Minutes
Regular Board Meeting
Glen Ellyn Village Board of Trustees
Monday, April 27, 2015

Call to Order

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

Roll Call

Upon roll call by Village Clerk Galvin, Village President Demos and Trustees Burket, Clark, Elliott, Ladesic and O'Shea. Trustee McGinley arrived at 7:10 p.m.

In Attendance: Village Clerk Galvin, Village Manager Franz, Assistant Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Public Works Director Hansen, Director of Planning and Development Hulseberg, Deputy Police Chief Acton and Village Links Acting General Manager Vesevick.

Pledge of Allegiance:

President Demos asked Trustee Elect Senak to lead the Pledge of Allegiance.

Village Recognition:

1. Administrative Intern Justin Keenan received a thank you note from a location manager for his valuable assistance throughout the film special event permit process.

2. Utilities Inspector Billy Miller received a letter of appreciation from a business owner in recognition of his customer service that goes above and beyond expectations.

3. Utilities Superintendent Bob Greenberg and Utilities Inspector Billy Miller received an email of thanks for all of their efforts during a construction project for a new business on Roosevelt Road which included unforeseen conditions and problems.

4. Community Consolidated School District 89 sent a letter to thank the Police Department for their generous donation to its first Adult Social/Trivia Night, which was a huge success.

5. Officer Steve Miko received a thank you letter from Milton Township for his excellent presentation to its S.A.L.T. Council, which was very informative.

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

David Goodalis	Glenbard Wastewater Authority	15 Years
Thomas Moran	Glenbard Wastewater Authority	15 Years
Ronald Pocuis	Police Department	10 Years

Agenda Item F. - Consent Agenda:

The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

1. Total Expenditures (Payroll and Vouchers) **-** $3,205,601.28. The vouchers have been reviewed by Trustee Elliott and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

2. Designate Trustee Elliott as Village President Pro Tem for the four-month period from May through August, 2015.

3. Ordinance No. 6312-VC, An Ordinance to Amend Section 9-5-6 (Schedule F) of the Village Code to Prohibit Parking on the West Side of Miller Court Between Hill and Ridgewood Avenue.

4. Ordinance No. 6313-VC, An Ordinance to Amend Section 9-5-6 (Schedule F) of the Village Code to Prohibit Parking on Brandon Avenue Between Hill Avenue and Ridgewood Avenue.

5. Ordinance No. 6314-VC, An Ordinance to Amend Section 9-5-6 (Schedule F) of the Village Code Regarding Parking on Pennsylvania Avenue at Kenilworth Avenue.

A motion was made by Trustee Elliott and seconded by Trustee Burket to approve Consent Agenda Items 1-6, including Payroll and Vouchers totaling $3,205,601.28.

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

Agenda Item G. - Central Business District Monument Sign: (Presented by Assistant Village Manager Stonitsch)

One of the community initiatives identified by the Village Board was to enhance the Village's communications with Village residents and businesses. One of the priorities that the Board identified was to replace the existing downtown monument signage with a new electronic message board, so that the Village could facilitate more timely communication, especially during emergencies. Coinciding with this Board priority was the Village's community way-finding signage initiative, which involved a comprehensive review of the Village's public signage by exploring ways to improve directional signage in the Village, and also sought to develop more consistent design standards that reflected the character of the community. The replacement of downtown monument sign was identified as an opportunity to reflect the new design concept, while also enhancing the Village's communication platform with an electronic message board component. As an ancillary benefit, the proposed LED electronic message board would allow the Village to reallocate approximately 3-4 staff hours per week in the Facilities Division, because staff will no longer have to go out on site to manually update the dual-faced message board each week.

Consequently, the Board directed staff to budget for and competitively bid the sign project using a 10 MM LED screen resolution. This differs from the less costly 16 MM LED application recently used at the

Village Links/Reserve 22, because the tighter screen resolution is not needed within that context because the sign's target audience is primarily vehicular traffic traveling at 30-45 MPH).

Staff formally advertised a Request for Proposal ("RFP") on February 25, 2015, which included sending copies of the RFP to approximately six (6) reputable design/build sign vendors, and also published an RFP legal notice in the Daily Herald. A non-mandatory pre-submission meeting was subsequently held on March 4, 2015 to allow vendors to ask any clarifying questions regarding the proposal.

On March 26, 2014, the Village received three (3) timely proposals from: Parvin-Clauss (Carol Stream, IL), Western Remac, Inc. (Woodridge, IL), and Gable Signs & Graphics, Inc. (Baltimore, MD).

The pricing proposals submitted by the three (3) qualified vendors were as follows:

Gable Signs (Baltimore, MD) $97,462.90
Parvin-Clauss (Carol Stream, IL) $102,097.00
Western-Remac (Woodridge, IL) $185,715.00

Based upon Gable Signs submitting the apparent lowest cost and most responsive proposal, staff entered into discussions with the sign firm's representatives to verify references, clarify and discuss warranty terms, and identify the qualified maintenance contractors who would be performing the warranty repairs.

As background, Gable Signs is a turn-key sign solution provider that been in the business for approximately thirty years, and considers itself a "nationally recognized leader in the development, manufacturing, and installation of sign projects through the United States and beyond". The sign design/build firm is headquartered in Baltimore, Maryland and also has office locations in Tampa, FL and Massachusetts.

Gable Signs submitted several references within the State of Maryland, which included the Maryland State Fair, a bank, a local McDonald's franchise owner, and a successful restaurateur. All references checked out positive. As a follow up, staff requested Chicagoland and other national references in order to verify Gable Signs ability to complete similar projects outside of their Maryland territory. Staff contacted the following additional references that Gable Signs provided, all of which offered positive feedback about the firm's experience, qualifications, project management, workmanship, and reliability.

- Verizon Wireless (Chicago, IL)
- Yorktown Center (Lombard, IL)
- Aventura Mall (Aventura, FL)
- Macy's Herald Square (Cincinnati, OH)

President Demos expressed concerns with an out of state company honoring the warranty and their use of proprietary products. Assistant Manager Stonitsch reiterated the strong reference they provided.

Trustee O'Shea asked if this sign and the Village Links sign would be utilizing the same software. Assistant Manager Stonitsch responded they would not.

Trustee Elliott asked about the Board's responsibility regarding not accepting the lowest bidder. Attorney Mathews responded the Board has the following options available to them: the Board can accept the recommendations of Staff; the Board can reject all 3 bids and send out a new RFP; or the high bidder can be rejected as long as the Board states their reasons.

A motion was made by Trustee Elliott and seconded by Trustee Burket to approve a contract award to Parvin-Clauss, Carol Stream, Illinois to furnish and install a new Village Monument Sign in the Central Business District, in the amount of) $102,097.00 plus a three percent (3%) project contingency, to be expensed to the Facilities Reserve Fund.

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

Agenda Item H. - Budget Amendments (Short Fiscal Year Ended December 31, 2014): (Presented by Finance Director Coyle)

Historically, year-end budget amendments have been brought to the Village Board after the fiscal year-end closing has been completed. The purpose of waiting for the closing process to be completed is to ensure all budget amendments necessary are identified. The year-end audit accrual adjustments which convert our records from a mainly cash basis (which we use for the budget) to an accrual basis (required for our annual audit) can create timing differences which can cause budget variances. Also, it is possible that the auditors could identify an audit adjustment which could also create a budget variance which would need to be considered by the Village Board.

This year, three funds have budget variances which require budget amendments:

Corporate Reserve Fund,
Residential Solid Waste Fund, and
Police Pension Fund

Going forward into the Calendar Year 2015 budget, we will be implementing a new financial policy which encourages that budget amendments be made at the time of purchase/board approval for purchase. This will not always eliminate all budget amendments which may be caused by the yearend closing process, but will hopefully better sync the budget amendment with the purchase or approval of the particular item.

A motion was made by Trustee Elliott and seconded by Trustee Burket to approve Ordinance No. 6315, An Ordinance Amending the Budget of the Village of Glen Ellyn for the Short Fiscal Year Ended December 31, 2014 to Provide Funds for Items Identified during the Year End Closing Process.

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

Agenda Item I. - Discussion regarding the Financial Report as of March 31, 2015:

Finance Director Christina Coyle presented the Village's Financial Report as of March 31, 2015.

The monthly financial update focuses on the General Fund and the Village Links/Reserve 22 Fund.

The entire report is located at www.glenelllyn.org utilizing the following link:

http://glenellynvillageil.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=1104&Inline=True

Agenda Item J. - Reminders:

1. A Village Board Meeting is scheduled for Monday, May 11, 2015 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.

2. A Village Board Workshop is scheduled for Monday, May 18, 2015 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.

Adjournment

At 7:42 p.m. a motion was made by Trustee McGinley and seconded by Trustee Elliott to adjourn to Executive Session for the purposes of reviewing and approving closed session minutes, and discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees, without returning to open session thereafter.

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

Respectfully submitted,

Catherine Galvin,
Village Clerk