



Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, August 17, 2015
6:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Spaulding Point War Memorial Improvements: (Planning and Development Director Hulseberg)

1. Planning and Development Director Staci Hulseberg will present information on proposed war memorial improvements at Spaulding Point located at Park Boulevard and Crescent Boulevard.

F. Central Business District Roadway and Streetscape Improvements: (Professional Engineer Minix)

1. Professional Engineer Bob Minix will present the recommendation of the Capital Improvements Commission for Central Business District roadway and streetscape improvements.

G. Route 38 Street Light Improvements: (Public Works Director Hansen)

1. Public Works Director Julius Hansen will present information regarding Route 38 street light improvements.

H. Purchasing Policy Updates: (Finance Director Coyle)

1. Finance Director Christina Coyle will lead the discussion regarding updates to the Purchasing Policy.

I. Proposed False Alarm Ordinance: (Police Chief Norton)

1. Police Chief Phil Norton will present information regarding the proposed false alarm ordinance.

J. Other Items

K. Adjournment



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

Meeting: 08/17/15 06:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Discussion Item
Prepared By: Caron Bricks

SCHEDULED

AGENDA ITEM (ID # 1872)

DOC ID: 1872 A

Planning and Development Director Staci Hulseberg will present information on proposed war memorial improvements at Spaulding Point located at Park Boulevard and Crescent Boulevard.

Background: Resident Ron Aubrey previously submitted an application for Zoning Variations for a proposed war memorial to be located at the west end of Memorial Park, known as Spaulding Point. The request was reviewed by the Plan Commission on April 10, 2014 who unanimously recommended approval of the variations. The requests were then considered by the Board on April 28 and May 12, 2014 where the application was ultimately put on hold pending the reconstruction of Crescent Boulevard. As the Crescent Boulevard reconstruction is now underway, we would like to place the zoning requests on an agenda for consideration by the Village Board at an upcoming meeting.

Mr. Aubrey is also requesting that the escrow account expenses related to the project which currently total \$1,204.70 be forgiven and considered a financial contribution to the project (see attached letter). These expenses represent the direct cost incurred by the Village to process the application to date. Mr. Aubrey deposited \$500 into this account with his initial application. Therefore, the account currently has a negative balance of \$704.70. Escrow accounts have not been forgiven in the past because the costs reflect direct out-of-pocket expenditures to process the application by the Village.

Action Requested: Staff is requesting direction as to whether this item should be placed on a future Village Board agenda and whether the escrow balance should be forgiven.

Attachments:

- Letter from Petitioner dated July 9, 2015
- Village of Glen Ellyn Escrow Statement dated March 31, 2015
- Select Materials from Petitioner's Application Packet

cc: Ron Aubrey, Petitioner
Julius Hanson, Public Works Director
Bob Minix, Public Works

ATTACHMENTS:

- Letter from Petitioner (PDF)
- Village of Glen Ellyn Escrow Statement (PDF)
- Select Materials from Petitioner's Application Packet (PDF)

July 9, 2015

Mark Franz
Village Manager
Village of Glen Ellyn
535 Duane St.
Glen Ellyn, IL 60137

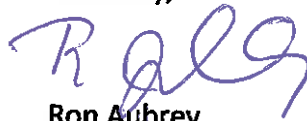
RE: Ordinance No. 6233 An Ordinance Granting Approval of Zoning Variance to Accommodate a War Memorial at Spalding Point – Project# 14.0007 Permit Expense Waiver Request

Mark:

Attached is the Village's 3/31/2015 statement for project # 14.0007 showing permit invoice expenses totaling \$1,204.70. As discussed, please include in your August 17th workshop agenda a request for Village approval to waive these expenses as a financial contribution to this local worthwhile project. If approved, the Village will be honorably mentioned at the planned dedication ceremony. This memorial was 100% funded by resident charitable donations as well as, dedicated volunteer time for its planning, installation and on-going maintenance.

Thank you for considering this matter. Really appreciate it.

Sincerely,



Ron Aubrey
D87 Partnership for Education Progress
Spalding Point Project Manager

CC: Village President Alexander W. Demos
Village Professional Engineer, Robert J. Minix
Chris McClain, D87 Asst. Supt. for Finance and Operations
Linda Oberg, Asst. Principal of Operations, Glenbard West High School
Carlyn Bromann, The Partnership for Educational Progress



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SPAULDING PARK – VETERAN'S MEMORIAL

Narrative

The project seeks to restore and expand upon the origin of a Civil War Memorial which is placed in Spaulding Park in order to increase awareness of those from the Village of Glen Ellyn that have participated in the protection of our nations freedom and to provide educational opportunities to our current residents, students and organizational groups through the use of the proposed design. Spaulding Park was donated for this original purpose and has a deed restriction that limits the use of this area for any commercial purpose.

The project area is at the far west end of a parcel of land that has recently seen improvements by District 87 to include athletic facilities. The project will seek to amend zoning requirements and/or allowances established in Village Ordinance 5888 and 5977.

Mr. Ron Aubrey, a resident of Glen Ellyn and former Glen Ellyn Park District Board Member is leading this effort to create the proposed improvements and represents the interests of other residents and the Glenbard High School District 87. He has conceived this memorial as an opportunity to beautify an existing park area while offering educational opportunities to groups and organizations such as the Boy Scouts of America. Mr. Aubrey has also gained the support of District 87 in this effort and they fully support the project and have granted permission to construct the memorial, if approved on their property.

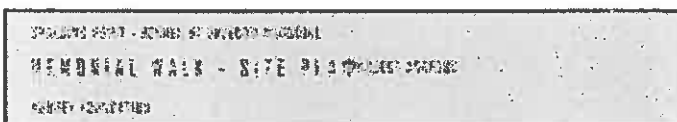
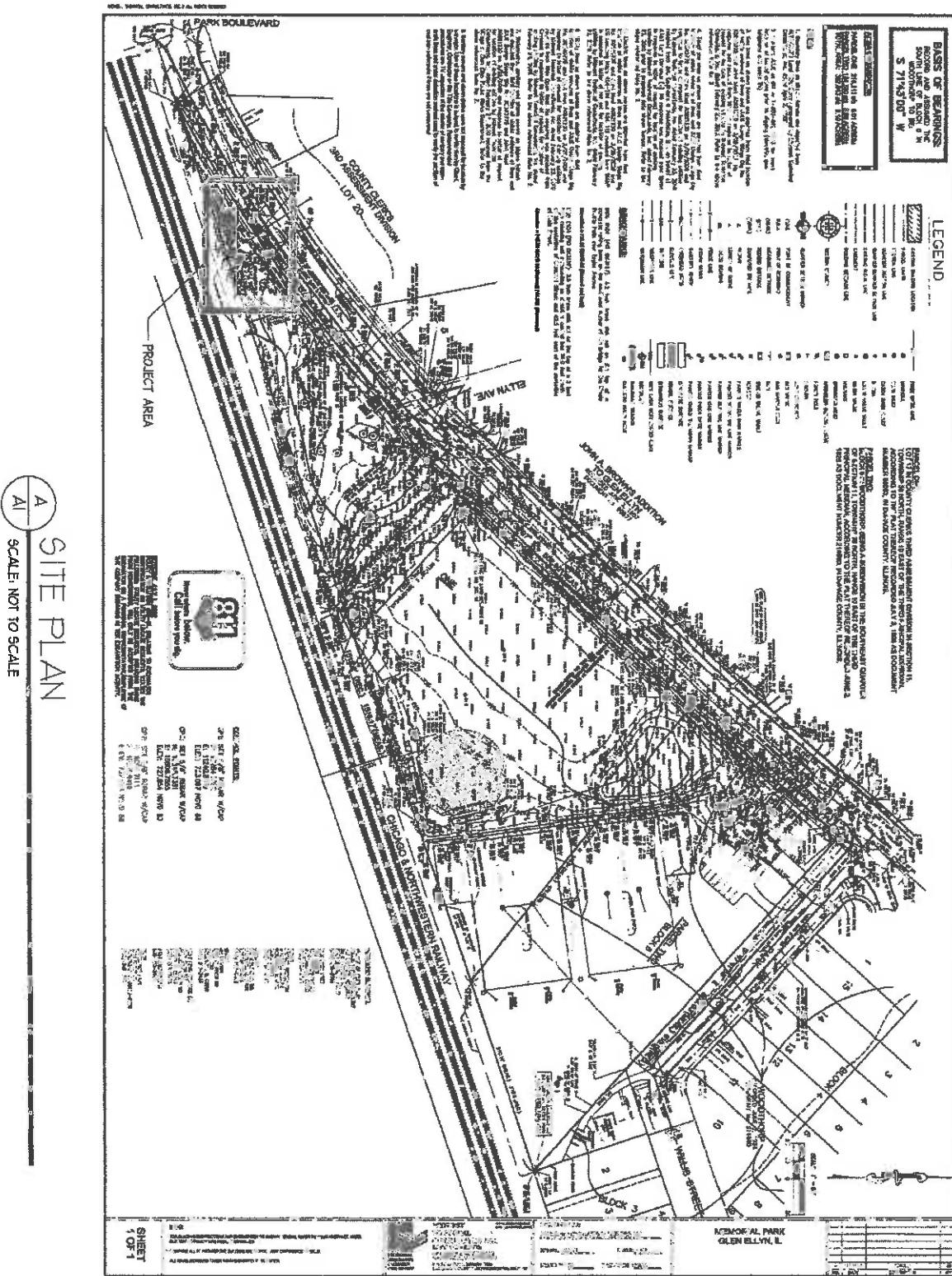
The project seeks to provide for a small walkway leading from the existing sidewalk along Crescent Blvd, around the existing Civil War Memorial. At the perimeter of this walkway, 5 flag poles and service medallions representing the Army, Navy, Air Force, Marines, and Coast Guard. In addition, two granite slabs are proposed to flank the walkway indicating the names of all Glen Ellyn residents who have lost their lives in service to their country. This list has been prepared through the research of Mr. Aubrey and will allow for additional names in the future.

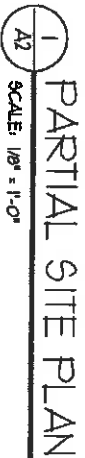
Mr. Aubrey has already completed a thorough renovation of the landscaping in the west portion of the park this past fall. Several of the invasive species along the Union Pacific right of way have been removed and some new landscape elements will provide a backdrop to the proposed memorials. The landscape and materials selected for their low maintenance requirements in the park setting. District 87 will provide the minimal amount of maintenance required for the landscape elements. No trees shall be removed as part of the memorial construction. No lighting is planned for this memorial at present due to the lack of electricity within the vicinity.

The particular shape of the park in the project area does not allow for the required setback to be provided and variation from the code minimums are requested in the attached application.

History of Memorial and Spalding Point Parks

- 1868 Designated May 30th 'Decoration Day.' Decorated Civil War graves
- 1886 1st Memorial Day village celebration. 1,000 people. 200 carriages. Wheaton Band led procession to Forest Glen Cemetery. Children placed flowers on graves
- 1895 Amos Churchill, Village President persuaded the railroad to donate a strip of land on corner of Main and Crescent. Used for Memorial Day celebrations to 1928. Today land used for Village announcements sign, garden & seating area.
- 1917 US entered World War I
- 1919 Park District created. American Legion Post No 3 established
- 1920 Glen Ellyn Reds began playing baseball across from high school
- 1923 Glenbard High School opens. Village population 3,890
- 1923 Residents form Association and purchased baseball field, preventing Hospital, industrial building or residential homes development.
- 1925** Spalding sold his "Point" to Park District, subject to one condition, "that said property *shall always be used for park purposes only.*"
- 1926 Woodthrop housing sub-division opens east of tennis courts
- 1926 Park District buys land across from high school
- 1926 Woman's Club petitioned Park District to name this land Memorial Park to commemorate Glen Ellyn residents who served our country
- 1927 Woman's Club Soldier's Pathway with 170 flowering crab trees from tennis courts to original library.
- 1928 Amos Churchill's two civil war cannons and US flag pole were added at Spalding Point. Memorial Day celebrations moved to this new area
- 1929 American Legion added WWI bronze Veteran's Honor Roll in glass casing & Flander's Field red poppies. Plaques are preserved and mounted in GBW lobby
- 1934 Women's Relief Corp installed memorial stone in memory of Civil War Veteran's and Glen Ellyn's 100-yr Centennial.
- 1937 Veteran's of Foreign Wars approved large WWI cannon at Spalding Point in memory of those who served in all wars.
- 1942 Cannons were melted for WWII scrap drive
- 1968 American Legion planted a Norway Maple to honor Gold Star Mothers
- 1969 Four trees planted for GBW students who died while serving in the Vietnam War
- 1994 American Legion moved two Churchill cannons to Lake Ellyn. Only 1934 memorial stone remains
- 2010 Memorial Field re-dedication
- 2011 Entrance pavers, landscaped using native plantings. 1927 Soldier's Pathway stone discovered
- 2013 \$95,000 donation to landscape Spalding Point. Phase 1 complete. Heroes of Freedom Memorial. Added plaques to trees planted in 1969 in memory of the GBW students.







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

Meeting: 08/17/15 06:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Commission Recommendation
Prepared By: Bob Minix

SCHEDULED

AGENDA ITEM (ID # 1870)

DOC ID: 1870

**Professional Engineer Bob Minix will present the recommendation
of the Capital Improvements Commission for Central Business
District roadway and streetscape improvements.**

Conveyed herewith is the recommendation of the Glen Ellyn Capital Improvements Commission (CIC) regarding the scope and location of roadway and streetscape improvements to be constructed in the near term. The CIC recommendation memorandum is the culmination of a half-year effort by the group to determine a preferred combination of streetscape and roadway improvement elements within a limited budget. In crafting their recommendations, the CIC devoted all or portions of six meetings in 2015 to review, consider and discuss the large variety of studies, inputs and issues associated with the roadway and streetscape improvements project.

It is recommended that the Village of Glen Ellyn proceed with a combined streetscape and roadway rehabilitation plan for implementation as soon as practicable to resurface all downtown roadways and install focused streetscape elements at key locations on Main Street between Duane and Pennsylvania and Crescent Boulevard between Main and Park. The cost of project construction and engineering should not exceed \$4.5 million.

The CIC recommendation is offered to provide relatively broad guidance for the implementation of the needed and logical Central Business District improvements at this time, acting as a springboard to advance the work toward actual construction. The CIC recognizes that the Village Board and staff may have differing opinions on various specific project elements and welcomes continued dialogue on these matters. As detailed engineering design is undertaken, undoubtedly there will be additional considerations and questions. The Capital Improvements Commission stands ready to provide further input on any and all matters relating to the project and respectfully requests continued involvement in the development of the final scope and timing of the project.

The commissioners are to be commended for their willingness and enthusiasm displayed in undertaking this task and developing their recommendation.

ATTACHMENTS:

- CIC Recommendation - CBD Roadway and Streetscape (PDF)

MIKE COLLIANDER, CHAIRMAN
ADAM BIGGAM
RICK BURTON
ERIC KUMAR
MIKE LANE
MIKE LINDQUIST
CRAIG PRYDE
TODD RYNE
ROCCO ZUCCHERO

THE VILLAGE OF GLEN ELLYN CAPITAL IMPROVEMENTS COMMISSION



To: Honorable President and Members of the Village Board

From: Capital Improvements Commission

Subject: Recommendation for Near-Term Central Business District Roadway and Streetscape Improvements

Date: July 15, 2015

SUMMARY

In the first half of 2015, the Glen Ellyn Capital Improvements Commission (CIC) reviewed the Downtown Glen Ellyn Streetscape Plan dated May 2013, received and considered Village staff input, discussed and debated various issues associated with rehabilitation of the Central Business District (CBD) rights-of-way and formulated a recommendation for upcoming CBD roadway improvements within a Village Board-mandated budget of \$4.5 million. The CIC proceedings and recommendations are summarized herein for Village Board consideration of a proposed near term roadways and streetscape project. The Commission appreciates the opportunity to examine this issue in depth and is pleased to provide this input on such an essential and significant community issue.

RECOMMENDATION

It is recommended that the Village of Glen Ellyn proceed with a combined streetscape and roadway rehabilitation plan for implementation as soon as practicable to resurface all downtown roadways and install focused streetscape elements at key locations on Main Street between Duane and Pennsylvania and Crescent Boulevard between Main and Park. The cost of project construction and engineering should not exceed \$4.5 million.

BACKGROUND

The Capital Improvements Commission was requested by the Village Administration to review the Downtown Streetscape Plan and provide a recommendation / strategy for implementation of plan elements in conjunction with upcoming CBD roadway rehabilitation efforts, all within the Village Board mandated budget of \$4.5 million dollars for engineering and construction. This is a challenging assignment given that the 2013 Streetscape Plan, if fully implemented, could cost between \$5 million and \$10 million for exclusively streetscape elements. Roadway rehabilitation alone could cost around \$3 million based on Public Works planning estimates.

The CIC considered these issues at a total of four meetings in the first half of 2015. At the February meeting, the topic was introduced by staff, including Village Planner Michele Stegall. Based on discussions from the February meeting, Public Works staff developed a layout and costs of streetscape improvements along Main Street (Duane to Anthony) and Crescent (Main to Park) – featuring five key intersections – coupled with street rehabilitation expenses for the entire CBD area. This concept was discussed at the March 2015 meeting, again refined by staff and presented at the April 2015 gathering. Minutes from these meetings are attached for reference.

Consulting Forester Dave Coulter of Osage, Inc. assessed the condition of CBD trees in the focused work corridors along Main and Crescent. Mr. Coulter's report was discussed at the June 2015 meeting and both that report and those meeting minutes are also attached hereto.

The July 14, 2015 meeting completed the CIC deliberations on the topic. A draft of this document was reviewed and modifications were made regarding train station parking flow, Prairie Path alignment at Main Street and additional bicycle racks. A formal motion was developed and unanimously approved by the attending commissioners to convey these recommendations to the Village Board. The July 2015 minutes are also attached.

CBD ROADWAY AND STREETSCAPE CONSIDERATIONS

□ The **Streetscape Plan & Parking Study for Downtown Glen Ellyn** was conducted by a consulting team led by Houseal Lavigne Associates. The consultants studied the CBD areas and developed a series of recommendations for streetscape improvements and parking strategies. The analysis and recommendations in their report cover a variety of topics including Downtown Streets, Key Intersections, Mid-block Crossings, Streetscape Elements, Traffic Management, Prairie Path, Environmental Features, Parking Strategies and Potential Parking Structures. The Streetscape Plan provides recommendations for streetscape improvements and includes a full range of site amenities including street trees, seating areas, special pavements and site furnishings, as well as traffic calming, pedestrian crosswalks and additional urban parklets.

The full study is available on the Village website and can be accessed from the Planning and Development Department home page and select "Plans and Studies" – the report is listed at the very bottom of that page.

Streetscape elements deemed worthy of incorporation into the plan by the Capital Improvements Commission included an emphasis / focus on intersection improvements including brick paver sidewalks and bump-outs; main run-of-sidewalk replacement with brick pavers accents in a linear ribbon pattern adjacent to the curb; mid-block crossings; appropriate site furniture / decorative elements; street tree and landscaping enhancements; electrical system upgrades; and limited irrigation / drinking water facilities. The existing street light poles would be retained, with lighting fixture upgrades handled separately. The issue of existing CBD trees is discussed in a separate section of this memorandum.

□ **Planned CBD Roadway Rehabilitation** includes improvements to approximately 1.5 miles of downtown streets. The street locations, descriptions, proposed level of work and estimated costs are shown in the attached table. All the roadway work listed would be performed as part of the project so that all CBD roadways – including those where no streetscape work would be performed in the upcoming initiative – would be refreshed. A number of listed roadways are designated as Federal Aid Urban (FAU) routes – including Main, Pennsylvania, Crescent, Duane and Prospect – and are eligible for federal funding through the Surface Transportation (STP) Program. An application for funding of eligible CBD roadways will be made in August 2015. The availability of federal funds will impact the timing and packaging of project elements, likely resulting in the development of separate but sequential construction contracts.

□ The March 2013 **Central Business District Traffic Study** investigated the feasibility of modifying the current one-way street network on certain roadways to two-way traffic. The study found that the conversion of sections of Main, Crescent, Forest and Pennsylvania on the north side of the railroad tracks was feasible. Any planned improvements to the current roadway system needed to modify streets from one-way to two-way travel could/should be incorporated into the upcoming project. The Capital Improvements Commission recommends no changes to the existing one-way / two-way system. Public Works staff would like to investigate the feasibility of a change of Pennsylvania Avenue between Main and Forest from one-way to two-way. The consultant assisting with the pending STP funding applications would perform this analysis.

□ **Underground Improvements** to the core CBD water, sanitary sewer and storm sewer infrastructure would be handled in separate focused project slated for construction in 2016 and are not included in the aforementioned \$4.5 million budget. The expected focus of the underground work would be the sanitary sewer infrastructure, with selected water main and drainage improvements implemented as well.

□ **CBD Redevelopment** is on the near horizon, with significant developments proposed for the Main Street parking lot / Giesche store site / St. Petronille location on the south side of the CBD and the McChesney & Miller locale on the north side of the railroad tracks. Given the limited budget for streetscape implementation for the upcoming project and likely significant street level upgrades associated with the redevelopment projects, the CIC elected to concentrate on areas away from planned major redevelopment.

□ **Areas for Streetscape Focus** were developed on the basis of maximizing available funds with greatest potential impact. The CIC focused on Main Street between Duane and Anthony and Crescent Boulevard, east of Glenwood and identified **five key intersections**: Main and Pennsylvania, Main and Crescent; Main and Duane; Crescent and Forest, and Crescent and Park. Both sides of Main Street would be upgraded, but only the north side of Crescent would receive the full streetscape treatment because of unknowns associated with train station replacement and parking on the south side of Crescent between Main and Park. The proposed streetscape and roadway rehabilitation plan is shown on the attached graphic. The upcoming project is viewed as a prototype for the remaining Main, Duane, Crescent and Pennsylvania corridors.

□ **Transition zones** are recommended for inclusion in the upcoming project for the sections of Main Street north of Pennsylvania and Crescent west of Main Street. These would be essentially one-half block treatments emanating from the key intersections of Main and Crescent and Main and Pennsylvania, terminating at alley / major driveway entrances. The cost estimate also includes upgrades to the streetscape on the east side of Main between Hillside and Duane. Conversely, no transitions or upgrades are proposed for Pennsylvania or Duane east or west of Main Street.

□ The **historic Horse Trough** is currently located at the intersection of Main and Crescent. The placement and location of this facility was discussed, but no firm recommendation is offered by the CIC at this time. This is an element that should be part of ongoing discussions.

□ Existing on-street **Parking** configurations and utilizations will not be significantly altered with the upcoming project. CBD parking will remain an issue of importance and will be significantly influenced by the scope of the various current and future redevelopment proposals.

□ The existing **Tree Population** along Main Street and Crescent Boulevard in the designated streetscape areas is in decline per the recent report from Osage, Inc. A compelling argument can be made to remove all the existing trees due to current condition and the likelihood of significant stress associated with upcoming construction. Improved planting sites could be constructed and the prognosis for a thriving CBD tree population would be much more favorable. Greater species diversity also could be achieved. Larger-sized replacement trees (4" – 5" diameter) could be planted to promote a somewhat more mature look. At the same time, there is merit and value in maintaining mature specimens if they are currently in very good to excellent condition and can withstand the rigors of major construction.

PROPOSED NEAR-TERM PROJECT STREETScape ELEMENTS

□ **Intersections** – The proposed intersection treatment would be akin the “Key Intersection B” concept of the Streetscape Plan (see attached Page 36) without paver art in the roadway. **Curb bump-outs** would be provided where possible, with detailed engineering required to customize the bump-out areas at each location without inhibiting necessary traffic movements. As shown, brick pavers would be used significantly within the bump-out sidewalk and crosswalk zones.

□ **Curb and Gutter** – All curbs in the Main Street and Crescent Boulevard streetscape areas will be replaced as part of the project with no change in roadway width anticipated, other than to accommodate bump-outs.

□ **Sidewalks** – Between intersections, all sidewalks would be replaced using elements from the urban core streetscape concept shown in the attached Page 29 from the Streetscape Plan. The main run of sidewalk would be strictly concrete **without** the use of brick paver cross strips. A nominal five foot linear ribbon of brick pavers adjacent to the curb would be incorporated. Within the brick paver zone, street trees, lights and furnishings would be accommodated. Other than at intersections, sidewalks would not be widened. The use of pervious paver systems is strongly recommended.

❑ **Mid-block Crossings** – Brick paver crosswalks are proposed for Main Street between Crescent and Pennsylvania; Main Street at the Prairie Path; and Crescent between Main and Forest. Consideration should be given to elevating these pedestrian crossings to match the curb heights on either side of the street. The crossing of the Prairie Path at Main Street should be re-aligned to eliminate the existed skewed configuration.

❑ Regarding existing **Traffic Patterns**, the CIC recommends one change to reverse the vehicle flow into and out of the train station shelf lot on Crescent Boulevard west of the train station to allow easier access from Crescent.

❑ **Tree Grates**, rather than perimeter curb openings for trees, should be provided.

❑ Existing **Parkway Trees** should be examined on a case-by-case basis during detailed design of improvements to determine current condition, and if found to be in good-to-excellent health, an assessment made of the likelihood of continued success through and following construction. Trees needing replacement would be supplanted with a greater variety of species of the appropriate size. Enhanced tree pit areas should be installed, taking advantage of the opportunities afforded by pervious paver systems and structural soil mixes. Irrigation and drainage systems should also be considered for installation. **It is anticipated that most trees will be replaced.**

❑ **Electrical System Upgrades** would consist of new street lighting and auxiliary circuits, conduit and wiring to provide greater versatility and flexibility to meet CBD electrical needs.

❑ **Bicycle Parking Facilities** should be incorporated into the design of streetscape elements to provide conveniently located bike racks to accommodate this mode of transportation.

PROJECT COSTS

Cost for the CBD Roadway Rehabilitation and Streetscape Improvements Project is currently estimated at \$4.8 million including a construction contingency of 20% and engineering expenses based on a percentage of construction costs. The cost spreadsheet is attached. At this stage of development, the current cost estimate is deemed to be in reasonable conformance with the \$4.5 million project budget. During detailed engineering, the project scope will be conformed to meet the designated budget limit.

PROJECT TIMING AND SCHEDULE

The CBD roadway and streetscape project should be implemented as soon as possible; however there are a number of factors that influence project timing. The scope, pace and schedule of downtown redevelopment projects are key considerations so that area disruptions are minimized as much as possible, roadway improvements are implemented in a sequence to maximize longevity, and available funds – including potential federal monies – are optimally utilized. At this juncture, project implementation in 2017 appears feasible and should be established as the likely construction date.

CIC Recommendation for CBD Roadway and Streetscape Improvements
July 15, 2015

Page 6 of 6

DETAILED DESIGN OF PROJECT ELEMENTS

The recommendations contained herein are offered to provide relatively broad guidance for the implementation of the needed and logical Central Business District improvements at this time. The CIC recognizes that the Village Board and staff may have differing opinions on various specific project elements and welcomes continued dialogue on these matters. As detailed engineering design is undertaken, undoubtedly there will be additional considerations and questions. The Capital Improvements Commission stands ready to provide further input on any and all matters relating to the project and respectfully requests continued involvement in the development of the final scope and timing of the project.

attachments: as noted

cc: Mark Franz, Village Manager
Julius Hansen, Public Works Director
Staci Hulseberg, Planning and Development Director
Phil Norton, Police Chief
Christina Coyle, Finance Director

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: February 10, 2015

MEETING: Regular X Special CALLED TO ORDER: 7:17 PM

QUORUM: Yes X No _ ADJOURNED: 9:17 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Biggam, Lindquist, Pryde and Ryne

OTHERS: Public Works Director Hansen, Professional Engineer Minix, Village Planner Michele Stegall; Civil Engineer Jeff Perrigo

ABSENT: Commissioners Burton and Lane

CALL TO ORDER:

The February 10, 2015 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:17 PM by Chairman Colliander. A quorum was not present at the start, although a quorum was achieved later in the meeting.

Commissioners discussed this possibility of additional members. One name has been submitted to the Village President for review. It is anticipated this person will be part of the Commission by the March meeting.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

With the arrival of Commissioner Pryde, a quorum was achieved at 7:25 PM. Commissioner Lindquist moved, and Commissioner Biggam seconded, to approve the January 13, 2015 meeting minutes. The motion was approved unanimously.

TRUSTEE'S REPORT:

None – Trustee Liaison Clark was not in attendance.

PROJECT REPORT:

P.E. Minix reported that bidding for the Elm-Cottage-Geneva project is underway. Approximately 15 sets of plans have been requested, and more than five bids are expected to be received. The project cost is approximately \$2.2 million, with an alley component added. Bids will be opened tomorrow (February 11).

IDOT has revised the date for the letting on the Crescent Boulevard project to April 24, 2015, resulting in a mid-June construction start. The construction sequencing will be changed, and Crescent will be closed to expedite the project and allow for all paving to be done at one time. There will be schedule coordination challenges with activities at high school facilities over the summer, particularly with the construction planned on the east side of the high school building.

The Village is proceeding with the Taylor Street pedestrian underpass work. A Request for Proposals is on the street. The Village Board has made this project a priority. It is expected to be under construction in 2017.

P.E. Minix introduced staff Civil Engineer Jeff Perrigo, who writes specifications and works on the yearly sidewalk and sewer lining maintenance projects, among many other duties. The Village is interviewing for a new Senior Civil Engineer position, and hopes to fill it in March.

NEW BUSINESS – DOWNTOWN STREETScape PLAN REVIEW AND DISCUSSIONS ON RECOMMENDATIONS FOR IMPLEMENTATION OF SPECIFIC PLAN ELEMENTS:

P.E. Minix started the presentation by noting that the Board has allocated approximately \$4.5 million for the combination of street rehabilitation (\$3 million) and streetscape elements (\$1.5 million) in the downtown area. Full implementation of the streetscape study, funded by CMAP and completed in 2013 (the “Plan”), would cost up to \$10 million. The Board has declined implementation of every Plan feature, but has been silent on how to spend the available \$1.5 million. Village Planner Stegall will present various Plan elements from her perspective and will be seeking feedback on what information is needed by the Commission to make a recommendation to the Board.

Village Planner Stegall identified the “urban core” as being most of Main Street, and parts of Crescent, Duane and Pennsylvania. The Plan proposes use of pavers, tree grates, replacement of sidewalks and possibly new trees. As the Plan moves out from the urban core, there are fewer pavers shown, just arches around light poles and some strips. The urban residential section shows a grassy parkway and still fewer pavers. The pavers recommended in the Plan have been tested in the new Duane Street Metra commuter parking lot. Planner Stegall described the elements at key downtown intersections and eight other locations, some featuring bump-outs and seat walls. Midblock crossings were proposed on Main Street north and south of the railroad tracks. The Plan cost for the urban core portion was about \$3.6 million. With only \$1.5 million to spend, input is being sought from the Commission to prioritize location and scope of possible streetscape improvements.

Commissioners discussed current traffic flow in the downtown area, and the impact of changes / elimination of some parking. The possibility of opening up Main Street to two-way traffic and moving the horse trough to another location was also considered, along with possible maintenance issues with pavers. One scenario has angle parking on the south side of Crescent in lieu of the existing shelf lots adjacent to train station, to create more green space by the station. Parking during the day is a challenge on both sides of the railroad tracks.

Several plan aspects were discussed by the Commissioners on how to limit the streetscape work to the available budget. Village Planner Stegall noted that the developer of the Giesche / Main Street parking lot site will be required to install streetscape improvements that mirror those done elsewhere. Sidewalks need to be improved without trip hazards. If pavers are used, it should be at intersections. Traffic flow versus bump outs creating pinch points and tree grates versus tree boxes were considered. If trees are replaced and / or planted they need to have a uniform look. The placement and extent of brick pavers next to the curb, around trees and across intersections was considered.

P.E. Minix said that the currently envisioned roadway resurfacing project will be straight-forward, mirroring what was done in 1998. Other than planned base replacement on Duane, the work will consist of scraping and paving with some curb and sidewalk repairs. It is possible that the cost will be less than currently estimated \$3 million, providing more funds for streetscape elements. Extensive sidewalk replacements were not contemplated in the \$3 million roadway budget. In addition to roadway work, the downtown sanitary sewers will be checked for illegal connections, water mains and storm sewers will be inspected, and repairs performed as needed, with those repair costs not part of the \$3 million roadway allowance.

The consensus from the Commissioners is to do streetscape improvements in the urban core area, focusing on Main and Crescent through five intersections (Main & Duane; Main & Crescent; Main & Pennsylvania; Crescent & Forest; Crescent & Park). The improvements would expand out to other corridors as funds become available in the future. There was a consensus for all new sidewalks where streetscape work will be performed. A consulting engineer will need to be engaged to tie all the elements together. P.E. Minix will bring the CIC concept plan to the Board prior to hiring an engineer. Commissioner Pryde offered to do some intersection concept sketches for discussion purposes. Engineering staff will provide cost estimates for the plan featuring the five urban core intersections for the March CIC meeting.

OTHER BUSINESS:

None

PUBLIC WORKS REPORT:

Director Hansen reported that there is a good supply of salt on hand, and there have been no issues with deliveries.

ADJOURNMENT:

Commissioner Pryde moved, and Commissioner Lindquist seconded adjourning the meeting. With unanimous consent, the meeting was adjourned at 9:17 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: March 10, 2015

MEETING: Regular X Special CALLED TO ORDER: 7:07 PM

QUORUM: Yes X No ADJOURNED: 8:35 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Biggam, Lane, Lindquist and Pryde

OTHERS: Professional Engineer Minix; Civil Engineer Jeff Perrigo

ABSENT: Commissioners Burton and Ryne

CALL TO ORDER:

The March 10, 2015 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:07 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

Commissioner Lane moved, and Commissioner Lindquist seconded, to approve the February 10, 2015 meeting minutes. The motion was approved unanimously.

TRUSTEE REPORT:

None – Trustee Liaison Clark was not in attendance.

CONTINUING BUSINESS – DOWNTOWN STREETSCAPE PROJECT AND DISCUSSIONS ON RECOMMENDATIONS FOR IMPLEMENTATION OF SPECIFIC PLAN ELEMENTS:

P.E. Minix provided an overview of the project goals, to rehabilitate the Central Business District (CBD) roadways and to implement essential elements of the Downtown Streetscape Concept Plan for a combined total cost (including engineering) of \$4.5 million.

C. E. Perrigo reviewed the scope, layout and costs of proposed streetscape improvements and street rehabilitation work. The streetscape improvements focus on five key downtown core intersections on Main Street between Anthony and Duane and on Crescent between Main and Park as well as connecting sidewalk and possible mid-block pedestrian crossings. There would be no widened sidewalks but sidewalk bump-outs would be featured at corners. The main run of sidewalk between corners would be plain concrete; a decorative paver strip four feet wide

would be constructed adjacent to the curb where street lights, trees and street furnishings would be placed.

The proposed streetscape and roadway rehabilitation construction on the “core” Main and Crescent corridors, including street resurfacing, new curbs and sidewalks, brick paver crosswalks and tree replacement is estimated at \$2,860,000, including a 20% contingency. Remaining roadwork on Duane between Main and Prospect (reconstruction) and resurfacing of the balance of the CBD streets will cost \$1,285,000. Finally, adding in engineering at 15% of construction costs (\$620,000) yields a total project cost of \$4,770,000. This cost would be refined as the project proceeded to get to the desired \$4.5 million target.

The Main Street work is planned to stretch north to Anthony. P.E. Minix noted, however, that the block from Pennsylvania to Anthony could be traded out for Duane east of Main. The proposed Duane work west of Main should be intensive rehabilitation, as the base does not seem to be holding up; however, less intensive mill and overlay work would allow postponement of the more extensive work. The consensus of the Commission was to do the intensive rehabilitation rather than postpone it.

Chairman Colliander suggested perhaps extending the core area only half-way to Anthony, or not replacing all the trees as methods of saving some money. The Village Forester will need to look at the trees and make final suggestions on ways to take them down, whether to pull the roots from under the road, and the best way to replant trees and what species would work best.

In response to questions, P.E. Minix said that the large contingency is because the project is still in planning stages. In response to questions, C. E. Perrigo said that sidewalk is being replaced in front of the theater. The original plan did call for some mid-block cross walks.

Commissioners discussed aspects of the plan that are pedestrian friendly, such as paver cross walks and intersection bump outs, and suggestions that would help traffic flow, such as reversing the direction of parking across from the theater or moving the horse trough. There was concern raised for delivery trucks being able to maneuver through the core area with the proposed bump outs as well as slowing traffic down even more through the core area. A balance needs to be found.

P.E. Minix noted that the potential pedestrian underpass at the train station would not take away parking spaces on the north side, although it could eliminate approximately 8 spaces on the south. Staff is preparing paperwork requesting that Crescent be designated an FAU route, which could make state and/or federal grant funds available.

P.E. Minix said that staff is ready to make a recommendation to the Village Board. Traffic studies and turning ratios will be examined for each intersection at which bump outs are being considered. The Commissioners reached consensus in recommending a pedestrian crossing at

the Prairie Path and to straighten it out at that point, and supporting the mid-block crossing at the theater. The crossings will not be raised, although will be made of pavers. Whether or not an additional mid-block pedestrian crossing on Main at the hardware store would be advisable can be determined in connection with the Main Street Parking Lot re-development. The Commissioners also reached a general consensus in favor of the bump outs, but urged that staff review each location to assure that traffic lanes remain open and fire apparatus can maneuver throughout the core. Streetscaping limits were further defined on Main Street north of Pennsylvania (transition zone - stop at the mid-block driveways, near Drury); do not proceed east or west of Main on Duane or on Pennsylvania; go west of Main on Crescent to the alley (transition zone).

The streetscape work is currently scheduled for 2017. There is a fair amount of underground work to be done in 2016.

Staff will compile a report on the tree removal and replacement plan, including the timing in conjunction with the street work and arborist recommendations.

PROJECT REPORT:

Benesch Engineering has been chosen to move the Taylor Street Pedestrian Underpass Project forward on Phase I. P.E. Minix expressed the desire for the engineers to consider more options that just what was provided in the feasibility study.

Plans for the potential new police station has not yet been completed.

The Elm-Geneva-Cottage project should start soon. However, the Glenwood-Arbor-Ridgewood improvement project is lagging a bit behind schedule.

The Village has sufficient salt supplies for the balance of the season. Streetlight prototypes will be installed on Roosevelt as the weather improves.

OTHER BUSINESS:

A senior civil engineer has been hired. He comes from the Village of Northbrook, and will be starting March 30. The Cottage-Elm project will be his first with Glen Ellyn.

It is expected that there will be two new Commissioners at the April meeting.

ADJOURNMENT:

Commissioner Lindquist moved, and Commissioner Biggam seconded adjourning the meeting. With unanimous consent, the meeting was adjourned at 8:35 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: April 14, 2015

MEETING: Regular X Special CALLED TO ORDER: 7:15 PM

QUORUM: Yes X No ADJOURNED: 8:03 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Biggam, Lane, Lindquist and Zucchero

OTHERS: Professional Engineer Minix; Civil Engineer Perrigo

ABSENT: Commissioners Burton, Kumar, Pryde and Ryne

CALL TO ORDER:

The April 14, 2015 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:15 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

Glenbard West student Cassie Kim observed the meeting as part of a school assignment.

APPROVAL OF MINUTES:

Commissioner Biggam moved, and Commissioner Lane seconded, to approve the March 10, 2015 meeting minutes. The motion was approved unanimously.

TRUSTEE REPORT:

Trustee Clark was unable to attend as the Trustees were hosting representatives from the Village's French Sister City. P.E. Minix said he did not know whether the election had been officially certified yet.

Commissioners discussed the situation with the IMET investments and about Governor Rauner's cutting of Motor Fuel Tax distributions for one month, thus eliminating 1/12th of that anticipated revenue for the year.

CONTINUING BUSINESS – DOWNTOWN STREETScape PROJECT AND DISCUSSIONS ON RECOMMENDATIONS FOR IMPLEMENTATION OF SPECIFIC PLAN ELEMENTS:

P.E. Minix reviewed the project background. The challenge has been that implementation of the full scale streetscape is simply too expensive. With approximately \$3 million in needed road work, and the Board capping the downtown work at \$4.5 million, that leaves approximately \$1.5 million for streetscape improvements. The CIC has been requested to

recommend the type and extent of streetscape work to be installed in conjunction with the upcoming CBD roadway rehabilitation.

The Commission has been focusing on Main Street north of Duane and Crescent east of Main, involving five key intersections. Civil Engineer Perrigo said, based on Commission comments, staff has revised the plan to stop Main road reconstruction one-half of the block before Anthony north of Pennsylvania, provide a transition on Crescent from Main to about one-half block west, straighten out the prairie path crosswalk, and add a crosswalk on Crescent near the theater. Staff has reviewed bump-outs at the intersections and the detailed design needs to take into account sufficient turning radii. Civil Engineer Perrigo said that the new estimated cost is within \$10,000 of the previously presented proposal.

There is a need to address the trees in these corridors, which are not healthy and are too big. In response to questions, P.E. Minix said that District 87 is handling the tree replacements for the Crescent project and is selecting species based on the recommendations of their team.

Chairman Colliander stated that he was in favor of pushing the plan forward. The Village Board will review it, and hopefully, release it for engineering. In response to questions, P.E. Minix said that the roadway / streetscape construction work is scheduled for 2017. Construction of required underground improvements would take place in 2016.

P.E. Minix proposed that staff prepare a memo and present it in the form of a CIC recommendation in May. The presentation will include the cost estimate and discussion of plan elements and the process involved in developing the plan. Input from the Planning and Development Department will also be sought. The report will discuss replacing sidewalks with new concrete with a brick paver ribbon next to the curb, the bump-outs and location of sidewalk and crosswalk pavers. Staff will try to circulate the draft report for comments and fine tuning by commissioners at the May CIC meeting.

The new police station is a high priority and it is anticipated will be the first major item addressed by the incoming Board. Then, the Board can look at this downtown plan and approve moving forward with engineering.

PUBLIC WORKS REPORT:

Public Works staff has been working at Manor Woods (area roughly bounded by Illinois, Newton, Greenfield and Brandon) to clean out invasive species and create a better path system.

There are some LED street lights installed on Roosevelt Road and in the Central Business District as test-cases. Staff is looking at different color temperatures to achieve more of a yellow glow. The energy differential between the current high pressure sodium and LED street lights is at least 30-50% less for LEDs, and LEDs have a much longer life than conventional street light bulbs. The Village will be installing LEDs exclusively in the future.

Capital Improvement Commission
April 14, 2015

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PROJECT REPORT:

The Illinois Department of Transportation is scheduled to let the Crescent Blvd. reconstruction work on April 24. The Village has requested expedited contract award so the working time can be maximized over the school recess period in summer. It is a fairly straightforward project, and scheduling will be helped by closing the street completely.

Crosswalk improvements on Route 38 at the Lambert and Nicoll Way intersections and at Pershing & Route 53 will also be let on April 24. The projects will be fully funded for field engineering and construction by RTA and CMAQ grants.

The Elm-Cottage-Geneva Connectors Improvements Project is underway. Bids for the Glenwood-Arbor-Ridgewood improvement Project will be opened in May. This will likely be the largest project by cost undertaken in the Village this year.

OTHER BUSINESS:

New Commissioner Rocco Zuccherro was welcomed to the Commission.

ADJOURNMENT:

Commissioner Lindquist moved, and Commissioner Biggam seconded adjourning the meeting. With unanimous consent, the meeting was adjourned at 8:03 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

MINUTES (DRAFT)

BOARD OR COMMISSION: Capital Improvements DATE: June 9, 2015

MEETING: Regular X Special CALLED TO ORDER: 7:07 PM

QUORUM: Yes X No ADJOURNED: 8:40 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Kumar, Lane, Lindquist, Pryde and Ryne

OTHERS: Trustee Liaison (pro tem) Elliott; Public Works Director Hansen; Professional Engineer Minix

ABSENT: Commissioners Biggam, Burton and Zuccherro

CALL TO ORDER:

The June 9, 2015 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:07 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

Commissioner Lindquist moved, and Commissioner Pryde seconded, to approve the May 12, 2015 meeting minutes. The motion was approved unanimously.

TRUSTEE REPORT:

Trustee Elliott said that he would be the Trustee Liaison with this Commission for the next three to four months due to recent job circumstances.

CONTINUING BUSINESS - DOWNTOWN STREETScape PROJECT AND DISCUSSIONS ON RECOMMENDATIONS FOR IMPLEMENTATION OF SPECIFIC PLAN ELEMENTS:

Overview – P.E. Minix started the conversation by noting that the Commission has been charged to review and recommend the appropriate scope of work pertaining to the upcoming improvements in the Central Business District. The Village Board has set the budget for the downtown roadway rehabilitation and streetscape work at \$4.5 million for engineering and construction. With \$3 million needed for road work, that leaves \$1.5 million for streetscape improvements. The Commission has focused on five key intersections for upgrades: Main & Pennsylvania, Main & Crescent, Main & Duane, Crescent & Forest and Crescent & Park. Both sides of Main Street would be upgraded, but only the north side of Crescent would be

addressed. This 2017 proposed work is viewed as a prototype for the remaining downtown corridors. Streetscape improvements include intersection bump-outs, new curb, mid-block crosswalks and new sidewalks between intersections, brick paver strips adjacent to the curbs and street furniture.

Trees – A tree survey was performed by a consulting arborist and a copy of the report was included with the June CIC packet. There are approximately 60 trees within the planned streetscape improvements corridors. Trees are a very important element in the Village. The existing trees were planted in 1985 and now are in general decline. Replacing the trees would allow comprehensive upgrades to planting areas, soils and drainage. Replacing curb and sidewalk will place additional stress the existing trees. The existing trees prevent the placement of grates because of their size. There was general discussion concerning replacing the trees, the size, variety and possible locations of the replacements. The tree replacement budget of \$250,000 will provide for fairly substantial new trees. The arborist did not recommend specific replacement species, but stated that much greater diversity is needed.

Director Hansen said the staff recommendation is that approximately 21 out of 47 trees would be replaced, concentrating on Crescent as the Main Street trees are in better condition. Additionally, tree grates are the most desirable surface under a tree and, while expensive, are budgeted for each tree location. Commissioners discussed at length the possibility of replacing all the trees in the initial streetscape area at one time. The sizes of the current trees varies widely. Leaving a few mature trees surrounded by new ones may not be a good look for the downtown. Some of the saved trees could die in the next five years anyway. Perhaps existing smaller trees would be better candidates for saving as they would blend better with new trees.

Chairman Colliander said that there seems to be a consensus that Commissioners favor the streetscape plan as presented, but there is concern about the trees. Commissioners commented that each tree and tree location needs to be assessed, along with the advisability of a tree grate, and perhaps that could be done during the detailed design phase. Perhaps the arborist can assess the future life span of each tree, including during construction, and locate roots and potential damage as new roadway is installed. Additionally, a succession plan needs to be created for those trees kept during construction but will eventually need to be replaced.

Trustee Elliott summed up the conversation by stating that a compelling argument can be made to remove all the trees. There is money to do so, and can be replaced with species and locations for the new trees to be healthy and last a long time. However, there is merit to maintaining existing trees, keeping those likely to live through construction and thrive in the future. He also noted that permeable pavers will resonate with residents and the Board.

P.E. Minix said that he is hearing recommendations that all trees be replaced and there is a budget for that using larger size (4"-5") specimens. But review each tree to determine if it can be an exception and an asset to the overall landscape plan and not damage the new construction. He will draft a recommendation letter to the Board based on this consensus.

There was discussion as to whether Commissioners can comment on the draft recommendation letter without attending a Commission meeting. The minutes can note such an opinion was made via email or letter.

PUBLIC WORKS REPORT:

Director Hansen reported that there are prototypes of new street lights installed in front of the Civic Center. He would like feedback from the Commissioners. The Village wants to adapt all fixtures in the Central Business District to LEDs. There will be some grant money to assist with the cost. It also may be possible to retrofit existing fixtures and compare them to the new ones. Commissioners discussed different types of lights and how white they might be compared to the existing high pressure sodium, which are expensive but have been popular. There will be significant energy cost savings in switching to LEDs.

PROJECT REPORT:

Crescent Boulevard Reconstruction – P.E. Minix reported Crescent will be closed starting June 11. There will be a formal pre-construction meeting in two weeks at IDOT. The project benefits from a good plan and a good contractor in Martam Construction. He noted that AT&T needs to do some relocation work and has not been particularly responsive. However, the plan is to work around it as much as possible.

Elm-Cottage-Geneva Connectors Improvements – P.E. Minix said that decent progress continues with this project. The first asphalt layer is down on Cottage. No sod will be laid until fall, and the final course will be done all at once at the end of the project. Most of the underground work is nearly complete on Prairie. Infrastructure improvements are commencing on the connector streets. The goal is to have all roadwork done by start of school in the fall. Based on the Commission's hearing and feedback from residents, there will be no need for the Village Board to review the new sidewalk situation.

Glenwood-Arbor-Regent Improvements – Swallow Construction will be the contractor. The pre-construction conference took place May 21. Tree protection has commenced. The first couple of months will be devoted to underground improvements. The project completion date is November 1, although staff hopes it will be sooner.

In answer to Commissioners' questions, P.E. Minix said that the Village wells are tested monthly and all are in good operating order.

ADJOURNMENT:

Commissioner Lane moved, and Commissioner Ryne seconded adjourning the meeting. With unanimous consent, the meeting was adjourned at 8:40 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

Village of Glen Ellyn CBD Tree Review

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**Prepared by:
Osage Inc.**

May 2015



Acknowledgements

This review was prepared with the assistance and input of the Village of Glen Ellyn's Public Works staff including Jen Brown, Max Brown, Dave Buckley, Kathryn Horn, Bob Minix, and Jeff Perrigo.

Introduction

This review was conducted to provide an assessment of the current health of selected trees in the Village of Glen Ellyn's central business district (CBD). The primary reason for the review was to provide information to village staff and officials as they consider the options for future redevelopment of the CBD.

Healthy, thriving trees can be an important asset to urban areas. Beyond beauty and amenity, trees also function to help reduce pollution, absorb storm water, and provide energy savings. It is hoped that this review and report will help the village in their efforts to foster an urban forest that is safe, verdant, and an ongoing source of beauty and pride for the residents and visitors to Glen Ellyn.

Summary of Key Points

- The results of this review of the CBD trees along the Main & Crescent corridors showed a tree population that is generally in slow decline.
- The trees along the Main & Crescent corridors consist primarily of only two species. This lack of species diversity is something that should be addressed and improved upon in future plantings.
- Taken together, such concerns show a CBD tree population that could suffer accelerated decline as a result of significant proposed reconstruction work.

Process

This review was conducted between the dates of 4-22-15 and 5-22-15. On April 22, 2015 a meeting was held with Village of Glen Ellyn Public Works staff to obtain background information about the proposed future redevelopment plans for the downtown CBD, and how the existing population of street trees might fit into those plans.

During this meeting it was noted that the last time significant work in the CBD was done was in 1985, and it was suggested that many of the older trees in CBD likely were planted at this time. A good portion of this discussion centered on the management concerns and history of these trees, their importance to business owners, holiday lighting, etc. There was also a great deal of conversation relating to the viability of the tree population moving forward, especially in consideration of potentially major reconstruction work in the near future.

The field work for this review was conducted on Main Street; from the Duane intersection, north to just past Pennsylvania, and on Crescent Blvd; from the Main Street intersection, east to Park Blvd. Trees on the south side of Crescent near the Metra station were excluded from this review. The village's existing tree inventory was used as a reference. Current tree conditions were noted, and located on a map of the CBD. Photographs were taken of notable conditions in the field. The field work was spread out over three weeks by necessity as many of the trees had not yet fully leafed out.

During the course of the field work, it was determined that a color-coded map would be generated to show the current condition of these trees – as well as their locations in the CBD. Trees that were found to be in good to excellent condition would be denoted with a green spot. Trees that were found to be in fair to good condition would be denoted with a yellow spot, and those found to be in poor to fair condition would be denoted with a red spot. In addition, trees that were recently removed (May, 2015) were denoted with a white "X" mark.

Review Results (see attached map)

Condition Range	Color	Quantity Main St	Quantity Crescent
Good/Excellent		10	11
Fair/Good		10	6
Poor/Fair		4	4
Removed (empty space)		0	2
TOTAL		24	23



Village of Glen Ellyn
CBD Tree Review

Prepared by:
Osage Inc.

May 2015

Condition Range	Color	Quantity Main St	Quantity Crescent
Good/Excellent	Green	10	11
Fair/Good	Yellow	10	6
Poor/Fair	Red	4	4
Removed (empty space)	Tree icon	0	2
TOTAL		24	23

DUANE ST

Images



Honeylocust on Main Street showing decline in crown foliage. Image Credit: Osage Inc.



Wood decay fungi on base of Main Street Honeylocust. Image Credit: Osage Inc.

Images

Weak CBD trees, 500 block Crescent Blvd. Image Credit: Osage Inc.



Weak Pear tree Crescent Blvd (removed May 2015). Image Credit: Osage Inc.

Images



Tree planting space, Crescent Blvd. Image Credit: Osage Inc

Key Points

1 CBD Tree Conditions in Decline - The results of this review of the CBD trees along the Main & Crescent corridors showed a tree population where over 50% of the trees ranged from good to poor condition. This is unsurprising, considering the age of the trees, the presumed size of the original planting spaces, and the environmental stresses these trees withstand (including soil conditions, deicing salts, impervious surfaces, etc). It should be noted that two of the weakest mature pears along Crescent were removed during May 2015). This review indicates a tree population that is in decline.

2 Species Diversity Concerns - Other than the newer specimens in the 500 block of Crescent, the trees along the Main & Crescent corridors consist of only two species: Honeylocust and Callery Pear. While there is no hard and fast rule of what constitutes an ideal percentage of planted trees in a population, no more than 10% is a good target to aim for. This current lack of diversity is pointed out as a potential benchmark for future plantings and improvements. No one can anticipate what the next invasive pest problem may be, and the best way to prepare for that eventuality is to maintain as much tree species diversity as possible.

3 Construction Preservation Concerns - Taken together, these concerns show a CBD tree population that could suffer accelerated decline as a result of significant reconstruction work. It should be pointed out that without knowing the exact scope of the proposed work, this can only be stated in a general way, but the current combination of tree age and small planting spaces is not one that favors post-construction resiliency.

Conclusions

The first impression that many visitors to the Village of Glen Ellyn are likely to have is the overall beauty of the community. A significant factor in this beauty is the natural setting of the town, the homes, and landscapes that encompass it all. The purpose of this review was to assess a small part of that natural beauty – the condition of the existing trees in the central business district (CBD). These trees have been well cared for by public works staff, however in some instances these trees are in decline, and some have reached the end of their useful life (as was the case for two mature pears removed in May 2015).

Such concerns are magnified when considered against proposed major rehabilitation work in the CBD. Serious questions should be asked if this group of trees could survive –*and thrive* – in the wake of such work. Should the village make such a significant investment in new enhancements built around a tree population that is already exhibiting wide variability in vigor.

The trees in the CBD may offer much in potential environmental services they deliver in the form of pollution and storm water mitigation, and energy savings. City managers increasingly recognize the true value of trees in a world that is getting warmer, more congested, and more polluted by the year. Our urban forests are no longer just pretty to look at – they are vital infrastructure links to a more livable world. As one explores the Village of Glen Ellyn it is evident that the residents care about the trees in town, and have made a significant commitment to their care. It is hoped that this report will help the community continue to care for the parkway trees in way that allows that commitment to flourish for many years to come.

MINUTES (DRAFT)

BOARD OR COMMISSION: Capital Improvements DATE: July 14, 2015

MEETING: Regular X Special CALLED TO ORDER: 7:07 PM

QUORUM: Yes X No ADJOURNED: 8:40 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Biggam, Kumar, Lane, Lindquist, Ryne and Zucchero

OTHERS: Trustee Liaison (pro tem) Elliott, Public Works Director Hansen, Professional Engineer Minix

ABSENT: Commissioners Burton and Pryde

CALL TO ORDER:

The July 14, 2015 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:05 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

Commissioner Lindquist moved, and Commissioner Lane seconded, to approve the June 9, 2015 meeting minutes. The motion was approved unanimously.

TRUSTEE REPORT:

There was no Trustee Report.

CONTINUING BUSINESS - DOWNTOWN STREETScape PROJECT AND DISCUSSIONS ON RECOMMENDATIONS FOR IMPLEMENTATION OF SPECIFIC PLAN ELEMENTS:

P. E. Minix reported that he drafted a second version of recommendations to the Board of Trustees in the form of a memo. The new version takes into account discussions from the last Commission meeting relating to trees, and includes mention of alternative staff opinions and possible concerns. His goal is to have the recommendations to the Board in August. He noted that he had not received any comments or questions from absent Commissioners that could be read into the minutes and made part of tonight's discussions.

Chairman Colliander asked that the recommendation of reversing the flow into and out of the commuter parking lot immediately to the west of the train station be included. P.E. Minix will add that point in the "Proposed Near-Term Project Streetscape Elements" section.

Commissioner Biggam asked that the recommendation to straighten out the Prairie Path be added to the "Mid-Block Crossings" section.

For the benefit of newer Commissioners, some of the additional Commission discussions were reviewed. With regard to the one-way streets. P.E. Minix said that a traffic study was done, and it was determined to be feasible to switch to two-way traffic, but there were pluses and minuses to both concepts. The Commission's consensus was to keep the traffic flow the way it is now. Furthermore, with the construction of the recommended bump-outs, the Village will be committed to the one-way traffic patterns for the foreseeable future. It was also noted that the horse trough would have to be moved to open up the intersection to two way traffic. Business owners, residents and department staff all have a variety of opinions on traffic flow.

Commissioner Zucchero asked about bicycle parking. P.E. Minix said that there are plans within the bike plan, but not likely to be included in the streetscape plan. The bike plan calls for additional bike parking at the train station. Commissioners discussed the possibility of including bike racks along the sidewalks. Director Hansen noted that bikes are chained to trees and fences now, and that perhaps with some creativity, a few can be included that will keep bikes away from the trees. After additional discussion, the Commissioners' consensus was to add language to the memo about bike racks.

Commissioner Lane moved, and Commissioner Biggam seconded the following motion:

"That the recommendations contained in the Draft 2 of the memorandum from the Capital Improvements Commission to the Glen Ellyn Village Board entitled "Recommendation for Near-Term Central Business District Roadway and Streetscape Improvements" dated July 15, 2015 be approved, with modifications regarding train station parking flow, straightening the Prairie Path and adding bike racks."

The motion was approved without dissent.

PUBLIC WORKS REPORT:

Director Hansen reported that he is awaiting additional LED street light prototypes to install for comment.

PROJECT REPORT:

CRESCENT BOULEVARD RECONSTRUCTION -- P. E. Minix reported that, despite the record rainfall in June, the project is reasonably on schedule. The underground installations are nearly complete aside from AT&T relocation work. The retaining wall work is well underway, particularly near the roundabout. With 5-6 weeks to go, he is optimistic that there will be a usable street by the time school starts. In response to questions, P. E. Minix said that, although

MFT dollar payments to the Village may be delayed but will not be lost because of the State's budget issues, and will not affect the time line.

ELM-GENEVA CONNECTORS – COTTAGE IMPROVEMENTS – P. E. Minix said that the work is progressing well and that Senior Civil Engineer Rich Daubert has done an outstanding job in overseeing the project.

GLENWOOD-ARBOR- RIDGEWOOD IMPROVEMENTS – P. E. Minix mentioned that the contractor is struggling a bit with the schedule, and the project will continue into the fall as planned. Street reconstruction will occur in August and September. Because of additional storm sewer work, this project may be a bit over budget, but within the current contingency.

In answer to Commissioners' questions, P. E. Minix reviewed the circumstances of a major water main under the DuPage River at Roosevelt Road that coincided with (but likely is not directly related to) the June 15, 2015 major rain event. The Village will be engaging contractors in the fall for the somewhat expensive fix, which will probably be to install a parallel pipe rather than attempt to repair the existing pipe. Commissioners discussed the possible reasons for the pipe failure, including the overhead power lines, river currents and the fact that the river was at flood stage when the pipe failed. P.E. Minix praised the Public Works staff for the quick response and follow up communication with residents particularly with respect to the Boil Water order that was issued. Although the event was a catastrophic infrastructure failure, the staff followed standard operating procedures and effectively addressed the problem.

Regarding the Taylor Street pedestrian underpass, the engineers have prepared a preliminary report and are actively working with the railroad. The estimated cost has increased to approximately \$2.8 million compared to the original estimate of \$2.5 million. Ultimately, approval will be needed from both the railroad and IDOT. Seventy-five percent of the construction will be funded with a federal STP grant. Commissioners expressed concern about obtaining and keeping railroad approval on course through the project.

Commissioner Biggam asked about the possibility of a stop sign at Hillside and Glenwood in connection with the Glenwood-Arbor-Ridgewood project. P.E. Minix said that usually the police take the lead in assessing the need for new stop signs. Also, the improvements will be cutting down the hill somewhat for some improvement in visibility at the intersection.

ADJOURNMENT:

It was agreed that there will be no August Commission meeting.

Commissioner Lindquist moved, and Commissioner Zuccherro seconded adjourning the meeting. With unanimous consent, the meeting was adjourned at 7:50 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

ROADWAY RESURFACING AND RECONSTRUCTION PROGRAM

CBD Roadway Rehabilitation

Revised 4/22/15

DEFINITIONS AND TERMS:

SEGMENT: Street or roadway segment undergoing rehabilitation

PCI - 2004: Pavement Condition Index from summer 2004 assessment based on comprehensive digital imaging of entire roadway network

PCI - 2008: Pavement Condition Index from summer 2008 assessment based on comprehensive digital imaging of entire roadway network

PCI - 2012: Pavement Condition Index from summer 2012 assessment based on comprehensive digital imaging of entire roadway network

The pavement condition rating for a roadway segment is determined by the Pavement Condition Index, or PCI, which is a numerical indicator based on scale of 0 to 100 (with 100 for a newly paved street and 0 for a completely failed street).

The PCI is a measure of the pavement's structural integrity and surface operating condition.

LENGTH: Length of the roadway segment in feet

WIDTH: Width of the roadway pavement, not including curbs, in feet (20 ft. minimum in most cases)

AREA: Pavement area in square yards

TYPE OF REHABILITATION: The proposed level of rehabilitation anticipated for the roadway segment:

FULL RECONSTRUCTION - Complete rebuilding of the roadway with either concrete or full-depth asphalt

TYPE IA RESURFACING - Limited curb repairs; removal and replacement of asphalt surface

TYPE IB RESURFACING - More extensive spot curb repairs; removal and replacement of asphalt surface

TYPE IC RESURFACING - Curb installation or replacement on one side only; base repair; replacement of asphalt surface; special drainage or construction considerations

TYPE II RESURFACING - Full curb replacement; most driveway approaches will be replaced; more extensive parkway restoration; removal and replacement of asphalt surface

TYPE IIA RESURFACING - Full curb replacement; most driveway approaches will be replaced; more extensive parkway restoration; removal and replacement of asphalt surface; and complete replacement of the roadway base

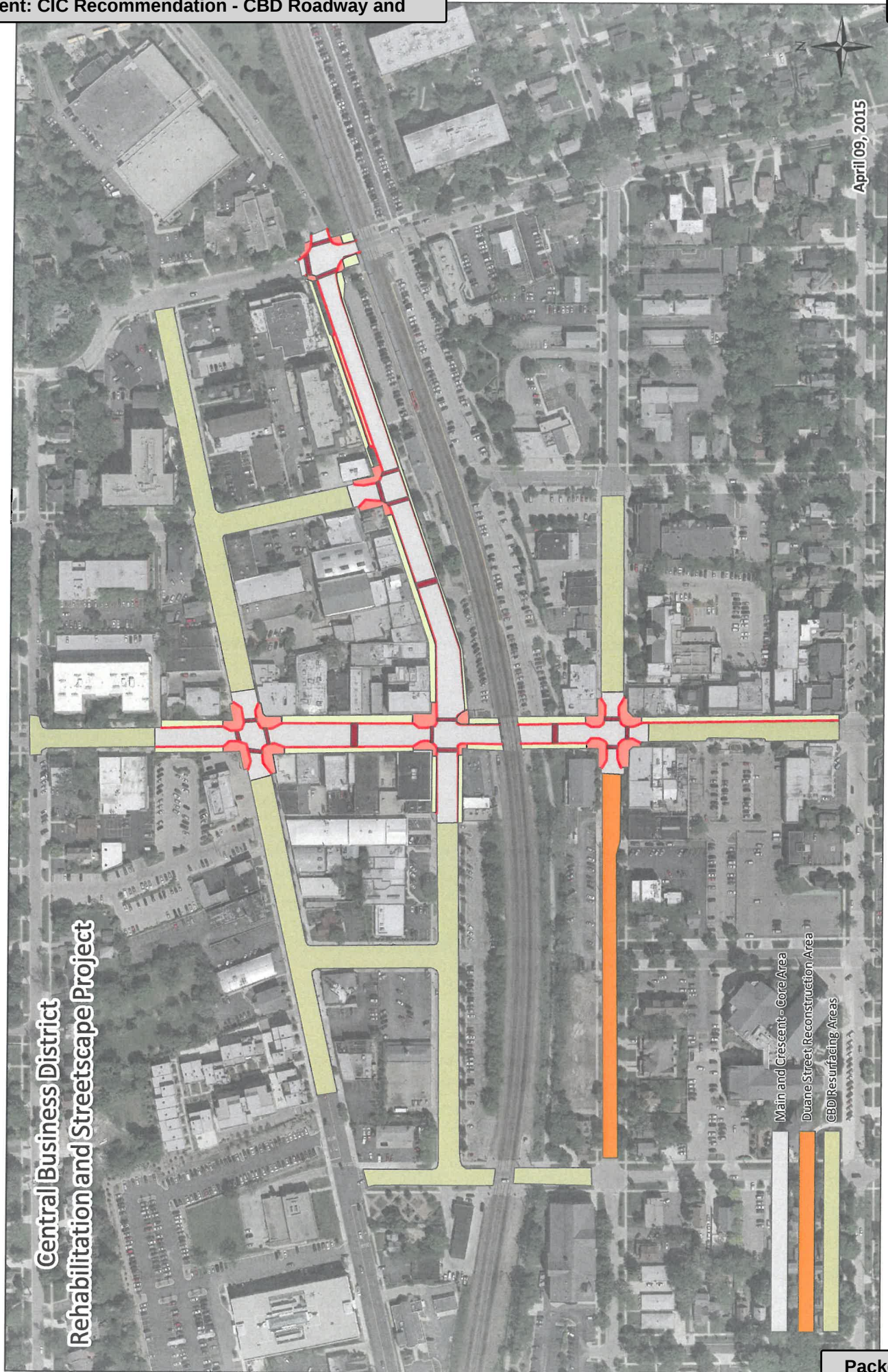
STREET REHABILITATION COST: The estimated total cost of street rehabilitation construction, including an allowance for inflation and scope of work adjustments

Engineering expenses are assumed to add 15% to the calculated construction cost

Annual Adjustment Factor is: 5.0%

Type	Unit Costs (\$/SY) (2012 Basis)
Alley	\$125
Asphalt Reconstruction	\$200
Type IA	\$35
Type IB	\$45
Type IC	\$80
Type II	\$125
Type IIA	\$170

Segment	PCI - 2004	PCI - 2008	PCI - 2012	Length (ft)	Width (ft)	Area (SY)	Type of Resurfacing	Street Rehabilitation Cost
STREET RESURFACING								(Current Year \$'s)
CBD IMPROVEMENTS								
WORK SOUTH OF RR TRACKS - Roadway Rehabilitation								
Main: Hillside to Duane (CBD)	90	84	79	713	41	3,248	Type IB	\$ 177,664
Prospect: Duane to RR Tracks (CBD)	83	77	58	220	36	880	Type IB	\$ 48,134
Duane: Prospect to Main (CBD)	87	78	61	923	30	3,077	Type IIA	\$ 635,750
Duane: Main to Forest (CBD)	86	82	74	528	48	2,816	Type IB	\$ 154,029
				2,384				\$ 1,015,578
WORK NORTH OF RR TRACKS - Roadway Rehabilitation								
Main: Railroad Tracks to Crescent(CBD)	90	84	79	154	41	702	Type IB	\$ 38,374
Main: Crescent to Pennsylvania (CBD)	90	84	79	401	47	2,094	Type IB	\$ 114,543
Main: Pennsylvania to Anthony (CBD)	90	84	79	454	40	2,018	Type IB	\$ 110,368
Pennsylvania: Prospect to Main (CBD)	88	84	71	949	43	4,534	Type IB	\$ 248,006
Pennsylvania: Main to Park (CBD)	71	88	74	935	44	4,571	Type IB	\$ 250,030
Crescent: Prospect to Main (CBD)	87	72	80	881	42	4,111	Type IB	\$ 224,881
Crescent: Main to Forest (CBD)	76	81	72	536	48	2,859	Type IB	\$ 156,363
Crescent: Forest to Park (CBD)	76	81	72	443	34	1,674	Type IB	\$ 91,540
Forest: Crescent to Pennsylvania (CBD)	91	90	90	387	47	2,021	Type IB	\$ 110,544
Glenwood: Crescent to Pennsylvania (CBD)	92	90	78	311	50	1,728	Type IB	\$ 94,506
Prospect: RR Tracks to Pennsylvania (CBD)	83	77	58	337	36	1,348	Type IB	\$ 73,733
				5,788				\$ 1,512,886
TOTAL CBD ROADWAY PROJECT - CONSTRUCTION				8,172	1.55 miles			\$ 2,528,464
GRAND TOTALS				8,172	1.55 miles			\$ 2,528,464
							with engineering @ 15%	\$ 2,907,733

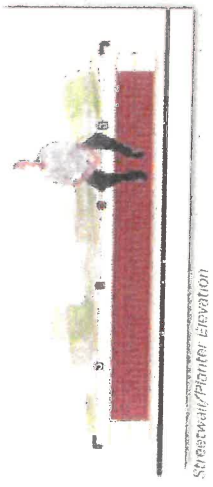
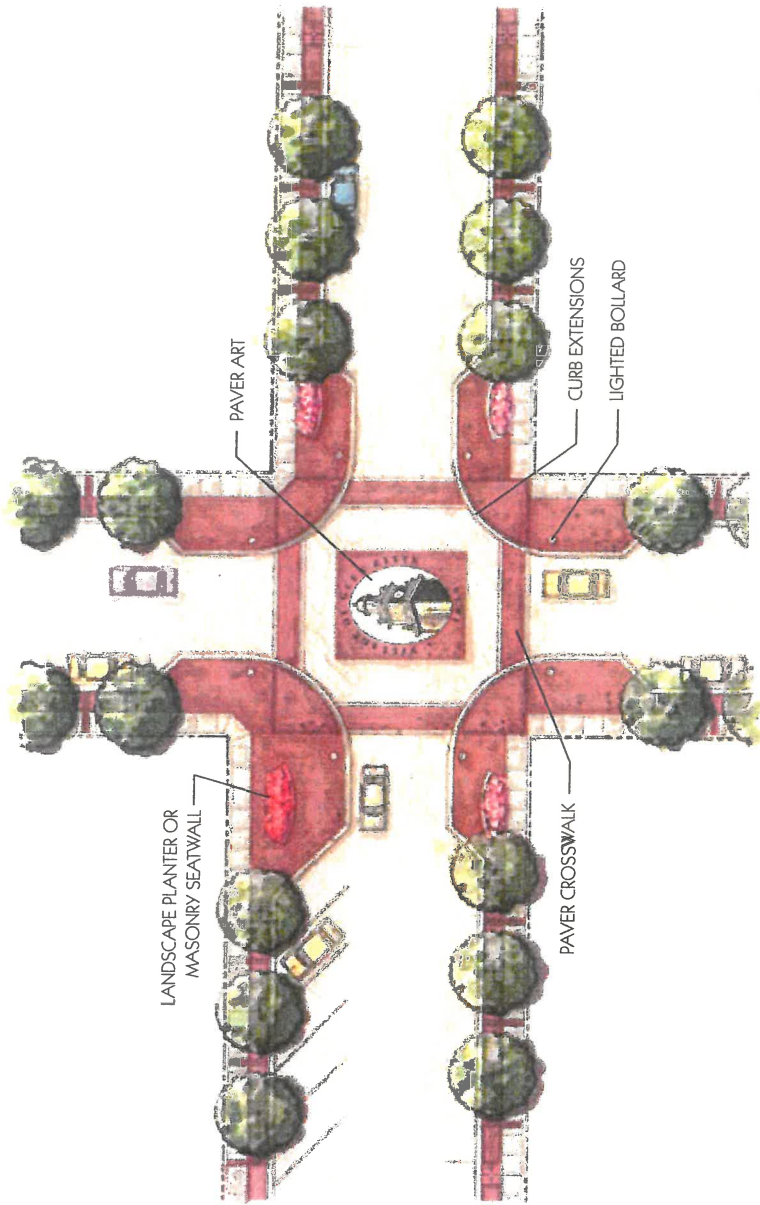
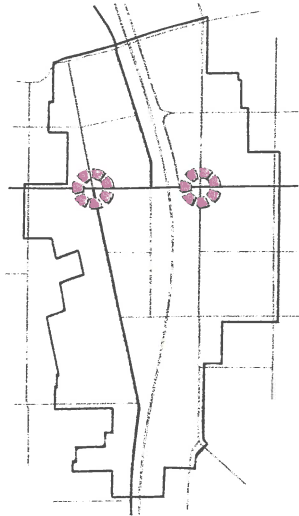


KEY INTERSECTION B
(Main & Pennsylvania; Main & Duane)

This intersection includes installing decorative paver art, bump-outs (curb extensions), masonry seatwalls, landscape planters, and enhanced crosswalks.

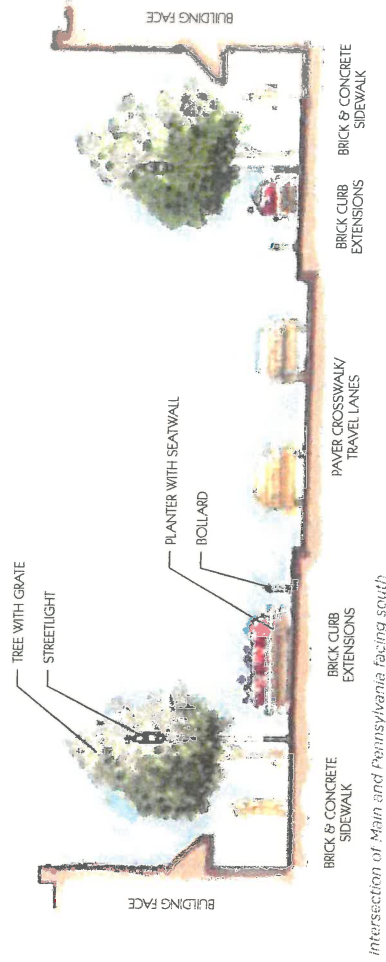
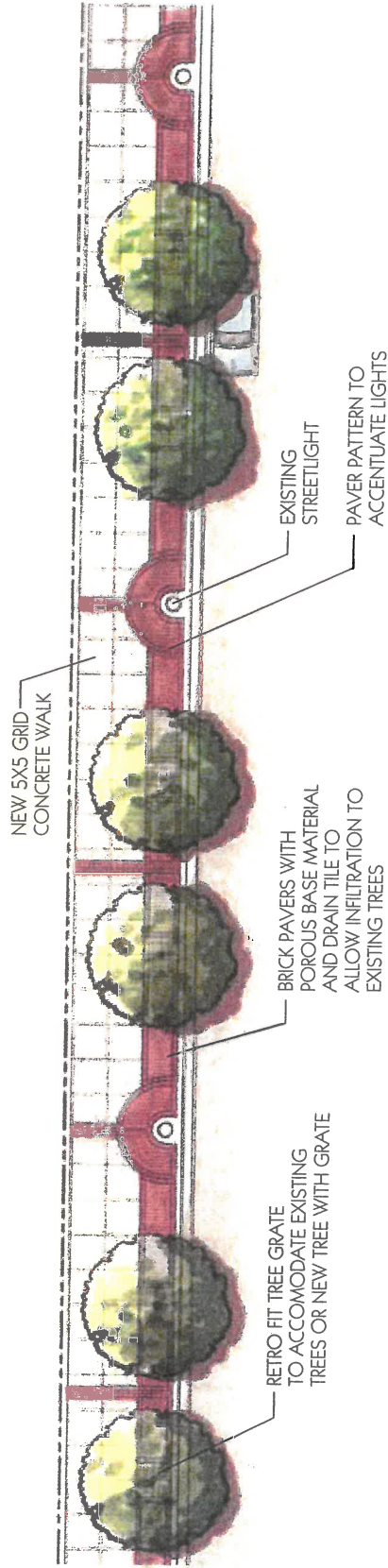


Paver art in Downtown Plainfield, Illinois



Streetwall/Planter Elevation

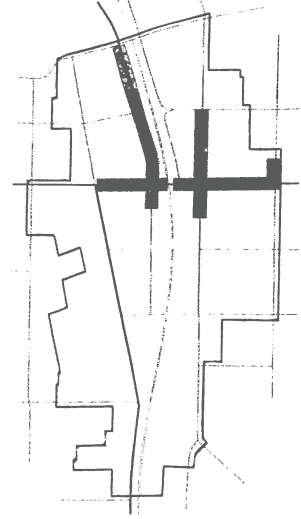
Section 03 Streetscape Plan Recommendations



URBAN CORE STREETSCAPE CONCEPT

The Urban Core is defined as essentially the middle of Downtown or the primary retailing area. This includes Main Street north to south from Pennsylvania to Hillside and portions of Crescent, Duane, and Hillside.

The Urban Core Streetscape should incorporate brick pavers installed continuously along the street side, accentuating the Village light standards and complementing street trees and site furnishings. Porous base materials will help with water infiltration to tree root systems. Openings for existing and new street trees shall be covered with iron tree grates. In key locations brick paver areas should be expanded for emphasis.



Village of Glen Ellyn // Streetscape & Parking Analysis

Central Business District Rehabilitation and Streetscape Project

April 09, 2015

Cost Breakdown for Proposed Work

Main and Crescent - Core Only

	Item	Quantity	Unit	Unit Price	Total
1	Pavement Removal - 3"	13,000	SY	\$4.50	\$58,500
2	Leveling Binder - 1"	750	TON	\$125.00	\$93,750
3	HMA - Surface Course - 2"	1,500	TON	\$100.00	\$150,000
4	Patching/Undercuts/Grading	1	LS	\$100,000.00	\$100,000
5	Curb and Gutter - R/R	5,400	LF	\$25.00	\$135,000
6	Brick Paver Cross Walk	5,700	SF	\$20.00	\$114,000
7	Brick Paver Sidewalk (bump outs)	19,500	SF	\$15.00	\$292,500
8	Brick Paver Sidewalk (main line)	12,000	SF	\$15.00	\$180,000
9	Concrete Sidewalk	34,000	SF	\$7.50	\$255,000
10	Line Striping	1	LS	\$25,000.00	\$25,000
11	Electrical Upgrades	1	LS	\$150,000.00	\$150,000
12	Trees/Landscaping/Grates	56	EA	\$5,000.00	\$280,000
13	Irrigation/drinking fountains	1	LS	\$75,000.00	\$75,000
14	Traffic Control - Business Access	1	LS	\$100,000.00	\$100,000
15	Utility Structure Improvements	1	LS	\$100,000.00	\$100,000
16	Site Furnishings	5	Block	\$45,000.00	\$225,000
Sub-Total					\$2,333,750
Contingency (20%)					\$466,750
Estimated Total					\$2,800,500

Duane Street Reconstruction (Main to Prospect only) **\$650,000**

Balance of CBD Resurfacing + Streetscape on Main - Duane to Hillside east side **\$690,000**

Engineering (15% of Construction Costs) **\$621,075**

Total Estimated Cost **\$4,761,575**



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

Meeting: 08/17/15 06:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Dave Buckley

SCHEDULED

AGENDA ITEM (ID # 1865)

DOC ID: 1865

Public Works Director Julius Hansen will present information regarding Route 38 street light improvements.

Background:

The decorative lighting system along Rt. 38 consists of Valmont street light poles and Lumec luminaires (light fixtures). The installation commenced in March of 2002 and was completed in October 2002. The electrical run extends approximately 7,500 feet starting 800 feet west of Lambert Road to 300 feet east of Baker Hill Drive and consists of approximately 130 decorative units made up of an upper main lighting element and a lower sidewalk-side light fixture.

The Village has recently experienced multiple structural failures with the upper luminaries at the top of the street light pole. The assembly that secures the luminaire to the street light arm has demonstrated intermittent failure. One luminaire disconnected from the mast arm, but since that occurrence, all luminaires have been inspected and any showing possible failure have been secured for now. Given the potential liability exposure that this issue presents to the Village, and the probably additional costs that the Village will incur to solve the problem, staff desired to update the Board on this matter and to solicit the Board's overall feedback. Improving the structural integrity of the street lights is high priority, and subject to the Board's direction, staff would like to complete the project by the end of the year.

Issues:

Phillips Lighting has a Lumec, custom-made retrofit bracket to replace the existing bracket with the additional expense of installation. The bracket is a part that connects the existing luminaires to the existing street light pole arm. The bracket makes a sound connection to the street light arm which is the main point of concern, but the connection to the luminaire is problematic. It is without a doubt an overall improvement to the existing structural integrity of the street light. However, this solution might not be the best long term solution, but it is certainly a cost effective solution. The Village Attorney negotiated with the manufacturer's representative to lower the cost of the bracket from \$300.00 each to \$75.00 per bracket equaling a savings of nearly \$30,000. This is a welcome alternative solution, because the problem has been otherwise difficult to solve to date.

Another option to solve this structural connection issue and addressed the long term concerns previously mentioned, would involve the procurement and installation of two parts from the same manufacturer, rather than just one. This solution was created by Public Works employees after evaluating the manufacturer's custom bracket, and then identifying concerns with the connection of the bracket to the luminaire. Staff felt a better option was available that could establish a structurally sound, long term connection to both the arm and the luminaire. Staff has solicited pricing and parts availability from the manufacturer, and is still awaiting a response.

While staff awaits a response from the manufacturer on the parts, the Village, in the meantime, conducted a bid opening for installation services on August 7, 2015, in order to keep the project

moving forward. The purpose of the formal bid opening was to determine the cost to install the parts for each of the two solutions described above. This will allow staff the ability to determine the total cost to solve the problem under either scenario.

Below is a brief summary of the known costs for this project at this time:

Cost Summary for Roosevelt Rd Street Lights Project

	<u>Material Costs</u>	<u>Labor Costs</u>	<u>Total</u>
Option 1	\$9,750.00	\$28,186.60	\$37,936.60
Option 2	Unknown	\$33,239.70	Unknown

The project should be completed by the end of the year, and the only thing slowing resolution down, at this point, is the manufacturer. If the Village does not receive the parts on time from the manufacturer then the project could be delayed. Staff has conveyed the urgency with which the Village would like to make a decision, and is aware that the Village wants to complete this project in a timely fashion, which is in everyone's best interest.

ATTACHMENTS:

- Rt 38 Street Light Bracket Installation - 2015 Bid Tabulation (XLSX)

Vendor	Option #1 (cost per each location)	Option #2 (cost per each location)
Utility Dynamics	\$280.00	\$349.00
Bodine Electric	\$884.15	\$942.10
Lyons Electric	\$216.82	\$255.69
Meade Electric	\$225.00	\$275.00



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

Meeting: 08/17/15 06:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 1874)

DOC ID: 1874

Finance Director Christina Coyle will lead the discussion regarding updates to the Purchasing Policy.

Background

An update to the purchasing policy was presented to the Village Board at the Village Board Workshop on July 20, 2015. At that meeting, the Board directed staff to allow the Board time to review the proposed changes and to bring the purchasing policy back to another Workshop for discussion.

Issues

At the previous Workshop, the Board provided several comments and questions which staff has considered thoughtfully. Those items include:

- Consideration of the budget when purchasing: On page 4 of the policy, number “8” was added to address this item.
- Uniforms: The Village Board wanted to consider changing the uniform practices from our current quartermaster system to a fixed allowance/stipend. The Board also suggested running these items through payroll rather than through accounts payable. Staff is in carefully reviewing this suggestion and would like to conduct further analysis and bring this item back to the Board at another Board Workshop or during budget deliberations.
- Local Preference: The issue was raised if our local preference for a quote should extend beyond the boundaries of Glen Ellyn. Staff believes that extending this boundary would be difficult to administer. For example, how far outside of Glen Ellyn would be considered local? Staff believes that our requirement for one vendor inside Glen Ellyn, if applicable, as well as the policy’s statement on “Maximum Practicable Competition” on page 4 of the policy provide the purchasing staff the direction to ensure the price received is in the best interest of the Village.
- Vendor Performance: A suggestion was raised to monitor and evaluate vendor performance and to potentially consider implementing an e-procurement policy. Evaluation of vendor performance is implicit in the purchasing cycle. If staff or the Village Board is unsatisfied with a vendor that is taken into consideration when similar purchases recur. Our three quote policy provides that if the lower quote is not selected, then justification must be provided on way. Past vendor performance or quality would certainly be a factor that should be considered in the selection process. Also, as the Village continues to update and automate its accounts payable cycle, the Village will consider the cost/benefit of implementing an e-procurement system.
- Green Suppliers and Green Alternatives: The Village prides itself in striving to find green suppliers and alternatives where applicable. It is difficult to define in a purchasing policy what depth of consideration would be needed for each individual purchase. For example, when soliciting a quote for printing the budget, by green alternative, does this mean we should get a quote for printing the budget on a certain percentage of recycled paper? Does

the total amount of the prospective purchase impact the level of “green” we should strive for? Where should the allowable percentage of cost mark-up be set? Staff seeks further Board’s consensus on how to move forward with this suggestion.

- Contingencies: The Public Works department has also requested that guidelines be added to the purchasing policy to outline the parameters for use of contingencies. The proposed language has been added to the attached red-lined version. Staff is requesting Village Board feedback on the proposed language.

At the Workshop, staff welcomes the Board’s further comments or questions as we continue to update this policy.

ATTACHMENTS:

- Purchasing Policy -2015 Revisions- Red Lined Version (PDF)

ADMINISTRATIVE ORDER NO. #3

Subject: Village Purchasing Policies and Procedures

Applicability

This policy shall apply to the procurement or purchase of goods, supplies, equipment, and services by the Village.

Purpose

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
3. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
4. Promote increased economy in purchasing activities;
5. Foster broad-based competition within the free enterprise system; and
6. Provide safeguards for the maintenance of a procurement system of quality and integrity.

Policy**A. ETHICAL CONDUCT**

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these policies is subject to discipline and/or dismissal.
3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating

in and acting upon the resolution of the business or transaction.

4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.
5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

B. AUTHORITY TO PURCHASE

1. **Up to \$5,000:** Department Directors may approve purchases up to \$5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under \$5,000 to other department employees with approval by the Village Manager and Finance Director.
2. **Up to \$20,000:** The Village Manager may approve purchases up to \$20,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.
 - a. The Village Manager is authorized to approve any change order to a Village contract which is less than \$20,000, provided that it is included within the contingency or included within the total contract amount.
 - b. The Village Manager may authorize disposal of any Village property valued up to \$20,000 in a manner deemed most beneficial to the Village. All items above \$20,000 must be authorized for disposal by the Village Board.
3. **Greater than \$20,000:** ~~Purchases over \$20,000 in the aggregate (annually) require Village Board approval. Any single purchase or contract with a single vendor over \$20,000 requires Village Board approval.~~ Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of \$20,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement. ~~Once total spending with a particular vendor approaches \$20,000 in a year, Bi-annually,~~ the Village Manager and Finance Director will review cumulative spending with the Village's vendors to identify if the scope of products and/or services provided by said vendor to

determine if the aggregate purchases should be considered for approval by the Village Board. The Village Manager and Finance Director will base his or her decisions on this administrative order.

4. **Payments greater than \$20,000 not requiring current purchase order or explicit Village Board approval:** Required or routine payments will be made through the normal check issuance procedures, without the need for prior purchase order or explicit Village Board authorization, under the following circumstances:

- a. *Government or utility payments.* The Village is required to make payments to regulatory agencies or other governments with authority over the Village or Village activity. Examples include, but are not limited to: the State of Illinois, Federal Government, County of DuPage, each in their official or oversight capacity, the Illinois Department of Employment Security (unemployment insurance), the Illinois Municipal Retirement Fund, and the Illinois Department of Revenue (sales tax remittances), and utility companies. These payments are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
- b. *Village Contracts.* The Village Board periodically approves contracts or service agreements that span multiple years, which later require periodic and ongoing payments that exceed \$20,000 individually or in aggregate. Examples include, but are not limited to, DuComm, DuPage Water Commission, Glenbard Wastewater Authority, GIS Consortium legal services, insurance providers, debt service principal and interest, and waste haulers. Payments for these Village Contracts are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
- c. *Village support of other organizations.* Payments are made to various service providers, such as the Glen Ellyn Volunteer Fire Company, and the Downtown Alliance of Glen Ellyn. For such arrangements, payments for service shall be limited to the original Village Board approval and/or the Village budget for such services.

~~e.d.~~ *Subdividing or Split Purchases.* Purchases shall not be split or subdivided to avoid a level of review or approval or to avoid competitive selection.

5. **Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over \$1,000 whenever practical to do so. If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and there is no significant (i.e. 10%) change to the scope of goods/services.

Documentation of quotes should be retained by the purchasing department for three years subsequent to the date of purchase.

a. Selection of Lowest Price: Invoices submitted for payment greater than \$1,000 must include the three quotes obtained. If the lowest price quote is not selected, there must be justification included on why the lowest price was not chosen.

~~a-b.~~ Local Preference: Every effort should be made to solicit one of the three quotes from a business located in the Glen Ellyn corporate boundaries.

6. Transportation and Delivery Charges: The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.

7. Maximum Practicable Competition: All specifications for purchases shall be drafted so as to promote overall economy for the purposes and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive.

8. Budget: Careful consideration of the budget must be undertaken when purchasing. It is the Department Manager's responsibility to ensure they are within their budget constraints. If an item would cause the fund to exceed budget, then it should be taken to the Village Board along with a budget amendment.

~~6-9.~~ Contracts: All contracts must be reviewed and approved by the Village Attorney prior to execution. Contracts under \$5,000 may be signed by a Department Head. Contracts \$5,000 to under \$20,000 may be signed by the Village Manager. Contracts greater than \$20,000 must be approved by the Village Board and signed by the Village President.

~~7. Exceptions to Competitive Bidding: A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.~~

Commented [CC1]: This section was not deleted and was moved below.

Examples of exceptions to competitive bidding are listed below.

~~a. Professional services requiring individual skill or expertise shall be excluded from the requirements of competitive bidding. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants. Whenever possible, professional services firms will be selected through an RFQ process, pursuant to state law. Firms may be~~

~~prequalified through a selection process. Whenever possible, the Village will secure proposals from multiple prequalified firms to secure the services that are in the best interest of the Village.~~

- ~~b. Emergency purchases, shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.~~
- ~~c. State or federal contracts are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.~~
- ~~d. Cooperative purchases, defined as more than one unit of government purchasing goods and services together, is strongly encouraged and may be exempted from the bidding process.~~
- ~~e. Single Source purchases, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.~~
- ~~f. Standardization purchases, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.~~
- ~~g. Certain items are purchased by the Village Links for resale. These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links will make every effort to obtain these items at the best possible prices.~~

C. COMPETITIVE SEALED BIDDING

An openly publicized competitive process for the procurement of goods, supplies, equipment, services, and construction, is the most effective means of determining the lowest cost from a responsible source and should be utilized whenever possible.

1. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below.

- a. *Professional services* requiring individual skill or expertise shall be governed by the policy on professional services in Section D. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.
- b. *Emergency purchases* are purchases obtained in circumstances which include threats to public health or safety, where immediate repairs to Village property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to Village services. Emergency purchases shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.
- c. *State or federal contracts* are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.
- d. *Cooperative purchases*, defined as more than one unit of government purchasing goods and services together by competitive bid.
- e. *Single Source purchases*, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.
- f. *Standardization purchases*, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.
- g. *Certain items are purchased by the Village Links/Reserve 22 for resale.* These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food

and hospitality functions of the Department. The management of the Village Links/Reserve 22 will make every effort to obtain these items at the best possible prices.

1. Procedures for Competitive Bidding

a. Invitations for Bids: An Invitation for Bids shall be issued and shall include a purchase description, and all necessary contractual terms, specifications, and conditions applicable to the purchase.

b. Bids for Installation of Equipment: For all bids for the installation of products and equipment, consideration shall be given to requesting bids for the product or equipment separate from bids for the labor involved in installing the equipment in order to reduce the overall costs.

a-c. Review by Village Attorney: When practicable, all invitations for bids shall be reviewed and approved by the Village Attorney prior to being issued.

b-d. Public Notice: Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:

- a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.
- b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
- c. Bids and proposals shall, to the extent possible, be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
- d. Bid announcements shall be advertised on the Village website.

e-e. Requirement for Bid Security: Bid Security will be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified check, bank draft, or cashier check, or other form satisfactory to the Village.

f. Amount of Bid Security: Bid security amount is to be determined by the requisitioning department and shall be in an amount no less than 5% of the bid and no more than 10% of the bid.

e.g. **Bid Opening:** Bids shall be opened publicly by the ~~Village Clerk~~Finance Director
or the Finance Director's designee and in the presence of one or more witnesses
at the time and place designated in the Invitation for Bids. The amount of each
bid, together with the name of each bidder, shall be recorded, and the record of
each bid shall be open to public inspection.

~~e-h.~~ **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.

~~f-i.~~ **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:

a. A bidder ~~should~~ will not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.

b. A low bidder ~~should~~ will not be permitted to correct a bid for errors in judgment.

~~b-c.~~ In lieu of bid correction, the Village ~~should~~ may permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.

~~e-d.~~ After bid opening, an otherwise low bidder ~~should~~ will not be permitted to delete exceptions to the bid conditions which affect price or ~~f~~ substantive obligations.

~~d-e.~~ A suspected mistake by a bidder requires that the Village request confirmation of a bid. In such an instance, the bidder may correct the bid or withdraw it after acknowledgement that a mistake was made. If the Village suspects a mistake has been made by a bidder, it may request confirmation of a bid.

~~g.i.~~ **Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the ~~V~~village may consider the following factors:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;
- h. The ability of the bidder to provide future maintenance and service for the use of the contract; and
- i. The number and scope of conditions attached to the bid, if any.

~~k.~~ A contingency above the bid price may be allotted by the Village Board at the time of contract award and funding, depending on the complexity and degree of unknowns associated with the project and the anticipated scope of work. For projects valued at \$500,000 or greater, a 3% contingency will normally be assigned. For projects valued from \$100,000 to less than \$500,000 a 5% contingency, not to exceed \$15,000, will typically be assigned. For projects valued at less than \$100,000, a nominal contingency of \$2,000 to \$5,000 will be assigned based on specific project circumstances and needs

~~h.i.~~ After approval by the Village Board, the award shall be processed with reasonable promptness by written notice to the successful bidder.

~~i.m.~~ **Non-monetary Change Orders:** The Village Manager may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interest of the

Village.

D. PROFESSIONAL SERVICES

1. All professional services contracts related to Architectural, Engineering, and Land Surveying Services will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.). Proposals shall be evaluated based upon the requirements set forth in the request for proposals, which may include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm, work on similar projects, past performance with the Village, and financial stability. Cost may be considered, but may not alone determine the provider of the professional services. Competitive proposals are required where the total contract is \$20,000 or greater. Where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals.
2. All requests for proposals for professional services shall contain a request for a proposed Total Fixed Price for the contract work.
3. For professional services **other** than architectural, engineering, and land surveying services, where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. For those where the cost is \$20,000 or greater, the contract shall be awarded based upon a competitive request for proposal, unless it is determined that an exception listed in Section C(1) applies. The Village Attorney shall determine if an exception is applicable.

C.E. RECEIPT

The person signing and approving the invoice for payment must determine that goods or services have been received in good order. By approving the invoice for payment with their signature, the individual is verifying proper receipt of goods or services has occurred.

~~D.F.~~ SALES TAX EXEMPTION

The Village is a sales tax exempt organization in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exempt certificate and completing forms or other documentation. Village policy is that we do not pay sales tax or reimburse employees for sales tax paid out of pocket. In those unusual situations when sales tax payments are reasonably unavoidable, Department Managers can authorize payment or reimbursement of a nominal amount sales tax.

~~E.G.~~ PAYMENT

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. The invoice must also clearly state the purpose of the purchase. Purchases of food or meals must include a list of the individuals or groups receiving the food or meal. If purchase exceeds \$5,000, the Village Manager must also sign the invoice, except utilities, postage, ~~impact fees~~ developer donations, DCE, SSA revenue, health insurance and routine refunds. All invoices must describe the Village business purpose for which the goods or services were purchased. Lien waivers from all contractors and subcontractors must be included with invoices for construction contracts and submitted to the Village Attorney before any payment will be authorized.

All invoices will be reviewed by the ~~AP Fiscal Clerk~~ Accounts Payable Coordinator for proper approval and coding and entered into the accounting system. The Assistant Finance Director will review and approve the invoices and reports for proper approvals and accuracy prior to printing checks.

Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. If the schedule is adjusted, Finance will alert departments as early as practical. Checks will not be sent out until all required signatures and documentation are received by the Finance Department. The Finance Department will distribute checks via U.S. mail. If a vendor wishes to pick up a check, the individual will need to provide identification sufficient to show their affiliation with the vendor, and will be required to sign a log provided by the Finance Department.

2. **Purchasing Cards:** Purchasing cards are issued to improve efficiency and make additional vendors available to provide goods for the Village through internet sales.

a. Issuance of Purchasing Cards: Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases.

a-b. Use of Purchasing Cards: Use of a purchasing card does not change the approval structure established in Section ~~CB~~ of this policy.

Each employee provided a Purchasing Card is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. If an employee's card is used for egregious or repeated unauthorized purposes or uses, monthly reporting is not made in a timely manner, or it is used outside of the permissions of this policy, the employee's purchasing card may be immediately suspended or revoked, temporarily or permanently. If such action is taken, the employee's supervisor will be advised of the action and reasons for such action.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card. Depending on the vendor, card holders may still need to present the tax exempt letter or complete other documentation in order to receive the exemption.

The Village's purchasing card shall be used for Village purchases only. Absent approval from the Village Manager or Finance Director, the purchasing cards shall not be used for purchases for other people or organizations, even if the Village is reimbursed for the purchase.

b-c. Submission of Purchasing Card Expense Reports: Each month, the ~~AP Fiscal Clerk~~Accounts Payable Coordinator will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and ~~sign off~~approval. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. Department heads must review and approve the purchasing card statements of their employees. Such information shall be submitted to the Finance Department no later than 3 business days prior to the due date on the statement, unless other arrangements are agreed upon, in advance, with the Finance Department. Each month, the Finance Department will advise card holders of the due date via email, providing at least one week notice. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased. All purchases of food or meals must list the individuals or groups that benefited from the meal.

The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will review all card purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

2.3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Use of an open account does not exempt an employee from obtaining quotes for items over \$1,000. If an item is over \$1,000, quotes must still be obtained as required in Section B (4).

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

3.4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to \$50, unless approved by the Finance Director. Any amount above \$50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

- a. Description of purchase.
- b. Budget account.
- c. Signature of employee approving disbursement.
- d. Signature of petty cash custodian.
- e. Signature of petty cash recipient.
- f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required

documentation for disbursements made since the previous request. The AP Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian. The Finance Department may conduct periodic cash counts and/or audits of petty cash.

5. Review of Vouchers:

- a. Accounts Payable Coordinator: The Accounts Payable Coordinator will review invoices submitted for payment to ensure proper documentation, amount, account coding, and approval.
- b. Assistant Finance Director: The Assistant Finance Director will perform a detailed review of the vouchers after the Accounts Payable Coordinator to ensure proper documentation, amount, account coding, and approval.
- c. Finance Director: The Finance Director will receive from the Accounts Payable Coordinator a list of the vouchers for review. The Finance Director shall review the list and pose questions and request documentation as he or she deems necessary.
- d. Village Attorney: The Village Attorney shall review the vouchers in advance of the board meeting to review items of a legal nature.
- e. Village Manager: The Accounts Payable Coordinator will provide the Village Manager with a listing of paid invoices for inclusion on a Village Board Agenda. The Village Manager shall review said listing.

4-6. Village Board Approval of Vouchers: All payments will be approved by the Village Board. The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.

F.H. MANAGEMENT CONTROLS

- 1. **Purchase Orders:** Purchase orders will be created for amounts greater than \$20,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the ~~Assistant~~ Finance Director for review. A copy of the original

purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.

2. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.
3. **Internal Audits:** The Finance Department will conduct periodic audits of purchases. It shall be the responsibility of each Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.
4. **External Audits:** The Village will engage an external public accounting firm to perform an annual audit of the financial statements. Such an audit will include an assessment of internal controls related to purchasing.
5. **Treasurer's Report:** The Village will produce an annual Treasurer's Report in accordance with State statutes, which includes all payments to vendors for the past year. The report will be reviewed to assess potential areas to increase purchasing efficiencies.
6. **Public Disclosures:** The Village will produce and publish other reports and disclosures related to payments and disbursements, which may be published on the Village website, hard copy available for public inspection or in another manner as required or allowed by law.
7. **Additional Policies:** Village Management will periodically review and revise additional policies related to purchasing including, but not limited to, uniforms, travel, and cell phones. Such policies may be implemented as administrative orders.

Mark Franz, Village Manager

Revision Date

Original order approved December 7, 2011, revised September 16, 2013, and July XX, 2015



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

Meeting: 08/17/15 06:00 PM
Department: Police
Department Head: Phil Norton
Category: Discussion Item
Prepared By: Phil Norton

SCHEDULED

ORDINANCE (ID # 1867)

DOC ID: 1867 A

Police Chief Phil Norton will present information regarding the proposed false alarm ordinance.

Background

One of the action steps of the strategic plan was to evaluate the Village's false alarm policies. Last year, at the direction of Village Manager Mark Franz, an interdepartmental team of staff members evaluated options for managing the process of false alarm billing. There were two primary methods considered: 1) outsourcing to a firm that specializes in false alarm billing, or 2) purchasing software enabling Village staff to manage the process in-house.

During a vetting process that spanned several months, the group determined outsourcing the billing process to be the most cost effective and efficient in terms of getting the program up and running. There would be no up-front cost required by the Village, and the revenues from false alarm billing were on a tiered scale which, for an agency of our size, ensured the greatest potential revenue. Additionally, a component of the group's research and recommendation to the Board was to create an annual, rather than a one-time, permit fee for both commercial and residential alarm users. Staff's rationale was that the mandatory registration requirement with annual permit fee would best maintain the accuracy of the database of alarms within the Village.

These recommendations, along with proposed changes to the existing Village Ordinance Title 6, Chapter 6, Police/Fire Alarm Systems ordinance, were presented to the Village Board of Trustees at their workshop meeting on February 16, 2015. Both recommendations met with limited support. Specifically, some Board members were opposed to an annual \$25 registration fee, and further suggested staff should consider processing alarm billing internally, without the benefit of any software designed for that purpose. No consensus was developed at that meeting.

Status

The alarm billing process is complex and time consuming if managed in-house without the benefit of software designed to capture data and produce the correspondence needed to pursue invoicing. Presently the Police Department does not have personnel who can devote the time necessary to process and manage all aspects of false alarm billing without such software. Outsourcing false alarm invoicing would alleviate a large percentage, but

not all, of the labor that will be required by staff to coordinate the process. Staff has re-examined the proposal and are prepared to seek the Board's approval of a lower annual fee, or return to a one-time fee structure, if indeed that was the main area of concern for the Village Board. Staff maintains that the outsourcing model is the best solution and seek the opportunity to engage with the Village Board further on this topic, before reaching a final decision and moving forward.

Ordinance (ID # 1867)

Meeting of August 17, 2015

ATTACHMENTS:

- 02-16-2015 Workshop minutes (PDF)
- Board Proposal Memo 2 (PDF)
- Copy of 2013 and 2014 Alarm Activation Data Analysis (PDF)

Minutes**Workshop Meeting****Glen Ellyn Village Board of Trustees****Monday, February 16, 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, McGinley and O'Shea answered "Present". Trustee Elliott arrived at 7:21 p.m.

Trustees Clark and O'Shea were excused.

In Attendance: Village Clerk Galvin, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Public Works Director Hansen, Police Chief Norton, Professional Engineer Bob Minix and Patti Taves, Records Supervisor. Finance Committee Chairman Ford.

Pledge of Allegiance

President Demos asked Trustee McGinley to lead the Pledge of Allegiance.

Agenda Item E. - Proposed False Alarm Permit Discussion: (Chief Norton)

Police Chief Phil Norton led the discussion regarding the proposed false alarm regulation.

On June 8, 2009, the Village amended its Alarm Ordinance (6-6-1) which established an annual registration fee of \$25 along with a restructured false alarm fine scale. Prior to that date, alarm permits required a one-time registration fee of \$5.00. Due to budgetary limitations, we have not implemented the updated alarm registration process or the invoicing for false alarms. To that end, a committee of police staff members, along with Fire Chief Bodony, has worked over the last several months to identify the most cost-effective means to implement alarm systems registration and false alarm invoicing. The result of this study is an improved process that fosters a reduction in false alarms through pro-active responsible alarm management and education, and also generates the financial support to manage the program.

The committee considered two distinct methods of implementation:

1. Outsourcing through contracted services
2. Purchasing software to manage the system in-house.

Based upon our research, we recommend that the Village of Glen Ellyn contract with EnablePoint Systems, a Michigan-based company that provides professional outsourcing services for alarm systems registration, false alarm record management and invoicing. The committee believes that EnablePoint Systems offers the best overall solution from an outsourcing software product perspective as well as the most favorable revenue generation for both alarm permits and false alarm invoices. Moreover,

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EnablePoint Systems would allow us to transition to in-house alarm registration and billing at the end of the contract period, if desirable. Another significant factor in this decision was the anticipated volume of alarm billing for both the Police Department and Fire Company and EnablePoint has the most favorable fee scale structure for a municipality of our size.

Chief Norton commented that the biggest offenders of false alarms are public buildings. Trustee Elliott asked about the costs associated with staff. Chief Norton responded that it costs the Department money to respond to false alarms, this is not a source of revenue. We do not want this to cause people not to get an alarm; this is a burgeoning business with improved technology. If there are false alarm disputes, we can work with the Village Adjudicator.

Trustee McGinley expressed concerns that a school may hesitate to pull an alarm and they may rethink the process so as not to have a false alarm. A business may cancel service due to false alarms and she is hesitant to charge another fee to our businesses.

Trustee McGinley suggested eliminating schools from this proposal. Chief Norton cautioned against absolving schools from false alarms. Trustee O'Shea added we do not want schools to think twice about pulling an alarm. Trustee Burkett asked Trustee McGinley about her experiences with the false alarms at her business. Trustee McGinley responded she had 4 false alarms and the next one would cost \$100. She added that businesses are already paying property taxes, registration and Chamber and/or Alliance dues. Furthermore, she expressed that people may cancel their alarms.

Supervisor Taves stated that this is to clarify the language of the Ordinance. There is a level of discretion for the cost of the false alarms. 85% of the businesses and residents have 3 or less false alarms, the ordinance excludes government or municipal entities from the registration fee.

Trustee O'Shea would like to see a breakdown. Chief Norton responded this would create a public document showing who has alarms or not. Trustee Elliott asked if someone could FOIA this document.

Trustee O'Shea commented that for 300+ false alarms, is it too much work for over 3 false alarms, do we need to outsource this? Trustee Clark asked about a fee for multiple false alarms. Chief Norton responded the proposed fee for over 10 is \$200 each.

Manager Franz stated this ordinance has not gotten off the ground in 6 years and suggested letting a vendor handle this in order to drive the program and go from there. Supervisor Taves stated the cost is \$17,000 to purchase the software and \$3,000 to support. Chief Norton reiterated this Ordinance is already on the books.

Trustee O'Shea responded he is not in favor of registration. Trustee Clark and McGinley responded they are indifferent on registration but ok with the fines. Trustee Ladesic is ok with the fees and the fines and considers this a user fee. Trustee Burket is ok with the fee and said it is their option to pay; we have to stop coddling people for doing wrong things. Trustee Elliott expressed concerns the list could be subject to FOIA and asked Attorney Mathews to research.

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Trustee McGinley questioned the registration fee being an annual or one-time fee. Trustee Elliott would like to see the Ordinance amended to increase the fines. President Demos suggested waiving the registration fee in the ordinance for now.

Agenda Item F. Proposed Ordinance Regarding the Sale of Municipal Property for Development Projects Discussion: (Village Attorney Mathews)

Village Attorney Greg Mathews led the discussion regarding the proposed ordinance for the sale of municipal property for development projects.

The Village Board frequently voices the opinion that promotion of development in Glen Ellyn will enhance the quality of life in the community. With the uptick in the economy we recently received several inquiries from developers seeking project approvals for the downtown business district. In some of the proposals, developers sought to acquire and include Village owned property, including recent projects involving the Main Street parking lot and the Glenwood parking lot. Many such development proposals involve negotiations over an extended period of time and require significant monetary investment by the developer to generate engineering and architectural designs.

One obstacle to negotiations and entry into a development agreement expressed by developers entails the current requirements for sale or transfer of public property as part of the agreement. The Village now operates under a set of rules which includes the requirement that municipal property must be sold or transferred after a formal bidding process pursuant to 65 ILCS 5/11-76-2. This means that a developer must choose whether to purchase property in advance of knowing whether a project will be approved or potentially go through the approval process and face a competitor's bid for more cash and lose out completely. The process may act as a disincentive for development.

The Village, as a home rule municipality with legislative authority, may enact an ordinance which streamlines the process for transfer of municipal property related to commercial development but includes sufficient safeguards to protect the interests of the community. The Ordinance for consideration by the Board will eliminate the need to put municipal property out for bid to provide assurance to prospective developers that their efforts will bear fruit but maintain the voting requirement that a $\frac{3}{4}$ majority of the Board must approve the transfer of property as part of a development agreement. Staff recommends that we exercise our authority to enact such an ordinance to promote a development-friendly atmosphere in Glen Ellyn.

The Board reached a consensus to move forward with the proposed ordinance.

A short break was taken from 8:23 p.m. to 8:29 p.m.

Ms. Cam Page, 206 Hill Avenue, Glen Ellyn approached the Board to ask that they have sufficient safeguards to ensure the Village receives fair compensation for the sale of Village property including appraisals. The new proposals coming up are better than those in the past.

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Agenda Item G. Capital Project Funding Discussion: (Finance Director Coyle)

Finance Director Christina Coyle led the discussion regarding capital project funding options.

The Village Board has provided direction to proceed with the relocation of the Police Department to a new facility to be built near Panfish Park. To provide capital for the project, it is necessary to borrow in the form of bonds. To achieve the lowest cost to borrow, the Village is planning to issue tax exempt General Obligation Bonds, which provide the greatest security to bond holders and result in the lowest interest rates. The bonds will be repaid without increasing the tax levy by adjusting the scope and timing of other projects within the Capital Projects Fund, most notably deferring the reconstruction of some non-improved roadways.

The process of issuing bonds is lengthy, and will take around 3 months to complete. To assist with the bond issuance process, the Village engages a financial advisor and bond counsel. Robert W. Baird was approved as the financial advisor at the February 9, 2015, board meeting. Stephan Roberts from Robert W. Baird will be in attendance at the workshop to answer any questions the Board may have. Selection of bond counsel will be brought to the Village Board for approval in the near future.

In order to provide the funding necessary for the police station, the Village will need to issue debt. It may be advantageous to also issue bonds at this time for other identified, unfunded projects that can be completed within three years from issuance (bonds are required to be spent within three years of issuance). In July 2014, the Village Board provided some preliminary direction on funding levels for certain capital projects. At this point, staff is looking for direction from the Board on whether to include \$6 million in additional projects to the issuance for the police station. This additional \$6 million would provide \$1.5 million for stormwater improvements and \$4.5 million for Central Business District (CBD) street improvements. The \$1.5 million in stormwater improvements would provide funding to address Lake Ellyn improvements that have been directed by the Village Board. The board preliminarily approved funding for the CBD Street and streetscape improvements at a level of \$4.5 million, \$3M for street work and another \$1.5M for streetscape improvements. Although the scope of the work is still to be debated, sidewalk and lighting improvements as well as parkway tree and electrical improvements are some of the enhancements that have been discussed. The CIC had begun a discussion on this topic this month and will be providing some input for the Village Board to consider.

Staff is recommending that the Board approve issuing debt for these projects at this time due to the low interest rate environment. Issuing debt now versus later will likely result in a lower cost to the Village (and the taxpayer) by reducing the interest payments on the debt. Various financial outlets differ on when the Federal Reserve will increase interest rates. Some say as soon as mid 2015 with others anticipating rate increases later in the year. We are not equipped with a crystal ball to guess when interest rates will rise; we can only know that the only two options for the Federal Reserve at this juncture are to raise rates or keep them stagnant.

Trustee McGinley asked if the levy would be increased to assist in funding. Director Coyle responded half of the levy would go towards capital funding, half towards other projects.

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Finance Committee Chairman Ford stated there are pros and cons of having a negative balance, which means we borrow from ourselves. We do not want the bond fund to pay for anything we were not going to do. It is a matter of timing/. Trustee Elliott asked if there was a firm consensus of the Finance Committee, Chairman Ford responded yes.

Trustee McGinley asked about CBD planning. Director Coyle responded in over 2 years there has been no change in scope the only change was adding the Taylor Street Underpass. With regards to timing, Engineer Minix responded the last time was in 1998, we are 2 years past and cannot afford to push off.

Trustee McGinley asked about Streetscape. Engineer Minix responded of 4.5 million, 1.5 is for Streetscape. The Capital Improvements Commission is looking to meet the Board's directive for surface related work. Trustee Elliott responded he would like to see some flexibility with which projects to use the funds. Director Coyle responded the Ordinance can be somewhat vague but the funds need to be spent in 3 years.

President Demos stated that the watershed and Lake Ellyn are important components to the economic development plan and wants some flexibility for use.

Trustee Ladesic would like to see engineering costs for a railroad over/underpass included.

Trustee O'Shea agrees with the Finance Committee recommendations and commented this is going to be a juggling game for the next few years.

President Demos commented they will have to be cautious of future expenses moving forward. The Board reached a consensus to move forward.

Adjournment:

At 9:01p.m. A motion was made by Trustee Elliott and seconded by Trustee Clark to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: Christine Miller, Administrative Assistant
Patti Taves, Records Supervisor
Philip Norton, Chief of Police

DATE: February 4, 2015

RE: Alarm Permitting and Invoicing

**Background**

On June 8, 2009, the Village amended its Alarm Ordinance (6-6-1) which established an annual registration fee of \$25 along with a restructured false alarm fine scale. Prior to that date, alarm permits required a one-time registration fee of \$5.00. Due to budgetary limitations, we have not implemented the updated alarm registration process or the invoicing for false alarms. To that end, a committee of police staff members, along with Fire Chief Bodony, has worked over the last several months to identify the most cost-effective means to implement alarm systems registration and false alarm invoicing. The result of this study is an improved process that fosters a reduction in false alarms through pro-active responsible alarm management and education, and also generates the financial support to manage the program.

Issues

The committee considered two distinct methods of implementation:

1. Outsourcing through contracted services
2. Purchasing software to manage the system in-house.

After extensive research, the committee evaluated the following four companies:

1. EnablePoint – provides both outsourcing services and software purchase
2. CryWolf – provides both outsourcing services and software purchase
3. Fire Recovery – provides outsourcing services only
4. Dacra – custom software purchase which would interface with our Administrative Hearing system

Throughout its deliberations, the committee considered the costs to purchase, support alarm system software and personnel expense to manage the system. These factors were weighed against the outsourcing services for which there would be no capital outlay by the Village and far less personnel expense. Additionally, with the selection of an outsourcing provider, the Village will realize reduced revenue. A detailed analysis of the companies' false alarm billing offerings is included as an attachment.

Recommendation

Based upon our research, we recommend that the Village of Glen Ellyn contract with EnablePoint Systems, a Michigan-based company that provides professional outsourcing services for alarm systems registration, false alarm record management and invoicing. The committee believes that EnablePoint Systems offers the best overall solution from an outsourcing software product perspective as well as the most favorable revenue generation for both alarm permits and false alarm invoices. Moreover, EnablePoint Systems would allow us to transition to in-house alarm registration and billing at the end of the contract period, if desirable. Another significant factor in this decision was the anticipated volume of alarm billing for both the Police Department and Fire Company and EnablePoint has the most favorable fee scale structure for a municipality of our size.

The following list highlights EnablePoint's outsourcing contractual services:

1. Provide online alarm permit registration through a link on our Village website as well as collect paper registrations which will be scanned and sent to the Police Department.
2. Perform the first line of email and telephone support for registration and false alarm billing questions.
3. Market the alarm registration permit process utilizing low cost Village media outlets.
4. Provide the Police Department and Fire Company access to their Webfab software which contains several reporting tools.
5. Send out all false alarm billing notification and invoices to those premises that experience alarm activations separately for both the Police Department and Fire Company.

The Police Department will be responsible for the following activities:

1. Processing of the fees collected for both the permit registrations and the false alarm invoices.
2. Sending the false alarm incident files from the Motorola CAD system.
3. Providing additional customer support and establishing an Administrative Hearing date if requested.
4. Sending EnablePoint their revenue share of the fees collected by the 15th of every month.
5. Determining the percentage of the total alarm invoice receipts at the end of the year for the Police Department and the Fire Company and invoicing the Fire Company for their proportional amount.

The Fire Company will be responsible for the following activities:

1. Processing of the fees collected for the fire false alarm invoices.
2. Sending the fire false alarm incident files from the Firehouse Records system.
3. Providing additional customer support.

The EnablePoint outsourcing contract expires on December 31, 2016. Prior to this expiration date, the committee plans to analyze the value of continuing with outsourcing the alarm processing services or possibly purchasing the EnablePoint software and bringing the registration and invoicing in-house. At that point, we anticipate that the Village of Glen Ellyn businesses and residents would be very familiar with the alarm permitting and false alarm processes so it would be a very seamless transition if that is the recommended decision.

Attached with this memorandum is the following supporting documentation:

1. EnablePoint Contract dated February 15, 2015 (Village Attorney Greg Mathews has reviewed and approved the contract.)
2. Chart comparing the features/functions and costs for the software purchase vendors analyzed (Cry Wolf, Dacra and EnablePoint)
3. Chart contrasting the revenue projections for the outsourcing vendors analyzed (Fire Recovery, Cry Wolf and EnablePoint)
4. Charts summarizing the 2013 and 2014 actual alarms activations with the revenue projections based upon the current ordinance changes.
5. Chapter 6 Police/Fire Alarm Systems Ordinance with markups.
6. Chapter 6 Police/Fire Alarm Systems Ordinance draft final copy.

Action Requested

We would like the Village Board of Trustees to consider approving the EnablePoint contract which has an effective date of February 15, 2015.

Attachments

EnablePoint Contract dated February 15, 2015
Software Purchase Vendor Comparison and Financial Analysis
Financial Analysis of Software Outsourcing Proposals
2013 and 2014 Alarm Activation Data Analysis
Chapter 6 Police/Fire Systems Ordinance with markups
Chapter 6 Police/Fire Systems Ordinance draft final copy

2013 Alarm Analysis

Total premises 1 alarm	216	\$0
Total premises 2 alarms	64	\$0
Total premises 3 alarms	28	\$0
Total premises 4 alarms (\$50)	14	\$700
Total premises 5 alarms (\$100)	11	\$1,100
Total premises 6 alarms (\$150)	6	\$900
Total premises 7 alarms (\$200)	4	\$800
Total premises 8 alarms (\$250)	4	\$1,000 \$4,500
Total premises 9 or more	17	\$20,850
Total premises	364	\$25,350
Total non-billable premises	308	
Total billable premises	56	

Percentage Analysis

% 1- 3 alarms	84.6%
%between 4 - 8 alarms	10.7%
%>9	4.7%
	<u>100.0%</u>

\$25 Annual Permit Fee ***

Permit fee for 308 non-billable premises	\$7,700
Permit fee for 56 premises	\$1,375
	<u>\$9,075</u>

****This total revenue number is only for the businesses/residences that have had an alarm activation in

Total Alarms: 867

Billable Alarms 271

216
128
84 **428**

49%
of the total alarms would
not be billable

2013.