areas

FAQ

How will I know when this work will begin?

We encourage you to visit the village's website for work updates at <https://vosdotnet.ci.schaumburg.il.us/cip/>. There you can also sign up for project email notifications for your street. Project signage will also be placed at the end of your street indicating what work is scheduled.

A Project Representative can also be reached at (847) 923-6681.

Will I have access to my driveway?

If a portion of your driveway apron or curb is being replaced, driveway closures up to **one week** will be required to facilitate this work. Access will also be affected for approximately **one week** while the pavement is removed and replaced. You will be informed in advance of any closures that are necessary. The village understands the inconvenience of these closures and hopes to keep them to a minimum. If there are any residents with special access needs, please notify us at **(847) 923-6681** or www.schaumburg.com as early as possible so that arrangements can be made.

Where may I park my car?

Removal and replacement of curbs and driveway aprons will only take place on one side of the street at a time. Affected residents will be allowed to park on the opposite side of their street. Once the new concrete has fully cured, the pavement area will be backfilled to allow you to park in your driveway. Work will then begin on the opposite side of the street.

While the pavement reconstruction work occurs, residents will be allowed street parking outside the closure limits or on an adjacent street. Parking in courts will be limited to one side of the court to allow for emergency access.

Will my garbage be picked up?

Yes, your scheduled weekly pickup will be maintained.

Will a portion of my driveway apron be removed and replaced?

Your driveway apron will be evaluated to ensure there will be positive drainage to the new curb. Arrows will be painted on your driveway apron marking the limits of any removal and replacement necessary to ensure positive drainage. If there are no arrows painted on your driveway apron, there will be no replacement work necessary.

Should you want additional driveway apron work completed, you may have the remaining portion removed & replaced **at your cost** based on village contract prices. You will receive advanced notice to schedule an appointment to have an estimate completed.

If a portion of my driveway apron is being replaced and I have brick pavers or decorative concrete, will it be repaired or replaced?

If a homeowner has installed brick pavers or a decorative concrete driveway apron, this apron will be replaced with standard concrete unless the homeowner prefers that the village issue a refund for the equivalent cost of a concrete apron (based on village contract prices), to be utilized toward the replacement of the pavers or other decorative surfaces at the homeowner's discretion. A new permit would be required to replace pavers or other decorative concrete.

How long will the project take to complete?

Work in your neighborhood, except for sod, will be complete in approximately 6-8 weeks, weather permitting. Pavement reconstruction of each street will be broken down into stages not to exceed one week, weather permitting. Parkway restoration and sod will begin after September 1. Please consult the website for the most up-to-date information.

Will I receive mail during construction?

If you receive mail at a curbside mailbox, delivery may be affected. If necessary, the post office will determine a location for a cluster of mailboxes to be installed outside of the reconstruction limits for you to retrieve your mail. Your mail will not be affected if you retrieve your mail at your front door.

What do I do if I have a sprinkler or invisible fence?

Sprinkler systems and/or invisible fences installed within the village right-of-way are owned & maintained by the property owner. **Any damage that may occur is the owner's responsibility to repair.** Please contact the Department of Engineering & Public Works if you have any questions about an irrigation system or invisible fence within the right-of-way.



CHASTAIN & ASSOCIATES LLC												
Person Hour & Cost Submittal												
Project: GLEN ELLYN - 2021 STREET IMPROVEMENTS PROJECT #21002												
C&A Proj No:												
Date: 26-Apr-21												
C:\Users\plawson\AppData\Local\Microsoft\Windows s\NetCache\Content.Outlook\YVLB2TKI\Project Budget - #21002 2021 Street Improvements Project Glen Elyn Phase II.xls\Budget Bl												
Direct Cost Estimate												
Code No.	Task No.	Item Description	Sheet Count	Cost	Labor Code Budget		Gheysen Project Manager	O,Connor Resident Engineer	Rankin / Donahue Inspector	Task Direct Cost	\$65.00 Vehicles (Days)	\$1.00 Mat. QA Serv (Units)
					Billing	Hours						
1		Management, QC/QA (14 Week Total Construction Duration)										
	1.1	Proj. Management		\$228.00	\$615.60	4	4					
	1.2	QC/QA		\$228.00	\$615.60	4	4					
		Labor Subtotals		\$456.00	\$1,231.20	4	8	0	0		0	0
		Direct Cost			\$0.00					\$0.00	\$0.00	\$0.00
		Total			\$1,231.20							
2		Pre-Construction Services - (2 Weeks)										
	2.1	Preliminary Meeting with Village Staff (Virtual)		\$102.50	\$276.75	2	1	1				
	2.2	Preconstruction Meeting Prep		\$182.00	\$491.40	4		4				
	2.3	Preconstruction Meeting (Virtual)		\$148.00	\$399.60	3	1	2				
	2.4	Stakeholder Meeting (Virtual)		\$410.40	\$1,108.08	10	2	4	4			
	2.5	Review of Existing Documents		\$182.00	\$491.40	4		4				
	2.6	Project Document Record Set-Up		\$205.40	\$554.58	6		2	4			
	2.7	Contractor Walk Through/Existing Condition Documentation		\$182.00	\$491.40	4		4				
	2.8	Construction Layout Verification		\$182.00	\$491.40	4		4				
	2.9	Utility Verification Review		\$182.00	\$491.40	4		4				
	2.10	Utility Conflict Coordination		\$91.00	\$245.70	2		2				
		Labor Subtotals		\$1,867.30	\$5,041.71	43	4	31	8		0	0
		Direct Cost			\$0.00					\$0.00	\$0.00	\$0.00
		Total			\$5,041.71							
3		Construction Observation Services - (14 Weeks)										
	3.1	Weekly Progress Mtgs with contractor & Village - 12 mtgs		\$2,322.00	\$6,269.40	48	12	36				
	3.2	Daily Documentation - Diary & Quantity Book		\$2,238.60	\$6,044.22	70		14	56			
	3.3	Weekly Documentation - Erosion Cont., Traf Insp., Weekly Reports		\$1,838.20	\$4,963.14	56		14	42			
	3.4	Daily Construction Observation		\$23,920.00	\$64,584.00	600		400	200		100	
	3.5	Community Out-reach, Local & Other Agency Coordination		\$1,274.00	\$3,439.80	28		28				
	3.6	Local Stakeholder Meetings		\$546.00	\$1,474.20	12		12				
	3.7	Extra work / Prior Authorizations / Change Orders		\$410.80	\$1,109.16	12		4	8			
	3.9	Material's Coordinator, Mat'l's inspection Documentation		\$364.00	\$982.80	8		8				12000
		Labor Subtotals		\$32,913.60	\$88,866.72	834	12	516	306		100	12000
		Direct Cost			\$18,500.00					\$18,500.00	\$6,500.00	\$12,000.00
		Total			\$107,366.72							
4		Post Construction - (6 weeks for close-out)										
	4.1	Final Quantity Measurements		\$707.20	\$1,909.44	20		8	12			
	4.2	Punch List		\$546.00	\$1,474.20	12		12				
	4.3	Final As-Built Drawings		\$410.80	\$1,109.16	12		4	8			
	4.4	Final Material Inspection & Documentation Close-Out		\$296.00	\$799.20	6	2	4				
		Labor Subtotals		\$1,960.00	\$5,292.00	50	2	28	20		0	0
		Direct Cost			\$0.00					\$0.00	\$0.00	\$0.00
		Total			\$5,292.00							
		Total Site Improvement & QC/QA Personnel Costs				\$100,431.63						
		Total Site Improvement & QC/QA Direct Costs				\$18,500.00				\$18,500.00	\$6,500.00	\$12,000.00
		Total Site Improvement & QC/QA Costs				\$118,931.63						
		Participation by Hours				935	26	575	334			
		Percent of Participation by Hours				100.00%	2.78%	61.50%	35.72%			
		Personnel Cost/Hour				\$107.88						



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

Meeting 5/10/2021 7:00 PM
Department: Public Works
Department Head:
Category: Contract
Prepared By:

**AGENDA ITEM (ID # 2021-
1093)**

DOC ID: 2021-1093

**Authorize the Village Manager to Execute a Contract with
Copenhaver Construction, Inc. of Gilberts, Illinois, for
Construction of the Utility and Roadway Improvements Project
#20001 – Phase 1 in the Amount of \$3,052,890.01 to be Expensed to
the Capital Projects and Water & Sewer Funds (Professional
Engineer Daubert)**

Statement of the Issue:

This memorandum serves to provide a recommendation for the award of a construction contract for the Utility and Roadway Improvements Project #20001 – Phase 1 to Copenhaver Construction, Inc. of Gilberts, Illinois in the amount of \$3,052,890.01.

In addition, a recommendation is provided for the award of a construction engineering services agreement for the project to Edwin Hancock Engineering of Westchester, Illinois in the not-to-exceed amount of \$183,528.

Analysis:

Construction Contract

This project involves the rehabilitation of five (5) residential streets primarily located in the central western area of Glen Ellyn. Please see the attached project location map which depicts the inclusion of the following streets in this project:

- Phillips Ave. from Lorraine to Vine
- Vine St. from Hillside to Ridgewood

- Ridgewood Ave. from Kenilworth to Brandon
- Evergreen Ave. from Duane St to Hillside
- Center St. from Evergreen to Lorraine

The scope of improvements to be made along these residential streets is as follows:

- Sanitary Sewer Main Point Repairs Including Manhole Replacement and Lining
- Sanitary Sewer Service Line Replacement
- Water Main and Service Line Replacement
- Storm Sewer/Drainage Improvements
- Roadway Rehabilitation Including New Curb & Gutter, New Concrete Driveway Approaches, and Asphalt Roadway Pavement
- Spot Sidewalk Removal and Replacement Including Bringing All Sidewalk Ramps To ADA Compliance
- Restoration Of Disturbed Parkway Areas With Sod

In terms of the infrastructure, the public sanitary sewer collection and conveyance system including the mains, manholes, and service connections are the original system and are primarily comprised of clay tile pipe with brick manholes. To identify the proposed improvements to the sanitary sewer system, staff thoroughly reviewed sewer televising videos, completed manhole inspections, and researched records to identify which homes already received sewer service line replacement in the public right-of-way.

In terms of the water distribution infrastructure, the water mains in the project area are the original cast iron pipe dating to approximately 1922. In addition to reviewing the age of the system, staff also reviewed the service, valve, and hydrant information. Based on these factors, replacement of the water mains, service lines, and installation of new valves and hydrants is included in the scope of the project.

In terms of stormwater, the area has some infrastructure, albeit limited. Consistent with the Village's street reconstruction practices, localized improvements involving the extension of storm sewer mains, installation of drainage structures, and provisions for private property drainage connections are included in the project.

In terms of the roadway rehabilitation approach, the scope of work includes wholesale replacement of the roadway including new concrete curb & gutter, concrete driveway approaches, and asphalt roadway pavement. Akin to the underground utilities, the roadways in this area are believed to be the originally construction paved roadways with Evergreen and Center dating to a 1957 special assessment with Phillips, Ridgewood, and Vine being even older.

Bidding Process

The project was advertised for bid in the April 12th publication of the Daily Herald. The bid

package was requested by and distributed to sixteen (16) contractors and two (2) companies specializing in preconstruction bidding/management services. Seven (7) bid proposals were received and publicly opened on April 27, 2021. The bid tabulations and Engineer's Estimate (shown below) were completed by staff with a summary of the as-calculated bids and engineer's estimate is as follows:

Bidder	Bid*
Copenhaver Construction, Gilberts, IL	\$3,052,890
A Lamp Concrete Contractors, Schaumburg, IL	\$3,354,322
Engineer's Estimate (Glen Ellyn)	\$3,374,147
John Neri Construction, Addison, IL	\$3,379,149
Swallow Construction, West Chicago	\$3,480,110
Performance Construction & Engineering, Yorkville, IL	\$3,529,900
R.W. Duntelman Company, Addison, IL	\$3,573,423
Bolder Contractors, Cary, IL	\$3,770,503

*Rounded to nearest dollar.

The lowest bid was received by Copenhaver Construction of Gilberts, Illinois in the as-calculated amount of \$3,052,890.01 (unrounded bid amount). As included in the table above, prior to releasing the project for bids, staff had estimated the project cost to be \$3,374,147. Staff's review of the low bid noted concern with the price the contractor submitted for the replacement of sanitary sewer connections. Staff quickly contacted the contractor to ensure they were aware of the concern to which the Contractor noted they did make an error but were going to stand by their bid.

As staff does not have experience in working with this Contractor, staff reached out to numerous references for work completed in the Village of Lake Zurich, Village of Northbrook, City of Elgin, and City of Wheaton. Experiences were generally positive with the exception of Northbrook which experienced issues with subcontracted work on two projects. Staff discussed Northbrook's experiences with the Contractor. The Contractor did note some points of disposition but ultimately stated that they are planning on doing all the work for this project themselves and if any subcontractors are to be used; it would be subcontractors that the Village of Glen Ellyn has experience working with. Based on these factors, staff does find Copenhaver's bid as responsive but as with all projects and especially in working with a new Contractor, is recommended close oversight of the project. Staff took these factors into consideration as it reviewed proposals for construction engineering services which is further detailed later in this memorandum.

Construction Schedule

Construction is anticipated to commence in early June with completion of the project specified for October 29, 2021.

Construction Engineering Services

Engineering oversight for the project is proposed to be performed by a consultant engineering firm. Responsibilities of the engineer include conducting the preconstruction conference, general consultations/meetings, review of the project schedule, shop drawing review, spot grade checking, full time construction observation and documentation, notification and support of our residents, material testing (using a sub-consultant), pay estimate and change order processing, final inspection and project close-out, record drawing preparation, and rectification of issues that arise during the warranty period.

A Request for Proposal (RFP) for construction engineering services was issued to eleven (11) engineering firms. Six (6) firms submitted proposals which were evaluated by staff based on the evaluation criteria within the RFP including firm information (5 pts), experience on similar projects (10 pts), project team qualifications (10 pts), ability to meet deadlines (10 pts), completeness of project approach (30 pts), additional services/tasks (5 pts), and not-to-exceed price (30 pts).

Summary of Construction Engineering Proposals			
Consultant	Total Hours	Not-to-Exceed Price	Evaluation Score
Edwin Hancock Engineering	1,847	\$183,528	83
V3 Companies	1,168	\$144,642	80
Chastain & Associates	1,621	\$211,326	77
Engineering Resource Associates	1,089	\$148,954	72
Thomas Engineering Group	2,321	\$224,894	68
Civiltech Engineering	2,172	\$284,347	66

Staff evaluated the proposals based on the aforementioned criteria and identified Edwin Hancock Engineering's proposal as the best and most favorable to the interests of the Village and public. The firm's proposal scored highly in all areas but particularly well in terms of the qualifications of the proposed resident engineer whom is well experienced in overseeing these types of projects.

While cost is only one factor of consideration, staff would like to elaborate that while V3 and Engineering Resource Associates submitted lower price proposals, the hours of construction observation services by the resident and project engineers were significantly less lending staff to feel that they did not include sufficient hours within their proposal. As alluded to in the Bidding Process section of this memorandum, staff feels it is important to have proper oversight of this contract which further reiterates the need for appropriate construction observation hours. Having said this, this is a not-to-exceed form of contract with the Village being invoiced for the actual hours rendered on the assignment.

Based on these factors, staff recommends approval of a construction engineering services agreement with Edwin Hancock Engineering of Westchester, Illinois in the not-to-exceed amount of \$183,528.

Strategic Initiatives

The project fulfills the following Village of Glen Ellyn Strategic Priority and Initiatives:

Strategic Priority: Infrastructure

Initiative: Safe and Reliable Streets

Budget Impact:

Including engineering (both design and construction), the construction contract, and follow up

lining of the sewer mains (to be completed as part of a separate contract) the Capital Plan includes approximately \$4M across Capital and Water & Sanitary Sewer Funds. Staff notes that the aforementioned budgetary numbers are not based on a final design and are approximated during the planning process. Based on the low bid and accounting for all project costs (design engineering (\$125,000) + construction contract (\$3,052,890) + construction engineering (\$183,528) + follow up lining (\$50,000)), the projected project costs are approximately \$589,000 under those specified in the capital plan.

Recommended Funding for Construction Contract			
Project Item	Funding Source	Account No.	Amount
Street & Storm Sewer	Capital Projects Fund	40000-580160-20001	\$1,620,095.80
Water Main	Water & Sewer Fund	50100-580100-20001	\$1,016,094.92
Sanitary Sewer	Water & Sewer Fund	50200-580100-20001	\$416,699.29
TOTAL			\$3,052,890.01

Recommended Funding For Construction Engineering Services		
Funding Source	Account No.	Engineering Fee Amount
Capital Projects Fund	40000-580160-20001	\$97,269.84
Water & Sewer Fund	50100-580100-20001	\$60,564.24
Water & Sewer Fund	50200-580100-20001	\$25,693.92
TOTAL		\$183,528

Action Requested:

Engineering staff recommends the Village Board of Trustees make the following motions at the May 10, 2021 Village Board Meeting:

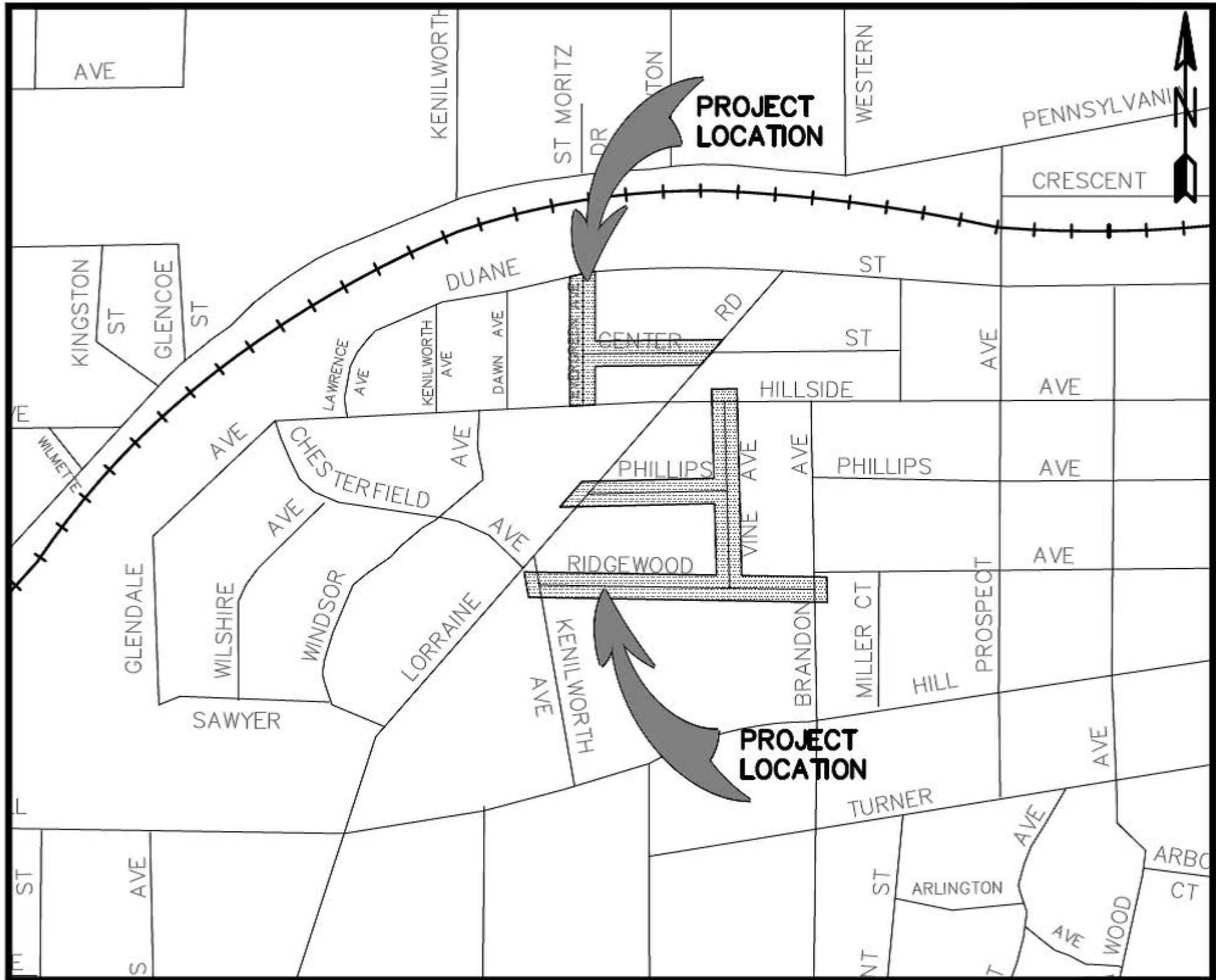
1. Motion to authorize the Village Manager to execute a contract with Copenhagen Construction, Inc. of Gilberts, Illinois, for construction of the Utility and Roadway Improvements Project #20001 – Phase 1 in the amount of \$3,052,890.01 to be expensed to the Capital Projects and Water & Sanitary Sewer Funds.
2. Motion to authorize the Village Manager to execute an agreement with Edwin Hancock Engineering of Westchester, Illinois, for construction engineering services for the Utility and Roadway Improvements Project #20001 – Phase 1 in the not-to-exceed amount of \$183,528, to be expended to the Capital Projects and Water & Sanitary Sewer Funds.

Attachments:

1. Figure 1 - Project Location Map
2. Edwin Hancock Engineering Proposal

R. 10 E

T. 39 N



LOCATION MAP

N.T.S.

April 22, 2021

Mr. Rich Daubert, P.E.
Professional Engineer
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

**Re: Utility and Roadway Improvements
Construction Engineering Services**

Dear Rich:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Glen Ellyn for the above referenced project. We understand that this project is important to the Village and we will make it a priority of our office.

We have enjoyed working with Village of Glen Ellyn staff on public works projects over the past few years. We realize that Village staff is extremely busy, and our firm provides valuable assistance by taking a proactive role in making day-to-day decisions and functioning as an extension of your staff.

Your staff will be involved as much as your schedule permits and as you desire, but we are prepared and expecting to operate as a fully-functional independent unit without the need to involve Village staff with typical project issues that arise, aside from keeping you fully informed on the status of all issues and requesting your approvals wherever appropriate.

Our goal will be to substantially minimize the time that Village staff must take out of their already busy schedules to deal with day-to-day construction issues, and to eliminate any need to train or manage the consulting engineer on the job.

Furthermore, we feel the keys to the success of this project will be:

1. Coordination with local stakeholders.

Coordination for this project will be especially critical as the roadways being improved are very narrow and access will be interrupted at times. Our coordination will include notification of construction activities, establishing a personal relationship with the residents, and staging the construction to minimize any inconveniences.

Eric Windsor has 20+ years of experience providing construction inspection on similar project and he understands the importance of establishing good communication with the stakeholders and will personally visit all key stakeholders to discuss their individual access needs and requirements.

2. Ensuring that the improvements are constructed appropriately and per the specifications, so they provide the anticipated service life to the Village.

The importance of this item is frequently not given its due. Although the design of roadway and utility improvements are often not technically complicated, it is critical that the improvements be constructed properly so that they are long-lasting and the Village receives the full service life of the improvements. Eric's 20+ years of experience with similar projects will help ensure that the improvements are installed in accordance with the specifications.

We have experience overseeing proof-rolls and will ensure that the roadway is installed on a solid base!

3. Utility Coordination

From previous experience in Glen Ellyn, we understand that Nicor's infrastructure runs shallow in many parts of town. Immediately upon selection, we will reach out to Ryan Patterman and the Nicor team to investigate the depths of gas services and coordinate the likely relocating of services. We will work with the Contractor to coordinate the work so that it can be completed in a manner that limits any disruption to the overall construction schedule.

We look forward to working on this important project with the Village of Glen Ellyn. Please feel free to contact our office if you should have any questions or require additional information.

Respectfully submitted,

EDWIN HANCOCK ENGINEERING CO.

Sincerely,

EDWIN HANCOCK ENGINEERING CO.



Chris Baker, P.E.
Vice-President

Hancock Engineering
9933 Roosevelt Road
Westchester, IL 60154

Contact: Chris Baker, P.E.
cbaker@ehancock.com



Request for Proposals

Construction Engineering Services for

Utility and Roadway Improvement Projects #20001 Phase I

Village of Glen Ellyn

April 23, 2021

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COMPANY PROFILE

Hancock Engineering is a consulting engineering firm focused on providing comprehensive engineering services to municipalities and other clients in the suburban Chicago area. Hancock Engineering was founded in 1911 and this past year we celebrated **110 years** of providing high-quality professional engineering services to our clients.

OFFICE LOCATION

For over thirty years our sole office has been centrally located in Westchester, just minutes from the I-290 expressway.

Our office is located approximately 5 miles from Glen Ellyn and the project sites. Our proximity to Glen Ellyn allows us with to efficiently mobilize staff to the project site for meetings, site visits, or for emergency consultations. Hancock Engineering has always been committed to keeping our overhead costs low and to pass those savings on to our clients. Our closeness to your community ensures that the Village of Glen Ellyn **will not incur any costs related to travel or mobilization** from Hancock Engineering while we serve as your design engineer.



OFFICERS OF COMPANY

Hancock Engineering is led by a team of nine Principals. These 9 individuals make up the Directors and the Shareholders of the company, and all are very active in the day-to-day operation of the company. Our principals are very “hands-on” and in touch with the needs of our clients.

Whether serving the client as a Consulting Village Engineer or as a project engineer for a single project, we assign one of our principals as the Client Manager to be available for any questions relating to our role as your engineer, and to provide close oversight of the staff assigned to your projects. Chris Baker, P.E, a Principal and managing partner of our company, will serve this role for Glen Ellyn.

ENGINEERING STAFF

Our staff is highly experienced and qualified in performing all phases of Engineering for locally and federally funded infrastructure projects. Throughout our projects, we make certain to continually keep the client informed on relevant engineering matters, to perform our engineering assignments to the best of our abilities, and to keep the best interests of the municipality as our primary objective. Our Engineers commit themselves to going above and beyond the traditional expectations of our clients, regularly participating in philanthropic and charitable causes within each of our communities.

We have reviewed our current workload and commitments and are **properly staffed and prepared to provide the engineering services** for your community's project. Our current staff consists of the following personnel:

TECHNICAL STAFF

Licensed Professional Engineers	9
Degreed Civil Engineers	8
Construction and Design Engineers	4
Computer Aid Design and Drafting (CADD) Technicians	2
Engineering Technicians	2

ADMINISTRATIVE STAFF

Office Manager	1
Administrative Assistant	<u>1</u>

TOTAL STAFF PERSONNEL

27

CURRENT CAPACITY

Hancock Engineering focuses our resources on municipal projects. Our desire to keep over 95% of our workload in the public sector has allowed us to avoid fluctuation in manpower and ensure that our rates remain competitive. The annual billings for our firm over the past five years are as follows:

Year	Billings
2020	\$6.4 Million
2019	\$6.3 Million
2018	\$5.2 Million
2017	\$5.0 Million
2016	\$4.3 Million

Our staffing levels have been consistent over the past decade and we have been able to meet the varied workload with this staff. Our current projections for the 2021 year are \$5.7 M in billings. As evidenced by our ability to meet the varied workload, Hancock Engineering has the capacity and adequate staff available to meet the scope and extent of work required to provide the Village of Glen Ellyn with high quality and timely engineering services. We are currently pre-qualified by the Illinois Department of Transportation to provide engineering services to the amount of \$6,400,000.00

Our efficiently sized company prevents the inefficiencies and miscommunications common among larger firms.

Our project team is available and ready attack this project immediately upon award. Your project will be made a priority and not get lost in our to-do list!

PROJECT UNDERSTANDING

We have performed a comprehensive review of the Request for Proposal documents and performed site visits and a photographic survey of the area to familiarize ourselves with the locations scheduled for improvement. We have developed a thorough understanding of the project goals and a comprehensive plan on how we propose to implement them.

We understand that the Village of Glen Ellyn plans to improve the following streets as part of the 2021 Utility and Roadway Improvement Project #20001 – Phase I.

	Street	Length	Roadway \$	Water \$	Sewer \$	Total Cost
1)	Phillips Avenue	~625'	\$350,000	\$267,000	\$153,000	\$770,000
2)	Vine Street	~750'	\$420,000	\$267,000	\$153,000	\$840,000
3)	Ridgewood Ave	~1,125'	\$695,000	\$267,000	\$153,000	\$1,115,000
4)	Evergreen Ave	~600'	\$260,000	\$160,000	\$100,000	\$520,000
5)	Center Street	~475'	\$215,000	\$160,000	\$100,000	\$475,000
TOTALS		~3,575	\$1,940,000	\$1,121,000	\$659,000	\$3,720,000*

*We acknowledge that these original budget numbers have been refined and at the current Engineer's Opinion of Probable Cost is much closer to \$3.4 Million.

These roadways are not atypical of most Glen Ellyn roadways, as they are quiet residential side streets flanked by single-family properties on both sides.

Our initial site investigation acknowledges the project will consist of the following roadway and utility improvements:

- ◆ Reconstruction of approximately 8,000 square yards of existing deteriorated asphalt pavement
- ◆ Placement of nearly 3,200 tons of Hot-Mix Asphalt
- ◆ Replacement of 6,400 feet of Curb and Gutter
- ◆ Replacement of over 5,000 square feet of sidewalk to ensure that ADA requirements are met and to eliminate localized drainage issues
- ◆ Installation of over 3,500 feet of Storm Sewer and Drainage Improvements including storm sewer extensions and the addition of storm sewer laterals to sump pumps, etc.
- ◆ Installation of nearly 3,500 feet of 8" watermain replacement
- ◆ Replacement of many drainage structures
- ◆ Replacement of over 70 water and sanitary services
- ◆ Spot Repair of sanitary sewer throughout the project limits totaling over 1,500 feet
- ◆ Coordination with Nicor for potential gas service conflicts

Hancock Engineering understands that the Village is looking to have a qualified engineering firm provide professional construction engineering services, as described in the Village's RFP documents issued April 13, 2021 and further expounded on in this document.

For this project, the Construction engineering services generally include initial plan review, verification of Contractor's layout, construction observation, materials testing and inspection, documentation, public information updates on the Village's selected platform, contractor/ subcontractor management, and project close-out.

We understand that the Engineer's Estimate for Construction is approximately \$3.4 Million and that the bid opening is scheduled for the morning of Tuesday, April 27th. We understand that the Village anticipates awarding the construction Contract, as well as the Construction Engineering Contract at their Village Board Meeting, scheduled for Monday May 10th, 2021. Construction should begin in early June with final completion to occur no later than October 29, 2021. We have reviewed the construction schedule and find this to be attainable. We have the necessary capacity to adequately staff this project.

HANCOCK'S APPROACH

When we offer services for construction engineering, we take time to plan for the project and identify the critical issues from ours and the Client's perspectives. Prior to any field work, our proposed project team spends substantial time dissecting and analyzing the project plans, bringing to light any foreseen issues well before the Contractor mobilizes to site. We believe we are offering our top construction team to Glen Ellyn for this project.

Chris Baker, PE, our proposed project manager has 20 years of experience providing engineering services and project management on projects very similar to these proposed Improvements, including past projects for the Village of Glen Ellyn. Our lead construction engineer, Eric Windsor also has over 20 years of experience at Hancock Engineering. **Chris and Eric have worked together in these same roles, annually since 2014 to handle over \$15 Million** in roadway, alley, and utility construction for the Village of Oak Park.

We strongly encourage you to reach out to Oak Park's Village Engineer, Bill McKenna to inquire about Eric's abilities. We are confident that he will attest to Eric being one of the most proactive and conscientious construction engineers in the industry.

Hancock Engineering's 110 years of dedicated service in the municipal sector has allowed us to gain experience in all facets of municipal infrastructure improvements. This experience provides us insight on potential construction problems and crucial elements that must be monitored to ensure the project runs smoothly from start to finish. We recognize that paying special attention to the following elements will be key to the success of this project.

COMMUNICATION

Communication during construction is crucial to a project's success. Whether it's preparing resident letters, coordinating and conducting public information meetings, meeting with residents and business owners, or presenting at Village Board Meetings, Hancock Engineering will be right there making sure everyone who needs

We understand that coordination of property access, garbage collection, and parking are not ancillary tasks, but are among the more important functions during construction projects. We allot the necessary manpower to ensure these tasks are given the proper attention.

information is well-informed on the project. We take the time to see that all stakeholders' concerns are being heard on important project issues.

PRECONSTRUCTION MEETING

We will arrange a Preconstruction Meeting with Village staff and other interested parties to discuss the project including timelines, critical issues, goals, expectations, and communication schedule. At a minimum, the following entities would be invited:

Entity	Phone Number
Glen Ellyn Public Works/Engineering	630-469-6756
Glen Ellyn Park District	630-858-2462
Glen Ellyn Police Department	630-469-1187
Glen Ellyn Fire Department	630- 469-5265

We will require the Contractor to submit his proposed project schedule, the Superintendent's contact information, and 24-hour traffic control contact.

This agenda will address the Village's expectations of the Contractor and the Engineer, with discussion topics including:

- ◆ Certified payroll release
- ◆ Notification process
- ◆ Required permitting tasks
- ◆ Erosion control expectations
- ◆ Pay Estimate Requirements
- ◆ Staging and access requirements

WEEKLY REPORTS

Once construction begins, Hancock Engineering will provide the Village with Progression Reports outlining the current and upcoming construction activities on a weekly basis.

PROGRESS MEETINGS

We will hold Progress Meetings weekly on-site or at the Village's designated location. These meetings will cover the construction schedule and any current or upcoming issues. Agenda items will include the previous week's Progression Reports, the condition of the site (i.e., dust control, barricade usage, temporary access), the Village's concerns, Contractor concerns, resident and business concerns, Pay Estimates, and Change Orders. We will prepare meeting minutes and distribute for attendees' comments before finalizing.

DAILY INTERACTIONS

Although residents are typically friendly and interested in the project, we know they expect and deserve to be treated with the respect that is due to every member of the community that is helping pay for the improvement. Some will have higher expectations when it comes to being made aware of construction activity near their residence or place of

We recognize that your residents have the right to know what is happening in their Village and we look forward to helping them fully understand the construction process and schedule.

business. We take the time to answer questions and we note and inform the Village of resident concerns and our recommended courses of action as they arise.

COMMUNICATION KEYS TO SUCCESS

The following are some of the **key Communication components** that will make your Capital Improvement Projects successful

PUBLIC INFORMATION MEETINGS. We will schedule and lead a daytime and evening Project Informational Meeting at a designated Village location, inviting area businesses and residents to come meet the project team. At this meeting we will pass out pamphlets explaining the project and listing the many ways to contact our Resident Engineer. The Contractor's approved construction schedule should be presented at this meeting as well.

RESIDENT LETTER. Prior to construction we will draft onto Village letterhead, on behalf of the Village and subject to the Village's review and approval, a letter to affected property owners outlining the scope of work, proposed schedule, and any interim accommodations for parking, garbage pickup, etc.

NOTICES. We will prepare and deliver notices to residents and property owners impacted by construction throughout the project in the form of a Village door hanger or Village-approved written notice, prior to construction events including, but not limited to, water main shutdowns, water service interruptions, or limited driveway access.

RESPONSE TO PUBLIC COMMENTS. We will respond to all resident complaints within 24 hours, typically on the same day they are received. We will include Village staff in any email response, to be made aware of the proposed resolution in case future calls are received.

PROJECT VISIBILITY. We will suggest to the Village that signs be installed at strategic locations that display basic project information and provide the project website address (if applicable).

PARKING INFORMATION. We will work directly with the Village to determine the best and most effective way to inform drivers on upcoming parking limitations. This may involve direct mailings and placing notices on parked cars along the route.

PARTNERSHIP ROLE. Every construction project includes a certain amount of inconvenience to adjacent home owners. Our goal is to minimize the inconvenience to these residents. We have found that if effective communication of construction schedules and activities, as well as early notice of interruption to access is provided, the property owners are more likely to be understanding of the inconveniences.

It is also important to explain the Village's goals for the project and provide the residents with a line of communication should they have any concerns during the construction of the project. For these reasons, we attempt to provide area residents with multiple channels to have their opinions heard early in the process.



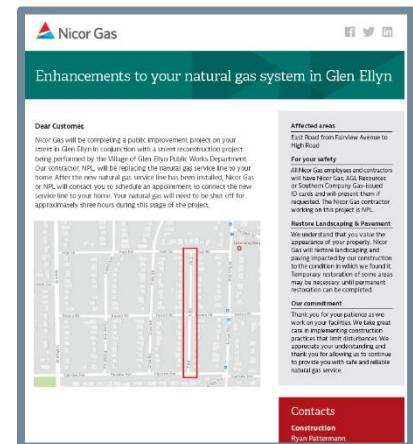
Hancock Engineering will manage the process of notifying the residents along the roadway of upcoming construction.

We will act as a representative, an advocate, and a “shield” for the Village of Glen Ellyn, handling as many of the residents’ and businesses’ construction-related issues as the Village desires, freeing up Village staff for other important tasks while keeping staff fully informed. **We make the extra effort to keep the public informed.**

UTILITY COORDINATION

Hancock Engineering will assist the Contractor in identifying and documenting potential conflicts with existing utilities. We will complete a thorough review of all planned utility crossings. Where necessary, we will have the Contractor complete “exploratory excavation” at strategically designated locations to verify the elevation of any suspect utilities. We will correspond with private utility owners as necessary to resolve known conflicts and work with the Village’s Water Department to schedule watermain inspections and shutdowns.

We know that public utilities can be the cause of delays on an otherwise successful project. Hancock uses a proactive approach with utilities (Nicor, ComEd, AT&T, Comcast, Verizon, etc.) which has avoided costly interruptions to project timelines.



From our experience in Glen Ellyn, we acknowledge that the existing **gas services tend to run shallow**. We will work with Ryan Patterman and Nicor Gas to have these services excavated to verify their depth. All services that are found to be within the proposed pavement structure or in conflict with other utilities will be lowered to a minimum depth of 30" for the width of the road, plus a small allowance for over dig. We will work with the Contractor to “fit this work in” during proper sequencing to avoid any delays to construction.

QC/ QA OF CONTRACTOR’S SCHEDULE

For a project to go smoothly during construction, the Resident Engineer must continually monitor the Contractor’s schedule. We will ensure that the schedule submitted at the Preconstruction Meeting not only meets the contract completion date but is also reasonable and achievable. Our weekly Progress Reports will evaluate the Contractor’s progress which we will report to the Village. If we find that the Contractor has fallen behind schedule by more than two days, we will require them to submit a revised project schedule, outlining how they intend to catch up and meet the Contract completion schedule.

We will communicate to the Contractor that unnecessary or unexcused absences will not be accepted without being documented in a submitted schedule. If Contractor inefficiencies do occur, then our thorough documentation of the Contractor’s daily work will enable the Village to justifiably pursue liquidated damages that may come due.

CONSTRUCTION STAGING

We will work with contractor to ensure that interruptions to the residents' driveway access and the resulting inconveniences are kept to a minimum. We will coordinate with the contractor to ensure the residents are notified of any disruptions to their driveway access (e.g. sewer excavation, roadway milling, installation of driveway aprons, etc.) a minimum of 24 hours in advance.

We will recommend that the material testing firm cast additional test cylinders during concrete driveway apron pours so that strength can be determined prior to 7 days, allowing possible earlier access to properties.

It is essential that intersections and roadways that are open to traffic be passable at all times. We will inform the Village of any anticipated closures with substantial notice so that any traffic status notices the Village may post on its website.

To fully keep the area residents satisfied, we must do more than keep them up to date on the project. It is essential that every effort be made to minimize their disturbances.

Our Resident Engineer will provide daily barricade checks prior to the start of the day's construction, during construction, and at the completion of the Contractor's daily effort.

For a project site to be safe, it must be kept clean. Our firm's daily checks will also include inspection of the cleanliness of the project site to ensure that roadway surfaces are clean of debris and are traversable, that equipment and stockpiles do not impede traffic site lines, and that pedestrian routes are clean and ADA-compliant.

CONSTRUCTION OBSERVATION

Hancock Engineering excels at performing construction engineering services regardless of the project's complexity. Our Resident Engineer will provide field checks of materials and equipment on a full-time continuous basis. Each of our engineers assigned to your project will be reachable 24 hours a day on their cell phones, and available to quickly respond to any after-hours emergencies that may arise.

HANCOCK'S LEVEL OF SERVICE

Our field personnel occasionally remain on-site well past the end of the Contractor's day, completing paperwork or resolving resident issues. However, please note that **the Village of Glen Ellyn will never be charged more than 8 hours in a day** for our on-site Engineer. We believe that our service and response time is top-notch.

VERIFICATION OF CONTRACTOR'S LAYOUT

Hancock Engineering will verify construction layout and check the validity of the proposed design. Our field engineers will:

- ◆ Verify alignment and grades for proposed utilities match the plans.
- ◆ Note any potential obstructions during layout and identify possible solutions or suggest minor adjustments of proposed alignments or grades.

- ◆ Verify curb and gutter alignment is true and positive drainage will be maintained along the flowline.
- ◆ Verify ADA compliance grading is met at all public sidewalk ramps.

CONSTRUCTION PROJECT CLOSE-OUT

Hancock Engineering acknowledges that it is in all parties' best interests to have the project closed out as efficiently as possible. It is our policy to complete a preliminary "Pre-Final" inspection in which we provide the Contractor with a list of deficiencies that must be corrected prior to project close-out.

We will coordinate the receipt and documentation of all final lien waivers and other close-out documents, such as redline record drawings, and we will assist with final Project accounting and provide the final status of the Project budget.

Finally, we will turn over to Village's Project Manager the plans, specifications, letters of acceptance, and all documentation pertaining to the Project, neatly organized in a new, legal size, heavy duty, quality, dustproof Banker's Box(es).

SPECIAL PROJECT CONSIDERATIONS

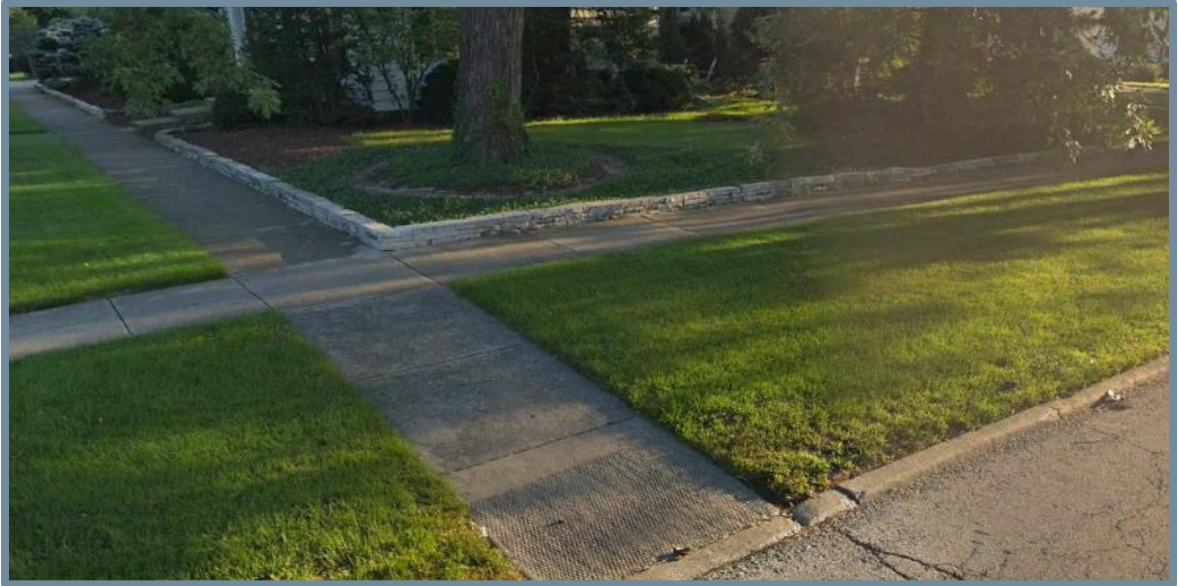
The following is a listing of issues noted during our preliminary investigation of the project site and plans that will need to be addressed during construction:

Prior to completing any improvements directly adjacent to private ROW, we will contact the resident to verify whether they have any Invisible Pet Fences, Irrigation Systems or other private utility below grade, such as this pet fence at the corner of Phillips and Vine.



When our team served as construction engineer for the similar Montclair Utility and Roadway Reconstruction a few years ago, we found that at some locations within Glen Ellyn, it takes a substantial “cut” at the existing keystones to make a sidewalk ramp ADA compliant.

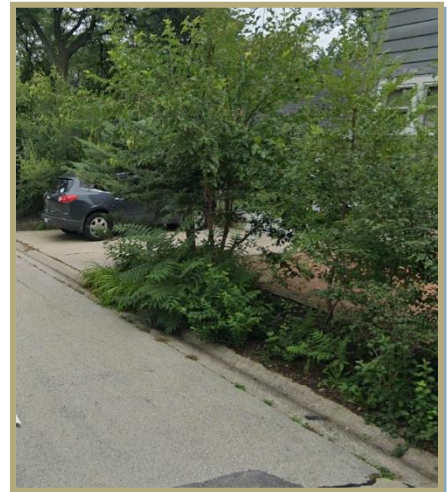
We will work directly with home-owners at corner houses to ensure that the installation of necessary segmental block walls meet their expectations.



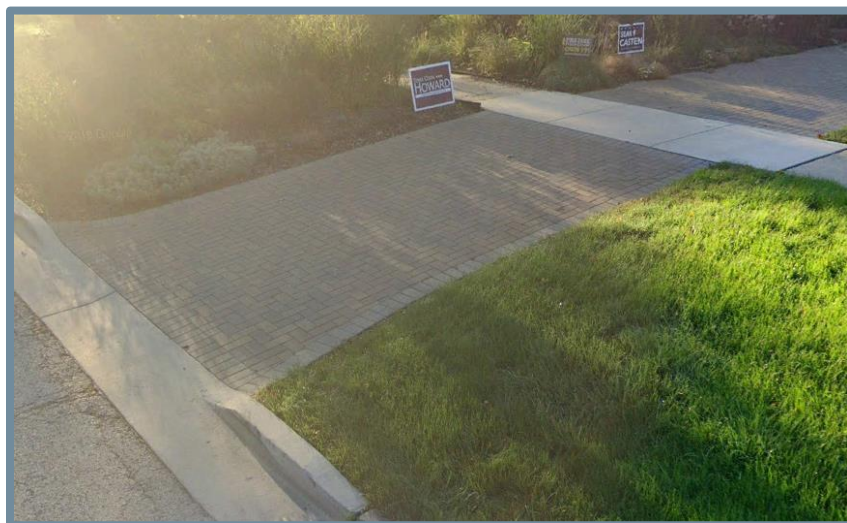
We understand that not all of the proposed sidewalk replacement is shown on the plans. Our team will walk the project site prior to construction and select squares that are found to be “trip hazards” or that have structurally failed. Additionally, any locations such as shown below, will be investigated to determine if the obvious drainage issue can be corrected.



Some of the proposed curb and gutter improvements are adjacent to “special” landscaping. Prior to disturbing any of this shrubbery or any other unique parkways, we will discuss the improvements with the adjacent homeowners. It is always better to take away the element of surprise and receive “buy-in” from the resident prior to changing their frontage.



There are also several driveways to be removed and replaced on that have decorative brick features, such as the one shown below on Phillips Avenue. We will ensure that if possible the existing bricks are safely stored so they can be replaced after construction of the proposed adjacent concrete. In the event that the brick is damaged, we will ensure that the Contractor secures and installs Versa-Lock, Unilock, or approved equal pavers.



We note that the existing pavement on Ridgewood Avenue varied from 18' to 24'. We also understand that the proposed pavement will have a uniform 18' cross-section. During construction layout period, we will verify this "road diet" does not create any conflicts with the location of existing utility structures.



Our past projects within Glen Ellyn have allowed us insight as to how much emphasis the Village places on protecting and preserving their urban forest. We understand that the Village will be utilizing the services of a professional tree consultant. We will work hand-in-hand with the forester to ensure the Village's specifications are followed and that trees are protected.

Prior to the project starting, we will meet with the forester and walk the project site, marking out all trees that need Pruning, Trimming, or Protection. We will then walk the site with the Contractor and his selected tree-care specialist to ensure all parties are on the same page as far as protecting the trees.

If a deficiency in tree protection is found during construction, we will notify the Contractor immediately. If the Contractor fails to rectify the deficiency immediately, we will be firm in imposing the \$250 daily monetary deduction. We will also hold the Contractor liable and responsible for any and all corrective and remedial actions required to restore the area or item to comparable pre-project conditions. We understand that if a tree is injured such that potential irreparable damage may ensue, the Contractor shall be held liable for the full value of the tree based upon the guideline entitled Guide for Plant Appraisal, latest Edition.



Our Resident Engineer and team of construction inspectors understand that although this is a construction site, it is also a neighborhood.

PROJECT OBJECTIVE

We were fortunate enough to work with the Village of Glen Ellyn on their recent SCCE and MEDTS Capital Improvement projects within the recent past. This experience has provided us an opportunity to become accustomed with the expectations of the Village and the residents of Glen Ellyn.

Like most Villages, the Public Works Staff at the Village of Glen Ellyn is very busy. We understand that the Village is fully capable of providing the services outlined in this RFP and have done so in the past. However, it is also understood that the Staff at PW is assigned a litany of other important tasks that they are expected to complete each day.

To this end, **we plan to make a concerted effort to eliminate any undue burden on Staff** concerning this project throughout the entire construction process.

The Village will be invited to be as involved as much as their schedule permits and as they desire, but we will be staffed to operate as a fully-functional independent unit, without the need to involve Village Staff with every minute issue that is brought up by the Contractor.

Chris baker, our proposed Resident Engineer has completed significant work in Glen Ellyn and we believe has a very good grasp on the expectations of the Village allowing us to competently act on behalf of Public Works.

Eric Windsor, our Lead Construction Engineer has over 20 years of experience and will be an excellent addition to our Glen Ellyn team.

Our goal on this project (and all projects for which we are involved with the Village of Glen Ellyn moving forward) is to **substantially reduce the time that Village Staff has to take out of their already busy schedule to assist the paid consultant on day-to-day construction issues.**

Our Team will be focused on being Proactive and not Reactive during this project!

SUMMARY OF APPLICABLE EXPERIENCE

Hancock Engineering has performed design and construction services on roadway and utility projects similar to these proposed improvements within many Villages.

Roadway Improvement Projects

<u>Project</u>	<u>Village</u>	<u>Year</u>	<u>Cost</u>	<u>Contractor</u>
Braga Drive Improvements – Stage II	Broadview	2020	\$3,400,000	ALamp Concrete
Roadway and Utility Improvements	Schiller Park	2020	\$4,200,000	Various Contractors
2020 Street and Utility Improvements	Brookfield	2020	\$3,900,000	Lindahl Brothers
Braga Drive Improvements – Stage I	Broadview	2019	\$2,400,000	J. Nardulli Concrete
SCCE Roadway and Drainage Project	Glen Ellyn	2019	\$550,000	Chicagoland Paving
Madison Street Road Diet	Oak Park	2019	\$6,400,000	K-Five
2019 Street Improvements	Brookfield	2018	\$4,200,000	Triggi Construction
2018 Street Improvements	Broadview	2018	\$950,000	Lindahl Brothers
Washington Boulevard Improvements	Bellwood	2018	\$360,000	Johnson Paving
2018 Street Improvements	Brookfield	2018	\$4,650,000	Triggi Construction
2018 CDBG – Elm Street	Brookfield	2018	\$700,000	Triggi Construction
2018 Street Improvements	LaGrange Park	2018	\$2,350,000	K-Five
2018 Green Alleys	Maywood	2018	\$1,300,000	MQ Construction
2018 Street Improvements	Melrose Park	2018	\$300,000	GA Paving
2018 CDBG – 20th Avenue	Maywood	2018	\$600,000	Triggi Construction
2018 Street Improvements	Norridge	2018	\$900,000	Brother's Asphalt
2018 Paving Project	Oak Park	2018	\$800,000	Brother's Asphalt
Central Boulevard IEPA Loan	Villa Park	2017	\$1,800,000	ALamp Construction
Euclid & Myrtle IEPA Loan	Villa Park	2017	\$900,000	N/A
Off-Street Parking Areas	Villa Park	2017	\$375,000	N/A
2017 Street Program	Brookfield	2017	\$4,750,000	J. Nardulli Concrete
2017 Oak Park Alleys	Oak Park	2017	\$2,650,000	R.W. Dunteman
West Roadway Improvements	LaGrange Pk	2017	\$1,350,000	Davis Concrete
North Roadway Improvements	LaGrange Pk	2017	\$1,400,000	K-Five
2017 Roadway Improvements	Maywood	2017	\$980,000	M & J Asphalt
2017 Bellwood Streets	Bellwood	2017	\$420,000	Johnson Paving
Broadview Summer Paving	Broadview	2017	\$615,000	Johnson Paving
Broadview Spring Paving	Broadview	2017	\$780,000	Schroeder Asphalt
CDBG Alley Program	Brookfield	2017	\$480,000	J Nardulli Concrete
87th Avenue Improvements	Hometown	2017	\$145,000	Crowley Shepard
Beach Avenue Improvements	LaGrange Pk	2017	\$320,000	Schroeder Asphalt
CDBG Alley Program	Broadview	2017	\$275,000	J Nardulli
2017 Alley Improvements	LaGrange Pk	2017	\$150,000	Suburban

Watermain Projects (Past Five Years)

<i>Project</i>	<i>Village</i>	<i>Year</i>	<i>Cost</i>	<i>Contractor</i>
Raymond Ave Water Main	LaGrange Pk.	2019	\$846,000	Suburban General
Roosevelt Road Water Main	Maywood	2019	\$820,000	Unique Plumbing
2019 Watermain Improvements	Bensenville	2019	\$1,500,000	Bolder Construction
First Avenue Water Main	Maywood	2019	\$2,200,000	Unique Plumbing
Relocation 20" Water Supply	Maywood	2018	\$625,000	UPRR (Aqua)
2018 Watermain Replacement	Melrose Park	2018	\$300,000	ALamp Construction
2018 Watermain Project	Schiller Park	2018	\$750,000	Cerniglia
2018 Watermain Replacement	Norridge	2018	\$1,400,000	Gerardi Sewer and Water
Village Water Improvements	Bensenville	2018	\$1,500,000	John Neri Construction
Southern-Cook Watermain Project	Oak Lawn	2017	\$25,000,000	Design Only
Elm Street Watermain	Mt. Prospect	2017	\$450,000	Patnick Construction
14 th Street Watermain	Berwyn	2017	\$520,000	Cerniglia
Alley Watermain Improvements	LaGrange Pk	2017	\$150,000	Suburban General
Middaugh Watermain Improvements	Downers	2017	\$600,000	ALamp Co
12" Water Main Set & Fire Hydrants	Forest View	2017	\$75,000	Suburban General
Burlington Watermain Improvements	Downers	2017	\$600,000	ALamp Co
Whitegate Dr Water Main (HDD)	Mt. Prospect	2016	\$250,000	Lampignano & Sons
LaGrange Road Watermain Replacement	LaGrange Pk	2016	\$435,000	Suburban General
Show Property Water Main	Norridge	2016	\$680,000	Mauro Sewer
Railroad Avenue Watermain	Maywood	2016	\$803,000	Trine Construction
Village Watermain Improvements-A	Downers	2016	\$800,000	Austin-Tyler
Village Watermain Improvements-B	Downers	2016	\$1,000,000	Trine Construction
19 th Street Watermain Improvements	Berwyn	2016	\$770,000	J Congdon
LaGrange Road Watermain	LaGrange Pk	2016	\$435,000	Suburban General
Show Property Water Main	Norridge	2016	\$674,000	Mauro Construction
2015 Watermain Improvements	Norridge	2015	\$130,000	Gerardi Sewer & Water
O'Conner Drive Watermain	River Grove	2015	\$1,100,000	J Congdon
2015 Village Watermain Improvements	Downers	2015	\$2,100,000	Swallow Construction
Prairie Avenue Water Main	Brookfield	2015	\$405,000	Unique Plumbing
Ogden Avenue Watermain	LaGrange Pk	2014	\$395,000	Suburban General
28 th Avenue Watermain DCEO	Bellwood	2014	\$565,000	J & T Services

The projects listed above had significant water main improvements. During this time period, we designed and performed construction oversight on many other projects that also had water utility repairs but have not listed them here due to their secondary nature.

We have chosen a sample of the listed projects to highlight below. Note, many of these projects involved members of our proposed **project team working together!** Please let us know if you need more information on a project.

ANNUAL PAVING PROJECTS

Hancock Engineering serves as the full-time engineer for twelve communities. Part of our scope of services include the preliminary, design and construction engineering for these client's annual roadway improvements. Although each of our twelve "Core-Clients" find themselves in a unique financial situation, all of them have made repairs to their roadway infrastructure within the past few years.

Some of the larger recent projects are highlighted below:

Village of Brookfield

The Village of Brookfield has had an annual paving program for the past ten years, typically paving between \$1 and \$1.5 Million in streets per year. However, approximately 5 years ago the Village passed a \$22 Million referendum which increased their spending to approximately \$5 Million the past 4 years.

Village of LaGrange Park

The Village of La Grange Park has historically had a paving program that varied substantially from year to year with the amount of roadway being repaired. However, in 2017, the Village passed an \$11 Million referendum that has allowed three consecutive years of sizable programs. We have designed the paving program to include milling and resurfacing, repairs to structurally damaged or poor draining curb and gutter, and replacement of sidewalk to bring within ADA/PROWAG standards. We have also had all of the Village's combined sewer televised beneath these streets and performed the necessary point repairs prior to paving the roadways.

Village of Broadview

The Village of Broadview has had a near annual paving program the last 5 years, utilizing MFT, CDBG, and local funding sources.



VILLAGE OF OAK PARK

2019, 2018, 2017, 2016, AND 2015 ALLEY IMPROVEMENT PROJECT

Commencement Date:
April 2020

Completion Date:
August 2020

Engineer's Cost Estimate:
\$ 2,670,600.00

Contractor Bid Amount:
\$ 2,650,150.00

Engineering Fee Extras:
\$ 0

Project Awarded on Schedule:
Yes

Project Completed On-time:
Yes

Project Team:

Derek S. Treichel, P.E.
(Client Manager)

Chris Baker, P.E.
(Design Coordinator)

Chris Baker, P.E.
(Resident Engineer)

Eric Windsor
(Lead Construction Engineer)

References:

Bill McKenna, Village Engineer
708-829-3045

Santino Nardulli, Project Manager
J Nardulli Concrete

Hancock Engineering provided Design and Construction Engineering Services for this annual alley improvement project. The Village has substantial utility within their alleys, so these alley improvements include much more than pavement improvements.

The improvements typically consisted of two miles of concrete alley reconstruction, approximately one mile of storm sewer, watermain repairs and areas of asphalt roadway repair. In 2020 the Village utilized MWRD-GI and other local funds to design Green Alleys.

Several of the newly constructed alleys were within business districts. As part of our services, we introduced ourselves to over 50 businesses flanking the alleys. We coordinated refuse collection, parking passes, coordination of the Village's "Garage Apron Replacement Program" (GARP) and accommodated as many businesses' schedules as possible.

Several of the alleys had utility conflicts which we worked proactively with Nicor and ComEd to have their infrastructure relocated prior to the start of our construction.

The project was partially funded with CDBG grants, so all requirements required of this funding were followed.

Several of the alleys flanked schools and churches. We made sure to continually keep all stakeholders up to date.



VILLAGE OF BROADVIEW BRAGA DRIVE RECONSTRUCTION – STAGE I

Commencement Date:
April 2019

Design Completion Date:
December 2018

Engineer's Cost Estimate:
\$ 6,500,000.00

Contractor Bid Amount:
\$ 6,200,000.00

Actual Construction Amount:
Trending below

Engineering Fee Extras:
\$ 0

Change Orders/ Contract Change:
0 / 0% Increase

Project Completed On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager)

Chris Baker, P.E.
(Resident Engineer)

Mark Volk, P.E.
(Lead Designer)

References:

Matt Ames
Director of Public Works
708-497-8669

Santino Nardulli
Contractor, Nardulli Concrete
773-675-0108

Hancock Engineering provided Design and Construction Engineering Services for this federally funded FAU project.

We were able to work with the Village's Mayoral Council to obtain Local Collector Classification for the "Braga Drive Corridor" enabling the roadway to be eligible for FAU funding. The corridor is comprised of four roadways that are flanked by mostly heavy industrialized business.

The improvements consist of reconstructing the roadway, installing large diameter storm sewer, installation of watermain, installation of new roadway lighting and the creation of bike paths. Special consideration was given to staging plans to accommodate the many daily deliveries for the businesses.

Due to the large size (over \$6 Million) the Council was unable to fund the Project's construction in a single year, resulting in the project being split into two separate Contracts.

Hancock Engineering submitted Invest in Cook applications on behalf of the Village and were successful in securing grant funding for the Village on both stages of the Contract.

The first phase was successfully completed in 2019 ahead of schedule and budget. The second stage is currently under construction.

Public Open Houses were conducted early in the design and construction process to obtain "buy-in" from the area businesses. We worked hard to create relationships with many of the local businesses to increase the public's positive perception of the project.

Many positive accolades were received by Hancock Engineering from the area businesses, residents, and Village.



VILLAGE OF OAK PARK MADISON STREET IMPROVEMENTS

Commencement Date:
March, 2019

Completion Date:
November 2020 (Pending)

Engineer's Cost Estimate:
\$ 6,300,000.00

Contractor Bid Amount:
\$ 6,250,000.00

Actual Construction Amount:
Pending

Engineering Fee:
\$ 350,000.00

Engineering Change Orders:
\$ 0

Project Completed On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager)

John Gutsch
(Lead Construction Engineer)

Eric Windsor
(Construction Engineer)

References:

Bill McKenna, P.E.
Village Engineer
708-358-5700

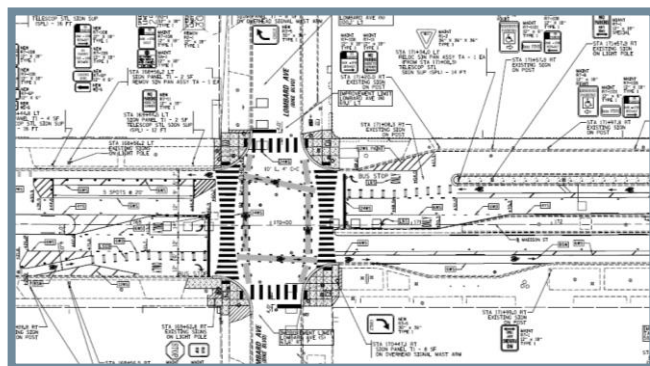
Dave Powers
Communications Director
708-358-5770

Hancock Engineering provided Phase III Engineering services for these roadway improvements through the heart of Oak Park. This \$6.5 Million-dollar project included:

- 10,000 Tons of Hot-Mix Asphalt Pavement
- 40,000 Square Feet of Sidewalk improvements
- 8,000 Feet of "spot" curb and gutter replacement
- 70,000 Feet of Pavement Markings
- 5,000 Feet of Sewer restoration
- 48 Pedestrian Signal Heads and 8 Solar-Powered Flashing Beacon Assemblies
- Optimization of Traffic Signals
- Irrigation Improvements
- On-Street Bicycle Lanes and Wayfinding Signage

These improvements involved substantial coordination with schools, park district officials, Madison Street Business Coalition, and nearly a hundred local businesses.

The project team worked with the Village to provide many forms of communication to residents and business owners including holding office hours, evening public meetings, door hangers, hosting a project website, and a multitude of other activities.



VILLAGE OF RIVERDALE NORTHEAST STORM RELIEF SEWER PROJECT

Commencement Date:
July, 2016

Completion Date:
November, 2017

Engineer's Cost Estimate:
\$ 7,700,000.00

Contractor Bid Amount:
\$7,400,000.00

Engineering Fee Extras:
\$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Mark Volk, P.E.
(Client Manager)

Ed Stoelinga, P.E.
(Design Manager)

Alex Alejandro, P.E.
(Designer)

Mark Kirchman
(Resident Engineer)

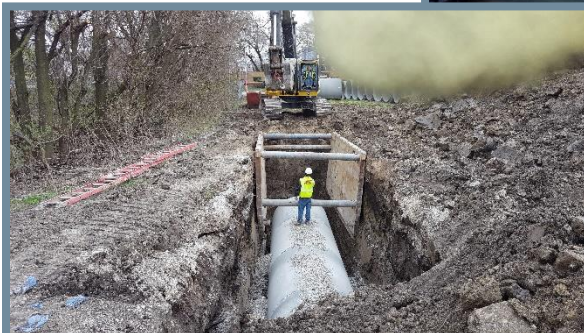
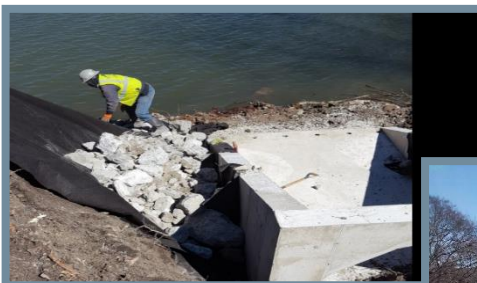
References:

Larry Jackson
Mayor of Riverdale
708-841-2200

Hancock Engineering completed Phase I, II, and III engineering services for the Village of Riverdale's Northeast Storm Relief Sewer Project. The proposed improvements span the entire northeast region of Riverdale with over 8,000 feet of proposed storm sewer. The work occurred within the boundaries of busy State Street, the elevated METRA Rail Line (*Illinois Central Railroad*) and the Little Calumet River.

Funds for this improvement were secured with the assistance of our team thru Cook County's Community Development Block Grant Disaster Recovery Program in the amount of approximately 7.6 million dollars.

Construction operations began at the Little Calumet River with the installation of a massive 72" diameter storm sewer outfall. The route involved continuous communications with nearby business owners. This 72" diameter storm sewer pipe has been installed to depths exceeding fifteen-feet below grade. In addition to open cutting, a "Jack and Bore" operation was implemented to "push" the 72" diameter pipe beneath the Indiana Harbor Belt Rail Road.



VILLAGE OF GLEN ELLYN MEDST IMPROVEMENTS PROJECT

Commencement Date:
May, 2017

Completion Date:
November, 2017

Engineer's Cost Estimate:
\$ 3,700,000.00

Contractor Bid Amount:
\$3,400,000.00

Engineering Fee Extras:
\$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager)

Jeff Kearney
(Resident Engineer)

References:

Rich Daubert
Village Engineer
Glen Ellyn
630-469 5000

Anthony Neri
John Neri Construction
630-514-1778

Hancock Engineering completed Phase III engineering services for the Village Glen Ellyn's Roadway, Sewer, and Watermain Improvement project. The following are highlights of the completed work:

- Tree Protection, including over 3,000' of Tree Fence
- Approximately 3,300 cubic yards of Earth Excavation
- Nearly 3,500 Tons of Hot-Mix Asphalt
- Nearly 6,000 Feet of Curb and Gutter Replacement
- Over 25,000 square feet of Concrete Sidewalk
- Over 7,000' of sewer installation
- Nearly half a mile of 8" watermain
- Over 75 Water Service Connections

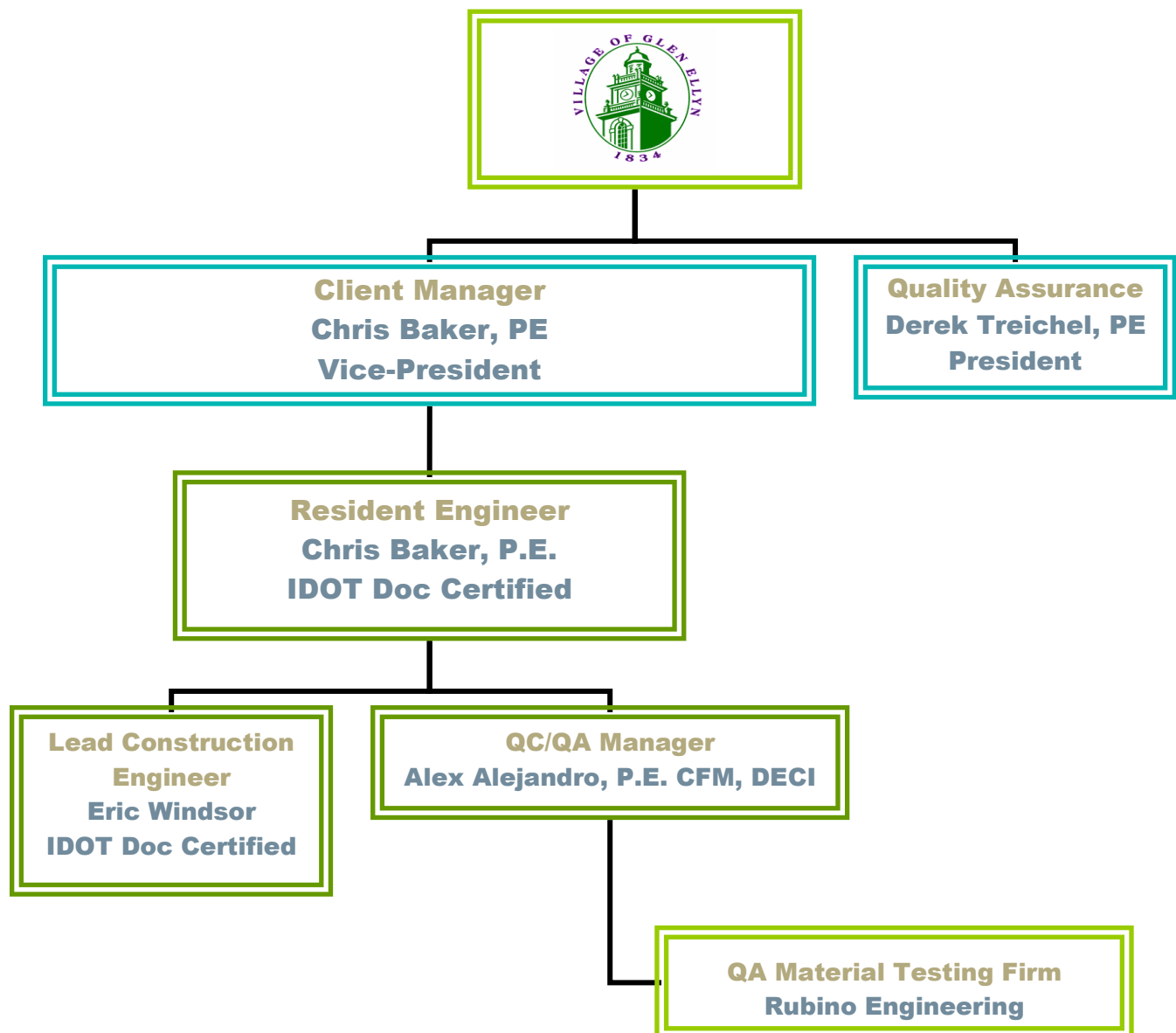
The Village of Glen Ellyn's residents have high expectations when it comes to being informed during construction. Our team of engineers wrote and passed out multiple construction updates each week during the project.

Hancock Engineering did not provide the design for these improvements, however there were approximately a dozen instances in which the plans needed to be redesigned in the field. Our team of Engineers acted quickly to provide real-time changes to the Contractor. We **did not seek reimbursement** for these services.



ORGANIZATIONAL CHART

Hancock Engineering employs highly skilled individuals that work together to form a company with the reputation of working efficiently and professionally to address the concerns of our municipalities and its constituents of local businesses, schools, and homeowners. Hancock Engineering employees are very aware that to provide our standard of service, we must understand and reflect the views and intention of the municipality. We are committed to providing this team and will not alter staffing unless requested by the Village.



**** Please note that all employees involved with this project have a minimum of 18 years of experience. We are providing the Village of Glen Ellyn one of the strongest team of engineers and inspectors our team has to offer.**

Chris Baker, P.E., company vice president, will serve as Client Manager and oversee the staffing for this roadway and utility construction improvement projects. Chris has over 18 years of municipal engineering experience with Hancock Engineering. Chris currently serves as the client manager for the Village of Broadview. Under Chris's direction, his managed municipality has done nearly *\$20,000,000* of improvements to their roadways, alleys, water mains, and storm and sanitary sewer systems over the last *5 years*.

Hancock Engineering's principals are very "hands-on" when it comes to project management. The listing of the company president as Client Manager truly reflects his anticipated deep involvement with these improvements. As Client Manager, Chris will be managing the construction team for these proposed improvements. Chris has the ability to consider all factors in his decisions that result in tremendously thought-out solutions that keep the Village's best interest in mind, while always staying within budget. With Chris's leadership, Hancock Engineering will provide the unparalleled service that has come to be expected when dealing with our firm.

Chris Baker, P.E. will also be assigned as the Resident Engineer for this project. Chris has substantial experience managing a wide variety of similar projects and currently serves as client manager for the Villages of Broadview and Oak Park. Recently,

Chris has served this role for the Village of Glen Ellyn's 2017 MEDST Utility and Roadway Improvements and the 2019 SCCE Roadway Improvements.

Chris is certified in IDOT documentation and is very familiar with the ICORS program.

Chris understands the need to work closely with the residents, schools, and businesses along the project site, and that for a construction experience to be a satisfying achievement, it is important to satiate the public's desire to be kept continually informed. We pride ourselves on our service and firmly believe that our responsiveness is unmatched in the industry.

Eric Windsor will be assigned as the Lead Construction Engineer for this project. Eric has been building an impressive construction resume since he began his career at Hancock Engineering over 20 years ago.

Chris and Eric have worked together on the Village of Oak Park's annual construction projects since 2015. Eric has served as Assistant Resident Engineer for the 2017, 2018, 2019 and 2020 Village-Wide Alley Improvement Projects as well as their 2018 Roadway and Utility Improvement project. Eric thinks quick on his feet and is one of our top assets. We strongly encourage you to contact Bill McKenna (Oak Park Village Engineer) and seek feedback on Eric's abilities.

Eric is an IDOT certified documenter and has completed the State's ICORS training classes. Eric has also performed construction layout for nearly 50 projects over the past five years. Eric is also one of the leaders of our data acquisition team. He has complete understanding of GPS acquisition practices and is also well versed in Total-Station topography and GIS.

We acknowledge that to complete this project within the allotted time period, multiple crews will need to be utilized and there will be periods where work will be occurring at differing locations simultaneously. We have allotted additional time for a supplemental engineer to fill this role assisting Chris and Eric.

The personnel named in this proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.



Chris Baker, P.E. Vice President, Principal

Chris has teamed with Eric annually the past 5 years to complete many successful recent projects!

Chris Baker, P.E., is a Project Engineer at Hancock Engineering. Chris began his career with Hancock Engineering immediately upon his graduation from Bradley University in 2003. He has substantial experience in both the design and construction of roadway improvements, water main design, storm and sanitary sewer improvements, and streetscape beautification projects. He is also the Director of Business Development activities for our office and is active in several professional organizations.

Recent Engineering projects include:

Madison Street Improvements and Road Diet, Village of Oak Park

Resident Engineer for the \$6.5 Million road diet through the heart of Oak Park. The project involved the reconfiguration of a dangerous four-lane roadway into a much more pedestrian and cyclist friendly two-lane boulevard. In addition to including over 10,000 tons of asphalt, 50,000 square feet of sidewalk, and 7,000 feet of sewer improvements, the project also included installing on road bicycle lanes (both protected and unprotected), pedestrian refuge islands, and Solar-Powered Flashing Beacon Assemblies. Much focus was spent on communication on this project, with Chris holding weekly "Office Hours" for the public, as well as holding monthly events, such as "Coffee with the Contractor," and community walk-throughs.

2020 Green Alley Improvements, Village of Oak Park

Design Manager for \$1.2 Million alley improvement project throughout the Village of Oak Park. The project funding consisted of local funds, CDBG funding, and an MWRD-GI partnership. Several cross-sections of alleys were included within the design including traditional concrete as well as permeable pavement. The Design Retention Capacity of the improvements took over 100,000 gallons of storm water out of the Village's combined sewer system.

Braga Drive Stage I and Stage II Improvements, Village of Broadview

Lead Designer and Resident Engineer for the nearly \$6 Million corridor reconstruction of a local Collector Route. Chris completed the Phase I Report for these improvements, which included an in-depth Location Drainage Report. The design of the improvements consisted of reconstructing nearly a mile of roadway, up-sizing over 2,500 feet of large diameter storm sewer, installing approximately 3,000 feet of water main, and providing on-street bicycle lanes. Due to the large cost of the project, construction was split into two construction seasons, where Chris served as Resident Engineer ensuring construction of the project was completed satisfactorily.

IEPA Low-Interest Loan Watermain Improvements, Village of Broadview

Design Manager of a \$5.8 Million watermain improvement project through the Village of Broadview's "Down-Town" area. The design included installing a new 8" distribution main as well as new 16" transmission main within the Roosevelt Road (IL-38) corridor. A multitude of design options were investigated and utilized. Portions of the existing watermain were able to be lined to save on restoration costs. Other portions were able to be relocated to the rear of the building and installed within existing alleyways. This process necessitated meeting with each individual business and determining location and size of existing water services.

Education

Bachelor of Science in Civil Engineering, Bradley University, 2003

Work Experience

Hancock Engineering – 2003 to present

Professional Development

Professional Engineer
Illinois No. 062-060784

Certifications

IDOT Documenting
Certification # 16-12242

Affiliations/Memberships

American Public Works Association, Suburban Branch
President –Past President

West Central Municipal Conference's Bike and Pedestrian Committee

Village Engineer Role

Village of Broadview
(2015-Present)

Client Manager Role

Village of Oak Park
(2016-Present)

Village of Glen Ellyn
(2017-Present)

2019 and 2020 MWRD-Green Infrastructure Alley Improvements, Village of Broadview

Grant Writer, Design Manager and Resident Engineer for the Village's last two annual alley improvement projects replacing six (6) dilapidated asphalt alleys with hybrid concrete and permeable pavement section. The "green" cross-section allowed for nearly 200,000 gallons of storm water to be taken out of the Village's combined sewer ultimately taken a large burden off of the over-taxed system. Contract involved coordination and close-out of the grant process with the MWRD.

Smith, Cumnor, Clifton and Ellynwood Roadway Improvements, Village of Glen Ellyn

Resident Engineer for the \$1.5 Million roadway and drainage improvement in the Village of Glen Ellyn. This portion of town includes a rural cross-section, including drainage ditches and culverts. The project plans did not include proposed grading, so roadway profiles and drainage ditches were designed during the construction phase.

2020 Yale Avenue Improvements, Village of Villa Park

Construction Manager for \$975,000 roadway and watermain improvement project within the Village of Villa Park. The project funding consisted of local funds and DuPage County CDBG funding. The project included work directly adjacent to an Elementary School and required constant communication with School District staff to ensure construction activities did not disrupt student learning. Additionally, the proposed watermain was bored beneath the CN Railroad within a casing, resulting in permit coordination.

2015-2019 Village-Wide Alley Improvements, Village of Oak Park

Design Manager and Resident Engineer for the Village's annual alley improvement projects (CDBG) since 2015. The annual program ranged in size from \$2-4 Million. During the five years the project occurred we design and replaced over 60 alleys.

As Oak Park has limited parking, much coordination went into providing residents parking passes and staging of the construction work. During the construction process, Chris also administered the Village's Garage Apron Replacement Program (GARP) which allowed residents to replace their private property at the Contract Unit Prices.

Cornell Street Improvements, Melrose Park

Design of a federally funded reconstruction project valued at \$2.9 Million. The project included concrete pavement, water main replacement, and separation of combination sewer system. Submittal of approved Phase I Report outlining the project scope, feasibility and cost. Chris also served as the Public Liaison for this project, implementing a project website for this project.

Elm Street Reconstruction, River Grove

Design of a federally funded reconstruction project valued at \$2.3 Million. The project includes concrete pavement, installation of storm sewer system, and coordination between two Villages. Chris also served as the Public Liaison for this project, implementing a project website and hosting Progress Meetings with the Village and Contractors.

Village-Wide Alley Improvements, Melrose Park

Design of four locally funded alley reconstruction projects valued at \$9.9 Million. The project includes concrete alley pavement, installation of storm sewer system, replacement of water main and coordination between four General Contractors. The project was awarded APWA Project of the Year for the Suburban Branch..



Eric Windsor

Construction Engineer

Eric Windsor is a top construction engineer at Hancock Engineering. Eric began his career with Hancock Engineering as an intern in 1997. He has substantial experience in the construction inspection of roadway, water main, storm and sanitary sewer improvements, as well as streetscape beautification projects.

Recent Engineering projects include:

2020 Euclid Utility Improvements, Village of Oak Park

Construction Engineer and Field Designer for “small” utility improvement for the Village of Oak Park to accommodate an incoming development. The project involved real-time design as Nicor, ComEd, ATT, Fiber Optic, and Comcast utility all needed to be unearthed and relocated within a very narrow public utility corridor. Although the project’s construction cost was under \$200,000, the amount of coordination with the public utilities, Village, and Developer was very large.

2015-2019 Village-Wide Alley Improvements, Village of Oak Park

Lead Construction Engineer for the Village’s annual alley improvement projects since 2015. The annual program ranged in size from \$2-4 Million. During the five years the project occurred we design and replaced over 60 alleys. As Oak Park has limited parking, much coordination went into providing residents parking passes and staging of the construction work.

The Village of Oak Park has storm and water utility that exists within alley Right-of-Way. Since, 2015 Eric has overseen the replacement of over 26,000 feet (Over 5 Miles) of various sized storm sewer and nearly 250 storm and sanitary structures as part of these improvements.

Cornell Street Improvements, Melrose Park

Resident Engineer of a federally funded reconstruction project valued at \$2.9 Million. The project included concrete pavement, water main replacement, and separation of combination sewer system.

These Cornell improvements included completely rehabilitating the existing roadway, installation of nearly 2,500 feet of large diameter storm sewer, replacement of 2,640 feet of 12” watermain, directional boring conduit under railroad tracks, installation of a multi-use bicycle/pedestrian path, railroad crossing improvements, and other parkway amenities.

19th Street Watermain Improvements, Berwyn

Resident Engineer for a street and utility repair project. The project included the resurfacing of the roadway, installation of nearly 2,000 feet of ductile iron water main, and nearly 1,200 feet of storm and combined sewer.

North Avenue Bike Path Improvements, Melrose Park

Construction Inspector a federally funded bike path project valued at \$2.1 Million in the Village of Melrose Park. The project included bike path installation, retaining wall installation, drywell construction, pedestrian traffic signal improvements, and parkway restoration.

Education

College of DuPage, 2000

Work Experience

Hancock Engineering – 1997 to present

Certifications

IDOT Documenting
Certification # 21-18359

Continuing Education

- GIS/ESRI Certification
- CADD Proficient

PROJECT TIMELINE

Hancock Engineering understands the necessity for this project to be completed in an expeditious manner. We understand the Village expects this project to be completely constructed in 2021. We have analyzed the necessary design steps and associated timetables and evaluated our current capacity of resources. We propose the following schedule:

Engineering Task	Project Completion Date
Construction Bid Opening	April 27, 2021
Receive Award of Contract	May 10, 2021 (Assumed)
Complete Thorough Plan Review	May 14, 2021
Kick-Off Meeting with Village	May 15, 2021
Pre-Construction Meeting	May 24, 2021
Public Informational Meeting	May 28, 2021
Site Walk for Tree Preservation	May 31, 2021
Verify Contractor Layout	June 4, 2021
Construction Commencement	June 7, 2021
Substantially Complete Construction	October 14, 2021
Final Project Completion	October 29, 2021
Agree to Final Quantities with Contractor	November 8, 2021
Submission of As-Builts	November 15, 2021
Project Close-Out	December 1, 2021
1-Year Warranty Walk-Through	November 8, 2022

We have outlined an aggressive project schedule that has illustrated the need for this project to be made a priority. Hancock Engineering has staff available to work on this construction project to meet this proposed schedule and ensure that construction is completed prior to the Village's imposed deadline.

Our current workload will allow us to proceed immediately upon award. **We will make your project a priority!**

CLIENT REFERENCES

The following is a partial list of clients for whom we currently provide engineering services to. We have included the length of time we have been retained by each client and a suggested contact party for obtaining further information regarding the services we have been providing.

MUNICIPALITIES

VILLAGE OF BROADVIEW Since 1950
Contact Party : Mr. Matthew Ames, Public Works Director
Telephone No. : (708) 681-3600

VILLAGE OF BROOKFIELD Since 1981
Contact Party : Tim Weiberg, Village Manager
Telephone No. : (708) 485-7344

VILLAGE OF LAGRANGE PARK Since 1955
Contact Party : Ms. Julia Cedillo, Village Manager
Telephone No. : (708) 354-0225

VILLAGE OF MAYWOOD Since 1995
Contact Party : Mr. John West, Public Works Director
Telephone No. : (708) 450-4482

VILLAGE OF OAK PARK Since 2013
Contact Party : Mr. Bill McKenna, Village Engineer
Telephone No. : (708) 383-6400

VILLAGE OF RIVER GROVE Since 1965
Contact Party : Honorable Dave Guerin, Mayor
Telephone No. : (708) 453-8000

VILLAGE OF SCHILLER PARK Since 1970
Contact Party : Honorable Nick Ciafa, Mayor
Telephone No. : (847) 678-2550

VILLAGE OF VILLA PARK Since 2014
Contact Party : Mr. Kevin Mantels, Village Engineer
Telephone No. : (630) 834-8505



The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302-4272

708.383.6400
Fax 708.383.9584
www.oak-park.us
village@oak-park.us

July 13, 2020

Re: Hancock Engineering Recommendation

To whom it may concern:

The Village of Oak Park has utilized Hancock Engineering to assist with our capital improvements on a wide variety of projects over the past seven years, including managing construction of several federally funded roadway resurfacing projects, design and construction engineering of annual alley and roadway reconstruction programs and construction oversight of the \$6 million dollar Madison Street Road Diet

Hancock Engineering has done an outstanding job of meeting our expectations. They have met all project deadlines and consistently create well thought out, buildable designs. However, it is the following traits that result in their repeated work within the Village of Oak Park.

- Client Representation – We appreciate Hancock's policy of ensuring a Principal of the company is assigned as our main point of contact. It ensures that our projects are given appropriate attention. Their responsiveness is top-notch.
- Quality of Field Personnel – All of the design and field staff that has worked within our Village have taken ownership of the project. Their staff has greatly reduced the burden on the Village's employees. We trust that their staff has the best interest of the Village at heart.
- Value – We feel that the cost proposals that we have received have been quite fair. Additionally, Hancock's hourly rates are relatively low so when compared to other firm's pricing, it seems we typically get more man hours for the price.

I would highly recommend Hancock Engineering for municipal engineering work. If you have any questions on specifics, please feel free to call me at the number below.

Sincerely,

Bill McKenna, PE
Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302
708-358-5722
mckenna@oak-park.us

Hourly Rate Breakdown

Hancock Engineering has completed a cursory review of the final project plans as completed by ERA and dated April 12, 2021. We have a solid understanding of the project's scope and have created our internal critical path schedule to determine the expected length of construction of both individual projects.

Employee	Preconstruction	Construction	Project Close-out	Total Hours	Total Cost
Baker	40	273*	80	393	\$36,208.00
Windsor	24	1,050*	80	1,154	\$115,500.00
Sciarini		300		300	\$ 25,920.00
Total Included Man-Hours:				1,847	
Total Anticipated Engineering Cost based on 1,847 Manhours:					\$177,628.00

*It is important to note that Hancock Engineering does not charge our clients for more than 8 hours per day, which over the course of 21 weeks would save the Village of Glen Ellyn substantial money. Our manhour calculations assume that although Eric will average 50 hours of construction engineering services per week, we will bill a maximum of 40 hours for time spent Mondays thru Friday.

Additionally, during summer months our Vice Presidents work approximately 50 hours per week while only billing 40. Glen Ellyn will experience cost savings from this policy.

The assumed cost listed above was calculated using the Village provided schedule of June through October 29th (21 Weeks). During our review of the project timeline, we believe that it is likely the project will be completed in 18-19 weeks, which **would lower our price above to \$158,248**. As this is an Hourly, Not-To-Exceed Contract we have left our cost at \$177,628 to cover our workforce in the event there are unanticipated delays resulting in the use of the fully allotted construction time period. The Village should expect substantial savings from the included total number.

We also understand that the Village has requested QA Material Testing to be included in our Contract. We have therefore included the following scope in our submittal:

- ◆ Four (4) Trips to test Portland Cement Concrete during the construction period
- ◆ Three (3) Trips to test Bituminous Concrete during the construction period

The costs associated with this work which will be completed by Testing Service Corporation (TCS) is \$5,900. The proposal from TSC is available upon request.

We submit the following all-inclusive Hourly, Not-To Exceed amount:

➤ Total Estimated Cost with Sub-Consultants:	\$183,528.00
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Hourly Rates

PERSONNEL CLASSIFICATION	(Team Members)	TOTAL BILLING RATE
ENGINEER –VI	(Baker)	\$ 146.00
ENGINEER -V		\$ 136.00
ENGINEER -IV		\$ 126.00
ENGINEER -III		\$ 121.00
ENGINEER -II	(Sciarini)	\$ 108.00
ENGINEER -I		\$ 96.00
CADD MANAGER		\$ 121.00
CADD TECHNICIAN -II		\$ 100.00
CADD TECHNICIAN -I		\$ 85.00
ENGINEERING TECHNICIAN – V	(Windsor)	\$ 125.00
ENGINEERING TECHNICIAN – IV		\$ 115.00
ENGINEERING TECHNICIAN – III		\$ 83.00
ENGINEERING TECHNICIAN – II		\$ 65.00
ENGINEERING TECHNICIAN – I		\$ 40.00
ADMINISTRATIVE ASSISTANT		\$ 65.00

Note: The Schedule of Hourly Rates are subject to change annually as of March 1st. The most current Schedule of Hourly Rates will be in effect at the date of service.

All hourly rates include costs for out-of-pocket expenses including mileage, tolls, photocopying, etc. and no additional compensation will be sought for these items. **Hancock Engineering has no hidden fees.**



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

Meeting 5/10/2021 7:00 PM
Department: Public Works
Department Head:
Category: Contract
Prepared By:

AGENDA ITEM (ID # 2021-1093)

DOC ID: 2021-1093

Authorize the Village Manager to Execute an Agreement with Edwin Hancock Engineering of Westchester, Illinois, for Construction Engineering Services for the Utility and Roadway Improvements Project #20001 – Phase 1 in the Not-to-Exceed Amount of \$183,528, to be Expended to the Capital Projects and Water & Sewer Funds (Professional Engineer Daubert)

Statement of the Issue:

This memo is the same as the memo for the award to Copenhaver Construction. It is repeated for ease of reference.

This memorandum serves to provide a recommendation for the award of a construction contract for the Utility and Roadway Improvements Project #20001 – Phase 1 to Copenhaver Construction, Inc. of Gilberts, Illinois in the amount of \$3,052,890.01.

In addition, a recommendation is provided for the award of a construction engineering services agreement for the project to Edwin Hancock Engineering of Westchester, Illinois in the not-to-exceed amount of \$183,528.

Analysis:

Construction Contract

This project involves the rehabilitation of five (5) residential streets primarily located in the central western area of Glen Ellyn. Please see the attached project location map which depicts the inclusion of the following streets in this project:

- Phillips Ave. from Lorraine to Vine
- Vine St. from Hillside to Ridgewood
- Ridgewood Ave. from Kenilworth to Brandon
- Evergreen Ave. from Duane St to Hillside
- Center St. from Evergreen to Lorraine

The scope of improvements to be made along these residential streets is as follows:

- Sanitary Sewer Main Point Repairs Including Manhole Replacement and Lining
- Sanitary Sewer Service Line Replacement
- Water Main and Service Line Replacement
- Storm Sewer/Drainage Improvements
- Roadway Rehabilitation Including New Curb & Gutter, New Concrete Driveway Approaches, and Asphalt Roadway Pavement
- Spot Sidewalk Removal and Replacement Including Bringing All Sidewalk Ramps To ADA Compliance
- Restoration Of Disturbed Parkway Areas With Sod

In terms of the infrastructure, the public sanitary sewer collection and conveyance system including the mains, manholes, and service connections are the original system and are primarily comprised of clay tile pipe with brick manholes. To identify the proposed improvements to the sanitary sewer system, staff thoroughly reviewed sewer televising videos, completed manhole inspections, and researched records to identify which homes already received sewer service line replacement in the public right-of-way.

In terms of the water distribution infrastructure, the water mains in the project area are the original cast iron pipe dating to approximately 1922. In addition to reviewing the age of the system, staff also reviewed the service, valve, and hydrant information. Based on these factors, replacement of the water mains, service lines, and installation of new valves and hydrants is included in the scope of the project.

In terms of stormwater, the area has some infrastructure, albeit limited. Consistent with the Village's street reconstruction practices, localized improvements involving the extension of storm sewer mains, installation of drainage structures, and provisions for private property drainage connections are included in the project.

In terms of the roadway rehabilitation approach, the scope of work includes wholesale replacement of the roadway including new concrete curb & gutter, concrete driveway approaches, and asphalt roadway pavement. Akin to the underground utilities, the roadways in this area are believed to be the originally construction paved roadways with Evergreen and Center dating to a 1957 special assessment with Phillips, Ridgewood, and Vine being even older.

Bidding Process

The project was advertised for bid in the April 12th publication of the Daily Herald. The bid package was requested by and distributed to sixteen (16) contractors and two (2) companies specializing in preconstruction bidding/management services. Seven (7) bid proposals were received and publicly opened on April 27, 2021. The bid tabulations and Engineer's Estimate (shown below) were completed by staff with a summary of the as-calculated bids and engineer's estimate is as follows:

Bidder	Bid*
Copenhaver Construction, Gilberts, IL	\$3,052,890
A Lamp Concrete Contractors, Schaumburg, IL	\$3,354,322
Engineer's Estimate (Glen Ellyn)	\$3,374,147
John Neri Construction, Addison, IL	\$3,379,149
Swallow Construction, West Chicago	\$3,480,110
Performance Construction & Engineering, Yorkville, IL	\$3,529,900
R.W. Duntelman Company, Addison, IL	\$3,573,423
Bolder Contractors, Cary, IL	\$3,770,503

*Rounded to nearest dollar.

The lowest bid was received by Copenhaver Construction of Gilberts, Illinois in the as-calculated amount of \$3,052,890.01 (unrounded bid amount). As included in the table above, prior to releasing the project for bids, staff had estimated the project cost to be \$3,374,147. Staff's review of the low bid noted concern with the price the contractor submitted for the replacement of sanitary sewer connections. Staff quickly contacted the contractor to ensure they were aware of the concern to which the Contractor noted they did make an error but were going to stand by their bid.

As staff does not have experience in working with this Contractor, staff reached out to numerous references for work completed in the Village of Lake Zurich, Village of Northbrook, City of Elgin, and City of Wheaton. Experiences were generally positive with the exception of Northbrook which experienced issues with subcontracted work on two projects. Staff discussed Northbrook's experiences with the Contractor. The Contractor did note some points of disposition but ultimately stated that they are planning on doing all the work for this project themselves and if any subcontractors are to be used; it would be subcontractors that the Village of Glen Ellyn has experience working with. Based on these factors, staff does find Copenhaver's bid as responsive but as with all projects and especially in working with a new Contractor, is recommended close oversight of the project. Staff took these factors into consideration as it reviewed proposals for construction engineering services which is further detailed later in this memorandum.

Construction Schedule

Construction is anticipated to commence in early June with completion of the project specified for October 29, 2021.

Construction Engineering Services

Engineering oversight for the project is proposed to be performed by a consultant engineering firm. Responsibilities of the engineer include conducting the preconstruction conference, general consultations/meetings, review of the project schedule, shop drawing review, spot grade checking, full time construction observation and documentation, notification and support of our residents, material testing (using a sub-consultant), pay estimate and change order processing, final inspection and project close-out, record drawing preparation, and rectification of issues that arise during the warranty period.

A Request for Proposal (RFP) for construction engineering services was issued to eleven (11) engineering firms. Six (6) firms submitted proposals which were evaluated by staff based on the evaluation criteria

within the RFP including firm information (5 pts), experience on similar projects (10 pts), project team qualifications (10 pts), ability to meet deadlines (10 pts), completeness of project approach (30 pts), additional services/tasks (5 pts), and not-to-exceed price (30 pts).

Summary of Construction Engineering Proposals			
Consultant	Total Hours	Not-to-Exceed Price	Evaluation Score
Edwin Hancock Engineering	1,847	\$183,528	83
V3 Companies	1,168	\$144,642	80
Chastain & Associates	1,621	\$211,326	77
Engineering Resource Associates	1,089	\$148,954	72
Thomas Engineering Group	2,321	\$224,894	68
Civiltech Engineering	2,172	\$284,347	66

Staff evaluated the proposals based on the aforementioned criteria and identified Edwin Hancock Engineering's proposal as the best and most favorable to the interests of the Village and public. The firm's proposal scored highly in all areas but particularly well in terms of the qualifications of the proposed resident engineer whom is well experienced in overseeing these types of projects.

While cost is only one factor of consideration, staff would like to elaborate that while V3 and Engineering Resource Associates submitted lower price proposals, the hours of construction observation services by the resident and project engineers were significantly less leading staff to feel that they did not include sufficient hours within their proposal. As alluded to in the Bidding Process section of this memorandum, staff feels it is important to have proper oversight of this contract which further reiterates the need for appropriate construction observation hours. Having said this, this is a not-to-exceed form of contract with the Village being invoiced for the actual hours rendered on the assignment.

Based on these factors, staff recommends approval of a construction engineering services agreement with Edwin Hancock Engineering of Westchester, Illinois in the not-to-exceed amount of \$183,528.

Strategic Initiatives

The project fulfills the following Village of Glen Ellyn Strategic Priority and Initiatives:

Strategic Priority: Infrastructure

Initiative: Safe and Reliable Streets

Budget Impact:

Including engineering (both design and construction), the construction contract, and follow up lining of the sewer mains (to be completed as part of a separate contract) the Capital Plan includes approximately \$4M across Capital and Water & Sanitary Sewer Funds. Staff notes that the aforementioned budgetary numbers are not based on a final design and are approximated during the planning process. Based on the low bid and accounting for all project costs (design engineering (\$125,000) + construction contract (\$3,052,890) + construction engineering (\$183,528) + follow up lining (\$50,000)), the projected project costs are approximately \$589,000 under those specified in the capital plan.

Recommended Funding for Construction Contract			
Project Item	Funding Source	Account No.	Amount
Street & Storm Sewer	Capital Projects Fund	40000-580160-20001	\$1,620,095.80
Water Main	Water & Sewer Fund	50100-580100-20001	\$1,016,094.92
Sanitary Sewer	Water & Sewer Fund	50200-580100-20001	\$416,699.29
TOTAL			\$3,052,890.01

Recommended Funding For Construction Engineering Services		
Funding Source	Account No.	Engineering Fee Amount
Capital Projects Fund	40000-580160-20001	\$97,269.84
Water & Sewer Fund	50100-580100-20001	\$60,564.24
Water & Sewer Fund	50200-580100-20001	\$25,693.92
TOTAL		\$183,528

Action Requested:

Engineering staff recommends the Village Board of Trustees make the following motions at the May 10, 2021 Village Board Meeting:

1. Motion to authorize the Village Manager to execute a contract with Copenhagen Construction, Inc. of Gilberts, Illinois, for construction of the Utility and Roadway Improvements Project #20001 – Phase 1 in the amount of \$3,052,890.01 to be expensed to the Capital Projects and Water & Sanitary Sewer Funds.
2. Motion to authorize the Village Manager to execute an agreement with Edwin Hancock Engineering of Westchester, Illinois, for construction engineering services for the Utility and

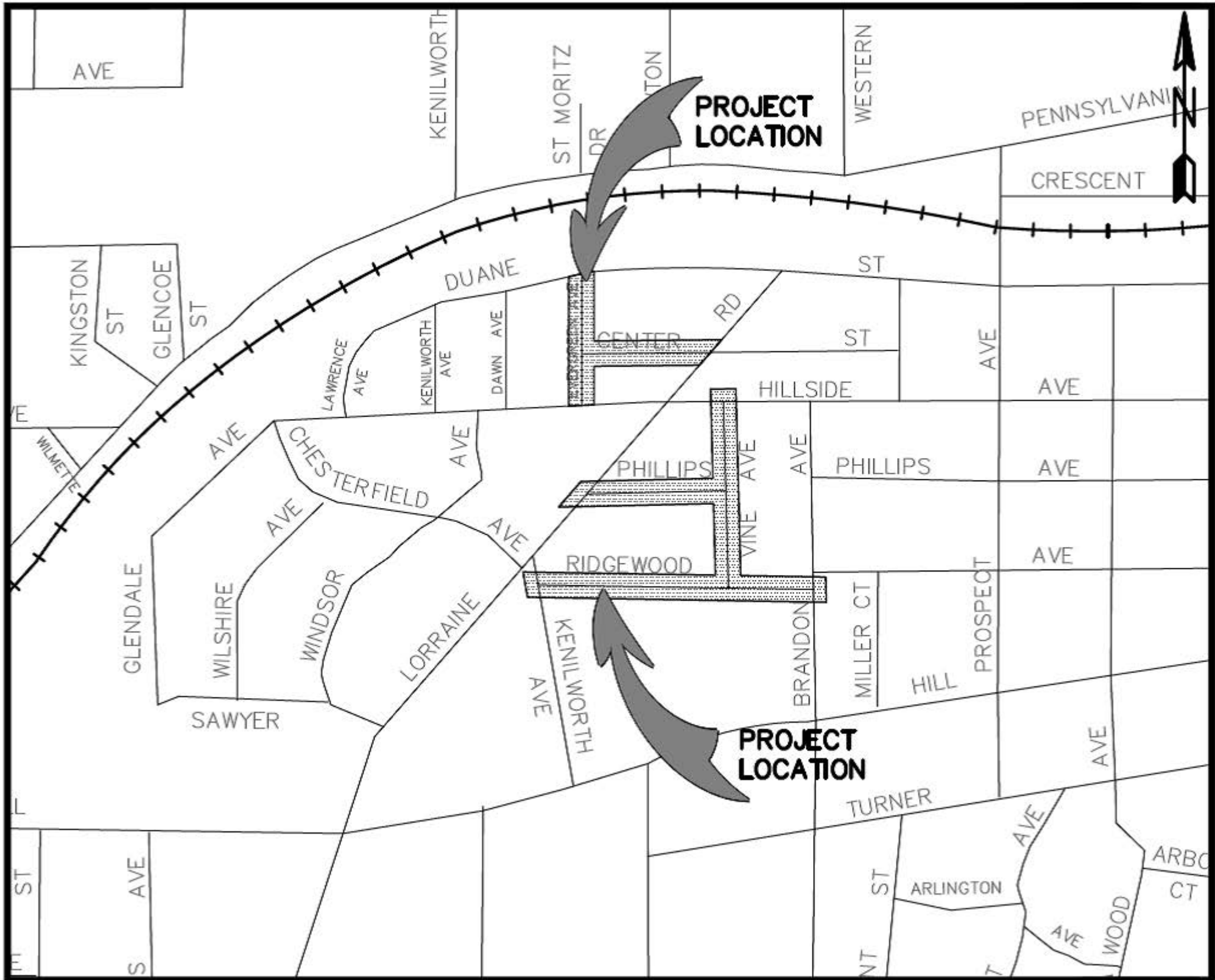
Roadway Improvements Project #20001 – Phase 1 in the not-to-exceed amount of \$183,528, to be expended to the Capital Projects and Water & Sanitary Sewer Funds.

Attachments:

1. Figure 1 - Project Location Map
2. Edwin Hancock Engineering Proposal

R. 10 E

T. 39 N



LOCATION MAP

N.T.S.

April 22, 2021

Mr. Rich Daubert, P.E.
Professional Engineer
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

**Re: Utility and Roadway Improvements
 Construction Engineering Services**

Dear Rich:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Glen Ellyn for the above referenced project. We understand that this project is important to the Village and we will make it a priority of our office.

We have enjoyed working with Village of Glen Ellyn staff on public works projects over the past few years. We realize that Village staff is extremely busy, and our firm provides valuable assistance by taking a proactive role in making day-to-day decisions and functioning as an extension of your staff.

Your staff will be involved as much as your schedule permits and as you desire, but we are prepared and expecting to operate as a fully-functional independent unit without the need to involve Village staff with typical project issues that arise, aside from keeping you fully informed on the status of all issues and requesting your approvals wherever appropriate.

Our goal will be to substantially minimize the time that Village staff must take out of their already busy schedules to deal with day-to-day construction issues, and to eliminate any need to train or manage the consulting engineer on the job.

Furthermore, we feel the keys to the success of this project will be:

1. Coordination with local stakeholders.

Coordination for this project will be especially critical as the roadways being improved are very narrow and access will be interrupted at times. Our coordination will include notification of construction activities, establishing a personal relationship with the residents, and staging the construction to minimize any inconveniences.

Eric Windsor has 20+ years of experience providing construction inspection on similar project and he understands the importance of establishing good communication with the stakeholders and will personally visit all key stakeholders to discuss their individual access needs and requirements.

2. Ensuring that the improvements are constructed appropriately and per the specifications, so they provide the anticipated service life to the Village.

The importance of this item is frequently not given its due. Although the design of roadway and utility improvements are often not technically complicated, it is critical that the improvements be constructed properly so that they are long-lasting and the Village receives the full service life of the improvements. Eric's 20+ years of experience with similar projects will help ensure that the improvements are installed in accordance with the specifications.

We have experience overseeing proof-rolls and will ensure that the roadway is installed on a solid base!

3. Utility Coordination

From previous experience in Glen Ellyn, we understand that Nicor's infrastructure runs shallow in many parts of town. Immediately upon selection, we will reach out to Ryan Patterman and the Nicor team to investigate the depths of gas services and coordinate the likely relocating of services. We will work with the Contractor to coordinate the work so that it can be completed in a manner that limits any disruption to the overall construction schedule.

We look forward to working on this important project with the Village of Glen Ellyn. Please feel free to contact our office if you should have any questions or require additional information.

Respectfully submitted,

EDWIN HANCOCK ENGINEERING CO.

Sincerely,

EDWIN HANCOCK ENGINEERING CO.



Chris Baker, P.E.
Vice-President

Hancock Engineering
9933 Roosevelt Road
Westchester, IL 60154

Contact: Chris Baker, P.E.
cbaker@ehancock.com



Request for Proposals

Construction Engineering Services for

Utility and Roadway Improvement Projects #20001 Phase I

Village of Glen Ellyn

April 23, 2021

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COMPANY PROFILE

Hancock Engineering is a consulting engineering firm focused on providing comprehensive engineering services to municipalities and other clients in the suburban Chicago area. Hancock Engineering was founded in 1911 and this past year we celebrated **110 years** of providing high-quality professional engineering services to our clients.

OFFICE LOCATION

For over thirty years our sole office has been centrally located in Westchester, just minutes from the I-290 expressway.

Our office is located approximately 5 miles from Glen Ellyn and the project sites. Our proximity to Glen Ellyn allows us with to efficiently mobilize staff to the project site for meetings, site visits, or for emergency consultations. Hancock Engineering has always been committed to keeping our overhead costs low and to pass those savings on to our clients. Our closeness to your community ensures that the Village of Glen Ellyn **will not incur any costs related to travel or mobilization** from Hancock Engineering while we serve as your design engineer.



OFFICERS OF COMPANY

Hancock Engineering is led by a team of nine Principals. These 9 individuals make up the Directors and the Shareholders of the company, and all are very active in the day-to-day operation of the company. Our principals are very “hands-on” and in touch with the needs of our clients.

Whether serving the client as a Consulting Village Engineer or as a project engineer for a single project, we assign one of our principals as the Client Manager to be available for any questions relating to our role as your engineer, and to provide close oversight of the staff assigned to your projects. Chris Baker, P.E, a Principal and managing partner of our company, will serve this role for Glen Ellyn.

ENGINEERING STAFF

Our staff is highly experienced and qualified in performing all phases of Engineering for locally and federally funded infrastructure projects. Throughout our projects, we make certain to continually keep the client informed on relevant engineering matters, to perform our engineering assignments to the best of our abilities, and to keep the best interests of the municipality as our primary objective. Our Engineers commit themselves to going above and beyond the traditional expectations of our clients, regularly participating in philanthropic and charitable causes within each of our communities.

We have reviewed our current workload and commitments and are **properly staffed and prepared to provide the engineering services** for your community's project. Our current staff consists of the following personnel:

TECHNICAL STAFF

Licensed Professional Engineers	9
Degreed Civil Engineers	8
Construction and Design Engineers	4
Computer Aid Design and Drafting (CADD) Technicians	2
Engineering Technicians	2

ADMINISTRATIVE STAFF

Office Manager	1
Administrative Assistant	<u>1</u>

TOTAL STAFF PERSONNEL

27

CURRENT CAPACITY

Hancock Engineering focuses our resources on municipal projects. Our desire to keep over 95% of our workload in the public sector has allowed us to avoid fluctuation in manpower and ensure that our rates remain competitive. The annual billings for our firm over the past five years are as follows:

Year	Billings
2020	\$6.4 Million
2019	\$6.3 Million
2018	\$5.2 Million
2017	\$5.0 Million
2016	\$4.3 Million

Our staffing levels have been consistent over the past decade and we have been able to meet the varied workload with this staff. Our current projections for the 2021 year are \$5.7 M in billings. As evidenced by our ability to meet the varied workload, Hancock Engineering has the capacity and adequate staff available to meet the scope and extent of work required to provide the Village of Glen Ellyn with high quality and timely engineering services. We are currently pre-qualified by the Illinois Department of Transportation to provide engineering services to the amount of \$6,400,000.00

Our efficiently sized company prevents the inefficiencies and miscommunications common among larger firms.

Our project team is available and ready attack this project immediately upon award. Your project will be made a priority and not get lost in our to-do list!

PROJECT UNDERSTANDING

We have performed a comprehensive review of the Request for Proposal documents and performed site visits and a photographic survey of the area to familiarize ourselves with the locations scheduled for improvement. We have developed a thorough understanding of the project goals and a comprehensive plan on how we propose to implement them.

We understand that the Village of Glen Ellyn plans to improve the following streets as part of the 2021 Utility and Roadway Improvement Project #20001 – Phase I.

	Street	Length	Roadway \$	Water \$	Sewer \$	Total Cost
1)	Phillips Avenue	~625'	\$350,000	\$267,000	\$153,000	\$770,000
2)	Vine Street	~750'	\$420,000	\$267,000	\$153,000	\$840,000
3)	Ridgewood Ave	~1,125'	\$695,000	\$267,000	\$153,000	\$1,115,000
4)	Evergreen Ave	~600'	\$260,000	\$160,000	\$100,000	\$520,000
5)	Center Street	~475'	\$215,000	\$160,000	\$100,000	\$475,000
TOTALS		~3,575	\$1,940,000	\$1,121,000	\$659,000	\$3,720,000*

*We acknowledge that these original budget numbers have been refined and at the current Engineer's Opinion of Probable Cost is much closer to \$3.4 Million.

These roadways are not atypical of most Glen Ellyn roadways, as they are quiet residential side streets flanked by single-family properties on both sides.

Our initial site investigation acknowledges the project will consist of the following roadway and utility improvements:

- ◆ Reconstruction of approximately 8,000 square yards of existing deteriorated asphalt pavement
- ◆ Placement of nearly 3,200 tons of Hot-Mix Asphalt
- ◆ Replacement of 6,400 feet of Curb and Gutter
- ◆ Replacement of over 5,000 square feet of sidewalk to ensure that ADA requirements are met and to eliminate localized drainage issues
- ◆ Installation of over 3,500 feet of Storm Sewer and Drainage Improvements including storm sewer extensions and the addition of storm sewer laterals to sump pumps, etc.
- ◆ Installation of nearly 3,500 feet of 8" watermain replacement
- ◆ Replacement of many drainage structures
- ◆ Replacement of over 70 water and sanitary services
- ◆ Spot Repair of sanitary sewer throughout the project limits totaling over 1,500 feet
- ◆ Coordination with Nicor for potential gas service conflicts

Hancock Engineering understands that the Village is looking to have a qualified engineering firm provide professional construction engineering services, as described in the Village's RFP documents issued April 13, 2021 and further expounded on in this document.

For this project, the Construction engineering services generally include initial plan review, verification of Contractor's layout, construction observation, materials testing and inspection, documentation, public information updates on the Village's selected platform, contractor/ subcontractor management, and project close-out.

We understand that the Engineer's Estimate for Construction is approximately \$3.4 Million and that the bid opening is scheduled for the morning of Tuesday, April 27th. We understand that the Village anticipates awarding the construction Contract, as well as the Construction Engineering Contract at their Village Board Meeting, scheduled for Monday May 10th, 2021. Construction should begin in early June with final completion to occur no later than October 29, 2021. We have reviewed the construction schedule and find this to be attainable. We have the necessary capacity to adequately staff this project.

HANCOCK'S APPROACH

When we offer services for construction engineering, we take time to plan for the project and identify the critical issues from ours and the Client's perspectives. Prior to any field work, our proposed project team spends substantial time dissecting and analyzing the project plans, bringing to light any foreseen issues well before the Contractor mobilizes to site. We believe we are offering our top construction team to Glen Ellyn for this project.

Chris Baker, PE, our proposed project manager has 20 years of experience providing engineering services and project management on projects very similar to these proposed Improvements, including past projects for the Village of Glen Ellyn. Our lead construction engineer, Eric Windsor also has over 20 years of experience at Hancock Engineering. **Chris and Eric have worked together in these same roles, annually since 2014 to handle over \$15 Million** in roadway, alley, and utility construction for the Village of Oak Park.

We strongly encourage you to reach out to Oak Park's Village Engineer, Bill McKenna to inquire about Eric's abilities. We are confident that he will attest to Eric being one of the most proactive and conscientious construction engineers in the industry.

Hancock Engineering's 110 years of dedicated service in the municipal sector has allowed us to gain experience in all facets of municipal infrastructure improvements. This experience provides us insight on potential construction problems and crucial elements that must be monitored to ensure the project runs smoothly from start to finish. We recognize that paying special attention to the following elements will be key to the success of this project.

COMMUNICATION

Communication during construction is crucial to a project's success. Whether it's preparing resident letters, coordinating and conducting public information meetings, meeting with residents and business owners, or presenting at Village Board Meetings, Hancock Engineering will be right there making sure everyone who needs

We understand that coordination of property access, garbage collection, and parking are not ancillary tasks, but are among the more important functions during construction projects. We allot the necessary manpower to ensure these tasks are given the proper attention.

information is well-informed on the project. We take the time to see that all stakeholders' concerns are being heard on important project issues.

PRECONSTRUCTION MEETING

We will arrange a Preconstruction Meeting with Village staff and other interested parties to discuss the project including timelines, critical issues, goals, expectations, and communication schedule. At a minimum, the following entities would be invited:

<u>Entity</u>	<u>Phone Number</u>
Glen Ellyn Public Works/Engineering	630-469-6756
Glen Ellyn Park District	630-858-2462
Glen Ellyn Police Department	630-469-1187
Glen Ellyn Fire Department	630- 469-5265

We will require the Contractor to submit his proposed project schedule, the Superintendent's contact information, and 24-hour traffic control contact.

This agenda will address the Village's expectations of the Contractor and the Engineer, with discussion topics including:

- ◆ Certified payroll release
- ◆ Notification process
- ◆ Required permitting tasks
- ◆ Erosion control expectations
- ◆ Pay Estimate Requirements
- ◆ Staging and access requirements

WEEKLY REPORTS

Once construction begins, Hancock Engineering will provide the Village with Progression Reports outlining the current and upcoming construction activities on a weekly basis.

PROGRESS MEETINGS

We will hold Progress Meetings weekly on-site or at the Village's designated location. These meetings will cover the construction schedule and any current or upcoming issues. Agenda items will include the previous week's Progression Reports, the condition of the site (i.e., dust control, barricade usage, temporary access), the Village's concerns, Contractor concerns, resident and business concerns, Pay Estimates, and Change Orders. We will prepare meeting minutes and distribute for attendees' comments before finalizing.

DAILY INTERACTIONS

Although residents are typically friendly and interested in the project, we know they expect and deserve to be treated with the respect that is due to every member of the community that is helping pay for the improvement. Some will have higher expectations when it comes to being made aware of construction activity near their residence or place of

We recognize that your residents have the right to know what is happening in their Village and we look forward to helping them fully understand the construction process and schedule.

business. We take the time to answer questions and we note and inform the Village of resident concerns and our recommended courses of action as they arise.

COMMUNICATION KEYS TO SUCCESS

The following are some of the **key Communication components** that will make your Capital Improvement Projects successful

PUBLIC INFORMATION MEETINGS. We will schedule and lead a daytime and evening Project Informational Meeting at a designated Village location, inviting area businesses and residents to come meet the project team. At this meeting we will pass out pamphlets explaining the project and listing the many ways to contact our Resident Engineer. The Contractor's approved construction schedule should be presented at this meeting as well.

RESIDENT LETTER. Prior to construction we will draft onto Village letterhead, on behalf of the Village and subject to the Village's review and approval, a letter to affected property owners outlining the scope of work, proposed schedule, and any interim accommodations for parking, garbage pickup, etc.

NOTICES. We will prepare and deliver notices to residents and property owners impacted by construction throughout the project in the form of a Village door hanger or Village-approved written notice, prior to construction events including, but not limited to, water main shutdowns, water service interruptions, or limited driveway access.

RESPONSE TO PUBLIC COMMENTS. We will respond to all resident complaints within 24 hours, typically on the same day they are received. We will include Village staff in any email response, to be made aware of the proposed resolution in case future calls are received.

PROJECT VISIBILITY. We will suggest to the Village that signs be installed at strategic locations that display basic project information and provide the project website address (if applicable).

PARKING INFORMATION. We will work directly with the Village to determine the best and most effective way to inform drivers on upcoming parking limitations. This may involve direct mailings and placing notices on parked cars along the route.

PARTNERSHIP ROLE. Every construction project includes a certain amount of inconvenience to adjacent home owners. Our goal is to minimize the inconvenience to these residents. We have found that if effective communication of construction schedules and activities, as well as early notice of interruption to access is provided, the property owners are more likely to be understanding of the inconveniences.

It is also important to explain the Village's goals for the project and provide the residents with a line of communication should they have any concerns during the construction of the project. For these reasons, we attempt to provide area residents with multiple channels to have their opinions heard early in the process.



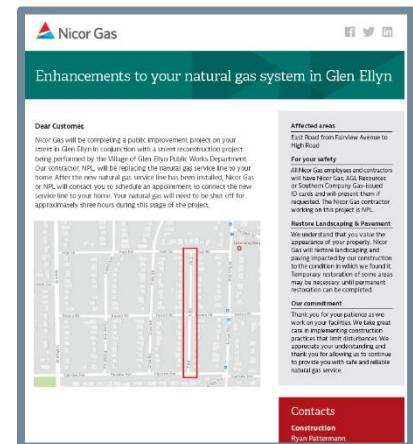
Hancock Engineering will manage the process of notifying the residents along the roadway of upcoming construction.

We will act as a representative, an advocate, and a “shield” for the Village of Glen Ellyn, handling as many of the residents’ and businesses’ construction-related issues as the Village desires, freeing up Village staff for other important tasks while keeping staff fully informed. **We make the extra effort to keep the public informed.**

UTILITY COORDINATION

Hancock Engineering will assist the Contractor in identifying and documenting potential conflicts with existing utilities. We will complete a thorough review of all planned utility crossings. Where necessary, we will have the Contractor complete “exploratory excavation” at strategically designated locations to verify the elevation of any suspect utilities. We will correspond with private utility owners as necessary to resolve known conflicts and work with the Village’s Water Department to schedule watermain inspections and shutdowns.

We know that public utilities can be the cause of delays on an otherwise successful project. Hancock uses a proactive approach with utilities (Nicor, ComEd, AT&T, Comcast, Verizon, etc.) which has avoided costly interruptions to project timelines.



From our experience in Glen Ellyn, we acknowledge that the existing **gas services tend to run shallow**. We will work with Ryan Patterman and Nicor Gas to have these services excavated to verify their depth. All services that are found to be within the proposed pavement structure or in conflict with other utilities will be lowered to a minimum depth of 30" for the width of the road, plus a small allowance for over dig. We will work with the Contractor to “fit this work in” during proper sequencing to avoid any delays to construction.

QC/ QA OF CONTRACTOR’S SCHEDULE

For a project to go smoothly during construction, the Resident Engineer must continually monitor the Contractor’s schedule. We will ensure that the schedule submitted at the Preconstruction Meeting not only meets the contract completion date but is also reasonable and achievable. Our weekly Progress Reports will evaluate the Contractor’s progress which we will report to the Village. If we find that the Contractor has fallen behind schedule by more than two days, we will require them to submit a revised project schedule, outlining how they intend to catch up and meet the Contract completion schedule.

We will communicate to the Contractor that unnecessary or unexcused absences will not be accepted without being documented in a submitted schedule. If Contractor inefficiencies do occur, then our thorough documentation of the Contractor’s daily work will enable the Village to justifiably pursue liquidated damages that may come due.

CONSTRUCTION STAGING

We will work with contractor to ensure that interruptions to the residents' driveway access and the resulting inconveniences are kept to a minimum. We will coordinate with the contractor to ensure the residents are notified of any disruptions to their driveway access (e.g. sewer excavation, roadway milling, installation of driveway aprons, etc.) a minimum of 24 hours in advance.

We will recommend that the material testing firm cast additional test cylinders during concrete driveway apron pours so that strength can be determined prior to 7 days, allowing possible earlier access to properties.

It is essential that intersections and roadways that are open to traffic be passable at all times. We will inform the Village of any anticipated closures with substantial notice so that any traffic status notices the Village may post on its website.

To fully keep the area residents satisfied, we must do more than keep them up to date on the project. It is essential that every effort be made to minimize their disturbances.

Our Resident Engineer will provide daily barricade checks prior to the start of the day's construction, during construction, and at the completion of the Contractor's daily effort.

For a project site to be safe, it must be kept clean. Our firm's daily checks will also include inspection of the cleanliness of the project site to ensure that roadway surfaces are clean of debris and are traversable, that equipment and stockpiles do not impede traffic site lines, and that pedestrian routes are clean and ADA-compliant.

CONSTRUCTION OBSERVATION

Hancock Engineering excels at performing construction engineering services regardless of the project's complexity. Our Resident Engineer will provide field checks of materials and equipment on a full-time continuous basis. Each of our engineers assigned to your project will be reachable 24 hours a day on their cell phones, and available to quickly respond to any after-hours emergencies that may arise.

HANCOCK'S LEVEL OF SERVICE

Our field personnel occasionally remain on-site well past the end of the Contractor's day, completing paperwork or resolving resident issues. However, please note that **the Village of Glen Ellyn will never be charged more than 8 hours in a day** for our on-site Engineer. We believe that our service and response time is top-notch.

VERIFICATION OF CONTRACTOR'S LAYOUT

Hancock Engineering will verify construction layout and check the validity of the proposed design. Our field engineers will:

- ◆ Verify alignment and grades for proposed utilities match the plans.
- ◆ Note any potential obstructions during layout and identify possible solutions or suggest minor adjustments of proposed alignments or grades.

- ◆ Verify curb and gutter alignment is true and positive drainage will be maintained along the flowline.
- ◆ Verify ADA compliance grading is met at all public sidewalk ramps.

CONSTRUCTION PROJECT CLOSE-OUT

Hancock Engineering acknowledges that it is in all parties' best interests to have the project closed out as efficiently as possible. It is our policy to complete a preliminary "Pre-Final" inspection in which we provide the Contractor with a list of deficiencies that must be corrected prior to project close-out.

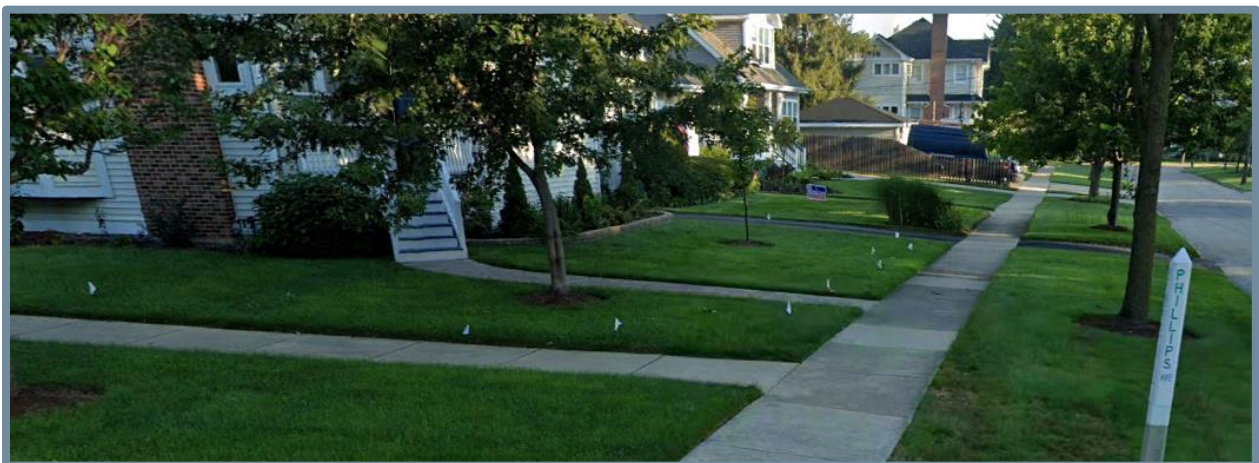
We will coordinate the receipt and documentation of all final lien waivers and other close-out documents, such as redline record drawings, and we will assist with final Project accounting and provide the final status of the Project budget.

Finally, we will turn over to Village's Project Manager the plans, specifications, letters of acceptance, and all documentation pertaining to the Project, neatly organized in a new, legal size, heavy duty, quality, dustproof Banker's Box(es).

SPECIAL PROJECT CONSIDERATIONS

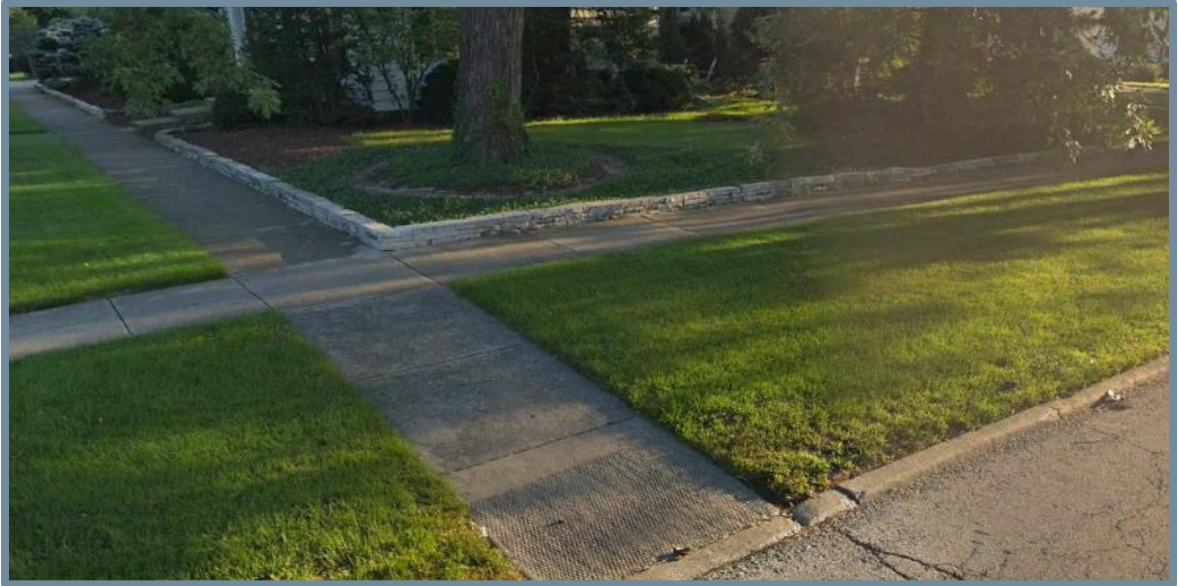
The following is a listing of issues noted during our preliminary investigation of the project site and plans that will need to be addressed during construction:

Prior to completing any improvements directly adjacent to private ROW, we will contact the resident to verify whether they have any Invisible Pet Fences, Irrigation Systems or other private utility below grade, such as this pet fence at the corner of Phillips and Vine.



When our team served as construction engineer for the similar Montclair Utility and Roadway Reconstruction a few years ago, we found that at some locations within Glen Ellyn, it takes a substantial “cut” at the existing keystones to make a sidewalk ramp ADA compliant.

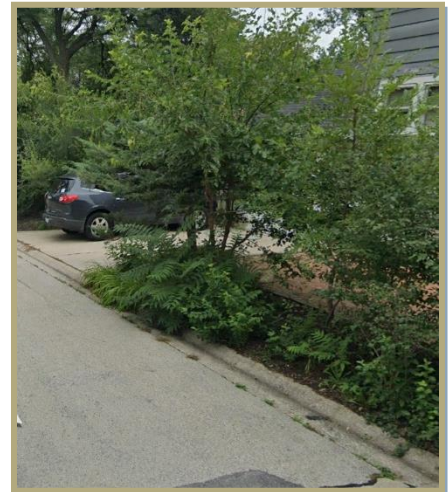
We will work directly with home-owners at corner houses to ensure that the installation of necessary segmental block walls meet their expectations.



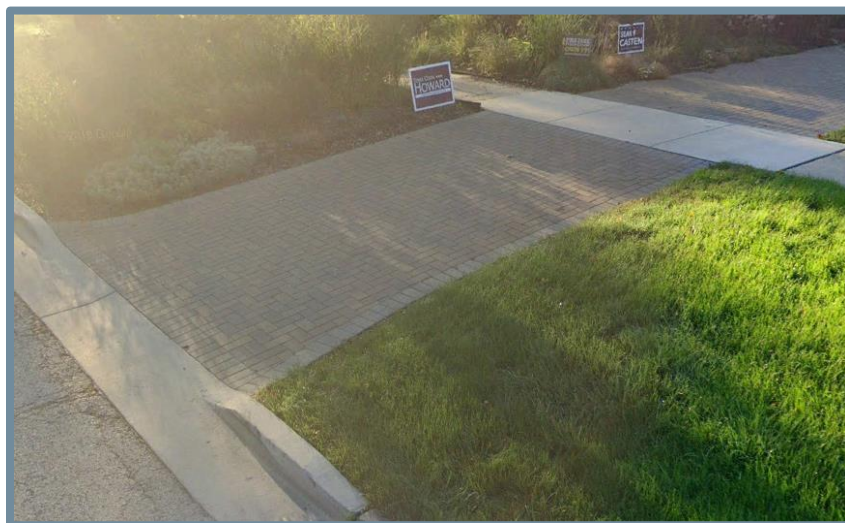
We understand that not all of the proposed sidewalk replacement is shown on the plans. Our team will walk the project site prior to construction and select squares that are found to be “trip hazards” or that have structurally failed. Additionally, any locations such as shown below, will be investigated to determine if the obvious drainage issue can be corrected.



Some of the proposed curb and gutter improvements are adjacent to “special” landscaping. Prior to disturbing any of this shrubbery or any other unique parkways, we will discuss the improvements with the adjacent homeowners. It is always better to take away the element of surprise and receive “buy-in” from the resident prior to changing their frontage.



There are also several driveways to be removed and replaced on that have decorative brick features, such as the one shown below on Phillips Avenue. We will ensure that if possible the existing bricks are safely stored so they can be replaced after construction of the proposed adjacent concrete. In the event that the brick is damaged, we will ensure that the Contractor secures and installs Versa-Lock, Unilock, or approved equal pavers.



We note that the existing pavement on Ridgewood Avenue varied from 18' to 24'. We also understand that the proposed pavement will have a uniform 18' cross-section. During construction layout period, we will verify this "road diet" does not create any conflicts with the location of existing utility structures.



Our past projects within Glen Ellyn have allowed us insight as to how much emphasis the Village places on protecting and preserving their urban forest. We understand that the Village will be utilizing the services of a professional tree consultant. We will work hand-in-hand with the forester to ensure the Village's specifications are followed and that trees are protected.

Prior to the project starting, we will meet with the forester and walk the project site, marking out all trees that need Pruning, Trimming, or Protection. We will then walk the site with the Contractor and his selected tree-care specialist to ensure all parties are on the same page as far as protecting the trees.

If a deficiency in tree protection is found during construction, we will notify the Contractor immediately. If the Contractor fails to rectify the deficiency immediately, we will be firm in imposing the \$250 daily monetary deduction. We will also hold the Contractor liable and responsible for any and all corrective and remedial actions required to restore the area or item to comparable pre-project conditions. We understand that if a tree is injured such that potential irreparable damage may ensue, the Contractor shall be held liable for the full value of the tree based upon the guideline entitled Guide for Plant Appraisal, latest Edition.



Our Resident Engineer and team of construction inspectors understand that although this is a construction site, it is also a neighborhood.

PROJECT OBJECTIVE

We were fortunate enough to work with the Village of Glen Ellyn on their recent SCCE and MEDTS Capital Improvement projects within the recent past. This experience has provided us an opportunity to become accustomed with the expectations of the Village and the residents of Glen Ellyn.

Like most Villages, the Public Works Staff at the Village of Glen Ellyn is very busy. We understand that the Village is fully capable of providing the services outlined in this RFP and have done so in the past. However, it is also understood that the Staff at PW is assigned a litany of other important tasks that they are expected to complete each day.

To this end, **we plan to make a concerted effort to eliminate any undue burden on Staff** concerning this project throughout the entire construction process.

The Village will be invited to be as involved as much as their schedule permits and as they desire, but we will be staffed to operate as a fully-functional independent unit, without the need to involve Village Staff with every minute issue that is brought up by the Contractor.

Chris baker, our proposed Resident Engineer has completed significant work in Glen Ellyn and we believe has a very good grasp on the expectations of the Village allowing us to competently act on behalf of Public Works.

Eric Windsor, our Lead Construction Engineer has over 20 years of experience and will be an excellent addition to our Glen Ellyn team.

Our goal on this project (and all projects for which we are involved with the Village of Glen Ellyn moving forward) is to **substantially reduce the time that Village Staff has to take out of their already busy schedule to assist the paid consultant on day-to-day construction issues.**

Our Team will be focused on being Proactive and not Reactive during this project!

SUMMARY OF APPLICABLE EXPERIENCE

Hancock Engineering has performed design and construction services on roadway and utility projects similar to these proposed improvements within many Villages.

Roadway Improvement Projects

<u>Project</u>	<u>Village</u>	<u>Year</u>	<u>Cost</u>	<u>Contractor</u>
Braga Drive Improvements – Stage II	Broadview	2020	\$3,400,000	ALamp Concrete
Roadway and Utility Improvements	Schiller Park	2020	\$4,200,000	Various Contractors
2020 Street and Utility Improvements	Brookfield	2020	\$3,900,000	Lindahl Brothers
Braga Drive Improvements – Stage I	Broadview	2019	\$2,400,000	J. Nardulli Concrete
SCCE Roadway and Drainage Project	Glen Ellyn	2019	\$550,000	Chicagoland Paving
Madison Street Road Diet	Oak Park	2019	\$6,400,000	K-Five
2019 Street Improvements	Brookfield	2018	\$4,200,000	Triggi Construction
2018 Street Improvements	Broadview	2018	\$950,000	Lindahl Brothers
Washington Boulevard Improvements	Bellwood	2018	\$360,000	Johnson Paving
2018 Street Improvements	Brookfield	2018	\$4,650,000	Triggi Construction
2018 CDBG – Elm Street	Brookfield	2018	\$700,000	Triggi Construction
2018 Street Improvements	LaGrange Park	2018	\$2,350,000	K-Five
2018 Green Alleys	Maywood	2018	\$1,300,000	MQ Construction
2018 Street Improvements	Melrose Park	2018	\$300,000	GA Paving
2018 CDBG – 20th Avenue	Maywood	2018	\$600,000	Triggi Construction
2018 Street Improvements	Norridge	2018	\$900,000	Brother's Asphalt
2018 Paving Project	Oak Park	2018	\$800,000	Brother's Asphalt
Central Boulevard IEPA Loan	Villa Park	2017	\$1,800,000	ALamp Construction
Euclid & Myrtle IEPA Loan	Villa Park	2017	\$900,000	N/A
Off-Street Parking Areas	Villa Park	2017	\$375,000	N/A
2017 Street Program	Brookfield	2017	\$4,750,000	J. Nardulli Concrete
2017 Oak Park Alleys	Oak Park	2017	\$2,650,000	R.W. Dunteman
West Roadway Improvements	LaGrange Pk	2017	\$1,350,000	Davis Concrete
North Roadway Improvements	LaGrange Pk	2017	\$1,400,000	K-Five
2017 Roadway Improvements	Maywood	2017	\$980,000	M & J Asphalt
2017 Bellwood Streets	Bellwood	2017	\$420,000	Johnson Paving
Broadview Summer Paving	Broadview	2017	\$615,000	Johnson Paving
Broadview Spring Paving	Broadview	2017	\$780,000	Schroeder Asphalt
CDBG Alley Program	Brookfield	2017	\$480,000	J Nardulli Concrete
87th Avenue Improvements	Hometown	2017	\$145,000	Crowley Shepard
Beach Avenue Improvements	LaGrange Pk	2017	\$320,000	Schroeder Asphalt
CDBG Alley Program	Broadview	2017	\$275,000	J Nardulli
2017 Alley Improvements	LaGrange Pk	2017	\$150,000	Suburban

Watermain Projects (Past Five Years)

<i>Project</i>	<i>Village</i>	<i>Year</i>	<i>Cost</i>	<i>Contractor</i>
Raymond Ave Water Main	LaGrange Pk.	2019	\$846,000	Suburban General
Roosevelt Road Water Main	Maywood	2019	\$820,000	Unique Plumbing
2019 Watermain Improvements	Bensenville	2019	\$1,500,000	Bolder Construction
First Avenue Water Main	Maywood	2019	\$2,200,000	Unique Plumbing
Relocation 20" Water Supply	Maywood	2018	\$625,000	UPRR (Aqua)
2018 Watermain Replacement	Melrose Park	2018	\$300,000	ALamp Construction
2018 Watermain Project	Schiller Park	2018	\$750,000	Cerniglia
2018 Watermain Replacement	Norridge	2018	\$1,400,000	Gerardi Sewer and Water
Village Water Improvements	Bensenville	2018	\$1,500,000	John Neri Construction
Southern-Cook Watermain Project	Oak Lawn	2017	\$25,000,000	Design Only
Elm Street Watermain	Mt. Prospect	2017	\$450,000	Patnick Construction
14 th Street Watermain	Berwyn	2017	\$520,000	Cerniglia
Alley Watermain Improvements	LaGrange Pk	2017	\$150,000	Suburban General
Middaugh Watermain Improvements	Downers	2017	\$600,000	ALamp Co
12" Water Main Set & Fire Hydrants	Forest View	2017	\$75,000	Suburban General
Burlington Watermain Improvements	Downers	2017	\$600,000	ALamp Co
Whitegate Dr Water Main (HDD)	Mt. Prospect	2016	\$250,000	Lampignano & Sons
LaGrange Road Watermain Replacement	LaGrange Pk	2016	\$435,000	Suburban General
Show Property Water Main	Norridge	2016	\$680,000	Mauro Sewer
Railroad Avenue Watermain	Maywood	2016	\$803,000	Trine Construction
Village Watermain Improvements-A	Downers	2016	\$800,000	Austin-Tyler
Village Watermain Improvements-B	Downers	2016	\$1,000,000	Trine Construction
19 th Street Watermain Improvements	Berwyn	2016	\$770,000	J Congdon
LaGrange Road Watermain	LaGrange Pk	2016	\$435,000	Suburban General
Show Property Water Main	Norridge	2016	\$674,000	Mauro Construction
2015 Watermain Improvements	Norridge	2015	\$130,000	Gerardi Sewer & Water
O'Conner Drive Watermain	River Grove	2015	\$1,100,000	J Congdon
2015 Village Watermain Improvements	Downers	2015	\$2,100,000	Swallow Construction
Prairie Avenue Water Main	Brookfield	2015	\$405,000	Unique Plumbing
Ogden Avenue Watermain	LaGrange Pk	2014	\$395,000	Suburban General
28 th Avenue Watermain DCEO	Bellwood	2014	\$565,000	J & T Services

The projects listed above had significant water main improvements. During this time period, we designed and performed construction oversight on many other projects that also had water utility repairs but have not listed them here due to their secondary nature.

We have chosen a sample of the listed projects to highlight below. Note, many of these projects involved members of our proposed **project team working together!** Please let us know if you need more information on a project.

ANNUAL PAVING PROJECTS

Hancock Engineering serves as the full-time engineer for twelve communities. Part of our scope of services include the preliminary, design and construction engineering for these client's annual roadway improvements. Although each of our twelve "Core-Clients" find themselves in a unique financial situation, all of them have made repairs to their roadway infrastructure within the past few years.

Some of the larger recent projects are highlighted below:

Village of Brookfield

The Village of Brookfield has had an annual paving program for the past ten years, typically paving between \$1 and \$1.5 Million in streets per year. However, approximately 5 years ago the Village passed a \$22 Million referendum which increased their spending to approximately \$5 Million the past 4 years.

Village of LaGrange Park

The Village of La Grange Park has historically had a paving program that varied substantially from year to year with the amount of roadway being repaired. However, in 2017, the Village passed an \$11 Million referendum that has allowed three consecutive years of sizable programs. We have designed the paving program to include milling and resurfacing, repairs to structurally damaged or poor draining curb and gutter, and replacement of sidewalk to bring within ADA/PROWAG standards. We have also had all of the Village's combined sewer televised beneath these streets and performed the necessary point repairs prior to paving the roadways.

Village of Broadview

The Village of Broadview has had a near annual paving program the last 5 years, utilizing MFT, CDBG, and local funding sources.



VILLAGE OF OAK PARK 2019, 2018, 2017, 2016, AND 2015 ALLEY IMPROVEMENT PROJECT

Commencement Date:
April 2020

Completion Date:
August 2020

Engineer's Cost Estimate:
\$ 2,670,600.00

Contractor Bid Amount:
\$ 2,650,150.00

Engineering Fee Extras:
\$ 0

Project Awarded on Schedule:
Yes

Project Completed On-time:
Yes

Project Team:

Derek S. Treichel, P.E.
(Client Manager)

Chris Baker, P.E.
(Design Coordinator)

Chris Baker, P.E.
(Resident Engineer)

Eric Windsor
(Lead Construction Engineer)

References:

Bill McKenna, Village Engineer
708-829-3045

Santino Nardulli, Project Manager
J Nardulli Concrete

Hancock Engineering provided Design and Construction Engineering Services for this annual alley improvement project. The Village has substantial utility within their alleys, so these alley improvements include much more than pavement improvements.

The improvements typically consisted of two miles of concrete alley reconstruction, approximately one mile of storm sewer, watermain repairs and areas of asphalt roadway repair. In 2020 the Village utilized MWRD-GI and other local funds to design Green Alleys.

Several of the newly constructed alleys were within business districts. As part of our services, we introduced ourselves to over 50 businesses flanking the alleys. We coordinated refuse collection, parking passes, coordination of the Village's "Garage Apron Replacement Program" (GARP) and accommodated as many businesses' schedules as possible.

Several of the alleys had utility conflicts which we worked proactively with Nicor and ComEd to have their infrastructure relocated prior to the start of our construction.

The project was partially funded with CDBG grants, so all requirements required of this funding were followed.

Several of the alleys flanked schools and churches. We made sure to continually keep all stakeholders up to date.



VILLAGE OF BROADVIEW BRAGA DRIVE RECONSTRUCTION – STAGE I

Commencement Date:
April 2019

Design Completion Date:
December 2018

Engineer's Cost Estimate:
\$ 6,500,000.00

Contractor Bid Amount:
\$ 6,200,000.00

Actual Construction Amount:
Trending below

Engineering Fee Extras:
\$ 0

Change Orders/ Contract Change:
0 / 0% Increase

Project Completed On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager)

Chris Baker, P.E.
(Resident Engineer)

Mark Volk, P.E.
(Lead Designer)

References:

Matt Ames
Director of Public Works
708-497-8669

Santino Nardulli
Contractor, Nardulli Concrete
773-675-0108

Hancock Engineering provided Design and Construction Engineering Services for this federally funded FAU project.

We were able to work with the Village's Mayoral Council to obtain Local Collector Classification for the "Braga Drive Corridor" enabling the roadway to be eligible for FAU funding. The corridor is comprised of four roadways that are flanked by mostly heavy industrialized business.

The improvements consist of reconstructing the roadway, installing large diameter storm sewer, installation of watermain, installation of new roadway lighting and the creation of bike paths. Special consideration was given to staging plans to accommodate the many daily deliveries for the businesses.

Due to the large size (over \$6 Million) the Council was unable to fund the Project's construction in a single year, resulting in the project being split into two separate Contracts.

Hancock Engineering submitted Invest in Cook applications on behalf of the Village and were successful in securing grant funding for the Village on both stages of the Contract.

The first phase was successfully completed in 2019 ahead of schedule and budget. The second stage is currently under construction.

Public Open Houses were conducted early in the design and construction process to obtain "buy-in" from the area businesses. We worked hard to create relationships with many of the local businesses to increase the public's positive perception of the project.

Many positive accolades were received by Hancock Engineering from the area businesses, residents, and Village.



VILLAGE OF OAK PARK MADISON STREET IMPROVEMENTS

Commencement Date:

March, 2019

Completion Date:

November 2020 (Pending)

Engineer's Cost Estimate:

\$ 6,300,000.00

Contractor Bid Amount:

\$ 6,250,000.00

Actual Construction Amount:

Pending

Engineering Fee:

\$ 350,000.00

Engineering Change Orders:

\$ 0

Project Completed On-time:

Yes

Project Team:

Chris Baker, P.E.

(Client Manager)

John Gutsch

(Lead Construction Engineer)

Eric Windsor

(Construction Engineer)

References:

Bill McKenna, P.E.

Village Engineer

708-358-5700

Dave Powers

Communications Director

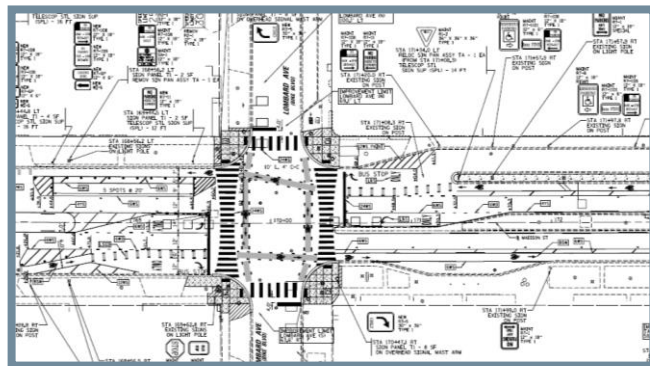
708-358-5770

Hancock Engineering provided Phase III Engineering services for these roadway improvements through the heart of Oak Park. This \$6.5 Million-dollar project included:

- 10,000 Tons of Hot-Mix Asphalt Pavement
- 40,000 Square Feet of Sidewalk improvements
- 8,000 Feet of "spot" curb and gutter replacement
- 70,000 Feet of Pavement Markings
- 5,000 Feet of Sewer restoration
- 48 Pedestrian Signal Heads and 8 Solar-Powered Flashing Beacon Assemblies
- Optimization of Traffic Signals
- Irrigation Improvements
- On-Street Bicycle Lanes and Wayfinding Signage

These improvements involved substantial coordination with schools, park district officials, Madison Street Business Coalition, and nearly a hundred local businesses.

The project team worked with the Village to provide many forms of communication to residents and business owners including holding office hours, evening public meetings, door hangers, hosting a project website, and a multitude of other activities.



VILLAGE OF RIVERDALE NORTHEAST STORM RELIEF SEWER PROJECT

Commencement Date:
July, 2016

Completion Date:
November, 2017

Engineer's Cost Estimate:
\$ 7,700,000.00

Contractor Bid Amount:
\$7,400,000.00

Engineering Fee Extras:
\$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Mark Volk, P.E.
(Client Manager)

Ed Stoelinga, P.E.
(Design Manager)

Alex Alejandro, P.E.
(Designer)

Mark Kirchman
(Resident Engineer)

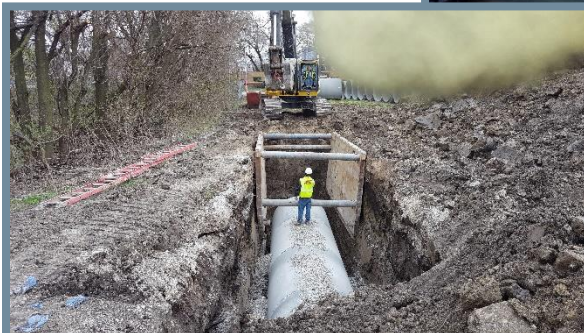
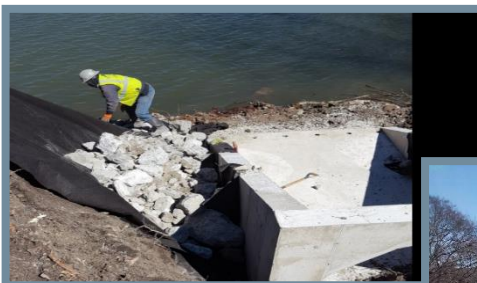
References:

Larry Jackson
Mayor of Riverdale
708-841-2200

Hancock Engineering completed Phase I, II, and III engineering services for the Village of Riverdale's Northeast Storm Relief Sewer Project. The proposed improvements span the entire northeast region of Riverdale with over 8,000 feet of proposed storm sewer. The work occurred within the boundaries of busy State Street, the elevated METRA Rail Line (*Illinois Central Railroad*) and the Little Calumet River.

Funds for this improvement were secured with the assistance of our team thru Cook County's Community Development Block Grant Disaster Recovery Program in the amount of approximately 7.6 million dollars.

Construction operations began at the Little Calumet River with the installation of a massive 72" diameter storm sewer outfall. The route involved continuous communications with nearby business owners. This 72" diameter storm sewer pipe has been installed to depths exceeding fifteen-feet below grade. In addition to open cutting, a "Jack and Bore" operation was implemented to "push" the 72" diameter pipe beneath the Indiana Harbor Belt Rail Road.



VILLAGE OF GLEN ELLYN MEDST IMPROVEMENTS PROJECT

Commencement Date:
May, 2017

Completion Date:
November, 2017

Engineer's Cost Estimate:
\$ 3,700,000.00

Contractor Bid Amount:
\$3,400,000.00

Engineering Fee Extras:
\$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager)

Jeff Kearney
(Resident Engineer)

References:

Rich Daubert
Village Engineer
Glen Ellyn
630-469 5000

Anthony Neri
John Neri Construction
630-514-1778

Hancock Engineering completed Phase III engineering services for the Village Glen Ellyn's Roadway, Sewer, and Watermain Improvement project. The following are highlights of the completed work:

- Tree Protection, including over 3,000' of Tree Fence
- Approximately 3,300 cubic yards of Earth Excavation
- Nearly 3,500 Tons of Hot-Mix Asphalt
- Nearly 6,000 Feet of Curb and Gutter Replacement
- Over 25,000 square feet of Concrete Sidewalk
- Over 7,000' of sewer installation
- Nearly half a mile of 8" watermain
- Over 75 Water Service Connections

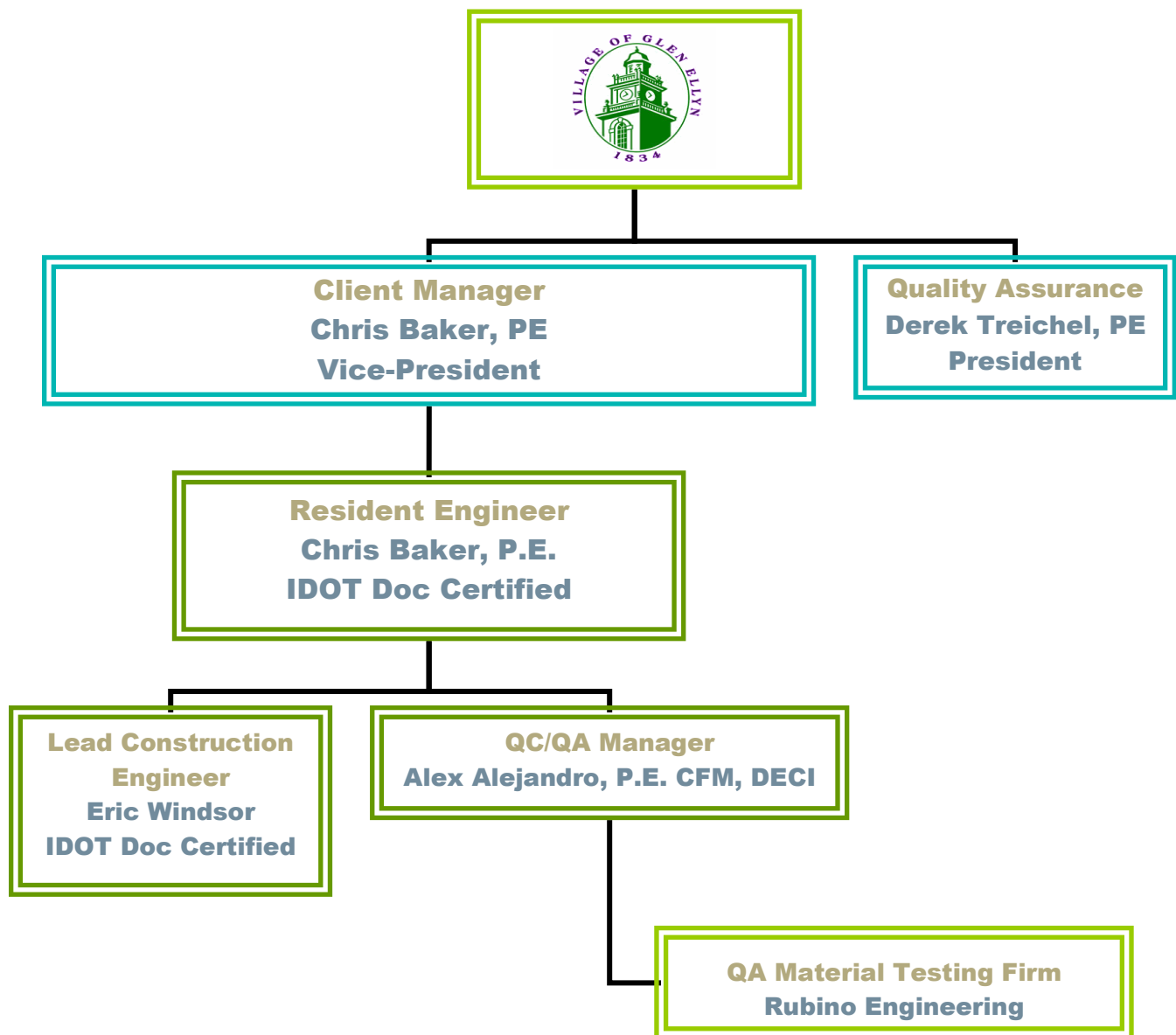
The Village of Glen Ellyn's residents have high expectations when it comes to being informed during construction. Our team of engineers wrote and passed out multiple construction updates each week during the project.

Hancock Engineering did not provide the design for these improvements, however there were approximately a dozen instances in which the plans needed to be redesigned in the field. Our team of Engineers acted quickly to provide real-time changes to the Contractor. We **did not seek reimbursement** for these services.



ORGANIZATIONAL CHART

Hancock Engineering employs highly skilled individuals that work together to form a company with the reputation of working efficiently and professionally to address the concerns of our municipalities and its constituents of local businesses, schools, and homeowners. Hancock Engineering employees are very aware that to provide our standard of service, we must understand and reflect the views and intention of the municipality. We are committed to providing this team and will not alter staffing unless requested by the Village.



**** Please note that all employees involved with this project have a minimum of 18 years of experience. We are providing the Village of Glen Ellyn one of the strongest team of engineers and inspectors our team has to offer.**

Chris Baker, P.E., company vice president, will serve as Client Manager and oversee the staffing for this roadway and utility construction improvement projects. Chris has over 18 years of municipal engineering experience with Hancock Engineering. Chris currently serves as the client manager for the Village of Broadview. Under Chris's direction, his managed municipality has done nearly *\$20,000,000* of improvements to their roadways, alleys, water mains, and storm and sanitary sewer systems over the last *5 years*.

Hancock Engineering's principals are very "hands-on" when it comes to project management. The listing of the company president as Client Manager truly reflects his anticipated deep involvement with these improvements. As Client Manager, Chris will be managing the construction team for these proposed improvements. Chris has the ability to consider all factors in his decisions that result in tremendously thought-out solutions that keep the Village's best interest in mind, while always staying within budget. With Chris's leadership, Hancock Engineering will provide the unparalleled service that has come to be expected when dealing with our firm.

Chris Baker, P.E. will also be assigned as the Resident Engineer for this project. Chris has substantial experience managing a wide variety of similar projects and currently serves as client manager for the Villages of Broadview and Oak Park. Recently,

Chris has served this role for the Village of Glen Ellyn's 2017 MEDST Utility and Roadway Improvements and the 2019 SCCE Roadway Improvements.

Chris is certified in IDOT documentation and is very familiar with the ICORS program.

Chris understands the need to work closely with the residents, schools, and businesses along the project site, and that for a construction experience to be a satisfying achievement, it is important to satiate the public's desire to be kept continually informed. We pride ourselves on our service and firmly believe that our responsiveness is unmatched in the industry.

Eric Windsor will be assigned as the Lead Construction Engineer for this project. Eric has been building an impressive construction resume since he began his career at Hancock Engineering over 20 years ago.

Chris and Eric have worked together on the Village of Oak Park's annual construction projects since 2015. Eric has served as Assistant Resident Engineer for the 2017, 2018, 2019 and 2020 Village-Wide Alley Improvement Projects as well as their 2018 Roadway and Utility Improvement project. Eric thinks quick on his feet and is one of our top assets. We strongly encourage you to contact Bill McKenna (Oak Park Village Engineer) and seek feedback on Eric's abilities.

Eric is an IDOT certified documenter and has completed the State's ICORS training classes. Eric has also performed construction layout for nearly 50 projects over the past five years. Eric is also one of the leaders of our data acquisition team. He has complete understanding of GPS acquisition practices and is also well versed in Total-Station topography and GIS.

We acknowledge that to complete this project within the allotted time period, multiple crews will need to be utilized and there will be periods where work will be occurring at differing locations simultaneously. We have allotted additional time for a supplemental engineer to fill this role assisting Chris and Eric.

The personnel named in this proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.



Chris Baker, P.E. **Vice President, Principal**

Chris has teamed with Eric annually the past 5 years to complete many successful recent projects!

Chris Baker, P.E., is a Project Engineer at Hancock Engineering. Chris began his career with Hancock Engineering immediately upon his graduation from Bradley University in 2003. He has substantial experience in both the design and construction of roadway improvements, water main design, storm and sanitary sewer improvements, and streetscape beautification projects. He is also the Director of Business Development activities for our office and is active in several professional organizations.

Recent Engineering projects include:

Madison Street Improvements and Road Diet, Village of Oak Park

Resident Engineer for the \$6.5 Million road diet through the heart of Oak Park. The project involved the reconfiguration of a dangerous four-lane roadway into a much more pedestrian and cyclist friendly two-lane boulevard. In addition to including over 10,000 tons of asphalt, 50,000 square feet of sidewalk, and 7,000 feet of sewer improvements, the project also included installing on road bicycle lanes (both protected and unprotected), pedestrian refuge islands, and Solar-Powered Flashing Beacon Assemblies. Much focus was spent on communication on this project, with Chris holding weekly "Office Hours" for the public, as well as holding monthly events, such as "Coffee with the Contractor," and community walk-throughs.

2020 Green Alley Improvements, Village of Oak Park

Design Manager for \$1.2 Million alley improvement project throughout the Village of Oak Park. The project funding consisted of local funds, CDBG funding, and an MWRD-GI partnership. Several cross-sections of alleys were included within the design including traditional concrete as well as permeable pavement. The Design Retention Capacity of the improvements took over 100,000 gallons of storm water out of the Village's combined sewer system.

Braga Drive Stage I and Stage II Improvements, Village of Broadview

Lead Designer and Resident Engineer for the nearly \$6 Million corridor reconstruction of a local Collector Route. Chris completed the Phase I Report for these improvements, which included an in-depth Location Drainage Report. The design of the improvements consisted of reconstructing nearly a mile of roadway, up-sizing over 2,500 feet of large diameter storm sewer, installing approximately 3,000 feet of water main, and providing on-street bicycle lanes. Due to the large cost of the project, construction was split into two construction seasons, where Chris served as Resident Engineer ensuring construction of the project was completed satisfactorily.

IEPA Low-Interest Loan Watermain Improvements, Village of Broadview

Design Manager of a \$5.8 Million watermain improvement project through the Village of Broadview's "Down-Town" area. The design included installing a new 8" distribution main as well as new 16" transmission main within the Roosevelt Road (IL-38) corridor. A multitude of design options were investigated and utilized. Portions of the existing watermain were able to be lined to save on restoration costs. Other portions were able to be relocated to the rear of the building and installed within existing alleyways. This process necessitated meeting with each individual business and determining location and size of existing water services.

Education

Bachelor of Science in Civil Engineering, Bradley University, 2003

Work Experience

Hancock Engineering – 2003 to present

Professional Development

Professional Engineer
Illinois No. 062-060784

Certifications

IDOT Documenting
Certification # 16-12242

Affiliations/Memberships

American Public Works
Association, Suburban Branch
President –Past President

West Central Municipal
Conference's Bike and
Pedestrian Committee

Village Engineer Role

Village of Broadview
(2015-Present)

Client Manager Role

Village of Oak Park
(2016-Present)

Village of Glen Ellyn
(2017-Present)

2019 and 2020 MWRD-Green Infrastructure Alley Improvements, Village of Broadview

Grant Writer, Design Manager and Resident Engineer for the Village's last two annual alley improvement projects replacing six (6) dilapidated asphalt alleys with hybrid concrete and permeable pavement section. The "green" cross-section allowed for nearly 200,000 gallons of storm water to be taken out of the Village's combined sewer ultimately taken a large burden off of the over-taxed system. Contract involved coordination and close-out of the grant process with the MWRD.

Smith, Cumnor, Clifton and Ellynwood Roadway Improvements, Village of Glen Ellyn

Resident Engineer for the \$1.5 Million roadway and drainage improvement in the Village of Glen Ellyn. This portion of town includes a rural cross-section, including drainage ditches and culverts. The project plans did not include proposed grading, so roadway profiles and drainage ditches were designed during the construction phase.

2020 Yale Avenue Improvements, Village of Villa Park

Construction Manager for \$975,000 roadway and watermain improvement project within the Village of Villa Park. The project funding consisted of local funds and DuPage County CDBG funding. The project included work directly adjacent to an Elementary School and required constant communication with School District staff to ensure construction activities did not disrupt student learning. Additionally, the proposed watermain was bored beneath the CN Railroad within a casing, resulting in permit coordination.

2015-2019 Village-Wide Alley Improvements, Village of Oak Park

Design Manager and Resident Engineer for the Village's annual alley improvement projects (CDBG) since 2015. The annual program ranged in size from \$2-4 Million. During the five years the project occurred we design and replaced over 60 alleys.

As Oak Park has limited parking, much coordination went into providing residents parking passes and staging of the construction work. During the construction process, Chris also administered the Village's Garage Apron Replacement Program (GARP) which allowed residents to replace their private property at the Contract Unit Prices.

Cornell Street Improvements, Melrose Park

Design of a federally funded reconstruction project valued at \$2.9 Million. The project included concrete pavement, water main replacement, and separation of combination sewer system. Submittal of approved Phase I Report outlining the project scope, feasibility and cost. Chris also served as the Public Liaison for this project, implementing a project website for this project.

Elm Street Reconstruction, River Grove

Design of a federally funded reconstruction project valued at \$2.3 Million. The project includes concrete pavement, installation of storm sewer system, and coordination between two Villages. Chris also served as the Public Liaison for this project, implementing a project website and hosting Progress Meetings with the Village and Contractors.

Village-Wide Alley Improvements, Melrose Park

Design of four locally funded alley reconstruction projects valued at \$9.9 Million. The project includes concrete alley pavement, installation of storm sewer system, replacement of water main and coordination between four General Contractors. The project was awarded APWA Project of the Year for the Suburban Branch..



Eric Windsor

Construction Engineer

Eric Windsor is a top construction engineer at Hancock Engineering. Eric began his career with Hancock Engineering as an intern in 1997. He has substantial experience in the construction inspection of roadway, water main, storm and sanitary sewer improvements, as well as streetscape beautification projects.

Recent Engineering projects include:

2020 Euclid Utility Improvements, Village of Oak Park

Construction Engineer and Field Designer for “small” utility improvement for the Village of Oak Park to accommodate an incoming development. The project involved real-time design as Nicor, ComEd, ATT, Fiber Optic, and Comcast utility all needed to be unearthed and relocated within a very narrow public utility corridor. Although the project’s construction cost was under \$200,000, the amount of coordination with the public utilities, Village, and Developer was very large.

2015-2019 Village-Wide Alley Improvements, Village of Oak Park

Lead Construction Engineer for the Village’s annual alley improvement projects since 2015. The annual program ranged in size from \$2-4 Million. During the five years the project occurred we design and replaced over 60 alleys. As Oak Park has limited parking, much coordination went into providing residents parking passes and staging of the construction work.

The Village of Oak Park has storm and water utility that exists within alley Right-of-Way. Since, 2015 Eric has overseen the replacement of over 26,000 feet (Over 5 Miles) of various sized storm sewer and nearly 250 storm and sanitary structures as part of these improvements.

Cornell Street Improvements, Melrose Park

Resident Engineer of a federally funded reconstruction project valued at \$2.9 Million. The project included concrete pavement, water main replacement, and separation of combination sewer system.

These Cornell improvements included completely rehabilitating the existing roadway, installation of nearly 2,500 feet of large diameter storm sewer, replacement of 2,640 feet of 12” watermain, directional boring conduit under railroad tracks, installation of a multi-use bicycle/pedestrian path, railroad crossing improvements, and other parkway amenities.

19th Street Watermain Improvements, Berwyn

Resident Engineer for a street and utility repair project. The project included the resurfacing of the roadway, installation of nearly 2,000 feet of ductile iron water main, and nearly 1,200 feet of storm and combined sewer.

North Avenue Bike Path Improvements, Melrose Park

Construction Inspector a federally funded bike path project valued at \$2.1 Million in the Village of Melrose Park. The project included bike path installation, retaining wall installation, drywell construction, pedestrian traffic signal improvements, and parkway restoration.

Education

College of DuPage, 2000

Work Experience

Hancock Engineering – 1997 to present

Certifications

IDOT Documenting
Certification # 21-18359

Continuing Education

- GIS/ESRI Certification
- CADD Proficient

PROJECT TIMELINE

Hancock Engineering understands the necessity for this project to be completed in an expeditious manner. We understand the Village expects this project to be completely constructed in 2021. We have analyzed the necessary design steps and associated timetables and evaluated our current capacity of resources. We propose the following schedule:

Engineering Task	Project Completion Date
Construction Bid Opening	April 27, 2021
Receive Award of Contract	May 10, 2021 (Assumed)
Complete Thorough Plan Review	May 14, 2021
Kick-Off Meeting with Village	May 15, 2021
Pre-Construction Meeting	May 24, 2021
Public Informational Meeting	May 28, 2021
Site Walk for Tree Preservation	May 31, 2021
Verify Contractor Layout	June 4, 2021
Construction Commencement	June 7, 2021
Substantially Complete Construction	October 14, 2021
Final Project Completion	October 29, 2021
Agree to Final Quantities with Contractor	November 8, 2021
Submission of As-Builts	November 15, 2021
Project Close-Out	December 1, 2021
1-Year Warranty Walk-Through	November 8, 2022

We have outlined an aggressive project schedule that has illustrated the need for this project to be made a priority. Hancock Engineering has staff available to work on this construction project to meet this proposed schedule and ensure that construction is completed prior to the Village's imposed deadline.

Our current workload will allow us to proceed immediately upon award. **We will make your project a priority!**

CLIENT REFERENCES

The following is a partial list of clients for whom we currently provide engineering services to. We have included the length of time we have been retained by each client and a suggested contact party for obtaining further information regarding the services we have been providing.

MUNICIPALITIES

VILLAGE OF BROADVIEW Since 1950
Contact Party : Mr. Matthew Ames, Public Works Director
Telephone No. : (708) 681-3600

VILLAGE OF BROOKFIELD Since 1981
Contact Party : Tim Weiberg, Village Manager
Telephone No. : (708) 485-7344

VILLAGE OF LAGRANGE PARK Since 1955
Contact Party : Ms. Julia Cedillo, Village Manager
Telephone No. : (708) 354-0225

VILLAGE OF MAYWOOD Since 1995
Contact Party : Mr. John West, Public Works Director
Telephone No. : (708) 450-4482

VILLAGE OF OAK PARK Since 2013
Contact Party : Mr. Bill McKenna, Village Engineer
Telephone No. : (708) 383-6400

VILLAGE OF RIVER GROVE Since 1965
Contact Party : Honorable Dave Guerin, Mayor
Telephone No. : (708) 453-8000

VILLAGE OF SCHILLER PARK Since 1970
Contact Party : Honorable Nick Ciafa, Mayor
Telephone No. : (847) 678-2550

VILLAGE OF VILLA PARK Since 2014
Contact Party : Mr. Kevin Mantels, Village Engineer
Telephone No. : (630) 834-8505



The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302-4272

708.383.6400
Fax 708.383.9584
www.oak-park.us
village@oak-park.us

July 13, 2020

Re: Hancock Engineering Recommendation

To whom it may concern:

The Village of Oak Park has utilized Hancock Engineering to assist with our capital improvements on a wide variety of projects over the past seven years, including managing construction of several federally funded roadway resurfacing projects, design and construction engineering of annual alley and roadway reconstruction programs and construction oversight of the \$6 million dollar Madison Street Road Diet

Hancock Engineering has done an outstanding job of meeting our expectations. They have met all project deadlines and consistently create well thought out, buildable designs. However, it is the following traits that result in their repeated work within the Village of Oak Park.

- Client Representation – We appreciate Hancock's policy of ensuring a Principal of the company is assigned as our main point of contact. It ensures that our projects are given appropriate attention. Their responsiveness is top-notch.
- Quality of Field Personnel – All of the design and field staff that has worked within our Village have taken ownership of the project. Their staff has greatly reduced the burden on the Village's employees. We trust that their staff has the best interest of the Village at heart.
- Value – We feel that the cost proposals that we have received have been quite fair. Additionally, Hancock's hourly rates are relatively low so when compared to other firm's pricing, it seems we typically get more man hours for the price.

I would highly recommend Hancock Engineering for municipal engineering work. If you have any questions on specifics, please feel free to call me at the number below.

Sincerely,

Bill McKenna, PE
Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302
708-358-5722
mckenna@oak-park.us

Hourly Rate Breakdown

Hancock Engineering has completed a cursory review of the final project plans as completed by ERA and dated April 12, 2021. We have a solid understanding of the project's scope and have created our internal critical path schedule to determine the expected length of construction of both individual projects.

Employee	Preconstruction	Construction	Project Close-out	Total Hours	Total Cost
Baker	40	273*	80	393	\$36,208.00
Windsor	24	1,050*	80	1,154	\$115,500.00
Sciarini		300		300	\$ 25,920.00
Total Included Man-Hours:				1,847	
Total Anticipated Engineering Cost based on 1,847 Manhours:					\$177,628.00

*It is important to note that Hancock Engineering does not charge our clients for more than 8 hours per day, which over the course of 21 weeks would save the Village of Glen Ellyn substantial money. Our manhour calculations assume that although Eric will average 50 hours of construction engineering services per week, we will bill a maximum of 40 hours for time spent Mondays thru Friday.

Additionally, during summer months our Vice Presidents work approximately 50 hours per week while only billing 40. Glen Ellyn will experience cost savings from this policy.

The assumed cost listed above was calculated using the Village provided schedule of June through October 29th (21 Weeks). During our review of the project timeline, we believe that it is likely the project will be completed in 18-19 weeks, which **would lower our price above to \$158,248**. As this is an Hourly, Not-To-Exceed Contract we have left our cost at \$177,628 to cover our workforce in the event there are unanticipated delays resulting in the use of the fully allotted construction time period. The Village should expect substantial savings from the included total number.

We also understand that the Village has requested QA Material Testing to be included in our Contract. We have therefore included the following scope in our submittal:

- ◆ Four (4) Trips to test Portland Cement Concrete during the construction period
- ◆ Three (3) Trips to test Bituminous Concrete during the construction period

The costs associated with this work which will be completed by Testing Service Corporation (TCS) is \$5,900. The proposal from TSC is available upon request.

We submit the following all-inclusive Hourly, Not-To Exceed amount:

➤ Total Estimated Cost with Sub-Consultants:	\$183,528.00
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Hourly Rates

PERSONNEL CLASSIFICATION	(Team Members)	TOTAL BILLING RATE
ENGINEER –VI	(Baker)	\$ 146.00
ENGINEER -V		\$ 136.00
ENGINEER -IV		\$ 126.00
ENGINEER -III		\$ 121.00
ENGINEER -II	(Sciarini)	\$ 108.00
ENGINEER -I		\$ 96.00
CADD MANAGER		\$ 121.00
CADD TECHNICIAN -II		\$ 100.00
CADD TECHNICIAN -I		\$ 85.00
ENGINEERING TECHNICIAN – V	(Windsor)	\$ 125.00
ENGINEERING TECHNICIAN – IV		\$ 115.00
ENGINEERING TECHNICIAN – III		\$ 83.00
ENGINEERING TECHNICIAN – II		\$ 65.00
ENGINEERING TECHNICIAN – I		\$ 40.00
ADMINISTRATIVE ASSISTANT		\$ 65.00

Note: The Schedule of Hourly Rates are subject to change annually as of March 1st. The most current Schedule of Hourly Rates will be in effect at the date of service.

All hourly rates include costs for out-of-pocket expenses including mileage, tolls, photocopying, etc. and no additional compensation will be sought for these items. **Hancock Engineering has no hidden fees.**