



Agenda
Village of Glen Ellyn
Regular Village Board Meeting
Monday, September 27, 2021
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room
In Person Only

Meeting Procedures Statement

Visitors are welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- 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 (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. 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, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

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

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

Motion to approve the following items including Payroll and Vouchers totaling \$2,061,198.39. These agenda items have been reviewed by the Management Team & Village Attorney and are consistent with the Village's Purchasing Policy (Trustee Christiansen)

- 1) Total Expenditures (Payroll and Vouchers) - \$2,061,198.39
- 2) Approve the Recommendation of Village President Mark Senak that the following Appointments be made to the Community Relations Commission:

Mari Luangrath-Ullrik, Commissioner, with a Term Ending July 31, 2022
Mir Ali, Commissioner, with a Term Ending July 31, 2023
Tauya Forst, Commissioner, with a Term Ending July 31, 2023
Michelle Roman-Garcia, Commissioner, with a Term Ending July 31, 2023
Kim Thomas, Commissioner, with a Term Ending July 31, 2024
Sania Irwin, Commissioner, with a Term Ending July 31, 2024, to Serve as Chairperson with a Term Ending July 31, 2022
- 3) Pursuant to Section 1-10-7 of the Village Code, Authorize the Village Manager to Execute a Contract with F.H. Paschen, S.N. Nielsen & Associates LLC of Chicago, IL, for the Civic Center Elevator Modernization Project, in the Amount of \$122,623, to be Expensed to the Facilities Maintenance Reserve Fund (Assistant Manager Rodman)
- 4) Authorize the Village Manager to Execute a Contract with All American Exterior Solutions of Chicago, IL, for the Stacy's Tavern Roof Replacement, in the Amount of \$60,000, to be Expensed to the Facilities Maintenance Reserve Fund (Assistant Manager Rodman)
- 5) Authorize the Village Manager to Execute a Contract with Eco Clean Maintenance, Inc. of Elmhurst, IL, for the Civic Center Parking Garage Custodial Services, in the Amount of \$44,640, with an Option to Expand Services up to \$58,104, to be Expensed to the Parking Fund (Assistant Manager Rodman)
- 6) Ordinance No. 6905, An Ordinance Approving a Construction Necessitated Zoning Variation to Allow a Driveway without an Impervious Surface Setback to Remain on the Property Located 480 Cottage Avenue (Community Development Director Springer)
- 7) Ordinance No. 6906 - VC, An Ordinance Amending the Capital Fire Services Fee and Create an Emergency Medical Service (EMS) Fee (Finance Director Coyle)
- 8) Pursuant to Section 1-10-2 (B) of the Village Code, Authorize the Village Manager to Execute a Four-Year Contract Amendment for a Software License Agreement with Dacra Tech LLC for a Total Contract Amount Not-to-Exceed \$85,200, to be Expensed to the General Fund (Police Chief Norton)

- 9) Pursuant to Section 1-10-2 (C) and (D) of the Village Code, Authorize the Village Manager to Approve the Purchase and Installation of a Chopper Pump at the South Park Lift Station From Flow-Technics, Inc. of Frankfort, IL for an Amount of \$35,346, Plus a 5% Contingency to Cover Any Unexpected Costs for a Total Not-To-Exceed Amount of \$37,100, to be Expensed to the Water & Sewer Fund (Public Works Director Buckley)

**F. Roosevelt Road Hotel Properties (Presented by Assistant Manager Rodman)
(Trustee Thompson)**

- 1) Motion to Authorize the Village Manager to Execute a Contract with Kon Savoy Consulting Group of Evanston, IL, for the Redevelopment of the Roosevelt Road Hotel Properties, in an Amount Not-to-Exceed \$59,430, to be Expensed to the Roosevelt Road TIF Fund

G. Reminders

- 1) A Regular Village Board meeting is scheduled for Monday, October 11, 2021 at 7:00 p.m.
- 2) A Special Village Board Workshop is scheduled for Thursday, October 14, 2021 at 7:00 p.m.

H. Other Business

I. Adjourn



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

Meeting 9/27/2021 7:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Vouchers
Prepared By: Christina Coyle

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

DOC ID: 2021-991

Total Expenditures (Payroll and Vouchers) - \$2,061,198.39

Statement of the Issue:

Please see the attached voucher report.

Analysis:

N/A

Budget Impact:

N/A

Action Requested:

Please approve the attached vouchers.

Attachments:

1. Village Board Recap 2021-09-27

**Approval of Vouchers
For the Village Board Meeting on September 27, 2021**

EXPENDITURES:

Accounts Payable Warrant 0921-2	\$710,547.22		
Accounts Payable Warrant 0921-3	\$763,031.02		
Sub-Total	\$1,473,578.24	Warrant Total	<u>\$1,473,578.24</u>

PAYROLL EXPENDITURES

September 10, 2021

Net Employee Payroll Checks	\$370,117.18		
<u>Employee & Employer Payroll Deductions:</u>			
Employee Deductions*	\$162,914.54		
IMRF - Employer contribution	\$25,108.30		
Social Security/Medicare Tax Withheld - Employer portion	\$29,480.13		
Total Payroll	<u>\$587,620.15</u>	\$0.00	<u>\$587,620.15</u>
		GRAND TOTAL	<u>\$2,061,198.39</u>

* Employee deductions include contributions for pensions, health insurance, union dues and other employee directed deductions such as tax withholdings, 457 & 125 plan contributions and supplemental life insurance.

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2021 A-RELIABLE PRINTING												
23992		09/02/2021		0921-3	246160	135.50	135.50	09/17/2021	INV	PD		PLAN INSPECTION REPORT
CHECK DATE:		09/17/2021										
23996		09/03/2021		0921-3	246160	148.00	148.00	09/17/2021	INV	PD		PRINTING
CHECK DATE:		09/17/2021										
23993		09/02/2021		0921-3	246160	152.40	152.40	09/17/2021	INV	PD		PRINTING
CHECK DATE:		09/17/2021										
						435.90						
10753 ADVANCED TURF SOLUTIONS												
S0954154		09/02/2021		0921-3	246161	1,200.00	1,200.00	09/15/2021	INV	PD		GRASS SEED FOR DRIVING
CHECK DATE:		09/17/2021										
12710 AEP ENERGY												
3017258058 0821		08/10/2021		0921-2	246076	40.93	40.93	09/10/2021	INV	PD		3017258058 0821
CHECK DATE:		09/10/2021										
3017258025 0821		08/13/2021		0921-2	246077	60.60	60.60	09/10/2021	INV	PD		3017258025 0821
CHECK DATE:		09/10/2021										
3017258003 0821		08/13/2021		0921-2	246078	24.58	24.58	09/10/2021	INV	PD		3017258003 0821
CHECK DATE:		09/10/2021										
3017258069 0821		08/13/2021		0921-2	246079	31.37	31.37	09/10/2021	INV	PD		3017258069 0821
CHECK DATE:		09/10/2021										
3017258081 0821		08/16/2021		0921-2	246080	195.36	195.36	09/10/2021	INV	PD		3017258081 0821
CHECK DATE:		09/10/2021										
3017258070 0821		08/16/2021		0921-2	246081	7,595.29	7,595.29	09/10/2021	INV	PD		3017258070 0821
CHECK DATE:		09/10/2021										
3441094009 0921		08/05/2021		0921-3	246162	67.74	67.74	09/17/2021	INV	PD		3441094009 0921
CHECK DATE:		09/17/2021										
						8,015.87						
12567 AMAZON.COM SALES, INC.												
11R3-PCVL-9DT9		08/08/2021		0921-2	246082	29.99	29.99	09/13/2021	INV	PD		IPAD CASE
CHECK DATE:		09/10/2021										
196L-G7JR-CMPY		07/28/2021		0921-2	246082	47.70	47.70	09/13/2021	INV	PD		USB CABLES
CHECK DATE:		09/10/2021										
1CTL-CGWN-7N71		08/25/2021		0921-2	246082	29.99	29.99	09/13/2021	INV	PD		PW HDMI CABLE
CHECK DATE:		09/10/2021										
13XJ-31DT-6DD3		08/12/2021		0921-2	246082	104.44	104.44	09/13/2021	INV	PD		BATTERY BACKUP & SURGE
CHECK DATE:		09/10/2021										
1DV6-QHGG-FY61		09/06/2021		0921-3	246163	1,423.88	1,423.88	09/17/2021	INV	PD		IPAD FOR IT
CHECK DATE:		09/17/2021										
						1,636.00						
52 SOUTH WEST INDUSTRIES INC												
INV-46673-J3M6		09/01/2021		0921-3	246164	211.00	211.00	09/17/2021	INV	PD		MONTHLY MAINT. SEPT 20
CHECK DATE:		09/17/2021										
4262 ANDERSON LOCK COMPANY												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1073304		08/31/2021		0921-2	246083	98.24		98.24	09/03/2021	INV	PD	16 KEYS CUT
CHECK DATE: 09/10/2021												
10850 ANGELO GELATO ITALIANO, INC												
170351		09/09/2021		0921-3	246165	116.00		116.00	09/11/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
8698 AQUA BACKFLOW, INC												
2021-1673		09/07/2021		0921-3	246166	10.00		10.00	09/17/2021	INV	PD	CERTIFIED LETTERS MAIL
CHECK DATE: 09/17/2021												
7592 AQUAFIX, INC												
37750		08/27/2021		0921-2	246084	2,027.76		2,027.76	09/10/2021	INV	PD	L.S. GREASE PRODUCT
CHECK DATE: 09/10/2021												
12557 BADGER FARMS INC												
761985		09/03/2021		0921-2	246085	39.78		39.78	09/03/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/10/2021												
12485 BEARY LANDSCAPE MANAGEMENT, INC.												
203535	20210020	08/31/2021		0921-3	246167	8,180.00		8,180.00	09/17/2021	INV	PD	LANDSCAPE MAINTENANCE
CHECK DATE: 09/17/2021												
9738 ROBYN BECKER												
24082		09/02/2021		0921-2	246086	1,890.00		1,890.00	09/13/2021	INV	PD	RETT #24082 REFUND - 3
CHECK DATE: 09/10/2021												
82 BELL FUELS, INC.												
352548		08/31/2021		0921-3	246168	1,498.09		1,498.09	09/15/2021	INV	PD	GASOLINE MAINTENANCE T
CHECK DATE: 09/17/2021												
353363		09/09/2021		0921-3	246168	1,505.03		1,505.03	09/15/2021	INV	PD	GAS FOR CARTS & MAINT
CHECK DATE: 09/17/2021												
353362		09/09/2021		0921-3	246168	671.04		671.04	09/15/2021	INV	PD	DIESEL FUEL FOR MAINT
CHECK DATE: 09/17/2021												
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC						3,674.16						
340973495		09/09/2021		0921-3	246169	254.16		254.16	09/12/2021	INV	PD	BEVERAGE FOR RESALE
CHECK DATE: 09/17/2021												
3408973334		09/02/2021		0921-3	246169	500.37		500.37	09/12/2021	INV	PD	BEVERAGE RESAALE
CHECK DATE: 09/17/2021												
103 BRISTOL HOSE & FITTING						754.53						
3466130		09/02/2021		0921-3	246170	54.39		54.39	09/17/2021	INV	PD	INVENTORY - HYD FITTING
CHECK DATE: 09/17/2021												

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
3465359		08/25/2021		0921-3	246170	286.23		286.23	09/17/2021	INV	PD	INVENTORY - HYD. HOSE
CHECK DATE: 09/17/2021						340.62						
12726 C & H PRECISION WEAPONS, LLC												
5391		03/01/2021		0921-2	246087	104.92		104.92	09/03/2021	INV	PD	V4 OPTICS ADAPTER PLAT
CHECK DATE: 09/10/2021												
120 CANON SOLUTIONS AMERICA, INC												
27260456		08/23/2021		0921-2	246088	1,477.70		1,477.70	09/13/2021	INV	PD	VILLAGE COPIERS
CHECK DATE: 09/10/2021												
136 CDS OFFICE SYSTEMS, INC												
INV1402534		09/10/2021		0921-3	246171	1,092.45		1,092.45	09/17/2021	INV	PD	LAPTOP DOCKS
CHECK DATE: 09/17/2021												
10812 CELTIC COMMERCIAL PAINTING, LLC												
9250		09/03/2021		0921-2	246089	1,890.00		1,890.00	09/13/2021	INV	PD	800 N MAIN GARAGE EXTE
CHECK DATE: 09/10/2021												
12268 CHEM-WISE PEST MANAGEMENT												
971123		08/20/2021		0921-2	246090	50.00		50.00	09/10/2021	INV	PD	PEST CONTROL - 275 HIL
CHECK DATE: 09/10/2021												
973515		08/24/2021		0921-2	246090	95.00		95.00	09/10/2021	INV	PD	PEST CONTROL 556 LOWDE
CHECK DATE: 09/10/2021												
973969		08/24/2021		0921-2	246090	95.00		95.00	09/10/2021	INV	PD	819 REVERE RD.
CHECK DATE: 09/10/2021												
973125		08/25/2021		0921-2	246090	100.00		100.00	09/10/2021	INV	PD	PEST CONTROL - 494 LON
CHECK DATE: 09/10/2021												
976312		09/01/2021		0921-2	246090	50.00		50.00	09/10/2021	INV	PD	PEST CONTROL 819 REVER
CHECK DATE: 09/10/2021												
978339		09/08/2021		0921-3	246172	95.00		95.00	09/17/2021	INV	PD	PEST CONTROL
CHECK DATE: 09/17/2021						485.00						
147 CHICAGO DISTRICT GOLF ASSN.												
1007		09/07/2021		0921-2	246091	3,000.00		3,000.00	09/08/2021	INV	PD	MANDATORY FEE IN ORDER
CHECK DATE: 09/10/2021												
5431 CHICAGO METROPOLITAN FIRE PREVENTION CO.												
IN00366020		08/23/2021		0921-3	246173	674.50		674.50	09/15/2021	INV	PD	FIRE ALARM REPAIR
CHECK DATE: 09/17/2021												
6043 CHICAGO PARTS & SOUND LLC												
1-0223909		08/26/2021		0921-3	246174	210.87		210.87	09/17/2021	INV	PD	PW #248 INGNITION COIL
CHECK DATE: 09/17/2021												
1-0223761		08/25/2021		0921-3	246174	204.28		204.28	09/17/2021	INV	PD	PD #002 OPERATING SUPP

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021												
1-0223648		08/25/2021		0921-3	246174	56.74	56.74	09/17/2021	INV	PD		INVENTORY - BRAKES
CHECK DATE: 09/17/2021												
						471.89						
1076 CINTAS CORPORATION NO 2												
4094814284		09/02/2021		0921-2	246092	81.33	81.33	09/13/2021	INV	PD		TRAFFIC MATS
CHECK DATE: 09/10/2021												
10301 GREAT LAKES COCA-COLA DISTRIBUTION, LLC												
815212940		09/02/2021		0921-3	246175	548.40	548.40	09/12/2021	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/17/2021												
4857 COFFMAN TRUCK SALES, INC.												
261033x1		08/31/2021		0921-3	246176	567.53	567.53	09/17/2021	INV	PD		GWA # 611 OPERATING SU
CHECK DATE: 09/17/2021												
261033		08/30/2021		0921-3	246176	173.87	173.87	09/17/2021	INV	PD		GWA 611 - AIR BAG
CHECK DATE: 09/17/2021												
						741.40						
172 COLLEGE OF DUPAGE												
13060		08/26/2021		0921-2	246093	590.00	590.00	08/31/2021	INV	PD		BASIC TRUCK ENFORCEMEN
CHECK DATE: 09/10/2021												
6610 COMCAST CABLE COMMUNICATIONS, LLC												
0545119 0821		08/22/2021		0921-2	246094	200.73	200.73	08/31/2021	INV	PD		MONTHLY SERVICES #8771
CHECK DATE: 09/10/2021												
10917 CONRAD POLYGRAPH, INC												
4544		08/31/2021		0921-3	246177	347.50	347.50	09/13/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/17/2021												
4876 CONSTELLATION NEWENERGY, INC.												
60525439401		09/09/2021		0921-3	246178	47.89	47.89	09/17/2021	INV	PD		7302778-12
CHECK DATE: 09/17/2021												
6052551601		09/09/2021		0921-3	246178	41.31	41.31	09/17/2021	INV	PD		7302778-7
CHECK DATE: 09/17/2021												
						89.20						
10952 CONSUMERS PACKING COMPANY												
376718		08/30/2021		0921-2	246095	921.42	921.42	09/03/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/10/2021												
376871		09/02/2021		0921-2	246095	1,561.70	1,561.70	09/03/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/10/2021												
377034		09/09/2021		0921-3	246179	955.17	955.17	09/11/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/17/2021												
377051		09/09/2021		0921-3	246179	904.83	904.83	09/11/2021	INV	PD		FOOD - RESALE

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021											
376965		09/07/2021		0921-3	246179	2,005.23	2,005.23	09/11/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021											
3037 COZZINI BROS INC.						6,348.35					
C9832235		08/31/2021		0921-2	246096	29.00	29.00	09/03/2021	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 09/10/2021											
C9864670		09/07/2021		0921-3	246180	29.00	29.00	09/11/2021	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 09/17/2021						58.00					
12730 CRETEX SPECIALTY PRODUCTS, INC.											
036827		08/27/2021		0921-2	246097	1,253.98	1,253.98	09/13/2021	INV	PD	CRETEX MANHOLE RINGS
CHECK DATE: 09/10/2021											
10946 DARIN RYAN											
5325	20210042	08/19/2021		0921-2	246098	21,500.00	21,500.00	09/03/2021	INV	PD	YEAR 3 BRUSH REMOVAL B
CHECK DATE: 09/10/2021											
11887 DACRA ADJUDICATION SYSTEMS LLC											
DT 2021-08-15		08/31/2021		0921-2	246099	1,500.00	1,500.00	09/03/2021	INV	PD	AUGUST SERVICES
CHECK DATE: 09/10/2021											
204 DAILY HERALD											
188650		08/15/2021		0921-2	246100	250.70	250.70	09/03/2021	INV	PD	PUBLIC NOTICES/ ESCROW
CHECK DATE: 09/10/2021											
189805		08/21/2021		0921-2	246100	204.70	204.70	09/10/2021	INV	PD	ESCROW 18.0010 APEX 40
CHECK DATE: 09/10/2021						455.40					
8031 SHAW SUBURBAN MEDIA GROUP											
062110074581		06/30/2021		0921-3	246181	1,810.20	1,810.20	09/17/2021	INV	PD	TREASURER'S REPORT
CHECK DATE: 09/17/2021											
5857 RICHARD W DANDURAND											
119719		08/26/2021		0921-2	246101	215.00	215.00	09/13/2021	INV	PD	2021 SIDEWALK AND CONC
CHECK DATE: 09/10/2021											
241 DU-COMM											
17656		07/08/2021		0921-2	246102	38,286.00	38,286.00	09/13/2021	INV	PD	QUARTERLY SHARES AUG 1
CHECK DATE: 09/10/2021											
17700		07/08/2021		0921-2	246102	1,818.33	1,818.33	09/13/2021	INV	PD	FACILITY LEASE/OWNING
CHECK DATE: 09/10/2021											
17609		05/11/2021		0921-2	246102	551.25	551.25	09/13/2021	INV	PD	ACTIVE 911 ANNUAL RENE
CHECK DATE: 09/10/2021											

VILLAGE OF GLEN ELLYN



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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2558 R. W. DUNTEMAN COMPANY						40,655.58						
211602	20210039	08/19/2021		0921-2	246103	539,697.39	539,697.39	09/03/2021	INV	PD		2021 STREET IMPROVEMEN
CHECK DATE: 09/10/2021												
256 DUPAGE MAYORS & MANAGERS CONF.												
118828		08/05/2021		0921-2	246104	680.00	680.00	08/13/2021	INV	PD		DMMC GOLF REGISTRATION
CHECK DATE: 09/10/2021												
262 DUPAGE WATER COMMISSION												
DPWC-170		08/31/2021		0921-3	28423	417,186.77	417,186.77	09/17/2021	DIR	PD		WATER COSTS 7/31/21 -
CHECK DATE: 09/17/2021												
9056 ECOLAB INC												
620504177		03/17/2021		0921-3	246182	483.50	483.50	09/14/2021	INV	PD		KITCHEN SERVICES
CHECK DATE: 09/17/2021												
6260642089		03/25/2021		0921-3	246182	111.02	111.02	09/14/2021	INV	PD		KITCHEN SERVICES
CHECK DATE: 09/17/2021												
						594.52						
291 EUCLID BEVERAGE, LLC												
W-2758528		09/09/2021		0921-3	246183	1,680.80	1,680.80	09/12/2021	INV	PD		BEVERAGE RESALE
CHECK DATE: 09/17/2021												
W-2754764		09/02/2021		0921-3	246183	1,631.50	1,631.50	09/12/2021	INV	PD		BEVERAGE RESALE
CHECK DATE: 09/17/2021												
						3,312.30						
11334 EURO USA MIDWEST LLC												
605408-00		08/30/2021		0921-2	246105	901.66	901.66	09/03/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/10/2021												
12727 JAMES EVERETT												
24-01547		09/02/2021		0921-2	246106	30.00	30.00	09/13/2021	INV	PD		VEHICLE STICKER LATE F
CHECK DATE: 09/10/2021												
11421 FACILITIES MANAGEMENT EXPRESS, LLC												
16972		09/05/2021		0921-2	246107	1,887.00	1,887.00	09/13/2021	INV	PD		FMX ANNUAL SUBSCRIPTIO
CHECK DATE: 09/10/2021												
2017 ELLIOTT AUTO SUPPLY COMPANY, INC												
62-503121		08/11/2021		0921-3	246184	19.48	19.48	09/17/2021	INV	PD		OPERATING SUPPLIES - B
CHECK DATE: 09/17/2021												
50-3504081		08/25/2021		0921-3	246184	403.59	403.59	09/17/2021	INV	PD		INVENTORY - BRAKES & R
CHECK DATE: 09/17/2021												
50-3504256		08/25/2021		0921-3	246184	60.16	60.16	09/17/2021	INV	PD		PD #005 TOE LINK

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021												
61-529862		08/12/2021		0921-3	246184	-19.48	-19.48	09/17/2021	CRM	PD		RETURN PARTS CREDIT
CHECK DATE: 09/17/2021												
						463.75						
12695 FILTERSHINE CHICAGO INC.												
10369773		09/07/2021		0921-3	246185	200.00	200.00	09/10/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/17/2021												
1726 BRIDGESTONE RETAIL OPERATIONS, LLC												
290210		09/01/2021		0921-3	246186	497.20	497.20	09/17/2021	INV	PD		INVENTORY - 4 TIRES
CHECK DATE: 09/17/2021												
290216		09/02/2021		0921-3	246186	60.00	60.00	09/17/2021	INV	PD		PD #003 WHEEL ALIGNMEN
CHECK DATE: 09/17/2021												
290213		09/01/2021		0921-3	246186	60.00	60.00	09/17/2021	INV	PD		PD # 005 - WHEEL ALIGN
CHECK DATE: 09/17/2021												
290085		08/26/2021		0921-3	246186	497.20	497.20	09/17/2021	INV	PD		INVENTORY - TIRES
CHECK DATE: 09/17/2021												
						1,114.40						
11884 FIRST COMMUNICATIONS, LLC												
122271495		09/06/2021		0921-3	246187	529.97	529.97	09/17/2021	INV	PD		PD PRI
CHECK DATE: 09/17/2021												
10896 JOSEPH E FITZGERALD												
20211426		09/02/2021		0921-2	246108	1,000.00	1,000.00	09/10/2021	INV	PD		RESTORE DEP. - 449 GRE
CHECK DATE: 09/10/2021												
311 THE TERRAMAR GROUP, INC												
77687		08/31/2021		0921-3	246188	233.70	233.70	09/17/2021	INV	PD		INVENTORY - OPERATING
CHECK DATE: 09/17/2021												
77644		08/24/2021		0921-3	246188	442.80	442.80	09/17/2021	INV	PD		INVENTORY - OPERATING
CHECK DATE: 09/17/2021												
						676.50						
7097 FLEETPRIDE, INC												
80869995		08/27/2021		0921-3	246189	19.68	19.68	09/17/2021	INV	PD		FD #1E63 OPERATING SUP
CHECK DATE: 09/17/2021												
11184 TAMARA FLEMM												
24135		09/07/2021		0921-2	246109	1,065.00	1,065.00	09/13/2021	INV	PD		RETT # 24135 REFUND -
CHECK DATE: 09/10/2021												
12595 FOX SWIBEL LEVIN & CARROLL LLP												
102736		07/31/2021		0921-2	246110	1,648.00	1,648.00	09/03/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/10/2021												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
7971 MARK FRANZ												
119858		09/10/2021		0921-3	246190	593.75		593.75	09/17/2021	INV	PD	ILCMA CONFERENCE REIMB
CHECK DATE:		09/17/2021										
9040 GARB ALTERNATIVE SPORTSWEAR INC												
137359		08/20/2021		0921-2	246111	1,135.91		1,135.91	09/08/2021	INV	PD	FALL JR LEAGUE PULLOVE
CHECK DATE:		09/10/2021										
137493		08/24/2021		0921-2	246111	415.78		415.78	09/08/2021	INV	PD	FALL JR LEAGUE PULLOVE
CHECK DATE:		09/10/2021										
						1,551.69						
11828 GET FRESH PRODUCE												
03846689		09/02/2021		0921-2	246112	421.40		421.40	09/02/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/10/2021										
03844847		08/31/2021		0921-2	246112	264.00		264.00	08/31/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/10/2021										
03844048		08/30/2021		0921-2	246112	315.05		315.05	08/31/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/10/2021										
03847931		09/03/2021		0921-2	246112	500.05		500.05	09/04/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/10/2021										
03843066		08/28/2021		0921-2	246112	472.40		472.40	09/02/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/10/2021										
03849185		09/04/2021		0921-2	246112	1,017.90		1,017.90	09/04/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/10/2021										
03853760		09/10/2021		0921-3	246191	420.70		420.70	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/17/2021										
03852704		09/09/2021		0921-3	246191	324.35		324.35	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/17/2021										
03850895		09/07/2021		0921-3	246191	232.25		232.25	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/17/2021										
03854861		09/11/2021		0921-3	246191	721.40		721.40	09/11/2021	INV	PD	FOOD - RESALE
CHECK DATE:		09/17/2021										
						4,689.50						
348 GLEN ELLYN CHAMBER OF COMMERCE												
19921		09/08/2021		0921-3	246192	562.50		562.50	09/13/2021	INV	PD	STEAK FRY TABLE VILLAG
CHECK DATE:		09/17/2021										
922 VILLAGE OF GLEN ELLYN												
083121		08/31/2021		0921-2	246113	315.76		315.76	09/03/2021	INV	PD	REPLENISH PETTY CASH M
CHECK DATE:		09/10/2021										
9692 LOUIS GLUNZ BEER, INC												
463300		09/09/2021		0921-3	246193	544.15		544.15	09/12/2021	INV	PD	BEVERAGE RESALE
CHECK DATE:		09/17/2021										
465120		09/10/2021		0921-3	246193	364.15		364.15	09/12/2021	INV	PD	BEER FOR RESALE
CHECK DATE:		09/17/2021										

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
368 GRACE LUTHERAN CHURCH						908.30						
GRACE-120		09/01/2021		0921-2	246114	320.00	320.00	09/01/2021	INV	PD		CUSTODIAL/TELECOM
CHECK DATE: 09/10/2021												
5049 GROOT INDUSTRIES INC.												
7570889		09/01/2021		0921-3	246194	121,810.29	121,810.29	09/13/2021	INV	PD		REFUSE/RECYCLING JUNE
CHECK DATE: 09/17/2021												
7570499		09/01/2021		0921-3	246194	481.23	481.23	09/14/2021	INV	PD		TRASH SERVICES
CHECK DATE: 09/17/2021												
12677 GUARDIAN ALLIANCE TECHNOLOGIES, INC.						122,291.52						
13860		08/31/2021		0921-2	246115	204.00	204.00	09/03/2021	INV	PD		MONTHLY SERVICES
CHECK DATE: 09/10/2021												
11051 H&H ELECTRIC CO												
37279		06/30/2021		0921-3	246195	2,498.90	2,498.90	09/17/2021	INV	PD		STREET LIGHT INSTALL -
CHECK DATE: 09/17/2021												
2081 HAMPTON, LENZINI AND RENWICK, INC.												
20211522		08/13/2021		0921-2	246116	3,358.75	3,358.75	09/13/2021	INV	PD		PROFESS. SERVICES - 16
CHECK DATE: 09/10/2021												
2324 HARRIS MOTOR SPORTS, INC.												
02-294658		09/01/2021		0921-3	246196	2,501.66	2,501.66	09/14/2021	INV	PD		GOLF CAR GPS LEASE FEE
CHECK DATE: 09/17/2021												
2030 HBK WATER METER SERVICE, INC.												
210461		09/02/2021		0921-3	246197	237.50	237.50	09/17/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/17/2021												
210471		09/09/2021		0921-3	246197	704.41	704.41	09/17/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/17/2021												
6405 HIGHLAND BAKING CO						941.91						
0002538023		09/02/2021		0921-2	246117	74.55	74.55	09/02/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/10/2021												
0002539414		09/04/2021		0921-2	246117	258.04	258.04	09/04/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/10/2021												
5380 L & R MORAN, INC						332.59						
70203		07/31/2021		0921-2	246118	1,745.00	1,745.00	09/03/2021	INV	PD		EMPLOYEE VERIFICATION
CHECK DATE: 09/10/2021												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
388 H-O-H WATER TECHNOLOGY, INC												
611081		08/26/2021		0921-3	246198	278.76		278.76	09/17/2021	INV	PD	BOILER CHEMICALS
CHECK DATE: 09/17/2021												
8086 HUFF & HUFF, INC												
0810168		02/22/2021		0921-2	246119	5,609.63		5,609.63	09/03/2021	INV	PD	ENVIRONMENTAL ENGINEER
CHECK DATE: 09/10/2021												
415 ILLINOIS EPA												
278401		08/17/2021		0921-2	246120	2,726.78		2,726.78	09/13/2021	INV	PD	IEPA REVIEW 18.0010 AP
CHECK DATE: 09/10/2021												
12335 ILLINOIS PHLEBOTOMY SERVICES												
1399		09/01/2021		0921-2	246121	425.00		425.00	09/03/2021	INV	PD	PHLEBOTOMY SERVICES 8/
CHECK DATE: 09/10/2021												
425 ILLINOIS SECTION AWWA												
200049804		02/28/2020		0921-2	246122	80.00		80.00	09/10/2021	INV	PD	CONFERENCE
CHECK DATE: 09/10/2021												
429 ILLINOIS TACTICAL OFFICERS ASSN												
01234		08/27/2021		0921-2	246123	135.00		135.00	08/31/2021	INV	PD	ARMORER COURSE - RIGGL
CHECK DATE: 09/10/2021												
1837 ILLINOIS STATE TOLL HIGHWAY AUTHORITY												
VN5903023258		08/23/2021		0921-3	246199	21.80		21.80	09/17/2021	INV	PD	PW #20.220 TOLLS
CHECK DATE: 09/17/2021												
445 INTOXIMETERS INC												
687832		08/24/2021		0921-2	246124	290.50		290.50	09/03/2021	INV	PD	MOUTHPIECES
CHECK DATE: 09/10/2021												
9078 TYCO FIRE & SECURITY MANAGEMENT, INC												
36235740		08/07/2021		0921-2	246125	138.00		138.00	09/03/2021	INV	PD	01300 113056962
CHECK DATE: 09/10/2021												
11122 LINDSEY KAMINSKY												
119767		09/08/2021		0921-3	246200	120.00		120.00	09/13/2021	INV	PD	ANNUAL MEMBERSHIP REIM
CHECK DATE: 09/17/2021												
9751 KLF ENTERPRISES												
INV-039879	20210005	08/13/2021		0921-2	246126	284.70		284.70	09/13/2021	INV	PD	MATERIAL HAULING SERVI
CHECK DATE: 09/10/2021												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
612 KONICA MINOLTA BUSINESS SOLUTIONS INC												
451125710		08/20/2021		0921-2	246127	445.00		445.00	09/13/2021	INV	PD	PW COPIER
CHECK DATE:	09/10/2021											
451125553		08/20/2021		0921-2	246127	226.00		226.00	09/13/2021	INV	PD	PD RECORDS COPIER
CHECK DATE:	09/10/2021											
73676775		09/02/2021		0921-3	246201	203.00		203.00	09/17/2021	INV	PD	COPIER SENIOR CENTER
CHECK DATE:	09/17/2021											
						874.00						
6271 LANDSCAPE CONCEPTS MANAGEMENT, INC.												
10307	20210004	09/02/2021		0921-3	246202	9,227.40		9,227.40	09/17/2021	INV	PD	YR 1 FORESTRY WORK CON
CHECK DATE:	09/17/2021											
546 LEN'S ACE HARDWARE, INC.												
101535/3		09/02/2021		0921-2	246128	4.05		4.05	09/13/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE:	09/10/2021											
101428/3		08/26/2021		0921-2	246128	25.19		25.19	09/13/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE:	09/10/2021											
101435/3		08/27/2021		0921-2	246128	26.99		26.99	09/13/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE:	09/10/2021											
101390/3		08/24/2021		0921-2	246128	4.00		4.00	09/13/2021	INV	PD	SUPPLIES STREETS
CHECK DATE:	09/10/2021											
101366/3		08/23/2021		0921-2	246128	-5.41		-5.41	08/23/2021	CRM	PD	OPERATING SUPPLIES - C
CHECK DATE:	09/10/2021											
101343/3		08/20/2021		0921-2	246128	15.41		15.41	08/23/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE:	09/10/2021											
101557/3		09/03/2021		0921-2	246128	4.48		4.48	09/13/2021	INV	PD	OPERATING EXPENSES
CHECK DATE:	09/10/2021											
101446/3		08/27/2021		0921-3	246203	11.68		11.68	09/17/2021	INV	PD	PW # 230 PARTS
CHECK DATE:	09/17/2021											
100870/3		07/23/2021		0921-3	246203	73.59		73.59	09/17/2021	INV	PD	MISC SUPPLIES STREETS
CHECK DATE:	09/17/2021											
101527/3		09/01/2021		0921-3	246203	22.96		22.96	09/17/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE:	09/17/2021											
101505/3		08/31/2021		0921-3	246203	12.22		12.22	09/15/2021	INV	PD	MISC PARTS
CHECK DATE:	09/17/2021											
101554/3		09/03/2021		0921-3	246203	17.96		17.96	09/15/2021	INV	PD	PIPE FITTINGS
CHECK DATE:	09/17/2021											
101537/3		09/02/2021		0921-3	246203	38.63		38.63	09/15/2021	INV	PD	MISC PIPE FITTINGS
CHECK DATE:	09/17/2021											
						251.75						
12737 BRIAN LYNLEY AND STEPHANY SMITH												
24-01994		09/13/2021		0921-3	246204	30.00		30.00	09/17/2021	INV	PD	VEHICLE STICKER REFUND
CHECK DATE:	09/17/2021											
10155 ELIZABETH A MAGER												
119614	20210054	08/30/2021		0921-2	246129	15,000.00		15,000.00	09/03/2021	INV	PD	FACADE IMPROVEMENT AWA
CHECK DATE:	09/10/2021											

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
12729 PETER MALONE												
20211355		09/02/2021		0921-2	246130	1,000.00	1,000.00	09/10/2021	INV	PD		RESTORE DEP. - 579 LOW
CHECK DATE: 09/10/2021												
9393 DANIEL MAZUR												
23839		09/07/2021		0921-2	246131	1,215.00	1,215.00	09/10/2021	INV	PD		RETT #23839 REFUND - 2
CHECK DATE: 09/10/2021												
590 MEADE ELECTRIC COMPANY, INC.												
451217		07/21/2021		0921-3	246205	1,822.38	1,822.38	09/13/2021	INV	PD		ELECTRICAL SERVICES IS
CHECK DATE: 09/17/2021												
12680 MEDCOR, INC												
OSH0000005		09/09/2021		0921-3	246206	150.00	150.00	09/17/2021	INV	PD		EVENT SERVICE FEE
CHECK DATE: 09/17/2021												
595 MENARDS, INC.												
74054		08/26/2021		0921-3	246207	15.98	15.98	09/17/2021	INV	PD		MISC SUPPLIES STREETS
CHECK DATE: 09/17/2021												
73946		08/24/2021		0921-3	246207	19.44	19.44	09/17/2021	INV	PD		MISC SUPPLIES STREETS
CHECK DATE: 09/17/2021												
						35.42						
596 METRO PARAMEDIC SERVICES, INC.												
21-345912		08/18/2021		0921-3	246208	36,616.67	36,616.67	09/17/2021	INV	PD		METRO PARAMEDICS SERVI
CHECK DATE: 09/17/2021												
11480 M.A. MORTENSON COMPANY												
18090015-22	20190011	08/31/2021		0921-3	28515	86,559.00	86,559.00	09/17/2021	DIR	PD		PARKING GARAGE CONSTRU
CHECK DATE: 09/16/2021												
8205 MUNICIPAL GIS PARTNERS, INC												
5569	20210003	08/31/2021		0921-2	246132	8,674.25	8,674.25	09/13/2021	INV	PD		GIS CONSORTIUM SVC CON
CHECK DATE: 09/10/2021												
5964		08/31/2021		0921-2	246132	2,187.60	2,187.60	09/13/2021	INV	PD		PW PROJECT WORK
CHECK DATE: 09/10/2021												
						10,861.85						
1082 MUNICIPAL INS COOPERATIVE AGENCY												
3144117 051226		08/24/2021		0921-2	246133	123.00	123.00	09/10/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/10/2021												
10966 MUNICIPAL CODE CORPORATION												
00362789		08/31/2021		0921-3	246209	320.00	320.00	09/13/2021	INV	PD		ELECTRONIC UPDATES

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021												
1212 MURPHY & MILLER, INC												
SVC00033759		08/26/2021		0921-3	246210	432.50		432.50	09/17/2021	INV	PD	SERVICE CALL -
CHECK DATE: 09/17/2021												
5841 GENUINE PARTS CO-NAPA												
0701-611468		08/04/2021		0921-3	246211	14.48		14.48	09/17/2021	INV	PD	INVENTORY - AIR FILTER
CHECK DATE: 09/17/2021												
0701-612399		08/10/2021		0921-3	246211	-20.49		-20.49	09/17/2021	CRM	PD	CREDIT FOR RETURN PART
CHECK DATE: 09/17/2021												
0701-612429		08/10/2021		0921-3	246211	255.69		255.69	09/17/2021	INV	PD	PD # 20-019 BRAKES AND
CHECK DATE: 09/17/2021												
0701-612541		08/10/2021		0921-3	246211	-95.94		-95.94	09/17/2021	CRM	PD	RETURN FOR CREDIT
CHECK DATE: 09/17/2021												
0701-612816		08/12/2021		0921-3	246211	5.22		5.22	09/17/2021	INV	PD	PW # 290 & 291 SPARK P
CHECK DATE: 09/17/2021												
0701-614647		08/25/2021		0921-3	246211	48.85		48.85	09/17/2021	INV	PD	INVENTORY FILTERS
CHECK DATE: 09/17/2021												
0701-614641		08/25/2021		0921-3	246211	84.98		84.98	09/17/2021	INV	PD	PW # 518 FILTERS
CHECK DATE: 09/17/2021												
0701-615634		08/31/2021		0921-3	246211	333.66		333.66	09/17/2021	INV	PD	PD # 003 PARTS
CHECK DATE: 09/17/2021												
0701-615603		08/31/2021		0921-3	246211	5.70		5.70	09/17/2021	INV	PD	PD # 003 VALVE PARTS
CHECK DATE: 09/17/2021												
						632.15						
651 NORTHERN ILLINOIS GAS COMPANY												
05-47-62-10009 0821		08/27/2021		0921-2	246134	71.90		71.90	09/13/2021	INV	PD	05-47-62-10009 0821
CHECK DATE: 09/10/2021												
24990010001 0921		09/07/2021		0921-3	246212	141.89		141.89	09/14/2021	INV	PD	UTILITIES 24990010001
CHECK DATE: 09/17/2021												
86246827108 0921		09/07/2021		0921-3	246213	59.80		59.80	09/14/2021	INV	PD	UTILITIES 8624682710
CHECK DATE: 09/17/2021												
01665210009 0921		09/08/2021		0921-3	246214	1,018.16		1,018.16	09/14/2021	INV	PD	UTILITIES 0166521000
CHECK DATE: 09/17/2021												
						1,291.75						
12732 GWEN NIELSEN												
23332		09/07/2021		0921-2	246135	2,295.00		2,295.00	09/13/2021	INV	PD	RETT # 23332 REFUND -
CHECK DATE: 09/10/2021												
655 NORTHERN ILLINOIS UNIVERSITY												
NIU-11		08/31/2021		0921-3	246215	1,112.00		1,112.00	09/13/2021	INV	PD	REIMBURSEMENT - E. BEB
CHECK DATE: 09/17/2021												
665 O'HARE TRUCK/TOWING SERVICE, INC.												
657277		09/02/2021		0921-2	246136	153.25		153.25	09/03/2021	INV	PD	9-2-2021 200 MERCEDES
CHECK DATE: 09/10/2021												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
738 RAY O'HERRON CO. INC.												
2128061-IN		07/13/2021		0921-2	246137	30.00		30.00	08/31/2021	INV	PD	NAMETAPES - HOLSTEAD
CHECK DATE:	09/10/2021											
2129752-IN		07/21/2021		0921-2	246137	50.00		50.00	08/31/2021	INV	PD	HOLSTEAD - NAMETAGS
CHECK DATE:	09/10/2021											
2136150-IN		08/19/2021		0921-2	246137	68.00		68.00	08/31/2021	INV	PD	JTERRANOVA - SCABBARD
CHECK DATE:	09/10/2021											
2129659-IN		07/20/2021		0921-2	246137	692.77		692.77	08/31/2021	INV	PD	CARIUS - VEST
CHECK DATE:	09/10/2021											
2136148-IN		08/19/2021		0921-2	246137	61.50		61.50	08/31/2021	INV	PD	J TERRANOVA - 3 PAIRS
CHECK DATE:	09/10/2021											
2136011-IN		08/19/2021		0921-2	246137	55.93		55.93	08/31/2021	INV	PD	CPL BARS(7) - JTERRANO
CHECK DATE:	09/10/2021											
2138644-IN		08/31/2021		0921-2	246137	35.00		35.00	09/03/2021	INV	PD	MURRAY - SCABBARD
CHECK DATE:	09/10/2021											
2134544-IN		06/11/2021		0921-2	246137	692.77		692.77	09/03/2021	INV	PD	ACKLIN - VEST
CHECK DATE:	09/10/2021											
2136472-IN		08/20/2021		0921-2	246137	692.69		692.69	09/03/2021	INV	PD	MURRAY VEST
CHECK DATE:	09/10/2021											
2138645-IN		08/31/2021		0921-2	246137	35.00		35.00	09/03/2021	INV	PD	ACKLIN - SCABBARD
CHECK DATE:	09/10/2021											
2138643-IN		08/31/2021		0921-2	246137	89.90		89.90	09/03/2021	INV	PD	MOURNING BANDS/THC KIT
CHECK DATE:	09/10/2021											
						2,503.56						
10068 BODEK INC												
W216780		09/04/2021		0921-3	246216	214.95		214.95	09/11/2021	INV	PD	FOOD - RESALE
CHECK DATE:	09/17/2021											
1458 OFFICE DEPOT, INC												
188831597001		08/12/2021		0921-2	246138	153.65		153.65	08/31/2021	INV	PD	DIVIDERS, WIPES, DISIN
CHECK DATE:	09/10/2021											
188882118001		08/16/2021		0921-2	246138	53.21		53.21	09/13/2021	INV	PD	OFFICE SUPPLIES
CHECK DATE:	09/10/2021											
						206.86						
670 DAVID B COULTER												
21-101		09/03/2021		0921-3	246217	523.13		523.13	09/17/2021	INV	PD	PW TREE PRESERVATION S
CHECK DATE:	09/17/2021											
2670 PACE SUBURBAN BUS												
595203		08/31/2021		0921-3	246218	1,143.04		1,143.04	09/17/2021	INV	PD	JUNE 2021 LOCAL SHARE
CHECK DATE:	09/17/2021											
676 PACKKEY WEBB FORD, INC.												
157461		08/31/2021		0921-3	246219	25.77		25.77	09/17/2021	INV	PD	PD #005 DUST SHIELD
CHECK DATE:	09/17/2021											
157457		08/31/2021		0921-3	246219	399.39		399.39	09/17/2021	INV	PD	PD # 005 PARTS

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021												
157458		08/31/2021		0921-3	246219	200.00	200.00	09/17/2021	INV	PD	PD #003	WHEELS
CHECK DATE: 09/17/2021												
157435		08/27/2021		0921-3	246219	49.52	49.52	09/17/2021	INV	PD	GWA #605	TIRE SEALANT
CHECK DATE: 09/17/2021												
157294		08/19/2021		0921-3	246219	46.50	46.50	09/17/2021	INV	PD	PD # 003	PARTS
CHECK DATE: 09/17/2021												
157275		08/18/2021		0921-3	246219	33.42	33.42	09/17/2021	INV	PD	PD # 009	HOSE & KIT
CHECK DATE: 09/17/2021												
157534		09/07/2021		0921-3	246219	39.91	39.91	09/17/2021	INV	PD	PD # 009	PARTS
CHECK DATE: 09/17/2021												
157535		09/07/2021		0921-3	246219	47.45	47.45	09/17/2021	INV	PD	PD # 005	PARTS
CHECK DATE: 09/17/2021												
157488		09/01/2021		0921-3	246219	18.90	18.90	09/17/2021	INV	PD	PD # 003	PARTS
CHECK DATE: 09/17/2021												
						860.86						
12731 PARK DISTRICT OF HIGHLAND PARK												
WC091721		09/08/2021		0921-2	246139	300.00	300.00	09/08/2021	INV	PD	ENTRY FEE FOR WADSWORT	
CHECK DATE: 09/10/2021												
12728 RANDALL PAYLEITNER												
24-1412-13		09/02/2021		0921-2	246140	83.36	83.36	09/13/2021	INV	PD	VEHICLE STICKER REFUND	
CHECK DATE: 09/10/2021												
10823 PEST MANAGEMENT SERVICES, INC												
39106		09/07/2021		0921-3	246220	95.00	95.00	09/13/2021	INV	PD	PEST CONTROL	
CHECK DATE: 09/17/2021												
11266 PHYSICIANS IMMEDIATE CARE NORTH CHICAGO LLC												
4219447		08/04/2021		0921-3	246221	2,742.00	2,742.00	09/13/2021	INV	PD	PRE-EMPLOYMENT SCREEEN	
CHECK DATE: 09/17/2021												
700 THE PITNEY BOWES BANK INC												
3104924107		08/26/2021		0921-2	246141	453.99	453.99	09/13/2021	INV	PD	CC POSTAGE MACHINE LEA	
CHECK DATE: 09/10/2021												
10369 MEGAN PLAHM												
119917		09/13/2021		0921-3	246222	14.00	14.00	09/17/2021	INV	PD	ITEM FOR DMMC RAFFLE B	
CHECK DATE: 09/17/2021												
9408 KELLY PURVIS												
119826		09/02/2021		0921-3	246223	59.85	59.85	09/17/2021	INV	PD	REIMBURSEMENT	
CHECK DATE: 09/17/2021												
12736 DAVID & OLIVIA PUSINSKY												
24121		09/09/2021		0921-3	246224	1,680.00	1,680.00	09/17/2021	INV	PD	RETT # 24121 REFUND -	

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021												
1529 LAURIE REIFEL												
119718		08/26/2021		0921-2	246142	119.00		119.00	09/13/2021	INV	PD	2021 STREET IMPROVE. P
CHECK DATE: 09/10/2021												
1254 REINDERS, INC.												
1897619-00		09/01/2021		0921-3	246225	407.14		407.14	09/15/2021	INV	PD	IRRIGATION FOOT VALVES
CHECK DATE: 09/17/2021												
764 ROTARY CLUB OF GLEN ELLYN												
318		09/01/2021		0921-2	246143	147.00		147.00	09/03/2021	INV	PD	DUES
CHECK DATE: 09/10/2021												
6093 SCHAMBERGER BROTHERS, INC												
0000436134		09/10/2021		0921-3	246226	671.00		671.00	09/12/2021	INV	PD	BEVERAGE RESALE
CHECK DATE: 09/17/2021												
0000435962		08/31/2021		0921-3	246226	200.00		200.00	09/12/2021	INV	PD	BEVERAGE RESALE
CHECK DATE: 09/17/2021												
0000436015		09/03/2021		0921-3	246226	701.80		701.80	09/12/2021	INV	PD	BEVERAGE RESALE
CHECK DATE: 09/17/2021												
						1,572.80						
12735 SCHINDLER ELEVATOR CORP.												
7100467317		08/31/2021		0921-3	246227	900.00		900.00	09/17/2021	INV	PD	ELEVATOR INSPECTIONS
CHECK DATE: 09/17/2021												
11768 SHI INTERNATIONAL												
B13959668		08/24/2021		0921-2	246144	342.48		342.48	09/13/2021	INV	PD	CD SCANNER
CHECK DATE: 09/10/2021												
B14009934		09/02/2021		0921-3	246228	2,250.00		2,250.00	09/17/2021	INV	PD	PD NET MOTION SOFTWARE
CHECK DATE: 09/17/2021												
						2,592.48						
794 THE SIDWELL COMPANY												
SIDXT0001547		08/30/2021		0921-3	246229	700.00		700.00	09/17/2021	INV	PD	SIDWELL MAPS
CHECK DATE: 09/17/2021												
3571 HARRY C SMITH LTD												
4306		08/16/2021		0921-2	246145	8,987.00		8,987.00	09/03/2021	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 09/10/2021												
10181 SOUTHERN GLAZER'S WINE AND SPIRITS, LLC												
3823878		09/02/2021		0921-3	246230	1,614.36		1,614.36	09/12/2021	INV	PD	BEVERAGE FOR RESALE
CHECK DATE: 09/17/2021												
3834284		09/09/2021		0921-3	246230	1,602.17		1,602.17	09/12/2021	INV	PD	BEVERAGE FOR RESALE

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021						3,216.53						
806 STANDARD EQUIPMENT COMPANY												
P31342		08/27/2021		0921-3	246231	495.04	495.04	09/17/2021	INV	PD		INVENTORY - GUTTER BRO
CHECK DATE: 09/17/2021												
2687 STAPLES CONTRACT & COMMERCIAL, INC.												
3485116923		08/21/2021		0921-2	246146	255.34	255.34	09/13/2021	INV	PD		OFFICE SUPPLIES
CHECK DATE: 09/10/2021												
3484748688		08/17/2021		0921-2	246146	72.49	72.49	09/10/2021	INV	PD		OFFICE SUPPLIES
CHECK DATE: 09/10/2021						327.83						
827 SUBURBAN DRIVE LINE, INC.												
63430		08/24/2021		0921-3	246232	59.50	59.50	09/17/2021	INV	PD		PW # 230 SAFETY LANE I
CHECK DATE: 09/17/2021												
63414		08/20/2021		0921-3	246232	59.50	59.50	09/17/2021	INV	PD		PW # 205 SAFETY LANE I
CHECK DATE: 09/17/2021						119.00						
5018 SUBURBAN LABORATORIES, INC.												
193456		08/31/2021		0921-2	246147	525.00	525.00	09/10/2021	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/10/2021												
2937 SUPERIOR ASPHALT MATERIALS, LLC												
20211119		08/17/2021		0921-2	246148	785.20	785.20	09/10/2021	INV	PD		OPERATING SUPPLIES
CHECK DATE: 09/10/2021												
835 SUPERIOR BEVERAGE CO.												
395575		09/03/2021		0921-3	246233	325.20	325.20	09/12/2021	INV	PD		BEVERAGE RESALE
CHECK DATE: 09/17/2021												
10104 SUPREME LOBSTER CO												
7176607		09/02/2021		0921-2	246149	540.81	540.81	09/03/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/10/2021												
7181226		09/09/2021		0921-3	246234	909.21	909.21	09/11/2021	INV	PD		FOOD - RESALE
CHECK DATE: 09/17/2021						1,450.02						
854 TERRACE SUPPLY COMPANY												
01027441		08/31/2021		0921-3	246235	27.28	27.28	09/17/2021	INV	PD		RENTAL AUG 2021
CHECK DATE: 09/17/2021												
2211 JANET TERRANOVA												
MENTORING & COACHING		09/03/2021		0921-3	246236	600.00	600.00	09/14/2021	INV	PD		TUITION REIMBURSEMENT

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021												
1242 THIRD MILLENNIUM ASSOCIATES, INC												
26707		08/31/2021		0921-2	246150	94.95		94.95	09/13/2021	INV	PD	VEHICLE STICKER PURCHA
CHECK DATE: 09/10/2021												
865 ACUSHNET COMPANY												
911648225		08/14/2021		0921-2	246151	134.90		134.90	09/08/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 09/10/2021												
911657096		08/17/2021		0921-2	246151	2,737.54		2,737.54	09/08/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 09/10/2021												
911732214		08/30/2021		0921-2	246151	30.58		30.58	09/08/2021	INV	PD	UNIFORM FOR BRAD CHAPP
CHECK DATE: 09/10/2021												
911676910		08/19/2021		0921-2	246151	116.50		116.50	09/08/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 09/10/2021												
11504 TOTAL PARKING SOLUTIONS, INC					3,019.52							
105449		08/30/2021		0921-3	246237	2,760.00		2,760.00	09/17/2021	INV	PD	MAINTENANCE - 2 PARKI
CHECK DATE: 09/17/2021												
105448		08/30/2021		0921-3	246238	1,920.00		1,920.00	09/17/2021	INV	PD	WEBOFFICE CMS MONITORI
CHECK DATE: 09/17/2021												
					4,680.00							
10019 TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC												
258788	AUGUST 2021	08/31/2021		0921-2	246152	192.00		192.00	09/03/2021	INV	PD	MONTHLY SERVICES
CHECK DATE: 09/10/2021												
10577 CAMPAGNA-TURANO BAKERY, INC												
675952518		09/04/2021		0921-2	246153	93.57		93.57	09/04/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/10/2021												
675948913		09/03/2021		0921-2	246153	98.15		98.15	09/04/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/10/2021												
800464854		09/09/2021		0921-3	246239	129.55		129.55	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
800464315		09/07/2021		0921-3	246239	42.30		42.30	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
948191001		08/29/2021		0921-3	246239	113.42		113.42	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
948321001		09/01/2021		0921-3	246239	102.83		102.83	09/10/2021	INV	PD	FOOD- RESALE
CHECK DATE: 09/17/2021												
675937610		08/30/2021		0921-3	246239	64.81		64.81	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
675965039		09/10/2021		0921-3	246239	169.21		169.21	09/10/2021	INV	PD	FOOD RESALE
CHECK DATE: 09/17/2021												
					813.84							
12733 U BEE'S INC												
20211393		09/02/2021		0921-3	246240	500.00		500.00	09/13/2021	INV	PD	RESTORE DEP. - 266 S E

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/17/2021												
11819 UNIFIRST CORPORATION												
061 1388261		07/30/2021		0921-3	246241	45.00		45.00	09/17/2021	INV	PD	TOWEL & MAT SERVICE
CHECK DATE: 09/17/2021												
061 1389855		08/06/2021		0921-3	246241	45.00		45.00	09/17/2021	INV	PD	TOWEL & MAT SERVICE
CHECK DATE: 09/17/2021												
061 1393028		08/20/2021		0921-3	246241	45.00		45.00	09/17/2021	INV	PD	TOWEL & MAT SERVICE
CHECK DATE: 09/17/2021												
061 1394687		08/27/2021		0921-3	246241	45.00		45.00	09/17/2021	INV	PD	TOWEL & MAT SERVICE
CHECK DATE: 09/17/2021												
061 1391445		08/13/2021		0921-3	246241	41.75		41.75	09/17/2021	INV	PD	TOWEL & MAT SERVICE
CHECK DATE: 09/17/2021												
						221.75						
4922 UNITED SEPTIC, INC.												
13497		08/26/2021		0921-3	246242	750.00		750.00	09/15/2021	INV	PD	PUMP OUT TRIPLE BASIN
CHECK DATE: 09/17/2021												
886 U.S. VENTURE, INC												
7443702		08/23/2021		0921-3	246243	302.16		302.16	09/17/2021	INV	PD	FD # 1D61 PARTS
CHECK DATE: 09/17/2021												
7548818		08/30/2021		0921-3	246243	110.70		110.70	09/17/2021	INV	PD	PD # 005 WHEEL BEARING
CHECK DATE: 09/17/2021												
7501435		08/26/2021		0921-3	246243	189.24		189.24	09/17/2021	INV	PD	PD # 005 - CONTROL ARM
CHECK DATE: 09/17/2021												
						602.10						
884 U.S. FOODSERVICE, INC.												
2989046		08/27/2021		0921-2	246154	-78.24		-78.24	08/27/2021	CRM	PD	DRY GOODS
CHECK DATE: 09/10/2021												
2727733		08/30/2021		0921-2	246154	262.76		262.76	08/31/2021	INV	PD	NA BEV
CHECK DATE: 09/10/2021												
2869775		09/02/2021		0921-2	246154	179.31		179.31	09/02/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/10/2021												
2864965		09/02/2021		0921-2	246154	45.43		45.43	09/02/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/10/2021												
2962362		09/02/2021		0921-2	246154	-67.77		-67.77	09/02/2021	CRM	PD	SUPPLIES
CHECK DATE: 09/10/2021												
2817217		09/01/2021		0921-2	246154	1,403.42		1,403.42	09/02/2021	INV	PD	SUPPLIES, FOOD - RESAL
CHECK DATE: 09/10/2021												
2821516		09/01/2021		0921-2	246154	206.10		206.10	09/02/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/10/2021												
149593		09/10/2021		0921-3	246244	3,911.80		3,911.80	09/10/2021	INV	PD	FOOD - RESALE, NA BEWV
CHECK DATE: 09/17/2021												
2921078		09/04/2021		0921-3	246244	24.01		24.01	09/05/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
2919024		09/04/2021		0921-3	246244	56.24		56.24	09/05/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
2894092		09/03/2021		0921-3	246244	3,175.31		3,175.31	09/05/2021	INV	PD	FOOD - RESALE, NA BEV.
CHECK DATE: 09/17/2021												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
169734		09/10/2021		0921-3	246244	33.72		33.72	09/10/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
61675		09/08/2021		0921-3	246244	1,566.67		1,566.67	09/10/2021	INV	PD	FOOD - RESALE, SUPPLIE
CHECK DATE: 09/17/2021												
2938129		09/06/2021		0921-3	246244	3,227.62		3,227.62	09/10/2021	INV	PD	FOOD - RESALE, NA BEV.
CHECK DATE: 09/17/2021												
183322		09/11/2021		0921-3	246244	60.49		60.49	09/11/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
169021		09/10/2021		0921-3	246244	230.61		230.61	09/11/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
167455		09/10/2021		0921-3	246244	24.01		24.01	09/11/2021	INV	PD	FOOD - RESALE
CHECK DATE: 09/17/2021												
4492 KURT VAVRA						14,261.49						
ENTREPRENEURSHIP		08/30/2021		0921-3	246245	600.00		600.00	09/14/2021	INV	PD	ENTREPRENEURSHIP, CREAT
CHECK DATE: 09/17/2021												
915 VERIZON WIRELESS SERVICES LLC												
9886422745		08/16/2021		0921-2	246155	704.23		704.23	08/31/2021	INV	PD	SQUAD CAR MDTs
CHECK DATE: 09/10/2021												
9886937015		08/23/2021		0921-3	246246	72.02		72.02	09/14/2021	INV	PD	WIRELESS SERVICES
CHECK DATE: 09/17/2021												
						776.25						
1220 VERMEER ILLINOIS, INC												
PG8267		09/09/2021		0921-3	246247	222.29		222.29	09/17/2021	INV	PD	INVENTORY - OPERATING
CHECK DATE: 09/17/2021												
12216 VILLA PARK OFFICE EQUIPMENT												
73037		08/26/2021		0921-2	246156	1,854.96		1,854.96	09/13/2021	INV	PD	OFFICE SUPPLIES
CHECK DATE: 09/10/2021												
73099		09/03/2021		0921-3	246248	30.90		30.90	09/17/2021	INV	PD	OPERATING SUPPLIES
CHECK DATE: 09/17/2021												
						1,885.86						
11077 WINEBOW, INC												
IL0785538		09/09/2021		0921-3	246249	468.00		468.00	09/12/2021	INV	PD	WINE FOR RESALE
CHECK DATE: 09/17/2021												
2151 WEST SIDE TRACTOR SALES CO												
N10687		08/18/2021		0921-3	246250	156.50		156.50	09/17/2021	INV	PD	PW # 253 HYD OIL
CHECK DATE: 09/17/2021												
962 WILSON GOLF DIVISION												
4535139137		08/13/2021		0921-2	246157	90.00		90.00	09/08/2021	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 09/10/2021												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
7711 WINDY CITY DISTRIBUTION COMPANY											
185683		09/02/2021		0921-3	246251	667.21	667.21	09/12/2021	INV	PD	BEVERAGE RESALE
CHECK DATE:	09/17/2021										
189282		09/09/2021		0921-3	246251	841.19	841.19	09/12/2021	INV	PD	BEVERAGE RESALE
CHECK DATE:	09/17/2021										
						1,508.40					
8565 WIDEOPENWEST FINANCE LLC											
015278038 0821		08/24/2021		0921-2	246158	55.99	55.99	08/31/2021	INV	PD	MONTHLY SERVICES - INV
CHECK DATE:	09/10/2021										
014635006 0921		09/02/2021		0921-3	246252	66.75	66.75	09/17/2021	INV	PD	PD WIFI
CHECK DATE:	09/17/2021										
015331270 0921		09/02/2021		0921-3	246252	132.98	132.98	09/17/2021	INV	PD	TELECOMMUNICATIONS
CHECK DATE:	09/17/2021										
						255.72					
7060 JOHN ALBERT GARZA											
11140		09/01/2021		0921-2	246159	145.00	145.00	09/03/2021	INV	PD	BREAST CANCER PINS
CHECK DATE:	09/10/2021										
						145.00					
302 INVOICES						1,473,578.24					

** END OF REPORT - Generated by Colette Ameche **



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

Meeting 9/27/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

**AGENDA ITEM (ID # 2021-
1440)**

DOC ID: 2021-1440

**Approve the Recommendation of Village President Mark Senak
that the following Appointments be made to the Community
Relations Commission:**

**Mari Luangrath-Ullrik, Commissioner, with a Term Ending July
31, 2022**

Mir Ali, Commissioner, with a Term Ending July 31, 2023

Tauya Forst, Commissioner, with a Term Ending July 31, 2023

**Michelle Roman-Garcia, Commissioner, with a Term Ending July
31, 2023**

Kim Thomas, Commissioner, with a Term Ending July 31, 2024

**Sania Irwin, Commissioner, with a Term Ending July 31, 2024, to
Serve as Chairperson with a Term Ending July 31, 2022**

Statement of the Issue:

Please review the recommendations for the Community Relations Commission.

Analysis:

N/A

Budget Impact:

N/A

Action Requested:

Please approve the recommendations for the Community Relations Commission.

Attachments:



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

Meeting 9/27/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1441)

DOC ID: 2021-1441

Pursuant to Section 1-10-7 of the Village Code, Authorize the Village Manager to Execute a Contract with F.H. Paschen, S.N. Nielsen & Associates LLC of Chicago, IL, for the Civic Center Elevator Modernization Project, in the Amount of \$122,623, to be Expended to the Facilities Maintenance Reserve Fund (Assistant Manager Rodman)

Statement of the Issue:

The Civic Center elevator requires modernization. The cost to update the controls, mechanicals and other elevator components is \$122,623.06.

Analysis:

The Civic Center elevator was installed in the 1970's. Portions of the elevator controls and mechanics have been replaced over the years. As the elevator continues to age, it becomes more difficult to repair and locate replacement parts for the equipment. The Village Facilities Manager has worked with multiple contractors to identify the scope of work necessary modernize the elevator. The Village budgeted \$120,000 in the current fiscal year to complete the work.

Budget Impact:

After speaking with several contractors, the staff recommends utilizing F.H. Paschen and S.N. Nielsen & Associates LCC, approved contractors through Sourcewell*, for a total project cost of \$122,623.06 to be expended from the Facilities Maintenance Reserve Fund (account 45000-570105). The project will be scheduled based on availability of parts and materials, and will take approximately six weeks to complete. During this time the elevator will be unavailable for use.

*Sourcewell is a State of Illinois approved cooperative purchasing program. Sourcewell solicits, vets and procures contractors for the education, government and non-profit sectors. If a municipality selects a Sourcewell contractor, it is not required to competitively bid the project.

Action Requested:

Authorize the Village Manager to Execute a Contract with F.H. Paschen, S.N. Nielsen & Associates LLC of Chicago, IL, for the Civic Center Elevator Modernization Project, in the

Amount of \$122,623, to be Expensed to the Facilities Maintenance Reserve Fund.

Attachments:

1. 081751.00 Glen Ellyn Elevator-Detailed Scope of Work (5)
2. 081751.00 Glen Ellyn elevator-Contractor Price Proposal Details - CSI

Detailed Scope of Work

Date: 7/20/2021
Work Order #: 081751.00
Title: Village of Glen Ellyn - renovate City Hall elevator
Contractor: F.H. Paschen, S.N. Nielsen & Associates LLC
Contractor Number: IL-NA-GC02-030619-FHP
Job Order Value: \$122,623.06

Location: 535 Duane Street Glen Ellyn, IL 60137

Brief Scope:

City of Glen Ellyn is looking to renovate their city hall elevator. They are looking at a 3 story / 4 stop elevator and the facilities manager is looking for a "non-proprietary" elevator & hydrolics system.

Dear Contractor Project Manager,

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work:

Detailed Scope:

File format is not valid.

Requirements:

Should you have any questions, please do not hesitate to contact me at .

Contractor Price Proposal Details - CSI

Date: 7/20/2021
Work Order #: 081751.00
Title: Village of Glen Ellyn - renovate City Hall elevator
Contractor: F.H. Paschen, S.N. Nielsen & Associates LLC
Contractor Number: IL-NA-GC02-030619-FHP
Job Order Value: \$122,623.06

Proposal Name: Village of Glen Ellyn - Renovate City Hall Elevator_R4
Proposal Value: \$122,623.06

CSI Number	Mod	UOM	Description	LineTotal
01 - General Requirements				
1	01 74 13 00-0003	CY	Collect Existing Debris And Load Into Truck Or DumpsterPer CY of debris removed.	\$704.47
		Qty	Unit Price	Factor
		25.000	X \$26.23	X 1.0743
				Total
				\$704.47
Contractor Notes: Collect demo debris & load into on-site public works dumpster.				
2	01 74 19 00-0014	EA	20 CY Dumpster (3 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$450.13
		Qty	Unit Price	Factor
		1.000	X \$419.00	X 1.0743
				Total
				\$450.13
Contractor Notes: Dumpster (collect debris)				
3	01 74 19 00-0014	0003 MOD	For Each Ton Over Indicated Amount, Add	\$349.15
		Qty	Unit Price	Factor
		5.000	X \$65.00	X 1.0743
				Total
				\$349.15
Subtotal for 01 - General Requirements:				\$1,503.75
14 - Conveying Systems				
4	14 01 20 71-0028	EA	Replace Multi-Port Controller Valve	\$5,505.96
		Qty	Unit Price	Factor
		1.000	X \$3,590.88	X 1.0743
				Total
				\$3,857.68
		1.000	X 1534.28	X 1.0743
				Total
				\$1,648.28
Contractor Notes: Provide and install new control valve. Includes removal of existing.				
5	14 01 20 71-0029	EA	5 Gallon Container Of Hydraulic Oil For Elevator Modernization	\$35.40
		Qty	Unit Price	Factor
		1.000	X \$32.95	X 1.0743
				Total
				\$35.40
Contractor Notes: Provide new hydraulic oil.				

CSI Number	Mod	UOM	Description	LineTotal
14 - Conveying Systems				
6	14 01 20 71-0030	EA	55 Gallon Container Of Hydraulic Oil For Elevator Modernization	\$350.95
			Qty Unit Price Factor Total	
			Installation 1.000 X \$326.68 X 1.0743 \$350.95	
			Contractor Notes: Provide new hydraulic oil.	
7	14 01 20 71-0039	EA	Solid State Starting (Soft Start)	\$4,985.25
			Qty Unit Price Factor Total	
			Installation 1.000 X \$4,129.03 X 1.0743 \$4,435.82	
			Demolition 1.000 X 511.43 X 1.0743 \$549.43	
			Contractor Notes: Provide and install new solid state starter. Includes removal of existing.	
8	14 01 20 71-0040	EA	Pump Unit (Tank, Valve, Oil, Motor And Victaulic Fittings)	\$18,793.60
			Qty Unit Price Factor Total	
			Installation 1.000 X \$14,936.68 X 1.0743 \$16,046.48	
			Demolition 1.000 X 2557.13 X 1.0743 \$2,747.12	
			Contractor Notes: Provide and install new pumping unit. Includes demolition of existing.	
9	14 01 20 71-0045	EA	Hoistway Door Hanger Set (Rollers, Eccentrics And Track), Single Speed Center Opening (GAL)	\$5,030.97
			Qty Unit Price Factor Total	
			Installation 2.000 X \$1,830.08 X 1.0743 \$3,932.11	
			Demolition 2.000 X 511.43 X 1.0743 \$1,098.86	
			Contractor Notes: Provide and install new hoistway hangers and rollers (front and rear). Includes removal of existing.	
10	14 01 20 71-0047	EA	Hoistway Door Closer Set (Spirator Closer), Single Speed Center Opening (GAL)	\$1,199.24
			Qty Unit Price Factor Total	
			Installation 2.000 X \$302.43 X 1.0743 \$649.80	
			Demolition 2.000 X 255.72 X 1.0743 \$549.44	
			Contractor Notes: Provide and install new door closer sets (front and rear elevator doors). Includes removal of existing.	
11	14 01 20 71-0050	EA	ADA Telephone (Rath Microtech)	\$274.72
			Qty Unit Price Factor Total	
			Installation 0.000 X \$1,187.49 X 1.0743 \$0.00	
			Demolition 1.000 X 255.72 X 1.0743 \$274.72	
			Contractor Notes: Removal of existing ADA telephone. New operator include ADA buzzer.	
12	14 01 20 71-0052	EA	Car Door Operator With ADA Buzzer, Single Speed Center Opening (GAL)	\$14,365.86
			Qty Unit Price Factor Total	
			Installation 2.000 X \$5,663.30 X 1.0743 \$12,168.17	
			Demolition 2.000 X 1022.85 X 1.0743 \$2,197.70	
			Contractor Notes: Provide and install new car door operators. Includes removal of existing.	
13	14 01 20 71-0053	EA	Car Door Safety Edge (Infrared Proximity Type Edge)	\$3,192.30

CSI Number			Mod	UOM	Description				LineTotal
14 - Conveying Systems									
					Qty		Unit Price	Factor	Total
				Installation	2.000	X	\$1,230.04	X 1.0743	\$2,642.86
				Demolition	2.000	X	255.72	X 1.0743	\$549.44
			Contractor Notes:	Elevator Code Update. Provide and install 3D infrared door protection unit. Includes removal of existing.					
14	14 01 20 71-0054		EA	Car Operating Panel (ADA, Fire, Position, Chime)					\$7,071.43
					Qty		Unit Price	Factor	Total
				Installation	1.000	X	\$5,559.51	X 1.0743	\$5,972.58
				Demolition	1.000	X	1022.85	X 1.0743	\$1,098.85
			Contractor Notes:	Provide and install new operating panel. Includes removal of existing. Does not include elevator code changes.					
15	14 01 20 71-0055		EA	Car Position LED Indicator And Cover Plate, Stainless Steel					\$1,935.12
					Qty		Unit Price	Factor	Total
				Installation	1.000	X	\$1,545.56	X 1.0743	\$1,660.40
				Demolition	1.000	X	255.72	X 1.0743	\$274.72
			Contractor Notes:	Provide and install new car position indicators. Includes removal of existing.					
16	14 01 20 71-0056		EA	Car Traveling Lanterns With Audible Signal					\$2,866.73
					Qty		Unit Price	Factor	Total
				Installation	2.000	X	\$1,078.51	X 1.0743	\$2,317.29
				Demolition	2.000	X	255.72	X 1.0743	\$549.44
			Contractor Notes:	Provide and install new car traveling lanterns. Includes removal of existing.					
17	14 01 20 71-0068		EA	Hall Call Buttons, Vandal Resistant					\$5,287.45
					Qty		Unit Price	Factor	Total
				Installation	4.000	X	\$974.72	X 1.0743	\$4,188.57
				Demolition	4.000	X	255.72	X 1.0743	\$1,098.88
			Contractor Notes:	Provide and install new hall call buttons on all floors. Includes removal of existing.					
18	14 01 20 71-0070		EA	Add Raised Character (Braille) Signage To Control Panel					\$287.74
					Qty		Unit Price	Factor	Total
				Installation	1.000	X	\$139.99	X 1.0743	\$150.39
				Demolition	1.000	X	127.85	X 1.0743	\$137.35
			Contractor Notes:	Install new braille signage.					
19	14 01 20 71-0071		EA	New Microprocessor Based Controller (Non-Proprietary)					\$32,173.78
					Qty		Unit Price	Factor	Total
				Installation	1.000	X	\$25,857.20	X 1.0743	\$27,778.39
				Demolition	1.000	X	4091.4	X 1.0743	\$4,395.39
			Contractor Notes:	Provide and install new non-proprietary controller. Includes demolition of existing.					
20	14 01 20 71-0078		EA	Elevator Pit Ladder, SteelLabor cost is for bolting to concrete pit wall.					\$1,656.37

CSI Number	Mod	UOM	Description	LineTotal
14 - Conveying Systems				
			Qty Unit Price Factor Total	
			Installation 1.000 X \$1,286.09 X 1.0743 \$1,381.65	
			Demolition 1.000 X 255.72 X 1.0743 \$274.72	
		Contractor Notes: New pit elevator relocated to opposite side of existing. Includes demolition of existing		
Subtotal for 14 - Conveying Systems:				\$105,012.87
22 - Plumbing				
21	22 11 19 00-0258	EA	1-1/4" Threaded Double Check Valve Assembly With Quarter Turn Shut-offs (Watts 007 QT or 719 QT series)	\$547.02
			Qty Unit Price Factor Total	
			Installation 1.000 X \$509.19 X 1.0743 \$547.02	
		Contractor Notes: New shut off valve for hydraulic oil.		
Subtotal for 22 - Plumbing:				\$547.02
26 - Electrical				
22	26 01 50 51-0040	EA	4', 30 Watt, T8 Fluorescent Lamp	\$15.72
			Qty Unit Price Factor Total	
			Installation 1.000 X \$14.63 X 1.0743 \$15.72	
		Contractor Notes: Provide new light bulb for pit light.		
23	26 05 19 16-0279	MLF	#12 AWG Cable - Type THHN-THWN 600 Volt Copper, Single Stranded, Placed In Conduit	\$841.30
			Qty Unit Price Factor Total	
			Installation 1.000 X \$620.38 X 1.0743 \$666.47	
			Demolition 1.000 X 162.73 X 1.0743 \$174.82	
		Contractor Notes: New wiring.		
24	26 05 33 13-0601	LF	3/4" Electrical Metallic Tubing (EMT) Conduit	\$3,224.51
			Qty Unit Price Factor Total	
			Installation 450.000 X \$4.97 X 1.0743 \$2,402.67	
			Demolition 450.000 X 1.7 X 1.0743 \$821.84	
		Contractor Notes: New conduit for wiring.		
25	26 05 33 13-0601	0182 MOD	For Installation Above 14', Add	\$240.64
			Qty Unit Price Factor Total	
			Installation 350.000 X \$0.64 X 1.0743 \$240.64	
26	26 05 33 13-0601	0393 MOD	For Work In Restricted Working Space, Add	\$137.51
			Qty Unit Price Factor Total	
			Installation 100.000 X \$1.28 X 1.0743 \$137.51	

CSI Number	Mod	UOM	Description	LineTotal
26 - Electrical				
27	26 24 16 00-0395	EA	1 Pole GFI, 120/240 Volt, 35-60 Amp, Branch Circuit Breaker, 10,000 Protection Circuit Breaker, 10,000 Amp Interrupting Capacity	\$154.25
			Qty Unit Price Factor Total	
			Installation 1.000 X \$123.08 X 1.0743 \$132.22	
			Demolition 1.000 X 20.5 X 1.0743 \$22.02	
			Contractor Notes: Provide and install new GFI in pit. Includes removal of existing.	
28	26 24 19 00-0621	EA	400 Amp, Fusible Main Disconnect Section	\$0.00
			Qty Unit Price Factor Total	
			Installation 0.000 X \$7,003.18 X 1.0743 \$0.00	
			Contractor Notes: Provide and install new fusible mainline disconnect and disconnect for cab lighting. Includes removal of existing.	
29	26 24 19 00-0802	EA	30 Amp Switch Rating, Fusible Disconnect Switch With 30 Amp Fuse Clips	\$891.75
			Qty Unit Price Factor Total	
			Installation 1.000 X \$699.15 X 1.0743 \$751.10	
			Demolition 1.000 X 130.93 X 1.0743 \$140.66	
			Contractor Notes: Provide and install new fusible disconnect for cab lighting. Includes removal of existing.	
30	26 24 19 00-0804	EA	100 Amp Switch Rating, Fusible Disconnect Switch With 100 Amp Fuse Clips	\$1,456.17
			Qty Unit Price Factor Total	
			Installation 1.000 X \$1,127.15 X 1.0743 \$1,210.90	
			Demolition 1.000 X 228.31 X 1.0743 \$245.27	
			Contractor Notes: Provide and install new fusible mainline disconnect. Includes removal of existing.	
31	26 27 26 00-0048	EA	15 Amp, 125 Volt, NEMA 5-15R Isolated Ground Receptacle, Simplex2 Pole, 3 wire.	\$71.45
			Qty Unit Price Factor Total	
			Installation 1.000 X \$57.19 X 1.0743 \$61.44	
			Demolition 1.000 X 9.32 X 1.0743 \$10.01	
			Contractor Notes: Provide and install new simplex outlet for sump pump. Includes demolition of existing.	
32	26 51 13 00-0056	EA	4 T8 Lamps, 2' x 2', Surface Mounted, Box Type Fluorescent Fixture	\$337.48
			Qty Unit Price Factor Total	
			Installation 1.000 X \$280.09 X 1.0743 \$300.90	
			Demolition 1.000 X 34.05 X 1.0743 \$36.58	
			Contractor Notes: Provide and install new light fixture in elevator pit. Includes removal of existing.	
Subtotal for 26 - Electrical:				\$7,370.78

CSI Number	Mod	UOM	Description	LineTotal
27 - Communications				
33	27 32 26 00-0007	EA	IP Speakerphone With Back "Info" Button And Red "Push For Help" Button Code Blue Option (Code Blue IP5000 FP2)	\$0.00
			Qty Unit Price Factor Total	
			Installation 0.000 X \$561.43 X 1.0743	\$0.00
34	27 32 26 00-0015	EA	IP Wireless Communication Code Blue Option802.11g or secure mesh 5.8. (system UPS backup or unit Night Charge recommended). IP5000 VoIP Speakerphone option must be ordered when selecting IP Wireless Communications. Requires Base Unit(s) and site survey.	\$3,541.99
			Qty Unit Price Factor Total	
			Installation 1.000 X \$3,297.02 X 1.0743	\$3,541.99
		Contractor Notes: Elevator Code Update. Catalogue does not have equivalent upgrade. This line item represents the addition of a two-way communication and easy operate Yes/No controls onto the button panel.		
Subtotal for 27 - Communications:				\$3,541.99
28 - Electronic Safety And Security				
35	28 21 00 00-0153	EA	16X, Surface Mount, Color, Spectra® IV, Pan/Tilt Camera Dome System (Pelco SD4TC-SMB)	\$0.00
			Qty Unit Price Factor Total	
			Installation 0.000 X \$1,907.00 X 1.0743	\$0.00
36	28 21 00 00-0158	EA	22X, Surface Mount, Color, Spectra® IV, Pan/Tilt Camera Dome System (Pelco SD4C22-SMB)	\$0.00
			Qty Unit Price Factor Total	
			Installation 0.000 X \$2,389.16 X 1.0743	\$0.00
37	28 21 00 00-0164	EA	23X, Surface Mount, Color/Black And White, Spectra® IV, Pan/Tilt Camera Dome System (Pelco SD4CBW-SMB)	\$2,981.23
			Qty Unit Price Factor Total	
			Installation 1.000 X \$2,775.04 X 1.0743	\$2,981.23
		Contractor Notes: Elevator Code Update. Catalogue does not have equivalent upgrade. This line item represents the addition of a video camera to the button panel. The camera will be tied with the communication screen.		
38	28 21 00 00-0231	EA	16X, In-Ceiling Mount, Color, Heavy Duty Spectra® IV IP Network, Camera Dome System (Pelco SD4NTC-HF1)	\$0.00
			Qty Unit Price Factor Total	
			Installation 0.000 X \$3,030.79 X 1.0743	\$0.00
39	28 21 00 00-0335	EA	3-9.5 mm, Environmental Surface Mount, Wide Dynamic Range Color, Camclosure® IP Network, Camera Dome System (Pelco IP111-CWV9)	\$0.00
			Qty Unit Price Factor Total	
			Installation 0.000 X \$1,375.95 X 1.0743	\$0.00

CSI Number	Mod	UOM	Description	LineTotal
28 - Electronic Safety And Security				
40	28 21 00 00-0336	EA	9-22 mm, Environmental Surface Mount, Wide Dynamic Range Color, Camclosure® IP Network, Camera Dome System (Pelco IP111-CWV22)	\$0.00
			Qty Unit Price Factor Total	
			Installation 0.000 X \$1,375.95 X 1.0743 \$0.00	
41	28 46 21 33-0062	EA	Intelligent Photoelectric Smoke Detector (EST3 SIGA-PS)	\$1,226.68
			Qty Unit Price Factor Total	
			Installation 8.000 X \$142.73 X 1.0743 \$1,226.68	
		Contractor Notes: New smoke detectors for elevator shaft, mechanical room, and outside the door at each landing.		
42	28 46 21 33-0240	EA	Heat Detector, Rate Compensation, Interior Vertical Surface Mount FM And UL, 135 Degree F (EST3 302-135)	\$438.74
			Qty Unit Price Factor Total	
			Installation 4.000 X \$102.10 X 1.0743 \$438.74	
		Contractor Notes: New heat detectors for elevator shaft and mechanical room.		
Subtotal for 28 - Electronic Safety And Security:				\$4,646.65
Grand Total:				\$122,623.06

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00



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

Meeting 9/27/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1442)

DOC ID: 2021-1442

Authorize the Village Manager to Execute a Contract with All American Exterior Solutions of Chicago, IL, for the Stacy's Tavern Roof Replacement, in the Amount of \$60,000, to be Expensed to the Facilities Maintenance Reserve Fund (Assistant Manager Rodman)

Statement of the Issue:

The roofs on Stacy's Tavern, outhouse, and smoke house are approximately 25 years old and need to be replaced. The estimated cost for replacement is \$60,000.00.

Analysis:

The roofs of the three buildings are comprised of cedar shingles and exhibit signs of degradation. The Village budgeted \$60,000 in the current fiscal year to replace the roof and make any needed ancillary repairs to the underlying wood decking.

The Village published a legal notice on August 9, 2021 and solicited bids for the project. A total of four bids were received (summarized below).

Budget Impact:

The lowest qualified bidder was All American Exterior Solutions at cost of \$51,970.00.

TORI Construction	\$306,310.00
G&L Construction	\$77,440.00
Filloto Construction	\$59,320.00
All American ES	\$51,970.00

Staff recommends proceeding with the bid as submitted from All American Exterior Solutions with a not-to-exceed amount of \$60,000 (to allow for additional minor repairs that may be necessary). The project is funded from the Facilities Maintenance Reserve Fund, account 45000-570160.

Action Requested:

Authorize the Village Manager to Execute a Contract with All American Exterior Solutions of Chicago, IL, for the Stacy's Tavern Roof Replacement, in the Amount of \$60,000, to be Expensed to the Facilities Maintenance Reserve Fund.

Attachments:

1. Bid Advertisement
2. All American Exterior Solutions

LEGAL NOTICE
VILLAGE OF GLEN ELLYN
Stacy's Tavern Cedar Roof Removal and Replacement Project
ADVERTISEMENT FOR BID

NOTICE IS HEREBY GIVEN by the Village of Glen Ellyn that sealed bids for the Stacy's Tavern Cedar Roof and Replacement Project located a 557 Geneva Road in the Village of Glen Ellyn, Illinois, will be received by the Office of the Village Clerk, Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn, Illinois 60137, until 11:00 a.m. on Monday, August 23, 2021 and at that time will be opened and read. The bid opening will be video-recorded and available for online viewing, in real time, on the Village Website at <http://www.glenellyn.org/Bids.aspx>.

Each sealed envelope containing a bid must be plainly marked on the outside:

"Do Not Open-sealed Bid for Stacy's Tavern Cedar Roof Removal and Replacement Project."

The envelope should bare on the outside the name of the bidder, the bidders address, telephone number and the bid opening date and time.

Bids submitted by mail or overnight shipping are at the Bidders risk. Bids submitted in person shall be delivered and placed in the bin labeled "Bids in the front (North) vestibule of the Glen Ellyn Civic Center, located at 535 Duane Street, Glen Ellyn Illinois 60137. It is strongly recommended that all Bidders coordinate mailing or delivery times with the Village Clerk at 630 547-5202. The opening of the bids will only be available for online viewing, in real time, on the Village Website at <http://www.glenellyn.org/Bids.aspx>.

The project will include removal and replacement of approximately 2400 squares of Cedar shakes that comprise the main building, outhouse and smoke house of the three roofs for the Stacy's Museum. Material used shall be as specified in the bid/scope documents and all work will be performed in accordance to Village code.

Bid documents may be obtained at no cost from the Village of Glen Ellyn Facilities Department. To request an electronic copy of the bid package or obtain additional information, please contact Brian Baltudis, Facilities Manager, by email at bbaltudis@glenellyn.org or by phone at 630-547-5209.

Arrangements can be made with Brian Baltudis, Facilities Manager, by email at bbaltudis@glenellyn.org or by phone at 630-547-5209, to visit the project property, located at 557 Geneva Road, Glen Ellyn IL, 60137.

Bid documents will be made available on Thursday, August 12, 2021.

Dated at Glen Ellyn, Illinois this 9th Day of August, 2021

VILLAGE OF GLEN ELLYN
STACYS TAVERN CEDAR ROOF REPLACEMENT PROJECT

Copy

The quantities set forth in the Schedule of Quantities for each Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, and that payment for each Item shall be made only on the actual number of acceptable units of Items installed complete in place, measured on the basis in the contract.

Bidder has examined copies of all the bidding documents and of the following addenda (receipt of all which is hereby acknowledged):

ADDENDUM NUMBER	DATE

4. The following documents are attached to and made a condition of this Bid:
- Letter from insurance representative certifying that the insurer has read the requirements as set forth in the General Conditions and will issue the required policies as specified in the General Requirements.
 - Non-Collusion Certificate
 - Contractor's Information Report
 - Bid bond or check
 - Sub-Contractor's Certificate
5. Communications concerning this Bid shall be addressed to:

(Individual Name)

(Company Name)

(Address)

(City - State - Zip Code)

(Telephone Number)

(Fax Number)

Submitted on: August 23rd, 2021

VILLAGE OF GLEN ELLYN
STACYS TAVERN CEDAR ROOF REPLACEMENT PROJECT

	Bid Amount				
	\$ 51,970 ⁰⁰				
				Not Applicable	Not Applicable

ALTERNATE: GALVANIZED 6" HALF RD GUTTERS

\$ 9,030⁰⁰



VILLAGE OF GLEN ELLYN
PUBLIC WORKS BUILDING EXTERIOR IMPROVEMENTS PROJECT

H - SUBCONTRACTOR'S CERTIFICATE

Consistent with the laws of the State of Illinois, the undersigned does herewith certify that the following information regarding Sub-Contractors to this contract as complete and accurate.

<u>Name of Firm</u>	<u>Address</u>	<u>Phone Number</u>	<u>Contact Person</u>	<u>Dollar Value of Subcontract</u>
N/A				

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this

23rd day of August, 2021.

Witness: [Signature]
(If Individual or Firm)

All American Exterior Solutions

By: _____

Attest: [Signature]
(If Corporation)

SEAL



H-1

VILLAGE OF GLEN ELLYN
STACYS TAVERN CEDAR ROOF REPLACEMENT PROJECT

G - NON-COLLUSION CERTIFICATE – VILLAGE OF GLEN ELLYN

**CERTIFICATION THAT CONTRACTOR IS NOT BARRED FROM
PUBLIC CONTRACTING DUE TO BID-RIGGING OR
BID ROTATING CONVICTIONS**

WHEREAS, a conviction for the offense of bid-rigging or bid rotating bars a person or entity from bidding on public contracts (*Ill. Rev. Stat. 1987, ch. 38, par. 33E-3, 33E-4*), and

WHEREAS, Section 33E-11 of the Criminal Code (*Ill. Rev. Stat. 1987, ch. 38, par. 33E-11*) requires bidders and contractors to certify on a form provided by the unit of local government or school district that they are not barred from public contracting due to bid-rigging or bid rotating convictions.

NOW, THEREFORE, IT IS HEREBY CERTIFIED THAT the undersigned,

All American Exterior Solutions

(Individual, Firm, Corporation or Other Entity)

is not barred from bidding on or entering into public contracts due to having been convicted of bid rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. The undersigned also certifies that no officers or employees of the bidder or contractor have been so convicted and that the bidder or contractor is not the successor company or a new company created by the officers or owners of one so convicted. It is further certified that any such conviction occurring after the date of this certification will be reported to the above-named public body, in writing, within 7 days of such conviction, if it occurs during any bidding process, contract term or otherwise prior to entering into any contract therewith.

DATE: 8/23/21

By: [Signature]

Witness:

All American Exterior Solutions

(If Individual or Firm)

Attest:

[Signature]
(If Corporation)

SEAL



"In the event that circumstances certified to in this certificate should change, we will notify you of the change within 15 calendar days."

VILLAGE OF GLEN ELLYN
STACYS TAVERN CEDAR ROOF REPLACEMENT PROJECT

A CORPORATION

By All American Exterior Solutions

(Corporate Name)

ILLINOIS
(State of Incorporation)

By Dale Pole
(Authorized Signature)

DALE POLE
(Authorized Signature's Name, Printed)

Vice President
(Title)

Attest Dale Pole

Business address: 847-438-4131
and Phone number 150 OAKWOOD RD LAKE ZURICH
IL 60047

A JOINT VENTURE

By N/A
(Name)

(Address)

By
(Name)

(Address)

(Each joint venturer must sign and print name. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)



VILLAGE OF GLEN ELLYN
STACYS TAVERN CEDAR ROOF REPLACEMENT PROJECT

THE UNDERSIGNED IS AWARE THAT PREVAILING WAGE RATES APPLY TO ALL WORK PERFORMED ON THIS CONTRACT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO COMPLY WITH THESE REQUIREMENTS AND TO ASSURE COMPLIANCE BY HIS/HER SUBCONTRACTORS AND/OR ANY LOWER TIER SUBCONTRACTS REQUIRED BY THIS CONTRACT.

If Bidder is:

AN INDIVIDUAL

By _____ (SEAL)
(Individual's Signature)

(Individual's Name Printed)

doing business as _____

Business address: _____
and Phone number _____

A PARTNERSHIP

By _____ (SEAL)
(Firm Name)

(General Partner, Signature)

(Partner's Name, Printed)

doing business as _____

Business address: _____
and Phone number _____

VILLAGE OF GLEN ELLYN
STACYS TAVERN CEDAR ROOF REPLACEMENT PROJECT

N - CONTRACTOR'S INFORMATION REPORT

The bidder is requested to state below what work of similar magnitude or character he has done, and to give references that will enable the Owner to judge of his experience, skill and business standing and of his ability to conduct the work as completely and as rapidly as required under the terms of the contract. Please provide individual contact names and phone numbers.

Number	Project Location	Project Reference / Contact Information
1	See ATTAMENT	
2		
3		
4		
5		



ALLAMER-15

SQUINTERO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mesirow Insurance Services, Inc. 353 N Clark St 11th Floor Chicago, IL 60654	CONTACT NAME:	
	PHONE (A/C, No, Ext): (312) 595-6200 FAX (A/C, No):	
INSURED All American Roofing Inc. d/b/a All American Exterior Solutions, Residential 150 Oakwood Road Lake Zurich, IL 60047	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Zurich American Insurance Company	16535
	INSURER B: Motorists Mutual Insurance Company	14621
	INSURER C: Hallmark Specialty Insurance Company	26808
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		GLO038191200	5/1/2021	5/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		5000036920	5/1/2021	5/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		77HX21977E	5/1/2021	5/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		WC038191100	5/1/2021	5/1/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate issued as Evidence of Coverage

CERTIFICATE HOLDER

CANCELLATION

Evidence of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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

Meeting 9/27/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

**AGENDA ITEM (ID # 2021-
1462)**

DOC ID: 2021-1462

Authorize the Village Manager to Execute a Contract with Eco Clean Maintenance, Inc. of Elmhurst, IL, for the Civic Center Parking Garage Custodial Services, in the Amount of \$44,640, with an Option to Expand Services up to \$58,104, to be Expensed to the Parking Fund (Assistant Manager Rodman)

Statement of the Issue:

The Civic Center Parking Garage was opened in May 2021. The Village does not have the equipment to maintain the parking garage on an ongoing basis. Thus, staff recommends the Village enter into a contract with Eco Clean Maintenance Inc. to conduct ongoing custodial services.

Analysis:

Background

The Civic Center Parking Garage contains a total of 277 parking stalls across five levels. The total floor area is approximately 109,000 square feet. The garage includes one point vehicle ingress/egress, two points of pedestrian ingress/egress, and two stair towers, including on elevator shaft.

Request for Proposals

The Village does not currently have staff to maintain the parking garage on a regular basis. Thus, the Village issued a Request for Proposals (RFP) for a contractor to provide both custodial and maintenance services. Custodial services include items such as cleaning the elevator and stairwells, power washing the pavement, and maintaining the dumpster enclosure. Maintenance services include items such as maintaining the HVAC system, fire sprinkler system, and interior lighting. Snow removal was not included as part of the RFP, as the Village solicited snow removal services as part of larger, separate bid process.

As the parking garage is not currently being used to capacity, it is difficult for staff to fully anticipate the frequency of custodial service that will be required to maintain the garage in a clean and safe manner. To this end, the RFP requested contractors provide pricing for servicing

the garage two, three, five and seven times a week.

Analysis

The Village received three responses. Two (2) responses were from companies which only provide custodial (cleaning) services. One (1) response was from a company that is able to provide both janitorial and maintenance services.

Maintenance Services

The proposed costs for a contractor to maintain the garage ranged from \$65,400 three days a week to \$117,720 seven days a week. As this is not cost effective, staff does not recommend entering into a contract for maintenance services at this time. Staff will work internally to manage ongoing maintenance of the garage using current Facilities and Public Works staff. We will continue to evaluate if this is the most cost-effective way to maintain the garage, if additional staff is needed, or if bids for maintenance services should be solicited again at a future date.

Custodial Services

Based on our conversations with the contractors, it is typical for parking garages to have custodial services performed five to seven days a week, depending on the level of utilization. Thus, staff recommends proceeding with a contract to provide custodial services three days a week with an option to increase service frequency to five days a week if needed.

Budget Impact:

Below is a summary of the proposals received to perform custodial services three days and five days week. Please note that Total Facility Maintenance Inc did not fully respond to the RFP. The quoted services exclude a large portion of the services we requested and therefore, will not meet our ongoing custodial needs.

Company 3 Days/Week 5 Days/Week

Total Facility Maintenance Inc. \$ 15,193 \$25,322

Eco-Clean Maintenance, Inc. \$ 44,640 \$58,104

BNB Networks LLC \$104,640 \$130,800

Staff recommends entering into a contract with Eco-Clean Maintenance, Inc. For the detailed breakdown of pricing alternatives, please see the attached proposal from Eco-Clean Maintenance, Inc.

Action Requested:

Authorize the Village Manager to Execute a Contract with Eco Clean Maintenance, Inc. of Elmhurst, IL, for the Civic Center Parking Garage Custodial Services, in the Amount of \$44,640 with an Option to Expand Services up to \$58,104, to be Expensed to the Parking Fund.

Attachments:

1. Eco Clean Maintenance Proposal 2021

LCOPY

PROPOSAL
FOR
GLEN ELLYN PARKING GARAGE MAINTENANCE &
CUSTODIAL SERVICES
PREPARED BY
ECO-CLEAN MAINTENANCE, INC.



Eric Grabowski
President
CELL (773) 310-2002

ECO CLEAN MAINTENANCE, INC.

515 W. Wrightwood Avenue • Elmhurst, IL 60126
Phone (877) 463-2601 • Fax (773) 930-3353

E-mail ecocleanmaintenance@yahoo.com
www.ecocleanmaintenance.com



ECO CLEAN MAINTENANCE, INC.

August 30, 2021

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

Re: "RFP for 2021-2022 Parking Garage Maintenance Services"

Dear Sir/Madam:

I would like to take this opportunity to introduce our company. We are a commercial janitorial company specializing in providing state of the art janitorial services to companies with diversified requirements. We are very confident that our extremely competitive rates and the highest standard of services in the industry could be an added benefit to your company.

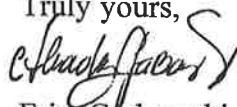
QUALITY CONTROL AND EXCELLENT ON PREMISES SUPERVISION are only two of a long list of reasons that separate us from our competition.

In *Eco-Clean Maintenance, Inc.* we believe that we offer outstanding customer service and satisfaction that our clients deserve, expect and will receive.

I would appreciate a few moments from your busy schedule to present to you what sets us ahead of the competition and possibly provide you with the competitive rates.

Please review the enclosed Proposal for Maintenance and Custodial Services.

YOUR SATISFACTION MEANS OUR SUCCESS!

Truly yours,

Eric Grabowski

515 W. Wrightwood Avenue • Elmhurst, IL 60126
Phone (877) 463-2601 • Fax (773) 930-3353
E-mail ecocleanmaintenance@yahoo.com



Request for Proposals (RFP) For Parking Garage Maintenance & Custodial Services

Date Issued:
August 12, 2021

Proposal Deadline:
September 1, 2021

Sealed Proposals Returned to:
Emily Rodman, Assistant Village Manager
Glen Ellyn Civic Center
535 Duane Street
Glen Ellyn, IL 60137

Proposal Bond:
Not Applicable

Contract Bond:
Not Applicable

Village of Glen Ellyn | 535 Duane Street | Glen Ellyn, IL 60137 | 630-547-5000

The proposing firm shall submit one (1) original and five (5) copies of its proposal in a sealed envelope, addressed as noted above, bearing the proposing firm's name and address. Proposing firms should indicate the project name "RFP for 2021-2022 PARKING GARAGE MAINTENANCE SERVICES" on the outside of their envelope

5.2 Questions regarding RFQ/RFP and visits to the site

Questions regarding this request and other related documents should be submitted in writing to Emily Rodman, Assistant Village Manager, Village of Glen Ellyn, 535 Duane Street, Glen Ellyn, IL 60137, or by email to: erodman@glenellyn.org, no later than August 23, 2021 at 4:30 p.m. local time. A log of Provider questions will be maintained and answers shared with all Providers who have given their contact information to the Village via email.

5.3 Pre-RFP Meeting & Site Tour

A Pre-RFP meeting will be held on August 20, 2021 at 10:30 a.m. at the Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn, IL 60137. All Providers interested in submitting a proposal are invited to attend this meeting. During this meeting the Village will review and discuss the scope of services requested and all interested firms an opportunity to tour the Garage.

5.4 RFP Schedule

The result of this RFP process will be a negotiated contract with the selected Provider. The Village reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal. The Village anticipates the following timeline in awarding the contract:

Action	Date
RFP Issued	Thursday, August 12, 2021
Pre-RFP Meeting & Site Tour	Friday, August 20, 2021
Deadline for Questions	Monday, August 23, 2021
Answers to Questions Released	Thursday, August 26, 2021
RFP Submittal Deadline (Due Date)	Wednesday, September 1, 2021
Award of Contract	October 2021
Anticipated Commencement of Contract	November 2021

6. Village of Glen Ellyn Attachments

Please complete and attach copies of the following forms with your proposal.

Exhibit C – Proposal Form

Exhibit D – Organization of Proposing Firm

Exhibit E – Compliance Affidavit

Exhibit F – EEO Report

7.7 Conditions

Providers are advised to become familiar with all conditions, instructions and specifications governing this request for proposals. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or to request additional compensation.

7.8 Wage and Labor Requirements

Not less than the prevailing minimum rate of wages as found by the Village of Glen Ellyn, or the Department of Labor, or determined by the court on review shall be paid to all laborers and workmen performing work under this contract. Preference shall be given to the employment of Illinois laborers for all work under this contract in compliance with current State law. The Contractor shall comply with the "Equal Employment Opportunity" requirements of the Illinois Fair Employment Practices Act (IL Rev. Stat., Ch. 48, Section No. 854, 854A).

In calculating its bid hereunder, Contractor (including all subcontractors) is advised that the Illinois Prevailing Wage Act will apply to the work set forth hereunder and to the Contractor. Accordingly, to the extent that the Act applies, Contractor shall comply with the provisions of the Act. Failure of Contractor to comply with the Act, including, but not limited to the inspection of records, and any rules or regulations promulgated by the State of Illinois with regard to the Act, can result in the cancellation of the Contract. Contractor expressly waives any right for recovering damages due to such Contract cancellation. Contractor's bonds shall include such provision and will guarantee the faithful performance of such prevailing wage clause as provided by this contract. Contractor shall maintain accurate records of the names, occupations, and wages paid to each laborer, worker, and mechanic employed in connection with the work and either file certified payroll, as required by the Act, or a letter setting forth the reasons for why Contractor is excused from having to file certified payroll with the Village of Glen Ellyn.

7.9 Village Ordinances

The Provider will strictly comply with all ordinances of the Village of Glen Ellyn and laws of the State of Illinois.

7.10 Governing Law

All contracts entered into by the Village of Glen Ellyn are governed by the Laws of the State of Illinois without regard to conflicts of law principals. Any action brought to enforce an agreement with the Village of Glen Ellyn must be brought in the state and federal courts located in DuPage County, Illinois.

7.11 Subletting of Contract

No contract awarded by the Village of Glen Ellyn shall be assigned or any part subcontracted without the written consent of the Village of Glen Ellyn or as noted in the Provider's Proposal. In no case shall such consent relieve the Provider from its obligations or change the terms of the contract

employed by the company locally in the greater Chicago area (at least 50 employees). Note any and all names that the company has operated under since 2009. Identify whether the submittal is for the parent company, subsidiary, division, or branch office. If requested, provide corporate financial statements or evidence of credit worthiness for Village review.

8.2 References

List at least 3 local references in the greater Chicago area, but no more than 5, residential, commercial or public parking garage facilities where Providers presently maintain parking facilities of at least 200 parking stalls.

8.3 Maintenance Plan

Present the preventative maintenance work plan. Include a full description of major tasks and subtasks. This section of the Proposal shall establish that the Provider understands the Village's objectives and requirements. Succinctly describe the proposed approach for addressing the required scope of services.

8.4 Proposal Cost

All pricing must be inclusive, and include labor, material, and equipment necessary for all task listed in the Scope of Services. Provision of this information assists the Village in determining whether the Provider understands the project, whether the costs are fair and reasonable in light of the services to be provided, and provides Village staff with tools to negotiate the final cost. The cost of services provided shall be a not-to-exceed amount.

The Provider shall be responsible for all costs incurred in the development and submission of this response. The Village assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a Provider, the evaluation of an accepted response, or the selection of finalists. The Village shall not be contractually bound until the Village and the successful Provider have executed a written contract for performance of the work. The Village of Glen Ellyn does not pay for services before it receives them. Submitted Proposals should not propose contract terms that require upfront payment or deposits.

9. Insurance Requirements

The Provider selected by the Village of Glen Ellyn must have adequate insurance in effect before a contract will be executed. Proposals should include a confirmation of the firm's possession of such insurance, or their plans for obtaining it if they currently do not possess it. The insurance coverage requirements for this contract shall be as follows:

9.1. Commercial General Liability Insurance

\$2,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

injuries, including death to any person, including Provider's employees, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the Provider's, or anyone whose acts for the Provider, performance of the work contracted as a result of this RFP. Provider shall hold the Village harmless from any loss arising due to injury or accident to the public or its workers, or from theft of materials stored at the job site. In any and all claims against the Village or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

10. Evaluation Criteria

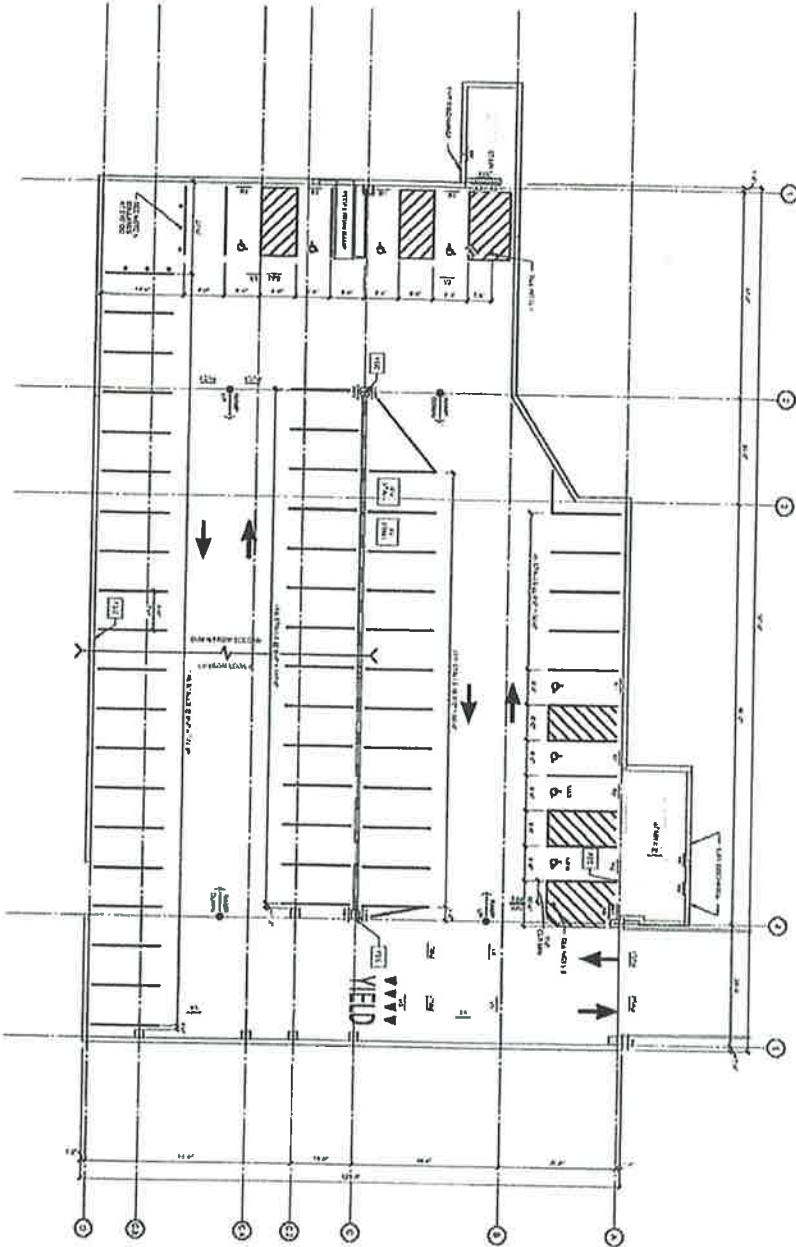
The selection of a Provider will be based upon the following criteria:

- Quality and completeness of Proposal;
- Quality, performance, and effectiveness of services to be provided by the Provider;
- Provider's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity;
- Cost to the Village (Proposal price alone will not be the sole determining factor);
- Provider's ability to perform the work within the time specified;
- Provider's prior record of performance (including safety record) with Village or other; and
- Provider's compliance with applicable laws, regulations, policies (including Village ordinances), guidelines and orders governing prior or existing contracts performed by the Provider.

The Village reserves the right to reject any or all Proposals and to determine which Proposal is, in the Village's judgment, the most responsive. The Village also reserves the right to waive any informality in any Proposal and to delete certain items listed in the Proposal as set forth therein. The selection committee will make a recommendation to the awarding authority. Written Notice of Award will be made to the successful Provider.

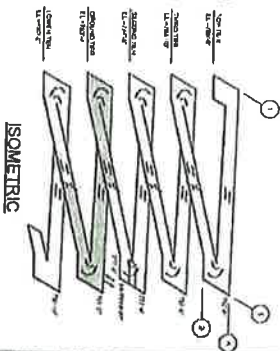
Exhibit B

Floor Plans Civic Center Parking Garage



1 GROUND TIER PLAN

PARKING SPACES - GARAGE			
TYPE	STANDARD	ACCESSIBLE	TOTAL
LEVEL	100	10	110
MEZZANINE	100	10	110
ROOF	100	10	110
TOTAL	300	30	330



ISOMETRIC



LEGEND
 1. 1" = 10' SCALE
 2. 1" = 10' SCALE
 3. 1" = 10' SCALE
 4. 1" = 10' SCALE
 5. 1" = 10' SCALE
 6. 1" = 10' SCALE
 7. 1" = 10' SCALE
 8. 1" = 10' SCALE
 9. 1" = 10' SCALE
 10. 1" = 10' SCALE

NOTES
 1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 6. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 7. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

Mortenson
 A. A. MORTENSON COMPANY
 1000 N. LAKE STREET
 SUITE 100
 GLEN ELLEN, IL 60131
 (708) 414-1000
 FAX (708) 414-1001
 WWW.MORTENSON.COM

WALKER CONSULTANTS
 1000 N. LAKE STREET
 SUITE 100
 GLEN ELLEN, IL 60131
 (708) 414-1000
 FAX (708) 414-1001
 WWW.WALKERCONSULTANTS.COM

SHVEHATERY
 1000 N. LAKE STREET
 SUITE 100
 GLEN ELLEN, IL 60131
 (708) 414-1000
 FAX (708) 414-1001
 WWW.SHVEHATERY.COM

SEKISSE
 1000 N. LAKE STREET
 SUITE 100
 GLEN ELLEN, IL 60131
 (708) 414-1000
 FAX (708) 414-1001
 WWW.SEKISSE.COM

CH. Engineering | Landscape Architecture
 1000 N. LAKE STREET
 SUITE 100
 GLEN ELLEN, IL 60131
 (708) 414-1000
 FAX (708) 414-1001
 WWW.CH-ENGINEERING.COM

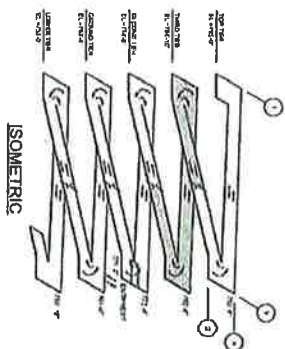


VILLAGE OF GLEN ELLYN
 1000 N. LAKE STREET
 SUITE 100
 GLEN ELLEN, IL 60131
 (708) 414-1000
 FAX (708) 414-1001
 WWW.VILLAGEOFGLENN.COM

NO.	DESCRIPTION	DATE	BY	CHECKED	DATE	BY
1	DESIGN	10/1/10	J. SHVEHATERY			
2	REVISION	10/1/10	J. SHVEHATERY			
3	REVISION	10/1/10	J. SHVEHATERY			
4	REVISION	10/1/10	J. SHVEHATERY			
5	REVISION	10/1/10	J. SHVEHATERY			
6	REVISION	10/1/10	J. SHVEHATERY			
7	REVISION	10/1/10	J. SHVEHATERY			
8	REVISION	10/1/10	J. SHVEHATERY			
9	REVISION	10/1/10	J. SHVEHATERY			
10	REVISION	10/1/10	J. SHVEHATERY			

AG-102

① THIRD TIER PLAN

[illegible][illegible]

Mortenson
W. A. MORTENSON COMPANY
200 Park Boulevard, Suite 100
Tulsa, OK 74103
Tel: 918/437-2883
Fax: 918/437-2887
www.mortenson.com



WALKER
CONSULTANTS

SHIN-EI BATTERY
TEL: 04-26-61-4200 FAX: 04-26-61-4199

Architect: W&P - PP Engineers
 10000 Highway 104, Suite 100
 Calgary, AB T2C 1A9
 Phone: (403) 243-1111
 Fax: (403) 243-1112

City Engineering, Laminated Asphalt
 10000 Highway 104, Suite 100
 Calgary, AB T2C 1A9
 Phone: (403) 243-1111
 Fax: (403) 243-1112

VILLAGE OF GLEN ELLYN
PUBLIC PARKING GARAGE

525 Duane Street
Chas. E. Price, M.D.
Chas. E. Price, M.D.

[illegible]

THIRD TERM PLAN

AG-104

SITE AREA TABULATION

PROPERTY	PM	ST. DISTANCE	ST. DISTANCE	ST. DISTANCE
Lot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	100	100	100	100
TOTAL	50,000	1,012		

BITE DATA

1. The site is located in the Village of Glen Ellyn, Cook County, Illinois.

2. The site is zoned R-1 (Residential Single-Family).

3. The site is located on the east side of Duane Street, between Forest Avenue and Main Street.

4. The site is approximately 1.012 acres in area.

5. The site is currently vacant.

6. The site is proposed for development as a public parking garage.

7. The site is proposed to be developed in three phases.

8. The site is proposed to be developed in accordance with the Village of Glen Ellyn Comprehensive Zoning Ordinance.

9. The site is proposed to be developed in accordance with the Village of Glen Ellyn Subdivision Ordinance.

10. The site is proposed to be developed in accordance with the Village of Glen Ellyn Public Works Ordinance.

GEOMETRY NOTES

1. The site is located in the Village of Glen Ellyn, Cook County, Illinois.

2. The site is zoned R-1 (Residential Single-Family).

3. The site is located on the east side of Duane Street, between Forest Avenue and Main Street.

4. The site is approximately 1.012 acres in area.

5. The site is currently vacant.

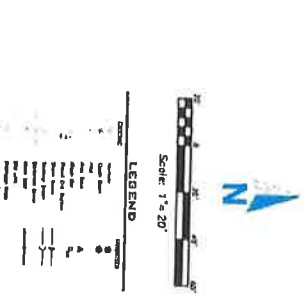
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9. The site is proposed to be developed in accordance with the Village of Glen Ellyn Subdivision Ordinance.

10. The site is proposed to be developed in accordance with the Village of Glen Ellyn Public Works Ordinance.



LEGEND

1. PAVING & SURFACE

2. LEGEND

3. GENERAL NOTES

4. VILLAGE OF GLEN ELLYN PUBLIC PARKING GARAGE

5. SITE GEOMETRY PLAN

6. C-200

Mortenson

SHINEHATTERY

WALKER CONSULTANTS

CRITCHEL ENGINEERING

CHARTERED SURVEYORS

CHARTERED ENGINEERS

CHARTERED ARCHITECTS

CHARTERED PLANNERS

CHARTERED LANDSCAPE ARCHITECTS

CHARTERED ENVIRONMENTAL ENGINEERS

CHARTERED CIVIL ENGINEERS

CHARTERED ELECTRICAL ENGINEERS

CHARTERED MECHANICAL ENGINEERS

CHARTERED CHEMICAL ENGINEERS

CHARTERED INDUSTRIAL ENGINEERS

CHARTERED AERONAUTICAL ENGINEERS

CHARTERED AGRICULTURAL ENGINEERS

CHARTERED MARINE ENGINEERS

CHARTERED METALLURGICAL ENGINEERS

CHARTERED POLYMER ENGINEERS

CHARTERED TEXTILE ENGINEERS

CHARTERED FIBER ENGINEERS

CHARTERED PAPER ENGINEERS

CHARTERED FOOD ENGINEERS

CHARTERED BIOTECHNOLOGY ENGINEERS

CHARTERED ENVIRONMENTAL SCIENTISTS

CHARTERED GEOLOGISTS

CHARTERED GEOPHYSICISTS

CHARTERED HYDROLOGISTS

CHARTERED CLIMATE SCIENTISTS

CHARTERED OCEANOGRAPHERS

CHARTERED ATMOSPHERIC SCIENTISTS

CHARTERED COSMOLOGISTS

CHARTERED ASTRONOMERS

CHARTERED PHYSICISTS

CHARTERED CHEMISTS

CHARTERED BIOLOGISTS

CHARTERED MEDICAL SCIENTISTS

CHARTERED VETERINARY SCIENTISTS

Exhibit C

Proposal Form

The undersigned proposed to furnish Parking Maintenance and Custodial Services of the Civic Center Parking Garage and dumpster enclosure owned by the Village of Glen Ellyn.

PRICE OF SPECIFIED: As stated in Proposed Maintenance and Custodial Fees Section of This Proposal.

Proposal Signature:

X *Arkadiusz Gmbozski*

State of ILLINOIS
County of COOK

Arkadiusz Gmbozski on behalf of
(Print Name of Individual Signing) Eco-Clean Maintenance, Inc.

Being first duly sworn on oath deposes and says that the vendor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Provider and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal in accordance with the Request for Proposals and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Provider authorizes the Village of Glen Ellyn to verify references of businesses and credit at its option.

Signature of Provider shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgements.

Dated: 08/26/2021

(Seal if Corporation)

Eco-Clean Maintenance, Inc.
Organization Name

By: X *Arkadiusz Gmbozski*
Authorized Signature

515 W. Dightwood Ave, Elmhurst, IL 60126
Address

773-310-2002
Telephone

Subscribed and sworn to before me this 26 day of AUGUST 2021.

Dora Steci
Notary Public

In the State of ILLINOIS

My Commission Expires: 06/25/22

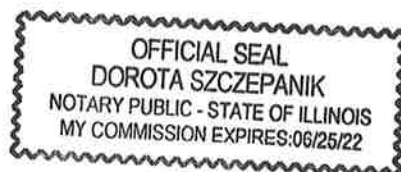


Exhibit E

Compliance Affidavit

I, Arkadiusz Gwoblok, (Print Name) being first duly sworn on oath depose and state:

1. I am the President (title) of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Bid based on the request and have verified the facts contained in the Bid in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Glen Ellyn to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating.
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from contracting with the Village of Glen Ellyn because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Glen Ellyn to recover all amounts paid to the Proposing Firm under the contract in civil action.
8. I hereby state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
9. I certify that the Operator is in compliance with the Drug Free Workplace Act, 41 U.S.C.A. 702

Signature: [Signature]

Name and address of Business: Eco Clean Maintenance, Inc. Elmhurst, IL 60126

Telephone: 773-310-2002

E-Mail: ecocleanmaintenance@yahoo.com

Subscribed to and sworn before me this 26 day of August, 2021.

[Signature]

Notary Public



¹ Affiliates means: (i) any subsidiary or parent of the contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the contracting business entity.

PROPOSAL FOR CUSTODIAL SERVICES

EXCLUSIVELY PREPARED FOR

THE VILLAGE OF GLEN ELLYN PARKING GARAGE

After a walkthrough of the Glen Ellyn Parking Garage located at 535 Duane Street, Glen Elly, IL 60137 where Eco-Clean Maintenance, Inc. would provide custodial services, we have estimated:

- | | |
|--|-----------------------|
| • Custodial Services seven (7) days per week | \$ 5,540.00 per month |
| • Custodial Services five (5) days per week | \$ 4,842.00 per month |
| • Custodial Services three (3) days per week | \$ 3,720.00 per month |
| • Custodial Services two (2) days per week | \$ 2,835.00 per month |

The above referenced price includes:

ALL LABOR

ALL EQUIPMENT

ALL SUPERVISION

Eco-Clean Maintenance, Inc. will not provide any services listed under the "Maintenance Services" in the Requests for Proposal for Parking Garage Maintenance and Custodial Services."

Should you require any additional information or have any questions, please do not hesitate to contact our office.

NOTE: Additional cleaning not included in the regular schedule will be charged at separate fee base on the particular needs and the requirements of the CLIENT.

PROPOSAL FOR CUSTODIAL SERVICES

EXCLUSIVELY PREPARED FOR

THE VILLAGE OF GLEN ELLYN PARKING GARAGE

After a walkthrough of the Glen Ellyn Parking Garage located at 535 Duane Street, Glen Elly, IL 60137 where Eco-Clean Maintenance, Inc. would provide custodial services, we have estimated:

- Initial Power Wash of the Parking Garage and entrance sidewalk **\$3,100.00 per occasion**

The above referenced price includes:

ALL LABOR

ALL EQUIPMENT

ALL SUPERVISION

Should you require any additional information or have any questions, please do not hesitate to contact our office.

NOTE: Additional cleaning not included in the regular schedule will be charged at separate fee base on the particular needs and the requirements of the CLIENT.

GLEN ELLYN PARKING GARAGE CLEANING SPECIFICATIONS

Daily Cleaning Duties:
Clean stairwells (floors, walls handrails, doors) and well lit
Clean dumpster enclosure and remove debris from pavement
Clean elevator floors, walls, and doors
Clean the garage grounds from the visible debris
Clean entrance doors (interior & exterior)
Weekly Cleaning Duties:
Sweep entry/exit ramps

Monthly Cleaning Duties	COMPLETED
Clean and run water in all floor drains for at least 10 minutes	
Power wash dumpster	
Three times per year Cleaning Duties:	
Wash down all garage surfaces	
Quarterly Cleaning Duties:	
Power sweep floors	
Annual Cleaning Duties:	
Clean Security camera lens	
As needed Cleaning Duties:	
Clean signage	
Remove oil stains on pavements	
Identify, remove, and report graffiti	
Work with Village staff	



Addendum 1

Request for Proposals (RFP) For Parking Garage Maintenance & Custodial Services

Date Issued:

Addendum 1 – August 24, 2021

Original RFP – August 12, 2021

Proposal Deadline:

September 1, 2021

Sealed Proposals Returned to:

Emily Rodman, Assistant Village Manager

Glen Ellyn Civic Center

535 Duane Street

Glen Ellyn, IL 60137

Proposal Bond:

Not Applicable

Contract Bond:

Not Applicable

Providers will be expected to maintain the trash containers by wiping down the exterior of the containers periodically, as needed.

Snow Removal.

Snow removal and salting is not part of the requested services covered by this RFP. The Village will either conduct snow removal operations in-house, or solicit separate bids for those services.

Custodial Service Schedule/Frequency of Cleaning.

The Garage structure has been in use for approximately four months. The Garage is not being used to its full capacity, in part due to the current pandemic. As a result, the Village does not know how frequently the garage will need to be cleaned. To that end, the Village is requesting Providers responding to the RFP submit pricing based on multiple alternatives as outlined below:

- Alternative 1: Cleaning of the Garage twice (2x) weekly
- Alternative 2: Cleaning of the Garage three times (3x) weekly
- Alternative 3: Cleaning of the Garage five times (5x) weekly
- Alternative 4: Cleaning of the Garage daily (7x weekly)

Time of Day of Service.

The Village prefers the requested Custodial & Maintenance Services be performed at off-peak hours for the Garage (anticipated to be in the evenings).

Proposal Format.

The Provider may submit their proposal in a format of their choosing. The Village does not have a pre-set pricing form that must be completed and submitted as part of the proposal.

Potential Expansion of Services.

A second parking facility is currently under construction in the Village in close proximity to the Civic Center Parking Garage. The facility is a public/private partnership and will remain under joint ownership. The Village will own and maintain portions of the main level of this garage, which will contain approximately 120 parking spaces. This garage is anticipated to open fully to the public in the spring of 2022. The Village anticipates negotiating with the Provider selected to maintain the Civic Center Garage a second contract to maintain this additional facility (if the Provider is amenable to such).

REFERENCES

Village of Arlington Heights Public Garages: 3 locations

Municipal Parking Garage

33 S. Arlington Heights Road, Arlington Heights, IL 60005

Evergreen Underground Parking Garage

35 S. Evergreen, Arlington Heights, IL 60005

Vail Avenue Garage

22 S. Vail, Arlington Heights, IL 60005

North Garage

155 E. Eastman, Arlington Heights, IL 60005

Phone: (847) 772-0204

Contact: Anthony Butera

Job Description: Public Garages, Grounds, Staircases, Elevators

Contract Period: September 2013-Present

Building Size: 700,000 sq. ft.

Mokena Community Park District

10925 LaPorte Road

Mokena, IL 60448

Phone: (708) 372-8867

Contact: Jim VanGennep

Job Description: Offices, Summer Splash Area, Facilities, Restrooms, Hallways, Staircases, Preschools, Concession Stand

Contract Period: March 2009-Present

Building Size: 45,000 sq. ft.

The Oaks Recreation & Fitness Center

10847 LaPorte R

Mokena, IL 60448

Phone: (708) 372-8867

Contact: Jim VanGennep

Job Description: Offices, Gyms, Facilities, Locker Rooms, Restrooms, Hallways, Staircases

Contract Period: April 2010-Present

Building Size: 60,000 sq. ft.

Office of Will County Executive various bldgs.

302 N. Chicago Street

Joliet, IL 60432

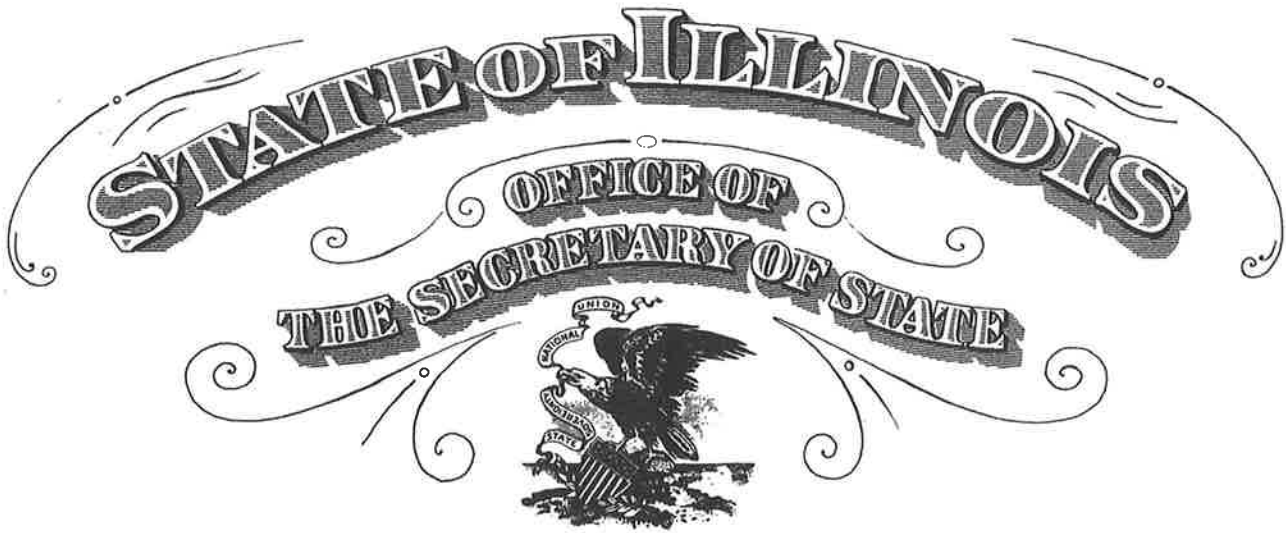
Phone: (779) 702-1500

Contact: Kathy Henderson

Job Description: Offices, Facilities, Hallways, Restrooms, Staircases, Health Departments, Courthouses,

Contract Period: December 2016- Present

Buildings Size: approx. 2,000,000 sq. ft.



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

ECO-CLEAN MAINTENANCE INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 12, 2008, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



***In Testimony Whereof, I hereto set
my hand and cause to be affixed the Great Seal of
the State of Illinois, this 9TH
day of AUGUST A.D. 2021 .***

Jesse White

SECRETARY OF STATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Illinois, LLC Four Westbrook Corporate Ctr, Ste 500 Westchester IL 60154		CONTACT NAME: Colette Celaya PHONE (A/C, No, Ext): 847-745-1764 E-MAIL ADDRESS: colette.celaya@assuredpartners.com	
INSURED ECO Clean Maintenance, Inc 515 W. Wrightwood Ave Elmhurst IL 60126		INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance Company INSURER B: AmTrust Insurance Co of Kansas INSURER C: INSURER D: INSURER E: INSURER F:	
ECOCLEA-01		NAIC # 15350 15954	

COVERAGES

CERTIFICATE NUMBER: 323091080

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			A898760	3/11/2021	3/11/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			A898760	3/11/2021	3/11/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			A898760	3/11/2021	3/11/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	KWC1237920	2/20/2021	2/20/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ECO-CLEAN MAINTENANCE, INC.

INTRODUCTION TO CONTRACTOR

Eco-Clean Maintenance, Inc. has been engaged in the janitorial services business for over twelve years. It is an Illinois Corporation incorporated on December 12, 2008. The Company's Owner/President, Eric Grabowski has over 20 years of experience in commercial cleaning business

COMPANY INFORMATION:

Eco-Clean Maintenance, Inc.

Attn.: Eric Grabowski

Phone: 773-310-2002

515 W. Wrightwood Ave.

Elmhurst, IL 60126

Email: ecocleanmaintenance@yahoo.com

Currently we employ 85 full and part-time janitorial staff members and 13 support staff members. Our Company's Safety Supervisors are responsible for training of the new as well as the existing employees on a regular basis. Moreover, in order to provide our clients with the best quality of services, our supervisors are also required to complete the follow-up trainings during their employment.

QUALITY CONTROL AND EXCELLENT ON PREMISES SUPERVISION are only two of a long list of reasons that separate us from our competition. In Eco-Clean Maintenance, Inc. we believe that we offer outstanding customer service and satisfaction that our clients deserve, expect, and will receive. Therefore, we believe that from major construction projects to daily commercial cleaning, it is of the utmost importance to maintain a professional business facility.

SERVICES

1. Contractor's Experience.

Eco-Clean Maintenance, Inc.'s cleaning abilities are limitless: from post-construction projects to regular daily office cleaning. We utilize the latest in state-of-the-art equipment as well as products including but not limited to 3M, Rubbermaid, Johnson Diversey, and Spartan.

For Eco-Clean Maintenance, Inc. it does not matter how many employees or customers you may have, we will establish a customized work plan to address your specific daily, weekly, monthly and annual cleaning needs. Eco-Clean Maintenance, Inc provides business cleaning services for:

- Office buildings;
- Federal, state, and municipal government facilities, such as villages, cities, park districts;
- Restaurants;
- Public and private schools;
- Daycares;
- Restaurants;
- Retail stores.

Our commercial cleaning services include:

- Routine cleaning services: daily, weekly, monthly, semi-annual, annual;
- Hard surface floor cleaning;
- Carpet cleaning;
- Dusting and Window washing;
- Power washing;
- Tiles and grout cleaning;
- Post-construction cleanup;
- Emergency service.

2. Approach to Service Delivery.

Eco-Clean Maintenance, Inc. reviewed the Village of Glen Ellyn parking garage maintenance and custodial services specifications. Eco- Clean Maintenance, Inc. will not provide any cleaning staff at your facility without prior training. At least two weeks prior to the first day of the contract, each employee will be required to pass the training session to ensure compliance with state and federal training requirements.

The standards training procedures include the following regulations:

- Material handling;
- Electrical safety;
- Emergency evacuation;
- Variety of required and allowed products, etc.

Although, our company expects employees to follow rules of conduct that will protect the interests of the Clients and safety of all employees, the misconduct is sometimes not avoidable. Therefore, we expect our employees to correct their unsatisfactory performance immediately. In the event the delinquency is not fixed as requested, the employee is given one “last “chance. If after the last notice, the misconduct is still not addressed, the employee will be terminated.

Eco-Clean Maintenance, Inc. always maintains enough quantity of equipment in our warehouse. The equipment that will be employed at the Village of Glen Ellyn garage facility will be stored on site to perform the day-to-day duties. In case of the shortage of supplies or equipment malfunction, we have full-time driver who will be able to deliver any necessary supplies 24 hours per day.

Israel Cortez will be assigned as an Area Supervisor who will be engaged in monitoring service levels and staff performance. Also, the Supervisor will be responsible for communication with the Village’s representative, he will verify the Contract compliance based on the quality control requirement and cleaning specifications provided by the village. Israel Cortez has been working for our company for over 5 years and has 10 years of experience.

Eco’s recruiting process includes the employees screening and interview. Eco also conducts random drug testing of the employees. In Eco-Clean Maintenance, Inc. we believe that personnel’s attire stands for Company’s good image. Therefore, our employees are required to wear Company’s uniform: T-shirts with company’s logo and the Identification Badge.

Eco-Clean Maintenance, Inc. will provide 1-2 cleaning crew members and who will work approximately 4- 8 hrs per day (depending on the number of the cleaning crew members).

Also, we will train additional cleaning members who will be ready to fulfill the duties in case of absenteeism of main cleaning crew. Our company operates 24 hours a day. Eco-Clean Maintenance, Inc. will offer emergency clean-up services at your facility during normal business hours within 2-4 hour notice during the weekday, weekday evening, and weekend evening.

As a recognized Company among the janitorial and custodial services providers, Eco has established Quality Assurance Program to provide our Clients with professional and outstanding services. In Eco-Clean Maintenance, Inc. we are aware of diversity of services required by different Clients. Therefore, we systematically examine our cleaning methods and quality standards.

Eco-Clean Maintenance, Inc.

Quality Control

Quality control is one of the most important aspects when providing high quality services. Thus, it needs to be monitored at the highest level. The first step in quality control is training. Getting the staff professionally trained is paramount to high quality work. Each staff member undergoes training and testing phase before going out into the field. Once they have successfully passed their training, they are placed among other crew members and they work under the supervision of a crew leader and field/on-site supervisor. Then, Eco-Clean Maintenance, Inc. performs frequent check-ups and development training that occur on an ongoing basis.

Once our staff is trained and out in the field, they need to understand the scope of the job. Therefore, communication is a key in the providing high quality service. The first line of communication is a clear outline of the duties and cleaning specifications (per Client's requirements). This is achieved by easy-to-follow daily, weekly, and monthly cleaning checklists. This allows the cleaning staff to clearly follow the cleaning specifications and gives the supervisor a valuable method to monitor that the work is being completed. These checklists and notes can also be reviewed by the customer if they are interested to see the progress of the day-to-day operation of the project. Furthermore, we are always available to receive feedback from our customers, whether via telephone, email, or face-to-face meetings. We pride ourselves on our responsiveness, as we know our success is based on your satisfaction.

However, what happens when the plan is not perfectly executed? If work is not completed, or is not completed to a satisfactory level, the supervisor will determine the course of action to remedy the situation. These courses of action range from altering the order of cleaning, improving cleaning technique, or improving time management, etc.

Therefore, our quality control plan is based on: training, communication and rectification.

ECO-CLEAN MAINTENANCE, INC.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Eco-Clean Maintenance, Inc. is committed to providing a non-discriminatory employment environment for its employees.

The policy of Eco-Clean Maintenance, Inc. is to fully comply with applicable federal state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex [including sexual harassment], national origin, disability, age, military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting bossiness objectives are expected to cooperate fully in meeting Eco-Clean Maintenance, Inc.'s equal employment opportunity objectives.

An employee who believes he or he has been discriminated against must immediately report any incident to the company's Human Resources Manager.

The company will not tolerate retaliation against any employee who reports acts of discrimination to provide information in connection with any such complaint.

If you have any questions regarding this policy, please contact Eco-Clean Maintenance, Inc.'s Human Resources Manager.

Eco-Clean Maintenance, Inc. is an equal opportunity employer.

Eco-Clean Maintenance Alcohol and Substance Abuse Policy

Eco -Clean Maintenance is committed to providing a safe working environment for all employees, and as such, is a drug and alcohol-free workplace. The use of or being under the influence of illegal drugs and/or alcohol is inconsistent with the behavior expected of employees. The use of the illegal drugs and alcohol and misuse of prescribed and over the counter drugs subject employees and customers to unacceptable safety risks that undermine our ability to operate safely, effectively and efficiently.

The use, possession, distribution or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances or testing positive for alcohol or any drug including, but not limited to, inactive components or metabolites associated with the use of such drugs is strictly prohibited while on duty, while on a work site or Company premises or while operating the Company's equipment or vehicles.

Eco-Clean Maintenance participates in post -offer of employment, random and post-accident drug and alcohol testing. If injured on the job, you may be asked to participate in a drug and alcohol test immediately following the injury. If, however, the use of alcohol or non-prescribed controlled drugs in violation of the employer's rule or policy is the proximate cause of the injury, then the benefits or compensation otherwise payable for death or disability shall be forfeited.

After being extended an offer of employment, prospective employees are required to complete a pre-employment drug screen at a Quest Diagnostics Site. Any refusal to submit to a pre-employment drug screen or submitting outside of the required testing schedule will be considered a positive result and will terminate any offer of employment.

Random drug screens are to be done for 10% of the company on an annual basis in March of each year.

Western Surety Company

JANITORIAL SERVICE BOND

Bond No. 62577315

In consideration of an agreed premium, Western Surety Company, a South Dakota corporation, hereby agrees to indemnify Eco Clean Maintenance, Inc

of 515 W. Wrightwood Ave., Elmhurst, IL 60126

(the "Obligee"), against loss of money or other property, real or personal, belonging to any and all subscribers (the "Subscriber") to its services, or in which the Subscriber has a pecuniary interest, or for which the Subscriber is legally liable, which the Subscriber shall sustain as the result of any fraudulent or dishonest act, as hereinafter defined, of an Employee or Employees of the Obligee acting alone or in collusion with others, and for which the Obligee is liable, the amount of indemnity on each of such Employees being Ten Thousand and 00/100

DOLLARS (\$10,000.00).

THE FOREGOING AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

TERM OF BOND:

SECTION 1. The term of this bond begins with the 2nd day of November, 2015, at 12:00 o'clock night, standard time, at the address of the Obligee above given, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this bond in its entirety.

DISCOVERY PERIOD:

SECTION 2. Loss is covered under this bond only (a) if sustained through any act or acts committed by any Employee of Obligee while this bond is in force as to such Employee, and (b) if discovered prior to the expiration or sooner cancellation of this bond in its entirety as provided in Section 11, or from its cancellation or termination in its entirety in any other manner, whichever shall first happen.

DEFINITION OF EMPLOYEE:

SECTION 3. The word Employee or Employees, as used in this bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Obligee, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Obligee in the ordinary course of the Obligee's business during the term of this bond, and whom the Obligee compensates by salary or wages and has the right to govern and direct in the performance of such service, for whom a premium has been paid, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

FRAUDULENT OR DISHONEST ACT:

SECTION 4. A FRAUDULENT OR DISHONEST ACT OF AN EMPLOYEE OF THE OBLIGEE SHALL MEAN AN ACT WHICH IS PUNISHABLE UNDER THE CRIMINAL CODE IN THE JURISDICTION WITHIN WHICH ACT OCCURRED, FOR WHICH SAID EMPLOYEE IS TRIED AND CONVICTED BY A COURT OF PROPER JURISDICTION.

MERGER OR CONSOLIDATION:

SECTION 5. If any natural persons shall be taken into the regular service of the Obligee through merger or consolidation with some other concern, the Obligee shall give the Surety written notice thereof and shall pay an additional premium on any increase in the number of Employees covered under this bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.

NON-ACCUMULATION OF LIABILITY:

SECTION 6. Regardless of the number of years this bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Surety under this bond shall not be cumulative in amounts from year to year or from period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE:

SECTION 7. With respect to loss or losses caused by an Employee or which are chargeable to such Employee as provided in Section 4 and which occur partly under this bond and partly under other bonds or policies issued by the Surety to the Obligee or to any predecessor in interest of the Obligee and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Surety under this bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this bond on such loss or losses or the amount available to the Obligee under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss or losses, if the latter amount be the larger.

DEDUCTIBLE:

SECTION 8. The Surety shall not be liable under this bond on account of any loss or losses through fraudulent or dishonest acts committed by any Employee of Obligee, unless the amount of such loss or losses, after deducting the net amount of all reimbursement and/or recovery, including any cash deposit taken by the Obligee, obtained or made by the Obligee or the Surety on account thereof, prior to payment by the Surety of such loss or losses, shall be in excess of ONE HUNDRED DOLLARS (\$100.00), and then for such excess only, but in no event for more than the amount of insurance carried on such Employee under this bond. If more than one Employee commits the fraudulent or dishonest act resulting in such loss or losses, said deductible amount shall apply to each Employee so involved.

Form 1375-10-2002

SALVAGE:

SECTION 9. If the Obligor shall sustain any loss or losses covered by this bond which exceed the amount of coverage provided by this bond, the Obligor shall be entitled to all recoveries, except from suretyship, insurance, reinsurance, security or indemnity taken by or for the benefit of the Surety, by whomsoever made, on account of such loss or losses under this bond until fully reimbursed, less the actual cost of effecting the same; and less the amount of the deductible carried on the Employee causing such loss or losses; and any remainder shall be applied to the reimbursement of the Surety.

CANCELLATION AS TO ANY EMPLOYEE:

SECTION 10. This bond shall be deemed cancelled as to any Employee: (a) immediately upon discovery by the Obligor, or by any partner or officer thereof not in collusion with such Employee, of any fraudulent or dishonest act on the part of such Employee; or (b) at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served upon the Obligor or sent by mail. Such date, if the notice be served, shall be not less than ten (10) days after such service, or, if sent by mail, not less than fifteen (15) days after the mailing. The mailing by Surety of notice, as aforesaid, to the Obligor at its principal office shall be sufficient proof of notice.

CANCELLATION AS TO BOND IN ITS ENTIRETY:

SECTION 11. This bond shall be deemed cancelled in its entirety at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served by the Obligor upon the Surety or by the Surety upon the Obligor, or sent by mail. Such date, if the notice be served by the Surety, shall be not less than ten (10) days after such service, or if sent by the Surety by mail, not less than fifteen (15) days after the date of mailing. The mailing by the Surety of notice, as aforesaid, to the Obligor at its principal office shall be sufficient proof of notice. The Surety shall refund to the Obligor the unearned premium computed pro rata if this bond be cancelled at the instance of the Surety, or at short rates if cancelled or reduced at the instance of the Obligor.

PRIOR FRAUD, DISHONESTY OR CANCELLATION:

SECTION 12. No Employee, to the best of the knowledge of the Obligor, or of any partner or officer thereof not in collusion with such Employee, has committed any fraudulent or dishonest act in the service of the Obligor or otherwise. If prior to the issuance of this bond, any fidelity insurance in favor of the Obligor or any predecessor in interest of the Obligor and covering one or more of the Obligor's Employees shall have been cancelled as to any of such Employees by reason of (a) the discovery of any fraudulent or dishonest act on the part of such Employees, or (b) the giving of written notice of cancellation by the insurer issuing said fidelity insurance, whether the Surety or not, and if such Employees shall not have been reinstated under the coverage of said fidelity insurance or superseding fidelity insurance, the Surety shall not be liable under this bond on account of such Employees unless the Surety shall agree in writing to include such Employees within the coverage of this bond.

LOSS—NOTICE—PROOF—LEGAL PROCEEDINGS:

SECTION 13. At the earliest practical moment, and at all events not later than fifteen (15) days after discovery of any fraudulent or dishonest act on the part of any Employee by the Obligor, or by any partner or officer thereof not in collusion with such Employee, the Obligor shall give the Surety written notice thereof and within four (4) months after such discovery shall file with the Surety affirmative proof of loss, itemized and duly sworn to, and shall upon request of the Surety render every assistance, not pecuniary, to facilitate the investigation and adjustment of any loss. No suit to recover on account of loss under this bond shall be brought before the expiration of two (2) months from the filing of proof as aforesaid on account of such loss, nor after the expiration of twelve (12) months from the discovery as aforesaid of the fraudulent or dishonest act causing such loss. If any limitation in this bond for giving notice, filing claim or bringing suit is prohibited or made void by any law controlling the construction of this bond, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

TEMPORARY EMPLOYEES:

SECTION 14. The Obligor shall not at any time while this bond is in force direct any temporary employee(s) to any subscriber's premises unless such person(s) is/are accompanied by a foreman who is in the regular employ of the Obligor. For purposes of this restriction, any person who works less than the normal working hours established by his employer or otherwise fails to meet the definition of "Employee" above is considered a temporary employee.

EXCLUSIONS:

SECTION 15. This bond does not apply to loss that is an indirect result of any act or loss caused by or involving one (1) or more Employees, whether the result of a single act or series of acts, covered by this insurance including, but not limited to, loss resulting from:

- a. The Obligor's inability to realize income that would have been realized had there been no loss covered by this bond.
- b. Payment of damages of any type for which the Obligor is legally liable. Compensatory damages arising directly from a covered loss will be paid.
- c. Payment of costs, fees, or other expenses incurred by the Obligor in establishing either the existence or the amount of loss under this bond.

This bond does not apply to expenses related to any legal action.

OTHER INSURANCE:

SECTION 16. This bond does not apply to loss recoverable or recovered under other insurance or indemnity. However, if the limit of the other insurance or indemnity is insufficient to cover the entire amount of the loss, this bond will apply to that part of the loss, other than that falling within any Deductible Amount, not recoverable or recovered under the other insurance or indemnity, but not for more than the amount of indemnity as stated above.

DATED November 2nd 2015

WESTERN SURETY COMPANY

By



Paul T. Bruffat, Senior Vice President



GreenBusinessBureau

Eco-Clean Maintenance Inc.

Having demonstrated their commitment to promoting and implementing business practices that are environmentally responsible, and having met the standards set forth by the Green Business Bureau, is hereby granted membership and recognized as a member in good standing.



Marcos Cordero, LEED AP, CEO and Co-founder

MEMBER SINCE 2013

Certificate of Completion

This is to certify that

Israel Cortez

Has completed

10 Hour General Industry Safety Certification

360training.com, Inc. is authorized by IACET to offer 1.0 CEUs for this program.

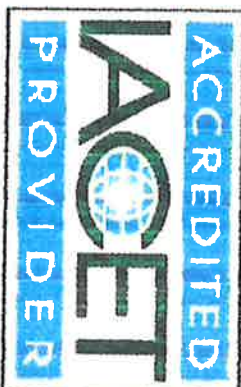
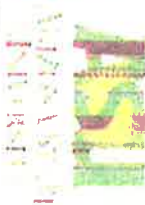
Completion Date: 08/17/2017

Course Duration: 10.0



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360training



This certifies that the person named below successfully completed a

Israel Cortez

10 Hour General Industry Safety Certification

Marie Athey, OHST

Trainer Name

08/17/2017

Completed

This is your pocket card which may be used for proof of completion of your training. This training is intended to provide supervisor awareness for recognizing and preventing hazards on a construction site. Workers must receive additional training as required for the specific hazards of their job or federal, state, and local requirements.

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360training

Certificate of Completion

This is to certify that

Israel Cortez

has completed the course

Bloodborne Pathogens

Completion date: **01/15/2020**

Course duration: **1.0**

Certificate # **000016840090**

Samantha Montalvano
Chief Operating Officer



**Glen Ellyn Village
Board**

535 Duane Street
Glen Ellyn, IL 60137

Meeting 9/27/2021 7:00 PM
Department: Community Development
Department Head: Staci Springer
Category: Ordinance
Prepared By: Atrin Fard, Kelly Purvis

**AGENDA ITEM (ID
2021-1466)**

DOC ID: 2021-1466

**Ordinance No. 6905, An Ordinance Approving a Construction
Necessitated Zoning Variation to Allow a Driveway without an
Impervious Surface Setback to Remain on the Property Located
480 Cottage Avenue (Community Development Director Springer)**

Statement of the Issue:

See attached Memo.

Analysis:

See attached Memo.

Budget Impact:

See attached Memo.

Action Requested:

See attached Memo.

Attachments:

1. VB Board Memo
2. 1. Draft Ordinance to Approve
3. 2. Exhibit A - Abbreviated Draft Minutes of the August 24, 2021 ZBA Meeting
4. 3. Property Aerial Map
5. 4. Zoning Map
6. 5. Application Materials
7. 6. Plat of Survey Exhibit
8. 7. Approved Plat of Survey for Building Permit
9. 8. Approved Plat of Survey for Building Permit (Neighbor to the East)
10. 9. Photo No.1
11. 10. Photo No.2
12. 11. Photo No.3

- 13. 12. Cost Estimate to Remove Work
- 14. 13. Neighbor's Letter of Support

MEMORANDUM

TO: Mark Franz, Village Manager

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

DATE: September 15, 2021

RE: September 27, 2021, Village Board Meeting – Construction Necessitated Zoning Variation Request – 480 Cottage Avenue



Background

The property owner, Peter A. Hollowed, is requesting approval of a construction necessitated zoning variation from the Glen Ellyn Zoning Code to allow an existing driveway with no impervious surface setback to remain on the property located at 480 Cottage Avenue where an impervious surface of .91 feet is required.

The subject property is an interior lot, located in the R2 Residential zoning district on the north side of Cottage Avenue and between North Main Street and Pleasant Avenue. The land use immediately surrounding the subject property is R2 Residential. Notice of a public hearing was published in the Daily Herald on August 6, 2021. The Zoning Board of Appeals (ZBA) conducted a public hearing on the requested construction necessitated variation on August 24, 2021.

Project History

For many years, the homeowners at 480 Cottage Avenue (subject property) and the adjacent property to the east, 482 Cottage Avenue, have had connected driveways. Both lots are very narrow and would not be able to provide the 9-foot required driveways and the approximately 1-foot required impervious surface setbacks between the two homes. Despite the driveways being connected, the surface of the west portion of the shared driveway (480 Cottage's side) was finished with concrete, while the east side (482 Cottage's side) was originally surfaced with gravel and later replaced with asphalt (please see attached, Photo No. 1).

On June 15th, 2020, A.V. Concrete Services, LLC submitted applications for building permits on behalf of the homeowners to replace both driveways. During the review process, it came to staff's attention that the asphalt portion of the shared driveway which had been predominantly utilized and maintained by the adjacent property owner (482 Cottage) was encroaching onto the subject property as much as 2.2 feet in some locations. It should be noted that the Village has no record of a permit being issued for the asphalt driveway for the property at 482 Cottage, so that portion of the driveway was illegal and non-conforming. Therefore, staff advised the construction company to build the new driveway on the 482 Cottage Avenue up to the common property line (not to the full extent that the prior asphalt driveway had been constructed). This

action led to a narrow triangular gap along the east side of the 480 Cottage property (please see attached, Photo No. 2).

On June 29th, 2020, staff notified the contractor that the driveway at 480 Cottage may be replaced “in-kind” in the exact location of the existing concrete driveway as shown on the approved plat of survey for the permit (please see attached), and noted that no expansion of the concrete driveway is allowed due to the required impervious surface setback. After the work was completed, on September 24th, 2020, the Village performed a final inspection and realized that the new concrete driveway for 480 Cottage had been expanded and now extends up to the property line, where an impervious surface setback of 0.91 feet is required (please see attached, Photo No. 3).

When staff inquired, the homeowner indicated that he was not informed about permit conditions by the contractor until after the project was completed.

The petitioner is proposing to maintain the concrete driveway in its existing location, up to the property line per the attached plat of survey exhibit. If the request is denied, the petitioner has provided a cost estimate of \$2,950 to remove the non-conforming concrete and restore the area with topsoil and planting seeds.

Public Hearing Summary

On August 24, 2021, the Zoning Board of Appeals (ZBA) reviewed the existing conditions of the property, the location of the improvements requiring the variation, and considered the testimony from the petitioner. The property owner stated that they hired a concrete contractor to obtain a building permit to replace the driveway in the exact location. He claimed that the contractor did not communicate permit conditions with him until after the project was completed. He also indicated that if he had been notified, he would have obtained the required variation prior to completing the work. The petitioner added that the contractor did not take responsibility and was not responsive to the homeowner’s efforts to address the zoning issue. The petitioner also testified that a gap in the pavement would create a tripping hazard and could result in damage to the driveways (both from freezing and thawing of ice over the winter and from cars driving over the edge of the pavement). He reiterated the need for the driveways to remain connected in order to be fully functional for both properties.

There were no members of the public at the meeting to speak in favor or against the request. However, the petitioner submitted a letter from the immediately adjacent property owner to the east (482 Cottage) in support of the variation (attached).

The ZBA deliberated on the exact hardships or unique circumstances presented by the petitioner. The ZBA felt that the condition was “pre-existing” with the neighbor's nonconforming blacktop driveway encroaching on the subject property with no building permit issued for it. The majority of ZBA members agreed that the request to maintain the existing improvements is minimal and

would not increase the property's drainage issues but would also protect the integrity of the driveways' materials and create safer conditions with a better look. The ZBA made a motion to approve the requested construction necessitated zoning variation with conditions that: the driveway shall be kept in substantial conformance with the plans as submitted and the testimony presented at the August 24, 2021 public hearing of the Zoning Board of Appeals, no additional expansion to the driveway will be allowed, and the driveway's existing conditions must be maintained.

Recommendation

On August 24, 2021, the ZBA unanimously voted to recommend approval of the requested construction necessitated variation by a roll call vote of five “yes” and zero “no”. In accordance with this recommendation for approval, staff has prepared an ordinance to **approve** the requested variation.

Action Requested

The Village Board should consider the request, the recommendation offered by the Zoning Board of Appeals, and any further evidence or testimony presented at the Village Board Meeting and grant, deny, or amend the request.

Attachments

- Draft Ordinance to approve
- Exhibit “A” – Abbreviated Draft Minutes of the August 24, 2021 ZBA Meeting
- Aerial Photo
- Zoning Map
- Petitioner’s Application
- Plat of Survey Exhibit
- Approved Plat of Survey for Building Permit
- Approved Plat of Survey for Building Permit (Neighbor to the East)
- Photo No.1
- Photo No.2
- Photo No.3
- Cost Estimate to Remove Work
- Petition of Support

CC: Peter A. Hollowed, Property Owner



Village of Glen Ellyn

Ordinance No.

**An Ordinance Approving a Construction Necessitated
Zoning Variation to Allow an Existing Driveway with
No Impervious Surface Setback to Remain on the Property
Located at 480 Cottage Avenue,
Glen Ellyn, IL 60137**

**Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This _____ Day of _____, 20__.**

Published in pamphlet form by the authority
of the President and Board of Trustees of the
Village of Glen Ellyn, DuPage County, Illinois,
this _____ day of _____, 20__.

**PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137**

Ordinance No.

**An Ordinance Approving a Construction Necessitated
Zoning Variation to Allow an Existing Driveway with
No Impervious Surface Setback to Remain on the Property
Located at 480 Cottage Avenue,
Glen Ellyn, IL 60137**

Whereas, Peter A. Hollowed, owner of the property located at 480 Cottage Avenue, Glen Ellyn, Illinois, which is legally described as follows:

THE EAST 45 ½ FEET OF LOT 1 IN BLOCK 4 IN GLEN ELLYN ADDITION TO PROSPECT PARK, BEING A SUBDIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1890 AS DOCUMENT 42867, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 05-11-302-015

has petitioned the President and Board of Trustees of the Village of Glen Ellyn for a construction necessitated zoning variation from Section 10-5-5(C) of the Glen Ellyn Zoning Code to allow a 0-foot impervious surface setback for a driveway, in lieu of the 1-foot setback required on the property legally described herein above, in the R2 Residential District; and

Whereas, following due notice by publication in the Daily Herald not less than fifteen (15) nor more than thirty (30) days prior thereto, and by mailing notice to all property owners within 250 feet of the subject property at least ten (10) days prior thereto, and following the placement of a placard on the subject property not less than fifteen (15) days prior thereto, the Glen Ellyn Zoning Board of Appeals conducted a public hearing on August 24, 2021, at which the petitioner presented evidence and testimony in support of the request for the construction necessitated zoning variation and zero (0) persons appeared in favor of the variation request and zero (0) persons appeared in opposition thereto; and

Whereas, included in the evidence presented by the petitioner, the owner of the

immediately adjacent property, submitted a letter of support for the construction necessitated zoning variation request, which was read into the record during the public hearing on August 24, 2021; and

Whereas, based upon the evidence, testimony, and exhibits presented at the public hearing on August 24, 2021, the Zoning Board of Appeals adopted findings of fact and voted on a motion to recommend approval of the construction necessitated zoning variation, which carried by a roll call vote of five (5) “yes” and zero (0) “no”, resulting in a recommendation for approval as set forth in its Abbreviated Draft Minutes dated August 24, 2021, appended hereto as Exhibit "A"; and

Whereas, the President and Board of Trustees have reviewed the Abbreviated Draft Minutes of the August 24, 2021 Zoning Board of Appeals public hearing, attached hereto as Exhibit “A”, and the evidence presented at the aforementioned public hearing and have considered the findings of fact and recommendations of the Zoning Board of Appeals; and

Whereas, the President and Board of Trustees make the following findings of fact:

- A. That the practical difficulties or particular hardships are that the condition was preexisting with the neighbors blacktop driveway illegally encroaching on the subject property’s driveway; that there would be safety issues if the nonconforming piece is removed; and
- B. That the construction necessitated zoning variation, if granted, will not alter the essential character of the locality as the connected driveways were preexisting. The existing connected driveways have more integrity in terms of materials and are located where the previous connected driveways were located for many years; and
- C. That the purpose of the variation is not based exclusively upon a desire to make more

money out of the property since the owner requires the variation to safely share his driveway with the immediate neighbor in the same manner as the connected driveways were utilized for many years; and

- D. That the construction necessitated zoning variation will not be detrimental to the public comfort, morals, and welfare or injurious to other property or improvements in the neighborhood in which the property is located since the variation will allow the petitioner and his neighbor to safely use a connected driveway and to reduce potential damage to both the petitioner's and his neighbor's driveways; and
- E. That the construction necessitated zoning variation will not substantially increase the hazard from fire or other dangers to said property and not otherwise impair the public health, safety, or general welfare of the inhabitants of the Village; and
- F. That the construction necessitated zoning variation will not diminish or impair property values within the neighborhood; and
- G. That the construction necessitated zoning variation will not unduly increase traffic congestion in the public streets and highways, as the traffic pattern on site will not be changed; and
- H. That the construction necessitated zoning variation will not result in an increase in public expenditures or create a nuisance since this is an improvement to the existing single-family residential use on the subject property in a residential zoning district; and
- I. That the construction necessitated zoning variation is the minimum variation that will make possible the reasonable use of the land, building or structure as the property is very narrow and would not be able to provide the Code-compliant driveway width while meeting the required impervious surface setback; and

Whereas, the President and Board of Trustees, based on the aforementioned findings of fact, find it appropriate to grant the construction necessitated zoning variation as recommended by the Zoning Board of Appeals.

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

Section One: The Abbreviated Draft Minutes of the August 24, 2021, Glen Ellyn Zoning Board of Appeals meeting, Exhibit "A" appended hereto, are hereby accepted, and the findings of fact and conclusions set forth in the preambles above are hereby adopted as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn.

Section Two: Based upon the above findings of fact, the President and Board of Trustees hereby approve the construction necessitated zoning variation Section 10-5-5(C)(1) of the Glen Ellyn Zoning Code to allow an existing driveway to remain zero (0) feet from the east interior side lot line where a setback of 0.91 feet is required for the property located at 480 Cottage Avenue, Glen Ellyn, Illinois, in the R2 Residential District which is legally described as follows:

THE EAST 45 ½ FEET OF LOT 1 IN BLOCK 4 IN GLEN ELLYN ADDITION TO PROSPECT PARK, BEING A SUBDIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1890 AS DOCUMENT 42867, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 05-11-302-015

Section Three: This grant of the construction necessitated zoning variation is subject to the following conditions:

1. That the project shall be constructed in substantial conformance with the plans as submitted and the testimony presented at the August 24, 2021 public hearing of the Zoning Board of Appeals; and
2. No additional expansion to the driveway will be allowed; and

3. The driveway's existing condition must be maintained.

Section Four: The Building and Zoning Official is hereby authorized and directed to pass any outstanding inspections related to the construction necessitated zoning variation granted herein, provided that all conditions set forth hereinabove have been met and that the existing driveway is in compliance with all other applicable laws and ordinances. This grant of the construction necessitated zoning variation shall expire and become null and void six (6) months from the date of passage of this Ordinance, should the petitioner fail to schedule the required field inspections to confirm the existing driveway is in compliance with this Ordinance and all other applicable laws and ordinances.

Section Five: The Village Clerk is hereby authorized and directed to cause a copy of this Ordinance approving the construction necessitated zoning variation to be recorded with the DuPage County Recorder of Deeds.

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

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

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

Ayes

Nays

Absent

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

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

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

DRAFT MINUTES
ZONING BOARD OF APPEALS
August 24, 2021

The meeting was called to order by ZBA Chairperson Gregory Constantino at 7:02 p.m. Zoning Board of Appeals Members Michelle Covington, Matt Jones, Chip Miller and Tom Whalls were present. ZBA Member Katie Crudele and ZBA Member Reed Panther were excused. Also present were Planner Atrian Fard, Planning Manager Kelly Purvis, Trustee Liaison Anne Gould and Recording Secretary Lindsey Kaminsky.

Chairperson Constantino explained the procedures of the Zoning Board of Appeals (ZBA) and stated tonight's meeting is called pursuant to notice by statute that was published in the Daily Herald on August 6, 2021 (480 Cottage Avenue) and August 10, 2021 (333 Indian Drive), and all property owners affected by the variations being requested were notified by mail.

MINUTES

ZBA Member Whalls moved, seconded by ZBA Member Covington, to approve the minutes of the June 22, 2021 meeting. The motion was carried with a voice vote.

On the agenda were public hearings regarding the properties located at 480 Cottage Avenue and 333 Indian Drive.

ZBA Chairperson Constantino stated all members of the Zoning Board of Appeals have visited the properties and are familiar with the plans that were submitted.

A motion was made by ZBA Member Miller and seconded by ZBA Member Whalls to open the public hearing for 480 Cottage Avenue at 7:06 p.m. The motion was carried with a voice vote.

PUBLIC HEARING – 480 COTTAGE AVENUE

PETITIONER PETER A. HOLLOWED IS REQUESTING A RECOMMENDATION OF APPROVAL OF THE FOLLOWING VARIATION FROM THE GLEN ELLYN ZONING CODE: 1. SECTION 10/5/5(C)(1) OF THE ZONING CODE TO REDUCE THE PERMITTED IMPERVIOUS SETBACK FROM THE EAST INTERIOR SIDE LOT LINE OF 0.91 FEET TO ZERO (0) FEET ALONG MORE THAN HALF OF THE EXISTING DRIVEWAY OF THE PROPERTY; 2. ANY OTHER ZONING RELIEF NECESSARY TO ALLOW THE DRIVEWAY TO REMAIN AS DEPICTED ON THE PLANS PRESENTED AT THE PUBLIC HEARING OR AT A PUBLIC MEETING OF THE VILLAGE BOARD.

(Peter A. Hollowed, owner of the property located at 480 Cottage Avenue).

Staff Presentation

Planner Fard and Planning Manager Purvis were present to speak regarding the proposed variation request and were sworn in.

Planner Fard stated the petitioner, Peter A. Hollowed, owner of the subject property, is requesting a public hearing for a construction necessitated zoning variation for the property located at 480 Cottage Avenue. The subject property, 480 Cottage Avenue, is an interior lot on the north side of Cottage Avenue and is located between North Main Street and Pleasant Avenue. The subject property and all surrounding properties are zoned R2 – Single Family Residential District and are all improved with single family homes.

Planner Fard stated the petitioner is requesting a recommendation of approval of the following variation from the Glen Ellyn Zoning Code:

1. Variation from Section 10-5-5(C)(1) of the Zoning Code to reduce the permitted impervious setback from the east interior side lot line of 0.91 feet to zero (0) feet along more than half of the existing driveway on the property; and
2. Any other zoning relief necessary to allow the driveway to remain as depicted on the plans presented at the public hearing or at a public meeting of the Village Board.

Planner Fard stated the Village has no record of any prior variations being granted for the subject property.

Planner Fard stated for many years, the homeowners at 480 Cottage Avenue (subject property) and the adjacent property to the east, 482 Cottage Avenue, have had a connected driveway, as both lots are very narrow and would not be able to provide the 9 foot required driveways and the approximately 1 foot required impervious surface setbacks between the two homes. Despite the driveways being connected, the surface on the west portion of the shared driveway (480 Cottage) was finished with concrete, with the east side was originally surfaced with gravel and then replaced with asphalt.

Planner Fard stated the property owners hired a contractor to replace both driveways. On June 15, 2020, the contractor submitted applications for building permits on behalf of the homeowners. Although both proposals called for the replacement of the connected driveways in the exact location, it came to staff's attention that the asphalt portion of the shared driveway which had been predominantly utilized and maintained by the adjacent property owner (482 Cottage Avenue) was encroaching onto the subject property as much as 2.2 feet in some locations. It should be noted that the Village has no record of a permit being issued for the asphalt driveway for the property located at 482 Cottage Avenue, so that portion of the driveway was illegal and non-conforming. In an attempt to remove the non-conforming encroachment, staff advised the construction company to build the new driveway on 482 Cottage Avenue up to the common property line (not to the full extent that the prior asphalt driveway had been constructed). This action led to a narrow triangular gap along the east side of the 480 Cottage Avenue property.

Planner Fard stated on June 29, 2021, staff notified the contractor that the driveway at 480 Cottage Avenue may be replaced in the location of the existing concrete driveway, and noted that no expansion of the concrete driveway is allowed due to the required impervious surface setback. After the work was completed, on September 24, 2020, the Village performed a final inspection and recognized that the new concrete driveway for 480 Cottage Avenue was expanded and now extends up to the property line, where an impervious surface setback of 0.91 feet is required.

Planner Fard stated when staff inquired, the homeowner indicated that he was not informed about the permit conditions by the contractor until after the project was complete. Per the homeowner's narrative, a narrow, unpaved gap between the driveways that was previously filled with asphalt could cause a tripping hazard for pedestrians who walk on the driveway, and this risk increases during the winter when water freezes between the driveways. Furthermore, ice formation in the gap could lead to damage to both concrete driveways. The petitioner also states that maintaining the driveways as they are currently improved would be more esthetically pleasing and would provide greater utility to both homeowners given their narrow lots.

Planner Fard stated with the impervious surface coverage remaining unchanged, staff believes that maintaining the existing improvements will not negatively impact the drainage of the property when compared with what existed before the improvements. However, any additional pavement in areas that would otherwise be unpaved, will increase runoff, albeit very minor in this case.

Planner Fard stated on April 8, 2021, the petitioner provided a letter from the immediately adjacent property owner to the east (482 Cottage Avenue) supporting the requested construction necessitated variation.

Planner Fard stated the petitioner is proposing to maintain the concrete driveway in its existing location, up to the property line. If the request is denied, the petitioner has provided a cost estimate of \$2,950 to remove the non-conforming concrete and restore the area with topsoil and planting seeds.

Questions from the Zoning Board of Appeals

ZBA Chairperson Constantino asked if there are any drainage concerns. Planner Fard stated there are no negative impacts on the drainage compared with what existed before the improvements and noted there are no significant changes to the drainage on the property.

Petitioners' Presentation

Sworn in for the Petitioner's Presentation was Peter A. Hollowed, owner of the property located at 480 Cottage Avenue. Mr. Hollowed stated their neighbor stated they had plans to replace their driveway, which is why they also decided to replace their driveway at the same time. Mr. Hollowed

stated the concrete on the driveway was original to the house, and noted it was broken and caused drainage and safety issues. Mr. Hollowed stated they hired a contractor to obtain the required Village permits. Mr. Hollowed stated months after the project was complete, the contractor informed him the project failed the final inspection due to the gap/wedge shaped piece being filled in. Mr. Hollowed noted the Village did not notify him of the zoning issue and the issue was only communicated with the contractor. Mr. Hollowed stated he believes the variation should be granted because the driveway is visually pleasing as-is, there is improved drainage for both neighbors, the size of the driveways are very narrow and taking out the gap/wedge would lead to dangerous conditions including a tripping hazard.

Additional Questions from the Zoning Board of Appeals

ZBA Member Miller asked if the blacktop (neighbor's driveway) reached their driveway. Mr. Hollowed confirmed this. ZBA Member Miller stated the neighbor's driveway was encroaching on the Hollowed's property.

ZBA Member Miller asked if Mr. Hollowed works in the construction field. Mr. Hollowed stated he does not.

ZBA Member Miller asked why the cost estimate to resolve the zoning issue is not from the original contractor. Mr. Hollowed stated he reached out to the original contractor, but they did not respond.

ZBA Member Covington asked if the contractor did not share the information regarding the zoning issue with Mr. Hollowed. Mr. Hollowed stated he did not get any communication regarding the zoning issue until he was told the driveway failed the final inspection. Mr. Hollowed stated he had hired the contractor to replace the driveway, and did not think to ask about the plans/permit conditions. Mr. Hollowed stated if he was notified prior to completing the work, he would have requested a zoning variation rather than a construction necessitated zoning variation.

ZBA Chairperson Constantino asked if the new driveways fix the previous encroachment issue. Mr. Hollowed stated this issue is fixed and the driveways are connected at the property line.

ZBA Chairperson Constantino asked if the neighbor is content with the current driveways. Mr. Hollowed stated their neighbors are happy with the driveway and they do not want to change them.

Persons in Favor of or in Opposition to the Variation Requests

None.

Findings of Fact

ZBA Member Jones stated the following findings of fact: the petitioner, Peter A. Hollowed, owner of the subject property, is requesting a public hearing for a construction necessitated zoning variation for the property located at 480 Cottage Avenue. The subject property, 480 Cottage Avenue, is an interior lot on the north side of Cottage Avenue and is located between North Main

Street and Pleasant Avenue. The subject property and all surrounding properties are zoned R2 – Single Family Residential District and are all improved with single family homes. The petitioner is requesting a recommendation of approval of the following variation from the Glen Ellyn Zoning Code: 1. Variation from Section 10-5-5(C)(1) of the Zoning Code to reduce the permitted impervious setback from the east interior side lot line of 0.91 feet to zero (0) feet along more than half of the existing driveway on the property; and 2. Any other zoning relief necessary to allow the driveway to remain as depicted on the plans presented at the public hearing or at a public meeting of the Village Board.

ZBA Member Jones continued the findings of fact: the driveway was original to the home. 2 different properties shared the driveway, with the driveway at 482 Cottage Avenue encroaching on the property located at 480 Cottage Avenue. To remove the encroachment, a nonconforming triangular piece between the driveways was removed, which was not permitted by the Village Code. The petitioner stated the old driveways were in bad conditions and did not drain properly while the new driveways have improved the drainage and reduced safety concerns. The contractor did not respond to the homeowners' concerns about fixing the driveway to meet the Village Code. As replaced, the driveway does not meet the Village Zoning Code.

Motion

ZBA Member Whalls moved, seconded by ZBA Member Covington that the Zoning Board of Appeals recommend to approve the Findings of Fact. The motion was carried with a voice vote.

Additional Comments from the Zoning Board of Appeals

ZBA Member Miller stated he struggles with this request as it is a construction necessitated zoning variation. ZBA Member Miller also stated he would have expected the homeowner to look over the permits. ZBA Member Miller stated there was a pre-existing condition with the neighbor's driveway encroaching on their property. ZBA Member Miller also noted the permit that was approved was not followed.

ZBA Member Covington stated this is a challenging request because it is a construction necessitated zoning variation. ZBA Member Covington stated this request in particular has benefits including that the impervious surface was always there, and noted it fixes the gap/wedge which could create a possible hazard. ZBA Member Covington stated she is overall in favor of this request.

ZBA Member Jones stated he is in favor of this request. ZBA Member Jones stated he looks at construction necessitated zoning variations as if they came to the ZBA prior to the work being complete. ZBA Member Jones stated the homeowner is not responsible for this error, and noted the homeowner hired a contractor to complete the work. ZBA Member Jones noted he is not happy with the contractor. ZBA Member Jones added if the request came to the ZBA prior the work being complete, he would have been in favor of that request. ZBA Member Jones noted this project replaces the existing hard surface and filling in the gap/wedge fixes a safety issues.

ZBA Member Whalls stated he is in favor of this request. ZBA Member Whalls stated there is no stormwater issues and noted filling in the gap/wedge fixes a safety issue.

ZBA Chairperson Constantino stated the ZBA does not like to see this many construction necessitated zoning requests. ZBA Chairperson Constantino stated it appears contractors should be the ones to be forgiven, especially when it is the homeowner that needs to come before the ZBA. ZBA Chairperson Constantino stated the encroachment issue has been fixed, the neighbor is happy, a safety issue has been fixed, and that this project will protect the integrity of the driveway materials. ZBA Chairperson Constantino also noted a minimal variation is being requested and that there are no stormwater concerns. ZBA Chairperson Constantino stated the driveways look better than before and noted that he is in favor of the request.

Motion

A motion was made by ZBA Member Covington and seconded by ZBA Member Whalls to close the public hearing for 480 Cottage Avenue at 7:43 p.m. The motion was carried with a voice vote.

A motion was made by ZBA Member Miller and seconded by ZBA Member Whalls as follows:

Having considered the application of Peter Hollowed, owner of the property located at 480 Cottage Avenue, Glen Ellyn, for a construction necessitated zoning variation to allow a 0 foot impervious surface setback for a driveway, in lieu of the 1 foot setback required on the subject property, as depicted on the plans presented or revised at the public hearing, the Zoning Board of Appeals hereby adopts the findings of fact in the petitioner's application packet and presented by the petitioner at the Zoning Board of Appeals public hearing conducted on August 24, 2021, as well as the findings included in the deliberations of the Zoning Board of Appeals and recommends APPROVAL of the requested zoning variation from Section 10-5-5(C), of the Glen Ellyn Zoning Code due to the following hardship(s) or unique circumstance(s):

- The condition was preexisting with the neighbors block top driveway encroaching on the subject properties driveway
- The neighbor had a non-conforming driveway and did not previously have a permit issued for the driveway work
- The driveway, as is, creates safer conditions

Subject to the following conditions:

- The project shall be constructed in substantial conformance with the plans as submitted and the testimony presented at the August 24, 2021 public hearing of the Zoning Board of Appeals
- No additional expansion to the driveway will be allowed
- The driveways existing conditions must be maintained

The motion was carried with 5 "yes" votes and 0 "no" vote. The "yes" votes are as follow: ZBA Chairperson Constantino, ZBA Member Covington, ZBA Member Jones, ZBA Member Miller, ZBA Member Whalls.

A motion was made by ZBA Member Covington and seconded by ZBA Member Whalls to open the public hearing for 333 Indian Drive at 7:56 p.m. The motion was carried with a voice vote.

PUBLIC HEARING – 333 INDIAN DRIVE

PETITIONER VLADIMIR GATALO IS REQUESTING A RECOMMENDATION OF APPROVAL OF THE FOLLOWING VARIATIONS FROM THE GLEN ELLYN ZONING CODE: 1. SECTION 10-4-8(D)(1)(a) TO ALLOW AN EXISTING ADDITION TO BE APPROXIMATELY 29.85' FROM THE WEST, FRONT LOT LINE WHERE A FRONT YARD SETBACK OF 30' IS REQUIRED IN THE R2 RESIDENTIAL DISTRICT; 2. SECTION 10-4-8(D)(1)(b) TO ALLOW AN EXISTING ADDITION TO BE APPROXIMATELY 1' CLOSER TO THE STREET THAN THE CLOSEST PRINCIPAL STRUCTURE IMMEDIATELY TO THE SOUTH WHERE A PRINCIPAL STRUCTURE (OR ADDITION THERETO) IS REQUIRED TO BE NO CLOSER TO THE STREET THAN THE CLOSEST PRINCIPAL STRUCTURE ON EITHER ADJACENT LOT ON THE SAME BLOCK AND SAME SIDE OF THE STREET IN THE R2 RESIDENTIAL DISTRICT; 3. SECTION 10-4-8(D)(3) TO ALLOW AN EXISTING ADDITION TO BE APPROXIMATELY 6.39' FROM THE SOUTH INTERIOR SIDE LOT LINE WHERE AN INTERIOR SIDE YARD SETBACK OF APPROXIMATELY 6.6' IS REQUIRED IN THE RW RESIDENTIAL DISTRICT; 4. ANY OTHER ZONING RELIEF NECESSARY TO ALLOW THE HOME TO REMAIN AS CONSTRUCTED AND AS DEPICTED ON THE PLAN PRESENTED AT THE PUBLIC HEARING OR AT A PUBLIC MEETING OF THE VILLAGE BOARD

(Vladimir Gatalo, owner of the property located at 333 Indian Drive).

Staff Presentation

Planner Fard and Planning Manager Purvis was present to speak regarding the proposed variation request and was sworn in.

Planner Fard stated Vladimir Gatalo, owner of the subject property, is requesting a public hearing for a construction necessitated zoning variation for the property located at 33 Indian Drive. The subject property is an interior lot on the east side of Indian Drive, between Memory Court and Roslyn Road, on the east edge of the Village corporate limits. The subject property and the properties to the north, west and south are all zoned R2 – Single Family Residential District and are all improved with single-family homes. The property to the east across the East Branch of the DuPage River is ComEd owned right-of-way in unincorporated DuPage County and is currently vacant.



0 100 200
ft

Print Date: 7/30/2021

Notes

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

**Legend**

Zoning and Development

Zoning

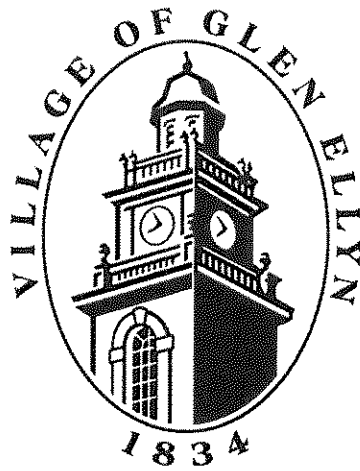
- C5B: Central Business District (Service)
- R2: Single Family Residential District
- R4: Multi-Family Residential District

0 300 600
ft

Print Date: 7/30/2021

Notes

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



VILLAGE OF GLEN ELLYN

Construction Necessitated Zoning Variation Request Packet

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

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

APPLICATION FOR VARIATION

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

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

I. APPLICANT INFORMATION:

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

Name: Reber A. Hollowed

Address: 480 Cottage Ave. Glen Ellyn IL 60137

Home Phone No.: _____ Work Phone No.: _____

Mobile Phone No.: 312-231-3137 Fax No.: _____

E-mail: phollowed@aol.com

Ownership Interest in the Property in Question: _____

I am the owner.

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

NOTE: All parties, whether petitioner, agent, attorney, representative and or organization et al. must be fully disclosed by true name and address in

compliance with Section 10-10-10(B) of the Zoning Code. Disclosure forms are attached for your convenience.

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

Peter + Gina Hollowed
480 Cottage Ave Glen Ellyn IL 60137

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

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

YES

NO

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

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

YES

NO

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

III. **PROPERTY INFORMATION:**

Common address: 480 Cottage Ave. Glen Ellyn IL.

Permanent tax index number: 05-11-302-015

Legal description:

480 Cottage Ave Glen Ellyn IL 60137

Milton Township

Property Index Number
05-11-302-015

Zoning classification: R-2

Lot size: 223 ft. x 45.5 ft.

Area: 10,146.5 sq. ft.

Present use: Primary residence

IV. INFORMATION REGARDING THE VARIATION(S) REQUESTED:

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

I have a very narrow lot and am requesting a variance to have my driveway extend to my property line. My driveway extends to my neighbors driveway which is also on a narrow lot. We use this area to park and store snow during heavy snow falls. 10-5-5C

Estimated date to begin construction: already complete

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

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

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

A. Standards Applicable to All Variations Requested:

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

To have my drive and neighbors drive come together at the property line improves usefulness appearance and drainage.

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

If I had to remove the sliver of concrete adjacent to my drive as well as my neighbors would be subject to water and ice pooling in the area that in time will freeze thaw and break up both drives. With the concrete removed it would be messy and harder to navigate our cars on both drives.

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

I have a connecting drive with my neighbor. We both have narrow lots. The paved area between the houses improves the usefulness greatly. See attachment for timeline information.

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

The drive ways have been connected to for many years. My neighbors black top had been extended over his property line to meet my drive. The continuous non pervious surface is a benefit for both properties.

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

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

If the variance is not granted my neighbor and I will have a very narrow wedge shaped sliver of un paved area. It will not look good. It would allow water and ice to deteriorate the concrete on both properties.

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

A continuous solid surface is better for looks, drainage, durability. Our lots are very narrow and it makes the area far more useable to us.

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

The variance is requested to maintain the previous connected drive non pervious surface. It has been like that for many years.

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

The reason we need a variance was created
by a contractor miscommunication.

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

Granting the variance will not be
detrimental. It will restore the drive
to its condition before any work was done.
Same as before.

6. Provide evidence that the proposed variation will not:

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

The variance will not effect light or
air at all.

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

The variance will not effect hazard
from fire.

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

It will not effect public safety. It actually
is much safer than have a long wedge
shape strip of unpaved area on our drives.

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

The property value will not be effected
as the variance is to restore the area
to its pre construction conditions.

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

It will have no effect on traffic.

- f. Create a nuisance; or

It would not create a nuisance.

- g. Results in an increase in public expenditures.

It would not increase public expenditures.

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

The Variance is better for everyone.

My family - my neighbor - the city - my neighborhood.

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

Please see attached document:

CERTIFICATIONS, CONSENT AND SIGNATURE(S):

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

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

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

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

10-18-2020

Date

Peter A Hollowed

Print Name

Peter A. Hollowed

Signature of Applicant

Date

Print Name

Signature of Applicant

Date

Print Name

Signature of Applicant

REIMBURSEMENT OF FEES AGREEMENT

Village of Glen Ellyn Acct: # _____

Initial Deposit Amount: _____

I. DESCRIPTION OF PROJECT: Concrete Driveway

II. OWNER:

- A. Owner of Property: Peter + Gina Hollowed
B. Owner's Address: 480 Cottage Ave. Glen Ellyn
C. Owner's Home Phone Number: 312-231-3137 Fax: _____
D. Owner's Work Phone Number: _____
E. Owner's E-mail: phollowed@aol.com
F. If Owner is a Land Trust or Corporation, the attached disclosures of interest should be filled out.

III. PERSON MAKING REQUEST (Petitioner):

- A. Name of Petitioner: Peter Hollowed
B. Petitioner's Address: 480 Cottage Ave. Glen Ellyn
C. Petitioner's Home Phone Number: 312-231-3137
D. Petitioner's Work Number: _____
E. Petitioner's E-mail: phollowed@aol.com

IV. LOCATION OF PROPERTY:

- A. General Location of Property: 480 Cottage Ave. Glen Ellyn Il.
B. Acreage of Parcel: _____
C. Permanent Index Number(s): _____
D. Legal Description (Please attach)

V. REIMBURSEMENT OF FEES:

The Ordinances of the Village require the owners of property, or individuals seeking to utilize property, to receive approval by ordinance or the issuance of a permit to undertake various uses or improvements of property in the Village. These uses can include requests for textual or map changes in the Zoning Ordinance, applications for building permits, requests for zoning relief and other similar requests. The Village has established a fee schedule for the anticipated use of staff time in processing such petitions or applications. In many cases, however the Village cannot reasonably evaluate the validity or compliance of the petition or application with the Ordinances of the Village without the use of reports from various consultants. In some cases, the application or petition requires among other things, public hearings and associated public notice costs, preparation of minutes or transcripts from the public hearing or meeting, recording costs of Ordinances and the preparation of reports by consultants whose services require the payment of out-of-pocket expenses by the Village. These expenses would not have been incurred but for the petition or application. The Village does not intend to seek to make a profit on its utilization of such consultants, but requires that the applicant, or the person receiving benefit, shall be obligated to reimburse the out-

of-pocket expenses incurred by the Village. The Village shall seek to employ consultants who shall charge rates consistent with those paid by private parties who seek similar consulting services. The Village intends, through this Agreement, to cause the payment of out-of-pocket expenses and to require the creation of an escrow fund to guarantee that the petition or application will not result in the citizens of the Village being required to pay for costs incurred at the request of the owner or applicant.

This document shall constitute a contract when an application is made for a license, permit, request for zoning relief or other approval involving the use of real property. Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, traffic, drainage or other consultants, including full and/or part time site inspection services during the actual construction of any required improvements, and/or to incur costs related to any required notices or recordations, in connection with any application or petition filed by the petitioner then the petitioner and owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the Village. The Planning and Development Director is hereby authorized to assign the above described services to the Village staff or to consultants, as the Director deems appropriate and without prior notification to the petitioner.

Any application or petition to be reviewed by the Planning and Development Department or by the Plan Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Planning and Development Director to reimburse the Village for all out of pocket costs associated with the request. These out of pocket costs will cover such things as services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, wetland consultant, landscape consultant, architectural consultant, appraiser and transcriber, among others, as well as reproduction costs, public hearing notice costs, recording costs, etc. Along with the application the petitioner shall also submit a signed copy of this agreement thereby acknowledging and agreeing to reimburse the Village for all out of pocket costs associated with the application or petition.

This agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Planning and Development but shall be no less than \$500. The Village will provide an itemized list of Village expenses incurred related to any charge to the escrow account, and the petitioner shall deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$300. If the expenses are not reimbursed, then reviews meetings and permits associated with out of pocket costs will cease, and the request will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

The Village shall deduct the incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$300.00, the petitioner, upon notice by the Village, shall be required to replenish the deposit to its initial amount. The Village shall mail the petitioner regular invoices for the fees and costs incurred. The petitioner shall replenish the deposit amount within thirty (30) days of issuance of each such invoice directing replenishment of the deposit.

A petitioner who withdraws his or her petition may apply in writing to the Planning and Development Director for a refund of his or her remaining escrow balance. The Planning and Development Director may, at his or her discretion, approve such refund less any actual fees and costs, which the Village has already paid or incurred relative to the application.

Upon the failure of the petitioner or owner to reimburse the Village in accordance with this Agreement, no further action shall be undertaken on the application by the Village President and Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, reviews of any plans or applications, the granting of any relief or approvals, issuance of any permits or occupancies, performance of inspections and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the completion of Village deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, issuance of a building permit, approval of a final inspection, or issuance of a final certificate of occupancy upon the real property in question whichever occurs later.

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AND OWNER AGREE THAT PETITIONER AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF GLEN ELLYN, AND THE OBLIGATIONS FOR PAYMENT RELATING TO THE FILING OF PETITION OR APPLICATION, AS SET FORTH HEREIN.



Petitioner



Owner

Date: 10-18-2020

Village of Glen Ellyn

By: _____
Planning and Development Director

Date: _____



Appraisal * Title * Settlement * Default

100 Beechan Drive Pittsburgh PA 15205-2550

Phone:412.921.7400 * Toll Free:800.753.3339 * Fax:412.921.7447 * Toll Free:800.252.1465 * www.nreis.com

ORDER: T010-063896

RE: HOLLOWED, GINA
HOLLOWED, PETER A
480 COTTAGE AVE
GLEN ELLYN, IL 60137
DUPAGE COUNTY

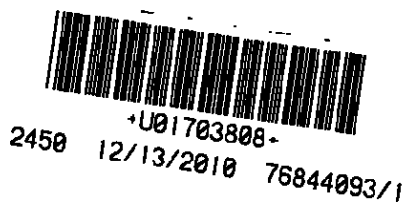
LEGAL DESCRIPTION

THE FOLLOWING DESCRIBED REAL ESTATE, TO WIT:

THE EAST 45 1/2 FEET OF LOT 1 IN BLOCK 4 IN GLEN ELLYN
ADDITION TO PROSPECT PARK, BEING A SUBDIVISION IN SECTION
11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD
PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED
JUNE 11, 1890 AS DOCUMENT 42867, IN DUPAGE COUNTY,
ILLINOIS.

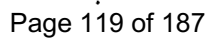
ADDRESS: 480 COTTAGE AVE; GLEN ELLYN, IL 60137.

Parcel ID NO: 05-11-3002-015



COTTAGE (21CT. BLACKTOP PAVING) AVENUE

(21 CT. Blacktop Paving



Parcel #
05-11-302-015

2.82 alt Gar

9.75 car + horse

PLAT OF SURVEY 2.67 town 33 range 10

OF THE EAST 45.5 FEET OF LOT 1 IN BLOCK 4 IN GLEN ELLYN ADDITION TO PROSPECT PARK,
BEING A SUBDIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD
PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1890, AS
DOCUMENT 42867, IN DUPAGE COUNTY, ILLINOIS.

RECEIVED

JUL 5 2020

JOB SITE COPY
THIS REVIEW SET OF CONSTRUCTION DOCUMENTS
MUST BE ON THE JOB SITE AND AVAILABLE TO THE
INSPECTOR AT ALL TIMES.

AVENUE

PLEASANT

BY [Signature] Date 6/26/20 Permit No. 2020103
FINAL INSPECTION REQUIRED FOR ALL PROJECTS
CALL 630-547-5250

THIS REVIEW AND THESE DOCUMENTS, IF NOT IN CODE COMPLIANCE,
SHALL NOT RELIEVE THE OWNER, ARCHITECT, OR CONTRACTOR OF
THE RESPONSIBILITY TO MEET ALL APPLICABLE CODE REQUIREMENTS.

REVIEWED FOR CODE COMPLIANCE
AS NOTED
FOUNDATION ONLY

REVIEWED FOR CODE COMPLIANCE

NOTE:
DRIVEWAY SHALL BE REPLACED
AT SAME LOCATION, SAME SIZE
AND ELEVATION.

*Note that the existing
concrete driveway
does not extend to
the property line.

It is as much as
3 feet away from the property line!

COTTAGE AVENUE
(21st. Blacktop Paving)

Survey updated
30, 1986
L. L. L. L. L.
2. L. S. 2. S. 01

THE POINT OF BEGINNING, IN DU PAGE COUNTY, ILLINOIS.
WEST CORNER OF LAND
ED BY WARRANTY DEED
PER DOC. 42400)

57.93' SOUTH & ONLINE
NORTHWEST CORNER OF LAND
ONVEYED BY WARRANTY DEED
(PER DOC. 40145)

WEST LINE OF PROPERTY
(AS MONUMENTED & OCCUPIED)

100' FENCE IS 0.8' WEST
230.89'

230.89'

230.45'

230.45'

230.45'

230.45'

230.45'

230.45'

230.45'

NORTH LINE OF LOT 2
(AS MONUMENTED & OCCUPIED)
(442.86')
SOUTH LINE OF GAULT'S SUB.
(PER DOC. 125875)

IRON PIPE IS 5.85' SOUTH & ONLINE
(PER DEED) (431.5')
(6.64 Chains)
(438.24')
(PER DEED)

IRON PIPE

IRON PIPE

IRON PIPE

IRON PIPE

IRON PIPE

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IRON PIPE









Proposal

Glenn Hookham Construction, Inc.

General Contractor

180 North Lambert Road Glen Ellyn, Illinois 60137 (630) 469-7966 Fax (630) 469-7954

PROPOSAL SUBMITTED TO	Peter H. Hollowell	PHONE	312-231-3137	DATE	7/2-12/1
STREET	480 Cottage Dr.	JOB NAME	H. Hollowell		
CITY, STATE AND ZIP CODE	Glen Ellyn, Ill 60137				

We hereby propose to furnish materials and labor necessary for the completion of

Concrete removal and Wedge shape
area of existing driveway, Cost
approximately \$0 of concrete.

Break up and remove concrete between
existing man - driveway

Hand assign material and protect

both driveway. Left area of removed
concrete not gravel. Revision: Fill void
with black dirt.

Any additional work to be done time and material at RT. per man hour.

Amount of PROPOSAL Two thousand nine hundred and fifty dollars
Payment to be made as follows upon completion dollars (\$ 2950.)

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

Glenn Hookham

Note: This proposal may be
withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature

Date of Acceptance _____ Signature _____

Peter Hollowed

From: phollowed <phollowed@aol.com>
Sent: Thursday, April 8, 2021 12:39 PM
To: Peter Hollowed

EXTERNAL SENDER. Only open links and attachments from known senders. DO NOT provide your username or password.

April 2, 2021

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

RE: Driveway permit/variance for 480/482 Cottage Ave

To Whom It May Concern:

As the owner of 482 Cottage Ave, the adjacent property to 480 Cottage Ave and in which the driveways are next to each other, I accept the final work that was done for the driveway at 480 Cottage Ave. in 2020. It has been represented to me there was a slight variance from the plan submitted that has caused concern with the Village of Glen Ellyn. However, while the driveways were being laid (both driveways were re- done concurrently), it was discovered the old driveway of my property at 482 Cottage Ave (asphalt) was actually over the property line. This suggests that it is possible prior owners' of the respective properties may have had incorrect plans approved in the past and the underlying issue is related to then, which should not present issues with the more recent plans. The contractor moved the driveway separation to the property line leaving the existing shrubs as they were, and it looks good as is.

Please reach out if you need anything further. Regards,

Steve Remelius

482 Cottage Ave.

Glen Ellyn, IL 60137 773-398-6618 steven.remelius@snc.edu

Sent from the all new AOL app for iOS



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

Meeting 9/27/2021 7:00 PM
Department: Finance
Department Head:
Category: Ordinance
Prepared By:

**AGENDA ITEM (ID # 2021-
1463)**

DOC ID: 2021-1463

Ordinance No. 6906 - VC, An Ordinance Amending the Capital Fire Services Fee and Create an Emergency Medical Service (EMS) Fee (Finance Director Coyle)

Statement of the Issue:

Please see the memo attached.

Analysis:

Please see the memo attached.

Budget Impact:

This change will be reflected in the 2022 draft budget.

Action Requested:

Approval of the attached ordinance.

Attachments:

1. Memo on Fire Services Fee Modification 2021-09
2. Ambulance Funding Memo 2021-08-23 Village Board Meeting
3. EMS Services Fee Ordinance 2021-09

MEMORANDUM

TO: President Senak and Board of Trustees

FROM: Christina Coyle, Finance Director

DATE: September 20, 2021

RE: Fire Services Fee Modifications for EMS Funding



Background

At the August 23, 2021, Village Board meeting, the Village Board approved an amendment to the current EMS contract to provide enhanced staffing to the Village. The Village identified three funding mechanisms necessary to fund these enhancements:

1. Ambulance fee modifications and authorization to participate in the GEMT program – This was also approved by the Village Board at the August 23, 2021 meeting (previous memo attached)
2. Increased Special Service Area 18 & 19 levies – The creation of the levies allows for the Village to pass along the proportional cost of providing service to these two Special Service Areas. As costs increase with the amendment, the Special Service Area levies will also increase. The Special Service Area levies are passed by the Village Board each November/December. As these levies are backwards looking, the first levy that will include the enhanced contract will be the 2022 levy (passed by the Board in 2022 and payable by residents in 2023)
3. Re-allocation of a portion of the Capital Fire Services Fee to an EMS fee.

This agenda item addresses the last funding mechanism, the reallocation of the Capital Fire Services Fee to an EMS Fee.

Analysis

This Fire Services Fee was created to sustain the Fire Company and provide resources to protect the Volunteer model of operation. The Company could no longer depend on donations as their primary revenue to meet the fire service and emergency needs of the community. A capital fee was implemented in 2017 to support fleet expenditures, building repair and to begin to save to replace Fire Station #1. When this capital fee was implemented, it was anticipated that the replacement of Fire Station #1 would be more imminent. Currently, the GEVFC believes the Fire Station #1 continues to serve adequately and meet its needs. However, this station is nearing the end of its useful life and we are only delaying its replacement. The GEVFC is in the process of engaging a consultant to conduct a facility/space needs study to determine the current and future needs of the GEVFC.

Given that the timeframe for the replacement of Fire Station #1 is slower than originally anticipated, staff is recommending reallocating \$325,000 annually of the capital fire service fee to ambulance service instead. This will result in no additional cost to the resident for this fee

overall. However, as the time comes nearer to replace Fire Station #1, the Village may need to revisit this fee and increase it accordingly. Given this set of facts, shifting the fee to operating and using those funds to provide EMS supervision and fire support, as the contract calls for, would benefit fire operations and serve the community well.

The current monthly Capital Fire Services Fee is as follows:

<u>Type of Property</u>	<u>Monthly Fee</u>	<u>Annual Fee</u>
Residential	\$7.50	\$90.00
Multi-Family Residential per unit	\$3.00	\$36.00
Commercial under 20,000 sq. ft.	\$8.00	\$96.00
Commercial 20,000 to 40,000 sq. ft.	\$20.00	\$240.00
Commercial over 40,000 sq. ft.	\$40.00	\$480.00

The funding needed for the enhanced EMS services requires reallocating 40% of the Capital Fire Services Fee. The revised structure would be as follows:

<u>Type of Property</u>	<u>Monthly Capital Fee</u>	<u>Annual Capital Fee</u>	<u>Monthly EMS Fee</u>	<u>Annual EMS Fee</u>
Residential	\$4.50	\$54.00	\$3.00	\$36.00
Multi-Family Residential per unit	\$1.80	\$21.60	\$1.20	\$14.40
Commercial under 20,000 sq. ft.	\$4.80	\$57.60	\$3.20	\$38.40
Commercial 20,000 to 40,000 sq. ft.	\$12.00	\$144.00	\$8.00	\$96.00
Commercial over 40,000 sq. ft.	\$24.00	\$288.00	\$16.00	\$192.00

This change would result in a targeted \$325,000 going towards the EMS Services Fee and \$493,000 remaining as a Capital Fire Services Fee. The attached ordinance implements these fee changes in the Village's Code. Staff has targeted a December 1, 2021 implementation on the Village Services Bill.

Action Requested

Approve the attached ordinance to modify the fee structures to allow for an EMS Service Fee.



MEMORANDUM

DATE: August 20, 2021

TO: President Senak and Board of Trustees

FROM: Mark Franz, Village Manager
Chris Clark, Chief, GEVFC
Christina Coyle, Finance Director

SUBJECT: EMS Contract Amendment Funding

Emergency Medical Services (EMS)

The Village of Glen Ellyn, with significant oversight from the Glen Ellyn Volunteer Fire Company (GEVFC), has been providing EMS services through a 3rd party vendor for decades. Over the last seven years, these critical services have been provided by Metro Paramedic Services, Inc. (Metro) of Elmhurst, IL. Most recently, the Village Board approved a 5-year contract extension with Metro at the August 2018 board meeting that went into effect in June 2019. This contract requires Metro to provide for twelve (12) dual-certified paramedics/firefighters twenty-four hours a day, 365 days a year. Four (4) paramedics are assigned to two ambulances per day. These paramedics are housed in, and respond directly from, the Village's two fire stations. In addition, all contract employees are required to be certified firefighters to assist the GEVFC in providing emergency services to the community. (It should be noted that the Fire Company has a separate contract with Metro that provides staffing for the day engine, Monday through Friday, for an 11-hour shift to be determined by the Fire Chief.)

The Village is considering amending the contract to provide additional EMS resources to the community in the form of increasing starting pay for paramedics AND creating a supervisor position for each 24-hour shift (3). The challenges and goals that have led staff to make these recommendations are the following:

- A. To address the regional paramedic shortage that is driving paramedic vacancies, impacting morale and creating burnout with the contract employees. With additional resources, the Village is hoping to attract the best and the brightest to create more consistent staffing and service levels.
- B. To address some concerns raised by Central DuPage Medical Director regarding the need for more direct supervision. The Village is recommending hiring a 24/7 supervisor position(s) that would provide more training, ensure more consistent patient care, and oversee the daily operations

Ultimately, the Village is looking to provide reliable and consistent patient care and service to the community. To compete for the best and brightest paramedics in a challenging labor market, we believe that increasing starting pay will attract higher quality candidates and create less turnover and better performance. Many other municipalities have increased starting pay to attract potential candidates, including Wheaton and Elmhurst. The other recommend change to the contract involves supervision in the form of a rapid response vehicle. Hiring a Shift Supervisor for each 24-hour shift will provide more resources on every call and more consistent training and reliable oversight. Many EMS calls require more than two paramedics, so the 2nd ambulance is used to assist currently. This impacts overall service levels and increases reliance on mutual aid, as the second ambulance is not available for that second call. Lastly, the Shift Supervisor will be available to assist the Fire Company operate more efficiently by triaging all calls, responding to all EMS and fire calls, and assisting in managing resources.

At the August 16 Village Board Workshop, the Board directed staff to proceed ahead with the amendment to the contract with general support for a method to pay for this increase in service through a combination of ambulance fee increases, securing additional Medicaid funding through participation in the GEMT program, and fire service fee modifications. In order to proceed, the Village has to do the following:

- Approve an IGA with the Illinois Department of Healthcare and Family Service to allow Glen Ellyn to enroll in Medicaid programs
- Update Ambulance Fee Schedule
- Approve an Ordinance to amend the Metro Contract to incorporate service changes
- Amended Fire Service Fee (9/13 VB Meeting)
- Approve an agreement with Metro subsidiary for Ambulance billing (9/13 VB Meeting)

In summary, in order to maximize insurance collections, the Village will become the Provider of EMS which the Village was responsible for until the recent contractual relationship with Metro was established back in 2014. As the Provider, the Village is eligible for GEMT (see below) and additional Medicaid funding. If the Village Board approves the IGA and the recommended Ambulance Fee Schedule; Metro is willing to take on more risk and limit the increase to the Village's fixed payment requirement as proposed in the amendment contract.

Background

In June 2014, the Village entered into an agreement with Metro Paramedic Services, Inc. (Metro) of Elmhurst, IL, which provides for twelve (12) dual-certified paramedics/firefighters twenty-four hours a day, 365 days a year, four (4) paramedics are assigned to two ambulances per day. As a part of this model, the contract personnel utilize two (2) front-line ambulances and one (1) reserve ambulance, all of which are owned and maintained by Metro. The cost of the current contract is detailed in the chart below. Metro also performs (for a 4% fee) the billing functions for all ambulance services. Please note that the column in the table below labeled "collection threshold" refers to the threshold of billable dollars that Metro receives prior to the Village receiving any of those funds. In other words, the Village receives any money over that threshold amount that is collected from the cost of ambulance transports as reimbursement for other related EMS services that the Village provides. The "annual fixed payment" column represents the expense to the Village for ambulance services, regardless of what is collected in fees.

	Annual Fixed Payment	Collection Threshold	Total Costs*
Year 1	\$403,703.00	\$777,697.00	\$1,181,400.00
Year 2	\$419,554.00	\$785,474.00	\$1,205,028.00
Year 3	\$435,800.00	\$793,329.00	\$1,229,129.00
Year 4	\$452,449.00	\$801,262.00	\$1,253,711.00
Year 5	\$469,510.00	\$809,275.00	\$1,278,785.00
Total	\$2,181,016.00	\$3,967,037.00	\$6,148,053.00

*According to the contract, if revenues exceed expenses, the Village may seek reimbursement for costs

associated with providing this service. If expenses exceed revenues, the Village may have to pay additional funds to make up any shortfalls.

Revenue Alternatives: The GEVFC was supported solely by donations and Village in-kind fees for decades until the Village Board elected to institute a Special Service Area fee and Fire Service Fee. The Special Service Area (SSA) fee was instituted to ensure that the unincorporated areas, served by the Fire Company, were paying their fair share of the costs for this service. In 2009, two SSA's were created to provide a dependable revenue source to help support these services. In 2013, a Fire Service Fee was created to counter the shrinking donations, as these donations no longer provided stable funding for fire service. Research showed that only 20% of residents and businesses were donating to the Company, which was not a sustainable or fair funding model for fire service. A Fire Service Fee was instituted in 2013 for operating costs and a capital component was added in 2017 to address capital costs. Attached is a summary of the information that the Village Board considered in February 2017. (See Attached.) Ambulance fees have been used to offset some of the costs of providing EMS services. Periodically, the Village has reviewed and modified the fee structure in response to insurance changes or to keep pace with surrounding communities.

With respect to EMS costs, the Village has attempted to provide these services through a combination of user fees (ambulance fees), much of which is paid by customer insurance, as well as subsidizing these costs with General Fund dollars. Striking a balance between user fees and other revenues is a critical decision for the Board to ensure we can balance the budget and sustain this model in the future. Below are revenue sources that can be modified to potentially pay for these additional services.

Ambulance Fees and GEMT Participation: Metro, the Fire Company, and Village have assessed ambulance fees and are recommending some modifications based on those discussions. Staff has reviewed Naperville and Wheaton surveys that indicate Glen Ellyn fees are lower than some of the neighboring and comparable communities. Updating the overall fee schedule could assist in offsetting the costs of this service. The current rate structure was approved by the Village Board in 2018 and is shown in the schedule below in comparison to other communities. This schedule was prepared by Metro. In most categories, Glen Ellyn's rates fell below average.

Rates Town									
ChargeID	ADDISON	ELMHURST	GLEN ELLYN	GLENSIDE	ROSELLE	VILLA PARK	WHEATON	YORK CENTER	Average of all Towns
ALS 1 Non-Resident	\$2,100.00	\$1,966.91	\$1,275.00	\$1,700.00	\$1,200.00	\$1,273.08	\$1,388.52	\$1,420.55	\$1,540.51
ALS 1 Resident	\$2,100.00	\$1,639.09	\$943.50	\$1,700.00	\$1,000.00	\$848.72	\$994.30	\$655.64	\$1,235.16
ALS 2 Non-Resident	\$2,100.00	\$2,185.45	\$1,530.00	\$1,700.00	\$1,400.00	\$1,485.26	\$1,480.90	\$1,420.55	\$1,662.77
ALS 2 Resident	\$2,100.00	\$1,857.64	\$1,020.00	\$1,700.00	\$1,200.00	\$1,113.95	\$1,093.54	\$655.64	\$1,342.60
BLS Non-Resident	\$2,100.00	\$1,311.27	\$943.50	\$1,100.00	\$900.00	\$1,113.95	\$1,197.20	\$1,420.55	\$1,260.81
BLS Resident	\$2,100.00	\$1,092.73	\$765.00	\$1,100.00	\$800.00	\$742.63	\$844.95	\$655.64	\$1,012.62
Mileage Non-Resident	\$16.00	\$27.32	\$17.85	\$15.00	\$20.00	\$26.52	\$12.00	\$14.20	\$18.61
Mileage Resident	\$16.00	\$21.86	\$15.30	\$15.00	\$15.00	\$26.52	\$12.00	\$14.20	\$16.99
Treat No Transport Resident	-	\$150.00	\$102.00	\$375.00	\$150.00	-	\$100.00	-	\$208.67
Treat No Transport Non-Resident	-	\$150.00	\$153.00	\$375.00	\$250.00	\$106.09	\$150.00	-	\$208.15

Staff also gathered an independent survey and found that Glen Ellyn is below average in most categories. The ranking noted is out of 14 communities surveyed.

	BLS Res	BLS NR	ALS-1 Res	ALS-1 NR	ALS-2 Res	ALS-2 NR	Mileage Res	Mileage NR
Buffalo Grove Fire Department	850.00	1,100.00	1,100.00	1,200.00	1,300.00	1,400.00	15.00	15.00
Downers Grove Fire	715.00	871.00	954.00	1,194.00	1,031.00	1,269.00	13.00	13.00
Elk Grove Village Fire Department	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	15.00	15.00
Elmhurst Fire Department	1,000.00	1,200.00	1,500.00	1,800.00	1,700.00	2,000.00	20.00	20.00
Glen Ellyn	765.00	943.50	943.50	1,275.00	1,020.00	1,530.00	15.30	17.85
Hanover Park Fire Department	1,100.00	1,100.00	1,300.00	1,300.00	1,600.00	1,600.00	15.00	15.00
Hoffman Estates Fire Department	1,250.00	1,500.00	1,250.00	1,500.00	1,250.00	1,500.00	8.32	10.92
Lombard Fire Department	1,600.00	1,900.00	1,600.00	1,900.00	1,600.00	1,900.00	-	-
Mount Prospect	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	15.00	15.00
Park Ridge Fire Department	650.00	825.00	800.00	1,025.00	950.00	1,175.00	15.00	15.00
Romeoville Fire Department	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	15.00	15.00
St. Charles Fire Department	1,373.00	1,471.00	1,526.00	1,744.00	1,678.00	1,853.00	15.00	15.00
Streamwood Fire Department	384.14	625.00	456.17	725.00	660.25	975.00	7.55	7.55
Wheeling Fire Department	942.26	1,042.28	1,074.76	1,195.31	1,179.73	1,301.01	15.11	15.11
Average	1,073.53	1,212.70	1,207.46	1,375.59	1,312.07	1,493.07	14.18	14.57
Glen Ellyn Ranking	11	11	12	9	12	5	2	2

Metro has provided recommended rates which place Glen Ellyn in the middle of a peer group on ambulance fees. This proposed schedule is also what has been used to project estimated reimbursement

for GEMT (addressed later in the memo). Staff is proposing that the Board adopt these rates to provide funding towards ambulance/EMS services and has prepared an attached ordinance to do so.

Charge Description	Current Rate	Current Ranking (out of 8)	Revised Rate	Revised Ranking (out of 8)
ALS 1 Non-Resident	\$ 1,275.00	6	\$ 1,575.00	4
ALS 1 Resident	\$ 943.50	6	\$ 1,243.50	4
ALS 2 Non-Resident	\$ 1,530.00	4	\$ 1,650.00	4
ALS 2 Resident	\$ 1,020.00	7	\$ 1,140.00	5
BLS Non-Resident	\$ 943.50	7	\$ 1,150.00	5
BLS Resident	\$ 765.00	6	\$ 900.00	4
Mileage Non-Resident	\$ 17.85	4	\$ 18.25	4
Mileage Resident	\$ 15.30	4	\$ 16.50	3
Treat No Transport Non-Resident	\$ 102.00	4	\$ 102.00	4
Treat No Transport Resident	\$ 153.00	3	\$ 153.00	3

In addition, staff has been discussing the concept of trying to boost revenue collected from ambulance/paramedic fees through a federal program now available to Illinois municipalities via legislation passed by the Illinois General Assembly in 2019. Fire Chief Clark has reviewed the proposal and recommends that the Village consider this option that many municipalities have taken advantage of over the last few years. The Village would have to approve an intergovernmental agreement with the Illinois Department of Healthcare and Family Services to allow Glen Ellyn to participate in the Ground Emergency Medical Transportation (GEMT) program beginning later this year. The deadline for this decision is in October and would start being collected on January 1.

GEMT is a federally funded Medicaid program that has been around for years, but was introduced to Illinois via legislation last year. The program allows municipalities an opportunity to collect an additional Medicaid reimbursement for ambulance services, above and beyond what the state reimburses the village for Medicaid claims. Anytime Glen Ellyn paramedics transport a patient to the hospital via ambulance, the department bills for either Advance Life Support (\$925) or Basic Life Support (\$750). For Medicaid patients, the village would submit a claim to the state program, which reimburses the village about \$330 per claim for Basic Life Support and about \$400 for Advanced Life Support. In the past, there was no other way to recoup any more fees from Medicaid patients. The GEMT program will allow the Village to submit the balance of the bill. The Village and the Illinois Department of Healthcare and Family Services will split that balance, meaning for a Medicaid patient receiving Advanced Life Support services, the village will collect additional Medicaid reimbursement. The Village also collects revenue for ambulance services through private insurers and Medicaid. Metro is estimating that by participating in the GEMT program, Glen Ellyn can expect to generate an additional \$300,000 annually in ambulance fee revenue. To be clear, the expectation of generating the additional \$300,000 is also based upon implementing the fee structure recommended above.

Balancing Billing: By increasing ambulance fees and participating in the GEMT, the Village would be able to collect additional revenue. However, the Village could elect to minimize that impact on our residents if we decide not to “balance bill” our residents given that they are already paying for a portion of these costs through other General Fund revenues to pay for fire and EMS services. Balance billing means that fees not paid through insurance would be the responsibility of the user. By not balance billing, we only collect what is paid by insurance including the GEMT process. Many communities charge a higher rate, and then decide not to balance bill residents. The Village Board discussed this at the

8/16 Village Board Workshop and decided to take a wait and see approach. Staff recommends revisiting this next year when we submit our application for the GEMT for 2022 and have some more data to assess.

- ***The increase in ambulance fees and participation in GEMT is estimated to generate \$300,000 annually and would be collected by Metro on behalf of the Village and increasing their collection threshold. Balance billing would be revisited in 2022 upon reapplying for GEMT process.***

Fire Service Fee: This fee was created to sustain the Fire Company and provide resources to protect the Volunteer model of operation. The Company could no longer depend on donations as their primary revenue to meet the fire service and emergency needs of the community. A capital fee was implemented in 2017 to support fleet expenditures, building repair and to begin to save to replace Fire Station #1. When this capital fee was implemented, it was anticipated that the replacement of Fire Station #1 would be more imminent. Currently, the GEVFC believes the Fire Station #1 continues to serve adequately and meet its needs. However, this station is nearing the end of its useful life and we are only delaying its replacement. Given that the timeframe for the replacement of Fire Station #1 is slower than originally anticipated, staff is recommending reallocating \$325,000 annually of the capital fire service fee to ambulance service instead. This will result in no additional cost to the resident for this fee overall. However, as the time comes nearer to replace Fire Station #1, the Village may need to revisit this fee and increase it accordingly. Given this set of facts, shifting the fee to operating and using those funds to provide EMS supervision and fire support, as the contract calls for, would benefit fire operations and serve the community well.

- ***The shift of the capital Fire Services Fee to an EMS Fee would provide \$325,000 annually, without raising the overall costs to the residents.***

SSA: As noted earlier in the memo, a Special Service Area (SSA) was created in the unincorporated area north of Glen Ellyn (SSA18) and the unincorporated area south of Glen Ellyn (SSA19). These two SSA's were created so that the unincorporated areas would pay for their fair share of fire and EMS costs. These areas are not assessed a Fire Service fee. Each year, the Village allocates the cost of providing these services among the incorporated Village and the unincorporated areas served by the GEVFC. A SSA property tax levy is then passed by the Village Board for the unincorporated areas to recover their share of these costs through the property tax cycle. Therefore, increasing the cost of the ambulance services would result in an increase in the SSA levy.

- ***The increase in the SSA levies due to the increase in ambulance costs is estimated to provide \$79,000 annually. No Village Board action is necessary.***

The estimated total of these three proposed funding instruments is as follows:

Ambulance Fee Increase and GEMT: \$300,000+

Reallocation of Capital Fire Service Fee: \$325,000

SSA Revenue: \$79,000

Total: \$704,000

Staff has negotiated that Metro would take the risk of insuring that the GEMT estimate is accurate by

adding that total to the collection threshold. Therefore, the fixed cost part of the contract is estimated to be between \$300K and \$430K. Given the anticipated revenue from the Fire Service Fee and the SSA revenue, these costs are accounted for without factoring in any additional revenue over the \$300K for the GEMT.

Contract Amendment #2

Based on previous direction from the Village Board, staff recommends approving contract Amendment #2 with Metro Paramedics to increase starting pay and incorporate a Shift Supervisor 24/7. The goal is to be fully staffed by October 1. Metro is aware that if vacancies continue, the Village intends to hold them accountable. In fact, if the Village experiences service issues over the next year, the Village will revisit the contract and determine if we should terminate the contract and go out to bid. Staff will be reporting back to the Village Board quarterly. Some of the key business terms of Amendment #2 include:

- Metro to provide 3 Shift Supervisors positions staffed 24/7 and increase to starting pay as agreed upon for 12 existing Paramedic/FF
- Metro to provide a new ALS Rapid Response Vehicle by October 1, 2021 and provide all maintenance and backup when vehicle is unavailable
- Village to provide new radios, pagers and Toughbooks for Shift Supervisor positions
- Village and Metro, to pay for this improved service, agreed that the amended contract would increase the fixed amount and the collection threshold. By increasing the collection threshold, the Village is minimizing risk and keeping the fixed payment lower. Please note, the Village has the ability to keep additional Medicaid funds as well as maintaining the ability to claim 100% of the funds collected above the collection threshold to reimburse for Village costs associated with EMS services. The proposed breakdown of the fixed payment and collection threshold is as follows:

	<i>Annual Fixed Payment</i>	<i>Collection Threshold</i>	<i>Total Costs</i>
<i>Year 1</i>	\$403,703.00	\$777,697.00	\$1,181,400.00
<i>Year 2</i>	\$419,554.00	\$785,474.00	\$1,205,028.00
<i>Year 3 (a)</i>	\$338,447.42	\$504,754.00	\$843,201.42
<i>Year 3 (b)</i>	\$379,816.25	\$546,696.00	\$926,512.25
<i>Year 4</i>	\$872,667.23	\$1,101,262.00	\$1,973,929.23
<i>Year 5</i>	\$904,132.81	\$1,109,275.00	\$2,013,407.81
Total	\$3,318,320.71	\$4,825,158.00	\$8,143,478.71

The budget will be modified based on the final decisions of the Board on service levels and revenue

funding. If we increase ambulance fees, the EMS contract would be amended to continue to allow Metro to manage all billing services for the Village at a current 4% fee. If we modify Fire Service fees, that can be done by ordinance. SSA funds are increased automatically based on the increase of the costs of the service and would be paid in arrears.

Next Steps

If the Village Board approves these recommendations, staff would move forward with shifting the Fire Service fee to create a dedicated funding source for EMS and a new billing contract will have to be negotiated now that the Village is the Provider. Staff anticipate both of these matters to be ready for consideration at the 9/13 Village Board meeting.

Recommendations

Staff recommends making modifications to the EMS model to ensure we provide quality EMS service for the entire community. Modifying the contract will provide additional EMS resources as well as more consistent supervision for fire and emergency services as well. Village and GEFVC staff will hold Metro accountable to service standards and enforce the contract as appropriate. The funding plan consists of approving the new ambulance fee schedule as well as approving the IGA with the state to maximize Medicaid revenue. Therefore, staff recommends approving the IGA with the State, the Ambulance Fee Schedule, and the 2nd Amendment to the contract

Ordinance No. _____ - VC

**An Ordinance to Amend Section 5-3-2 of the Village Code of the
Village of Glen Ellyn, Illinois, Amending the Capital Fire Services Fee and Implementing
an Emergency Management Service Fee**

Whereas, the Glen Ellyn Volunteer Fire Company has provided excellent fire service to the community for more than 100 years; and

Whereas, the Village of Glen Ellyn deemed it in the best interest of the Village to provide an ongoing funding program to sustain the Glen Ellyn Volunteer Fire Company and instituted a Fire Services Fee in 2014; and

Whereas, the Village of Glen Ellyn deemed it in the best interest of the Village to provide an ongoing funding program to sustain fleet and facility needs of the Glen Ellyn Volunteer Fire Company and instituted a Capital Fire Services Fee in 2017; and

Whereas, the Village of Glen Ellyn identified the need to provide enhanced Emergency Medical Service (EMS) in the Village and entered into a contract amendment with Metro Paramedic Services, Inc., at the August 23, 2021 Village Board meeting; and

Whereas, there is insufficient revenue to provide for these enhanced EMS levels; and

Whereas, a reallocation of the capital fire services fee will provide a portion of the funding needed to meet the enhanced EMS service levels; and

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

follows:

Section One: Section 5-3-2 of the Glen Ellyn Village Code is hereby deleted in its entirety and replaced with the following:

5-3-2: FEES: Effective December 1, 2021, or as soon as practical thereafter the fire department service fees shall be as follows:

(A): Fire Service Fee:

Fire Service Fee	
Residential	\$7.50 per month
Multi-family residential	\$3.00 per unit per month
Government	No Charge
Commercial under 20,000 square feet	\$8.00 per month
Commercial 20,000 to 40,000 square feet	\$20.00 per month
Commercial over 40,000 square feet	\$40.00 per month

The Fire Service fee imposed or assessed shall be used by the Village for the exclusive purpose of supporting the operations or capital needs of the Glen Ellyn Volunteer Fire Company.

(B): Fire Service Fee - Capital:

Fire Service Fee - Capital	
Residential	\$4.50 per month
Multi-family residential	\$1.80 per unit per month
Government	No Charge
Commercial under 20,000 square feet	\$4.80 per month
Commercial 20,000 to 40,000 square feet	\$12.00 per month
Commercial over 40,000 square feet	\$24.00 per month

The Capital Fire Service Fee imposed or assessed shall be used by the Village for the exclusive purpose of supporting the capital needs of the Glen Ellyn Volunteer Fire Company.

(C): EMS Service Fee:

EMS Service Fee	
Residential	\$3.00 per month
Multi-family residential	\$1.20 per unit per month

Government	No Charge
Commercial under 20,000 square feet	\$3.20 per month
Commercial 20,000 to 40,000 square feet	\$8.00 per month
Commercial over 40,000 square feet	\$16.00 per month

The EMS Service Fee shall be used by the Village to provide EMS Services.

Section Two: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

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

Ayes:

Nays:

Absent:

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

Village President of the Village of

Glen Ellyn, Illinois

ATTEST:

Village Clerk of the Village of
Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 2021.)



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

Meeting 9/27/2021 7:00 PM
Department: Police
Department Head: Phil Norton
Category: Contract
Prepared By: Kurt Vavra

AGENDA ITEM (ID
2021-1461)

DOC ID: 2021-1461

Pursuant to Section 1-10-2 (B) of the Village Code, Authorize the Village Manager to Execute a Four-Year Contract Amendment for a Software License Agreement with Dacra Tech LLC for a Total Contract Amount Not-to-Exceed \$85,200, to be Expensed to the General Fund (Police Chief Norton)

Statement of the Issue:

The Police Department purchased municipal parking and adjudication software from Dacra Tech LLC in 2011. Dacra is the software the Police Department uses to issue and manage parking notices. Their product also addresses our needs for operating the parking ticket adjudication program. The Police Department intends to use Dacra for management of overnight parking and the issuance of ordinance citations in the near future. In 2019, the Village entered into a new contract with Dacra because their former platform was becoming obsolete due to outdated technology. Our current Dacra contract is billed at \$1,500 per month or \$3.00 per citation, whichever is higher. This structure creates a moving target for budgeting purposes. We were able to negotiate a fixed fee contract that will allow for accurate budgeting.

Analysis:

Dacra expenditures 2019-current				
Inv Date	Check #	Amount	Total	
07/31/2021	245722	1,500.00		
06/30/2021	245308	1,500.00		
05/31/2021	245509	1,500.00		
04/30/2021	244581	1,500.00		
03/31/2021	244043	1,500.00		
02/28/2021	243699	1,500.00		

01/31/2021	243352	1,500.00		
			\$10,500.00	
12/31/2020	243089	1,500.00	Total	
11/30/2020	242683	1,500.00		
10/31/2020	242422	1,500.00		
09/30/2020	241954	1,500.00		
08/31/2020	241535	1,500.00		
07/31/2020	241151	1,500.00		
06/30/2020	240586	1,500.00		
05/31/2020	240372	1,500.00		
04/30/2020	240522	1,500.00		
03/31/2020	239792	1,500.00		
02/29/2020	239528	2,115.00		
01/31/2020	239280	2,118.00		
			\$19,233.00	
12/31/2019	238757	1,806.00	Total	
11/30/2019	238377	1,500.00		
10/31/2019	238083	483.87		
			\$3,789.87	
Prior to October 2019, we owned the Dacra software outright. Therefore, there were no monthly expenditures. Owning the software is no longer an option.				

Budget Impact:

With the proposed contract amendment, we were able to secure a more defined cost structure of \$1,750/month for three years and \$1,850/month for the fourth year; \$21,000 and \$22,200 respectively. For the first four complete months of our current contract, we paid the following amounts.

November 2019	\$1500.00
December 2019	\$1806.00
January 2020	\$2118.00
February 2020	\$2115.00

In March 2020, the COVID-19 pandemic interrupted typical parking citation issuance. This was due to fewer vehicles being in public and a reduction in enforcement. Every month since the start of the pandemic, we have not exceeded 500 parking citations to trigger billing above \$1,500. When parking enforcement returns to normal, it is expected we will again exceed 500 parking tickets per month. It is anticipated the new structure of this contract will result in cost savings for the term of the contract.

Action Requested:

We are seeking permission to sign Dacra's amended software license agreement. This agreement would be in effect from November 1, 2021 until December 31, 2025.

Attachments:

1. Glen Ellyn Amendment #1 - 8-18-21
2. DACRA Agreement 072419

Amendment #1
to
DACRA MUNICIPAL ENFORCEMENT SYSTEM
Software License Agreement
Village of Glen Ellyn

This Amendment # 1 (“Amendment #1”) is dated August 18, 2021, by and among the Village of Glen Ellyn (“**Village of Glen Ellyn**”) and DACRA Tech LLC (“**DACRA**”), parties to the DACRA Tech’s Municipal Enforcement System Agreement executed on July 30, 2019 (the “Original Agreement”).

Whereas the Village of Glen Ellyn and DACRA have mutually agreed to extend the term of the Original Agreement pursuant to the terms outlined herein.

The Original Agreement shall be amended as follows:

1. Incorporation of Recitals: The foregoing recitals are herein incorporated herein in this paragraph as if set forth herein in their entirety.
2. The Term as outlined in Section D of the Original Agreement, shall be modified as follows:

The Initial Term of this Agreement shall terminate on October 21, 2021. Thereafter, the term of this agreement shall be extended to December 31, 2025 (the “Renewal Term”). (The Initial Term and Renewal Term shall collectively be referred to as the “Term”)

3. The Monthly Usage Fee as outlined in Section A of the Original Agreement, shall be modified as follows:

The Monthly Usage Fee for the Renewal Term shall be as follows:

<u>Period</u>	<u>Monthly Amount</u>
November 1, 2021 to December 31, 2024	\$1,750.00
January 1, 2025 to December 31, 2025	\$1,850.00

4. Except as set forth in this Amendment #1, the Original Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment #1 and the Original Agreement, the terms of this Amendment #1 shall prevail.
5. Other Agreements:
 - a. Notwithstanding anything herein to the contrary, the Municipal Collection Services, Inc. agreement executed on March 5, 2021 between the Village of Glen Ellyn and Municipal Collections Services Inc, as assigned to Municipal Collections Services LLC, as delineated in

the Notice of Assignment letter dated June 1, 2021 (the "Collections Agreement") shall remain in full-force and not modified by this Agreement.

6. This Amendment #1 may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument. Copies of this Amendment #1 signed and transmitted by a party by electronic transmission, including but not limited to PDF, shall be deemed for all purposes as containing the original signature of the transmitting party and legally binding upon such transmitting party.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment # 1 as of the date first above written.

Village of Glen Ellyn:

DACRA Tech LLC:

By: _____

By:  _____

Print Name: _____

Name: Robert Schur

Title: _____

Title: Chief Executive Officer

Date: _____

Date: August 20, 2021



DACRA MUNICIPAL ENFORCEMENT SYSTEM Software License Agreement

Subject to the Terms and Conditions attached, **DACRA TECH, LLC** ("DACRA") hereby agrees to allow the **Village of Glen Ellyn**, an Illinois municipality (the "Municipality") to access the DACRA Municipal Enforcement System under the following terms and conditions:

A. Monthly Usage Fee—Price Locked During Initial Term:

In exchange for licensed use of DACRA software and service, as defined in this Agreement, Client will be billed the greater of:

1. Monthly Fee is \$1,500.00, or,
2. Monthly Usage Fee of \$3.00 per adjudication citation.

B. Set-Up Fees Waived

Set-up includes software set-up, training, and support services necessary to prepare the Dacra system for use.

C. Interface Costs:

1. *RMS Interface:* The price for our existing API that pushes basic citation Data from DACRA to certain RMS systems is \$5,000. For other similar interfaces, prices will be quoted upon specification and architecture analysis.
2. *Municipal Finance/ERP Interface:* The price for our existing API that pushes citation financial Data from DACRA to certain Finance/ERP systems is \$5,000. For other similar interfaces, prices will be quoted upon specification and architecture analysis.
3. *Legacy Data* – DACRA's standard legacy citation data import is included. Standard citation data import includes citation issue date, respondent, vehicle plate, violation location, violation and current amount due is \$5,000. Note: Import beyond the pre-defined fields outlined above will be separately priced and quoted prior to implementation.
4. *Additional Interfaces* - There is no additional charge for use of DACRA's existing interfaces with LEADS, IDROP, County Courts, collection and web-pay vendors
5. *Additional Services* - Any additional services shall be mutually agreed upon in writing prior to commencement.

D. Term:

The term of this agreement is defined in the Software License Terms and Conditions, attached hereto.

Village of Glen Ellyn:

By: _____

Print Name: Mark Franz

Title: Village Manager

Date: 7/24/2019

DACRA TECH, LLC

By: _____

Name: Robert L Schur

Title: Chief Executive Officer

Date: _____



DACRA MUNICIPAL ENFORCEMENT SYSTEM Software License Agreement Terms and Conditions

A. Agreement Definitions

“Municipality” and “You” and “Your” refers to the governmental entity that has executed DACRA’s Municipal Enforcement Software License Agreement (the “Pricing Agreement”) that accompanies and incorporates these Software License Agreement Terms and Conditions (the Pricing Agreement and these Software License Agreement Terms and Conditions are collectively referred to as the “Agreement”). Software as a service consists of system administration, system management, and system monitoring activities that DACRA performs for its Adjudication System (collectively, the “Services”). The term “Program Documentation” refers to materials provided by DACRA as part of the Services. The term “Adjudication System” refers to the software products owned or distributed by DACRA to which DACRA grants You access as part of the Services. The term “Users” shall mean those individuals authorized by You or on Your behalf to use the Services.

B. Rights Granted

Upon DACRA’s acceptance of Your order and for the duration of the Term of this Agreement, You have the nonexclusive, non-assignable, royalty free, worldwide limited right to use the Services solely for Your municipality’s ordinance and code compliance purposes and subject to the terms of the Agreement. You may allow Your Users to use the Services for this purpose and You are responsible for Your Users’ compliance with the Agreement. You acknowledge that DACRA has no delivery obligation and will not ship copies of the software that runs DACRA’s Adjudication System to You as part of the Services. You agree that You do not acquire under the Agreement any right to use the Adjudication System beyond the scope or the duration of the Term of this Agreement. Upon the end of the Term, Your right to access or use the Services shall terminate.

C. Third-Party Agreements

It may be necessary for You to enter into additional contracts with third-party vendors in order to use some of DACRA’s features. DACRA has no control and is not liable with respect to the services provided to You by third-party vendors and any price increases from such third-party vendors shall be Your responsibility.

D. Your Data

You retain all ownership in and to Your Data. The term “Your Data” refers to the all citation and hearing data collected on behalf of You with respect to the Services. As part of DACRA’s Services, reciprocal access to Your Data is provided to authorized DACRA users in other municipalities, in return for allowing Your authorized Users to access similar data in such participating municipalities. You may opt out of this reciprocal data sharing arrangement by providing written notice to DACRA. DACRA will undertake all reasonable measures to protect Your Data from unauthorized access and will comply with the *DACRA Services Privacy Policy*, which can be found on DACRA’s website. Upon termination of the Agreement, DACRA will provide You an electronic copy of Your Data within sixty days after the effective date of termination.

E. DACRA’s Intellectual Property

DACRA or its licensors retain all ownership and intellectual property rights to the Services and to its Adjudication System. DACRA retains all ownership and intellectual property rights to anything delivered under the Agreement, including any future developments, regardless of whether You, or any of Your employees or agents, had any input or in any way assisted in any such new development. You may not:

- Allow access to the Services available in any manner to any third-party or for any purpose not authorized by this Agreement unless such access is expressly permitted by DACRA;
- Copy, reproduce, distribute, republish, download, display, post or transmit in any form or by any means, any of the Program Materials, except for the use of Your authorized Users; and,
- Modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the Services (the foregoing prohibition includes but is not limited to review of data structures or similar materials produced by programs).

F. Pricing and Billing

The Monthly Usage Fee pricing set forth in the Pricing Agreement will remain fixed during the Initial Term. After the expiration of the Initial Term, DACRA reserves the right to modify the Monthly Usage Fee pricing by providing You a minimum of 90 days advanced written notice before such price change goes into effect. You agree to remit full payment of DACRA’s invoices within thirty (30) days of receipt. You agree to pay any sales, value-added or other similar taxes imposed by applicable law that DACRA must pay based on the Services, except for taxes based on DACRA’s income. For any partial month during the Term, the Monthly

Usage Fee (including the minimum fee) shall be prorated based on the number of days that the Services were provided for such month. DACRA may audit Your use of the Services. You agree to cooperate with DACRA's audit and provide reasonable assistance and access to information.

G. Term

The Initial Term shall be two (2) years. The Initial Term shall commence on the earlier of the "Go Live" date, or 90 days after contract signing. After the Initial Term, the Agreement shall automatically renew in successive periods of two (2) years, unless either party serves written notice to the other 120 days prior to the end of the relevant Term. (The Initial Term and any successive renewal terms shall collectively be referred to as the "Term").

H. Termination

During the Initial Term, You shall have the right to terminate this Agreement for any reason (or no reason at all) by providing DACRA a minimum of 90 days advanced written notice of the effective date of the termination of Services. DACRA may immediately suspend Your password, account, and access to or use of the Services (i) if You fail to pay any sums due DACRA under the Agreement within ten days after written notice from DACRA of the payment default, or (ii) if You violate any other provision of this Agreement and you do not cure said default within thirty days after written notice from DACRA. Regardless of the reason for the termination of this Agreement, you agree to pay all fees due DACRA which accrue or are incurred prior to the termination of the Agreement.

I. Limitation of Liability

DACRA DOES NOT GUARANTEE THAT THE SERVICES WILL BE PERFORMED ERROR-FREE OR UNINTERRUPTED, OR THAT DACRA WILL CORRECT ALL SERVICE ERRORS. YOU ACKNOWLEDGE THAT DACRA DOES NOT CONTROL THE TRANSFER OF DATA OVER COMMUNICATIONS FACILITIES, INCLUDING THE INTERNET, AND THAT THE SERVICE MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF SUCH COMMUNICATIONS FACILITIES. DACRA IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS. IN THE EVENT THERE IS A SERVICE INTERRUPTION WHICH LASTS MORE THAN 24 HOURS DUE TO THE FAULT OF DACRA, DACRA WILL REMIT A SERVICES FEE CREDIT TO YOU CALCULATED AT TEN PERCENT (10%) OF NET MONTHLY USAGE FEE FOR THE MONTH IN WHICH THE BREACH OCCURRED. THE CREDIT WILL BE PROVIDED ONLY TOWARDS ANY OUTSTANDING BALANCE FOR SERVICES OWED TO DACRA, AND THE REMITTANCE OF SUCH CREDIT WILL REPRESENT YOUR EXCLUSIVE REMEDY, AND DACRA'S SOLE LIABILITY, FOR ANY BREACHES OF THIS AGREEMENT. TO THE EXTENT NOT PROHIBITED BY LAW, THERE ARE NO EXPRESS OR IMPLIED WARRANTIES FOR MERCHANTABILITY, SATISFACTORY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE. NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, OR ANY LOSS OF REVENUE OR PROFITS. DACRA'S MAXIMUM LIABILITY FOR ANY DAMAGES ARISING OUT OF OR RELATED TO THIS SOFTWARE AS A SERVICE AGREEMENT, WHETHER IN CONTRACT OR TORT, OR OTHERWISE, SHALL IN NO EVENT EXCEED, IN THE AGGREGATE, THE TOTAL AMOUNTS ACTUALLY PAID TO DACRA FOR THE SERVICES IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. ANY DAMAGE IN YOUR FAVOR AGAINST DACRA SHALL BE REDUCED BY ANY REFUND OR CREDIT RECEIVED BY YOU UNDER THE AGREEMENT AND ANY SUCH REFUND AND CREDIT SHALL APPLY TOWARDS THE LIMITATION OF LIABILITY.

J. Other

1. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the parties, nor shall either party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.
2. DACRA may assign this Agreement by providing written notice of the assignee who will assume DACRA's obligations under this Agreement. You may not assign this Agreement without DACRA's prior written consent.
3. You shall obtain at Your sole expense any rights and consents from third-parties necessary for DACRA and its subcontractors to perform the Services under the Agreement.
4. The Agreement is governed by the substantive and procedural laws of Illinois. Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Chicago, Illinois before one arbitrator. The arbitration shall be administered by JAMS in accordance with JAMS' Streamlined Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction.

5. Except for actions for nonpayment or breach of DACRA's proprietary rights, no action, regardless of form, arising out of or relating to the Agreement may be brought by either party more than two years after the cause of action has accrued.
6. Neither of us shall be responsible for failure or delay of performance if caused by: an act of war, hostility, or sabotage; act of God; electrical, internet, or telecommunication outage that is not caused by the obligated party; government restrictions (including the denial or cancellation of any export or other license); other event outside the reasonable control of the obligated party. We both will use reasonable efforts to mitigate the effect of a force majeure event. If such event continues for more than 30 days, either of us may cancel unperformed Services upon written notice. This section does not excuse either party's obligation to take reasonable steps to follow its normal disaster recovery procedures or Your obligation to pay for the Services.
7. You agree that DACRA may identify You as a recipient of Services in sales presentations and marketing materials.
8. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument. Copies of this Agreement (as well as any documents related to this Agreement) signed and transmitted by a party by electronic transmission shall be deemed for all purposes as containing the original signature of the transmitting party and legally binding upon such transmitting party.
9. You agree that this Agreement is the complete agreement for the services ordered by You, and that this Agreement supersedes all prior or contemporaneous agreements or representations, written or oral, regarding such services. This Agreement may not be modified in any way except in writing signed by authorized representatives of You and DACRA.



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

Meeting 9/27/2021 7:00 PM
Department: Public Works
Department Head:
Category: Purchase
Prepared By:

AGENDA ITEM (ID # 2021-
1411)

DOC ID: 2021-1411

**Pursuant to Section 1-10-2 (C) and (D) of the Village Code,
Authorize the Village Manager to Approve the Purchase and
Installation of a Chopper Pump at the South Park Lift Station
From Flow-Technics, Inc. of Frankfort, IL for an Amount of
\$35,346, Plus a 5% Contingency to Cover Any Unexpected Costs for
a Total Not-To-Exceed Amount of \$37,100, to be Expensed to the
Water & Sewer Fund (Public Works Director Buckley)**

Statement of the Issue:

Public Works recommends the Board approve funding for the purchase and installation of a new, chopper style pump for the South Park Lift Station from Flow-Technics, Inc. of Frankfort, IL for \$35,346 with a 5% contingency to cover any unforeseen expenses during the project for a total not-to-exceed amount of \$37,100 to be expensed to the Water & Sewer fund.

Analysis:

The South Park Lift Station is located near the intersection of South Park Boulevard and College Road and services buildings and homes to the south that are connected to the Village's sanitary collection. These locations include Glenbard South High School and the two assisted living facilities nearer to Butterfield Road. This lift station was built in 1972 and consists of a wet well and drywell. The drywell is approximately 9' tall and 8' in diameter. This canister houses the pumps and motors for the lift station and is buried in the ground with a 3' diameter chute and 12' ladder providing access to the structure. Sanitary pipes bring the effluent into the wet well and when activated, the lift station pumps the sewage a little over 600' north to a point where it resumes a gravity-fed journey to the wastewater treatment plant. This station is one of five that Public Works maintains throughout the collection system.

In the past decade, the station has experienced a number of issues and events that have had staff review the current operational functions, looking to see if conditions can be improved to extend the life of the existing assets. The greatest affect has been a recurring clogging of the pump impellers. When this happens, the pump goes into a failsafe mode. With two pumps, the station is still operational but at a limited capacity.

Staff has identified the likely sources of these items that clog the impellers and attempted to work through education to prevent these items from entering into the sewer in the first place. This is not always effective for the long-term and an alternative solution was devised. A basket was put upstream of the lift station, at a point where these rags could be collected before entering into the wet well. After this fix was made, the number of times the pumps fail due to blocked impellers has dramatically reduced. Unfortunately, staff needs to clean this basket a number of times each week. Over the years, the optimal number of visits each week has been found to be three, with any less attention increasing the number of times the pumps become clogged. Each trip takes about ½ an hour so over a year's time that is over 75 hours.

To resolve a clogged issue, two employees go down into the bottom of the drywell, pull the pump apart and physically remove the clog. Most commonly, these are related to rags or wipes that have been flushed down toilets. The pump then needs to be reconnected and tested to ensure that everything is running correctly. This task takes a minimum of 1 ½ hours each time, requiring 3 people, two down in the drywell and one up top for safety requirements. Since March of 2018, the impellers became clogged 37 times.

Since 2013, the drywell has also flooded twice. The first was during the April 17-18, 2013 flood event, when water levels from the nearby retention pond overtopped the lid of the drywell. After this event, improvements were made, especially with an open exhaust tube, to water proof the structure against similar events in the future. The second was due to a physical failure of a bolt for the flange of the pump on Feb. 15, 2020. When the connection failed, essentially allowing the pump to separate, allowing sewage to fill the drywell. An analysis of this event found that the current bolt holes were wearing out due to the number of times the pumps had to be pulled apart due to clogged impellers. Staff was able to find a repair with the installation of heli-coils in the flange, allowing for the bolts to be secure again.

With the failure of the bolts, staff also started reviewing the current pumps in use, seeing if there could be additional improvements at the station. Replacement of the existing impeller with one that is less likely to clog was not an option with the current equipment, so replacement of the pump was investigated. Given the age of the structure, items like “flushable” wipes were not as prevalent when this station went online. Newer lift stations would have pumps of a chopper or grinder style that would be less likely to clog and are designed to better handle solids that may be present in sewage.

With the need to retrofit a new pump into the existing drywell constraints, staff worked directly with pump vendors that had the appropriate equipment and specialized skill sets to make the upgrades. Three separate companies were contacted and arrangements made for meeting on-site, including making inspections down in the drywell to determine equipment specifications and providing costs estimates for the work. Given the age of the lift station and existing equipment, this was the only practical way to provide accurate estimates for the scope of work. After initial estimates were received, staff reviewed them and any need for modifications to the proposal

were made to provide the final cost estimates from the three companies.

A condition assessment was performed on the structure in 2018. That analysis was looking at the current life remaining on the asset, from a perspective of the shell only. The results found up to 10% material loss in areas where corrosion was occurring compared to non-corroded areas and the original cathodic protection system was no longer providing any effective protection, not unexpected given the age.

The findings suggested three alternatives for providing continued operation of the canister for the next 20 years: do nothing, which may be feasible but cannot be reliably assured; reliably extend the life of the structure by recoating the interior of the structure or installing a new sacrificial anode cathodic protection system, that would likely cover the next 15-20 years; or replacement of the existing structure. With the analysis, staff feels that monitoring conditions of the structure is the appropriate choice for now, with an anticipation of replacement of the station around 2030. Costs for a new station could be \$500,000+ if kept in the same location, or if moved for operational reasons, those costs could be \$1M+.

Budget Impact:

Three pump companies were contacted to review existing conditions and provide an alternative pump that would be less susceptible to clogging. Each distributor provides a different pump that falls within the necessary size and operating specifications needed for the lift station. As part of that review, cost estimates were requested for the installation given the difficulties and specialized equipment needed to do the replacement without needing to put the lift station out of service. A pump around would be required if the lift station were taken off line and those costs can run \$1,000+ per day.

Of the three proposals, Flow Technics provided the lowest cost for purchase of a pump and installation at \$35,346. One of the benefits of using Flow Technics is that this company has the ability to not only provide the pump but perform the installation without the need of a separate mechanical sub-contractor. The quote includes seal fail/thermistor relay, electrical conduit, disconnects, new termination installation, testing and parts required for the work. Thomas Pump was the second lowest bid, a contractor that the Village has worked with on a number of lift station projects. Their cost was over \$1,700 more and did not include some of the additional costs included in the Flow-Technics estimate. Xylem was the third supplier and their total was over \$5,000 greater

Public Works has not worked directly with Flow Technics but Glenbard Wastewater Authority has and a check of references found a positive recommendation. Another reference check with Villa Park provided a good opinion of the company and product line. All estimates are included as attachments for review.

The replacement is expected to take one week to perform and the lead time on delivery of the new pump is expected to be 12-15 weeks. Once completed, this new pump will function as the

lead for the station, with the existing pump operating as a backup or as needed in high flow conditions. The pump that is pulled for installation of the new chopper will be kept as a backup that could be installed if the remaining original pump has a failure.

This upgrade should allow the equipment in the station to continue to function until the planned replacement of the station around 2030. With the high expectation for reduced need to pull the pump due to clogging and ability to eliminate the routine cleaning of a debris basket, this pump replacement is expected to allow about 100 employee hours a year to be refocused on other areas.

As with other lift station upgrades performed in the past, Public Works is also asking for a 5% contingency, to cover any incidentals for any additional work or equipment that needs to be purchased or replaced that is discovered during the project. The total amount is a not to exceed \$37,113, to be expensed to the Water & Sewer Fund 50200-580110. An estimate was included in the 2021 budget for this work of \$30,000. Upon receiving actual estimates, the installation costs were higher than anticipated given the complexity of the work needed to replace the existing style pump.

Action Requested:

Staff requests that the Board approve the funding for the Village Manager to authorize the purchase and installation of a new chopper pump for the South Park Lift Station from Flow-Technics, Inc. of Frankfort, IL for \$35,346 with a 5% contingency to cover any unforeseen expenses during the project for a not-to-exceed amount of \$37,113 to be expensed to the Water and Sewer Fund – Equipment & Capital Outlay 50200-580110.

Attachments:

1. Flow Technics S. Park Chopper Pump
2. Thomas Pump S. Park Lift Station Cutter Pump
3. Xylem S. Park Lift Station Chopper Pump



FLOW-TECHNICS, INC.

PROPOSAL

Village of Glen Ellyn
30 S. Lambert
Glen Ellyn, IL 60137
Attn: Ken Matuszak

August 17, 2021

Re: South Park LS

South Park Lift Station

We are pleased to offer the following proposal for your consideration:

1- EPI Chopper Pump 4" pump with a 10 HP motor, 230V, 3 phase, 1750 RPM capable of delivering 400 GPM AT 45' TDH. The pump comes complete with 50' of power cable. Pump includes a stand and 4" x 6" suction elbow.

1- Pratt series 8001 6" check valve with lever and weight

1- 2" PVC conduit and fittings for new pump cable

1 – Seal/Thermal modules to be installed in the control panel

1- Lot of labor to remove old pump and modify existing piping for new pump

1- Lot for labor to install new pump, check valve, fittings, and conduit for Pump # 1

1 – Freight to Jobsite

Price \$ 35,346.00

Page Two
South Park Lift Station
Glen Ellyn, IL.

NOT INCLUDED:

1. Any item not specifically mentioned is not included, nor was it intended to be.
2. Electrical upgrades or control panel
3. Federal, State, or Local sales taxes

TERMS & CONDITIONS:

Payment: Net 30 Days; no startup will be performed without 100% payment.
- Not dependent or contingent upon manner in which purchaser may receive payment from others.
- Shipments in entirety, or partials thereof, due in net 30 days after date of shipment.
- No retainage without written pre-accepted agreement.

Prices: Valid for 30 days from date of this proposal.

Taxes: Sales taxes are NOT included.

F.O.B.: Factory – Allowed to jobsite

Respectfully submitted,
FLOW-TECHNICS, INC.

Michael E. Carney

Michael E. Carney

Thomas Pump Company, Inc.

Pump Engineers



**Established 1920
Celebrating 100 years of service**

**2301 E. Liberty St.
Aurora, IL. 60502**

**Phone: (630) 851-9393
Fax: (630) 851-9397**

www.tpcoinc.com

July 6, 2021

Q-60292

Village of Glen Ellyn Public Works
30 S. Lambert
Glen Ellyn, IL 60137

Attn: Ken

Sorry for the delay in getting this to you. Baldor had some difficulties pricing the motor.

4NNW-VC16 Vertical-Coupled, Solids-Handling, Immersible, Cutter Pump
Clockwise Rotation with Tangential Discharge
Waste Warrior 3rd Generation Cutter Assembly
Cast Iron Construction with Heat-Treated Stainless Steel Cutting Parts
Cycloseal with TC/SC Mechanical Seal
6 x 4 Cast Iron Base Elbow/Pump Stand
Approximate shipping weight is 800 pounds
10 HP, 1800 RPM, 3/60/460, TEBC Motor

-Premium Efficient (Exempt from classification)

-NC Thermostats

-50' Power and Control Cables

Quote does not include motor, spare parts, testing, freight charges, or any equipment not specifically listed.

YOUR NET COST EACH-----\$27,737.00

YOUR COST TO INSTALL-----\$

Estimated lead time is 15-17 week

FOB:

Pricing good for 45 days

TERMS:

Net 30 days from date of invoice, no retainable withheld, past due invoices will be subject to a monthly service charge of 1-1/2% per month on the outstanding balance. Price quoted specifically excludes all federal, state and/or local taxes/permits. Should collections be necessary to satisfy the amount outstanding and due to Thomas Pump Company, all expenses incurred by Thomas Pump Company (as a result of this collection) including and not limited to attorney fees, court costs and interest will

be paid by customer. By issuing a purchase order to Thomas Pump Company, the customer acknowledges and agrees to Thomas Pump Company's terms of payment, which is documented and included in our quotation.

SALES TAX: *If this is a taxable job, please indicate on purchase order or submit tax-exempt form/number. If a tax exempt Form/number is not provided, Illinois state sales tax will be added at a rate of 8.25%.*

CANCELLATION

POLICY: *0-2 weeks after receipt of purchase order: 15% of purchase price, 2-4 weeks: 35%, 4-6 weeks: 50%, 6-8 Weeks: 75%, 8+ weeks: 100% of purchase price – payments in full.*

Errors and Omissions: This quotation is for the items listed or stated above. No other items should be assumed or implied as being provided.

Yours Very Truly
Thomas Pump Company, Inc.

Robert A. McCue
Thomas Pump Co., Inc.



Helm Mechanical
2279 Yellow Creek Road
Freeport, IL 61032
815-235-1955
www.helmgroup.com

July 20, 2020

To: Robert McCue jr.

Re: Pump Replacement

Dear, Robert

Helm Mechanical Proposes to do the following work.

- Disconnect and replace existing motor in manhole.
- Replace existing 4"x6" check valve.
- Disconnect and reconnect electrical for motor.
- Replace hardware and gaskets on flanges we disconnect.

Total.....\$9,300.00 includes parts and labor

Thanks,

Grady Alderman

Project Manager | Helm Mechanical

815-238-4277 cell

815-297-6034 office direct

helmgroup.com





**Xylem Water Solutions USA, Inc.
Flygt Products**

May 5, 2021

Village of Glen Ellyn
30 S. Lambert Rd
Glen Ellyn IL 60137

9661 194th Street
Mokena, IL 60448
Tel (708) 342-0484
Fax (708) 342-0491

Quote # 2021-CHI-0451
Project Name: Glen Ellyn - South Park LS
Job Name: Pump 1 Retrofit FT3127.390

Attn: Ken Matuszak

Hello Ken,
Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment and services.

For the replacement of Pump 1 at South Park LS, we propose the FT 3127.390 HT ~489

This pump was selected as the best available chopper pump offering for your design duty point of 400gpm @ 45 TDH

This pump comes with an adaptive hard iron N-impeller used in conjunction with our chopper insert ring and guide pin.

This pump is quoted with a 230V explosion proof (FM) H class motor.

The pump is equipped with our Flygt Leakage Sensor (FLS) which will work with the miniCAS provided below.

Included in this quotation:

- Installation of miniCAS
- Startup checks of pump, including proper rotation and tests of miniCAS
- Landing the pump cable in the control panel
- Dry pit stand for pump
- Infinite rotation adapter to allow flexibility in positioning the pump discharge
- Freight to site (or to contractor)

Not included in this quotation:

- Piping to existing connections
- Installation of pump
- Routing of cable to control panel (by contractor)
- Bypass pumping
- Anything not shown below

Pumps

Qty Description



Qty	Description
1	Flygt Model FT-3127.390 4" volute Submersible chopper pump equipped with a 230 Volt / 3 phase / 60 Hz 7.5 HP 1750 RPM motor, 489 impeller, 1 x 50 Ft. length of SUBCAB 4G6+2x1,5 submersible cable, FLS leakage detector, volute is prepared for Flush Valve

Accessories

Qty	Description
1	GRIP,CABLE SS 25-36MM
4	BOLT,ANCHOR 3/4 X 10IN
1	ADAPTOR UNIT,T 360° ROTATION

Electrical

Qty	Description
1	MINI-CASII/FUS 120/24VAC,24VDC
1	SOCKET,11 PIN OCTAL DIN MOUNT

miniCas Installation & Pump Startup

Qty	Description
1	START UP CHARGE FLYGT 1-TP MODELS: 3000,7000,8000

Total Price \$ 14,390.00

Freight Charge \$ 589.00

Total Price \$ 14,979.00

Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per Incoterms 2020)

See Freight Payment (Delivery Terms) below.

Taxes: State, local and other applicable taxes are not included in this quotation.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Validity: This Quote is valid for sixty (60) days.

Time of Delivery: At time of quotation, Approx. 11-13 working weeks after receipt of order. Delivery subject to change. Check for current delivery at time of order.





Terms of Payment: 100% N60 after invoice date.
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Terms of Delivery: PP/Add Order Position

COVID 19: Delivery lead-times may be impacted by the current COVID-19 virus pandemic relative to transportation logistics.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,

Jeff Garretson
Sales Representative
Phone: (708) 781-0172
Cell: (312) 343-6511
jeff.garretson@xylem.com

Paul Weinert
Customer Support Specialist, Central US
Phone: 708-781-0187
paul.weinert@xylem.com



Customer Acceptance

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2021-CHI-0451
Customer Name: Village of Glen Ellyn
Job Name: Pump 1 Retrofit FT3127.390
Total Amount: \$ 14,390.00
(excluding freight)

Signature: _____

Name: _____
(PLEASE PRINT)

Company/Utility: _____

PO: _____

Address: _____

Date: _____

Phone: _____

Email: _____

Fax: _____





May 14, 2021

Village of Glen Ellyn
30 S. Lambert
Glen Ellyn, Illinois 60137

Attn: Ken Matuszak, Senior Water Plant Operator

Re: South Park Blvd Lift Station Rehab
Glen Ellyn, IL

Ken:

Dahme Mechanical Industries is pleased to submit the following narrative for the improvements at the project site referenced above:

- Preconstruction meeting with Xylem and Village of Glen Ellyn (VoGE) prior to construction activities
- DMI is not responsible for outages or bypassing required for this work; we will require that the pump be offline for (1) week in order to complete the modifications and installation – the suction and discharge isolation valves must hold shut in order for this work to be completed without bypass pumping
- DMI to remove and replace (1) reducing discharge check valve and provide wafer check valve with compact reducer to gain space for new pump installation
- DMI will install only (1) new sewage pumps as provided by others; piping modifications and pump mounting modifications are included in this proposal
- Electrical disconnects and new terminations are included; no electrical modifications are included in this proposal
- All fasteners, and anchors will be stainless steel
- Confined space and rigging/equipment handling equipment is included
- One-year material and labor warranty is included
- Sales tax is not included
- All work not included above or reasonably associated with our work or trade activities is expressly excluded
- DMI standard insurance is included

Total price, as described above:	\$25,888.00
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If there are any questions, please contact me at (847) 253-0341.

Sincerely,

Kris Komorn
Project Manager
Dahme Mechanical Industries, Inc.
kkomorn@dahmemechanical.com



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

Meeting 9/27/2021 7:00 PM
Department: Administration
Department Head:
Category: Contract
Prepared By:

AGENDA ITEM (ID # 2021-1468)

DOC ID: 2021-1468

Motion to Authorize the Village Manager to Execute a Contract with Kon Savoy Consulting Group of Evanston, IL, for the Redevelopment of the Roosevelt Road Hotel Properties, in an Amount Not-to-Exceed \$59,430, to be Expensed to the Roosevelt Road TIF Fund

Statement of the Issue:

The Village is seeking a consulting firm to assist in the recruitment of a developer for the Roosevelt Road hotel properties.

Analysis:

Background

During the June 28, 2021, Village Board meeting, the Board approved the purchase and sale agreement of the Roosevelt Road hotel properties located at 675-677 Roosevelt Road and 660 Taft Road at a cost of \$2.85 million. Staff contacted four (4) planning and development consulting firms to seek interest in assisting the Village with preparing an RFP for developing the site.

Request for Proposals

Staff asked the firms to provide proposals including the following scope of services, a not to exceed fee structure, and examples of at least three (3) comparable projects.

Scope of Services:

Phase I

- A. Development Feasibility Analysis including Site Analysis
- B. Financial Feasibly Assessment
- C. Site Plans/Conceptual Plans (5 options)
 - 1. All Commercial
 - 2. Commercial on Roosevelt & Housing on Taft
 - 3. Commercial on Roosevelt & Affordable Housing on Taft

4. All Housing
5. Another combination that may be suitable for the site
- D. Phase I Public Meetings
 1. Consultant Presentation of Concept Plans to Plan Commission
 2. Consultant Presentation of Concept Plans to Village Board at a Workshop Meeting
- E. RFP Preparation & Presentation to the Village Board
 1. Consultant Presentation of RFP to Village Board at a Workshop Meeting

Phase II

- A. RFP Solicitation and Distribution
- B. Provide Summary of each RFP Response
- C. Present Summary of RFP Responses to Village Board at a Workshop Meeting
- D. RFP Evaluation
- E. Conduct interviews of top respondents
- F. Provide Summary of top respondents
- G. Present Recommended Developer to the Village Board at a Workshop Meeting

Analysis

Staff received three (3) proposals in response to the RFP. Staff reviewed the proposals received for completeness and selected two (2) firms to interview. Staff evaluated the prior project experience, facilitation approach, anticipated hours of work, hourly rates and skills and experience of the team members of both firms.

Kon Savoy Consulting Group has assembled a team of experts to assist the Village with the developer recruitment process. Their team consists of Kon Savoy Consulting, Kretchmer Associates and Egret+XO Planning LCC. Collectively, the team has extensive experience in community planning, real estate market and fiscal analysis, development feasibility analysis, affordable housing, economic development and graphic design.

Budget Impact:

A summary of the three (3) proposals received by the Village is listed below.

Kon Savoy Consulting Group \$59,430
 Camiros, Ltd. \$63,973
 S.B. Friedman Development Advisors \$150,000 - \$200,000

The specific proposal details for Kon Savoy Consulting Group are attached.

Action Requested:

Authorize the Village Manager to Execute a Contract Kon Savoy Consulting Group of Evanston, IL, for the Redevelopment of the Roosevelt Road Hotel Properties, in an Amount not to Exceed \$59,430 to be Expensed to the Roosevelt Road TIF Fund

Attachments:

1. Glen Ellyn - Developer Recruitment Proposal v2



September 3, 2021

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

Re: Developer Recruitment Services Proposal - Revised

Dear Mark:

On behalf of our team, I am pleased to submit our revised proposal for planning and development services associated with the Village's purchase of property on Roosevelt Road. Our team consists of senior professionals and associates who each have over 40 years of experience in community planning and economic development. As such, our team brings a broad perspective to the planning, recruitment, and review of developer proposals having served over 100 communities throughout the Chicago area and northern Illinois. This ensures that we will provide Glen Ellyn with a holistic approach to this project. Our team consists of:

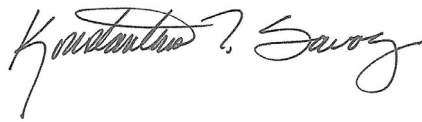
- **Savoy Consulting Group LLC** – I will serve as the principal lead consultant responsible for overall project management, deliverables, and client contact. I will be assisted by Jim Plonczynski and Kendall Jackson, both who bring over 40 years of practical experience in community and economic development in their respective previous role as community development director for the Village of Bartlett, and the City of Joliet. (Resumes of Mr. Savoy and Mr. Plonczynski are included).
- **Kretchmer Associates** is a WBE-certified business that delivers comprehensive service and data-driven advice. Ms. Valerie Kretchmer is a real estate and planning consultant with 40+ years of experience with expertise in real estate market and fiscal analysis for all types of housing, retail, office, and industrial development. Ms. Kretchmer will provide the necessary analytical review of market opportunities, site analysis, and development feasibility to assist in the evaluation of proposals. Kretchmer Associates recently prepared a market assessment for Roosevelt Road in Wheaton for the City. She has significant expertise as well in all types of affordable housing and is a professional member of the National Council of Housing Market Analysts.
- **Egret+OX Planning LLC** - Mr. Todd Vanadilok, Principal, brings 20 years of planning experience in a broad range of community and economic development projects, including graphic design support. Mr. Vanadilok will provide planning and graphic design support in the preparation of the developer recruitment materials, including site marketing graphics and data visualization.

Based on our previous discussions, the attached Scope of Services can be completed within 6 months of contract approval. We propose a not-to-exceed fee of \$59,430, inclusive of expenses. Hourly services will be billed in addition to the proposed fee. Our relevant experiences are provided in our resumes and the overview of each firm, included in this proposal. Additional information on our relevant experiences

is provided on the firm websites: www.savoyconsultinggroup.net, www.kretchmerassociated.com, and www.egretandox.com.

Please consider this a preliminary proposal subject to further review and refinement to make sure it aligns with your expectations for this project. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,



Konstantine T. Savoy, AICP
President
Savoy Consulting Group LLC



Glen Ellyn

Developer Recruitment Services

Scope of Work

We understand that the Village of Glen Ellyn will purchase property to redevelop the site at the southeast corner of Park and Roosevelt Roads, known as the Exmoor/Roosevelt Rd catalyst site as illustrated in the Village's draft Comprehensive Plan update.

The following Scope of Work provides the individual steps or tasks and deliverables to be taken by the Savoy Consulting Group (SCG) team for the review of land use options, preparation of a developer recruitment package, evaluation of proposals, and negotiation of a development agreement.

Project Management. All drafts of major project report deliverables will be provided to the Village staff to allow sufficient time for review. Formal deliverables (final draft reports) will be provided at least two weeks in advance of their release to the Village officials or the public.

Planning and Developer Recruitment Process

Task 1.1 Meeting with Village Officials, Site Visit & Data Collection

The SCG team will attend one meeting with Village staff to review current conceptual development and acquisition plans, land use options, Village objectives, and data sources available to assist in the preparation of a developer solicitation package.

Although the Village has taken a significant step with the draft Comprehensive Plan, other land use options may need to be considered, particularly in light of the Village's desire for affordable housing. The SCG team will work with Village staff to explore a variety of land use options to determine those that have the greatest likelihood of market and financial success. The Village Economic Development department will assist in developing an understanding of the market support for alternative uses.

Task 1.2 Zoning Analysis and Development Guidelines

The SCG team will evaluate zoning options and recommend changes to deliver a site ready for development without any additional zoning approvals, other than staff and Plan Commission review. Depending on the land use plan and the Village's comfort level, we will determine if a developer must secure a planned development permit, or seek approval as a "By-Right" project without zoning



approvals. The SCG will assist in the preparation of design standards that can be used to evaluate proposals.

Task 1.3 Development Feasibility Analysis

Kretschmer Associates recently completed a market assessment for retail and office uses along Roosevelt Road in Wheaton, providing us an excellent understanding of current market dynamics for those uses. We will expand upon this prior work to look at market conditions in Glen Ellyn and how they are likely to affect the redevelopment of the subject site. This includes additional data analysis and interviews with retail and office brokers and managers active in the area.

Kretschmer Associates has extensive experience working with developers, lenders, and funding agencies for all types of market-rate and affordable housing - apartments, condos, townhouses, duplexes, seniors, families, veterans, and special needs. As such, we understand the site selection process and how developers evaluate sites, as well as the criteria lenders and government funding agencies like the Illinois Housing Development Authority (IHDA) use to evaluate developer applications. Given the site's proximity to shopping and public transportation, as well as the limited existing affordable housing in the area, a Low-Income Housing Tax Credit application should be able to score well in a competitive process.

We will identify the most marketable opportunities and a preliminary financial assessment to show how developers will view the potential opportunities for this site. These will help frame the conceptual site plans.

Task 1.4 Concept Design Charette

The SCG team will conduct a one-half day Concept Design Charrette as an interactive workshop with staff and elected officials to explore different development scenarios for the study area. With SCG team members serving as facilitators, workshop participants will work together in small groups to formulate various development scenarios using prototypical buildings representing potential land uses on aerial maps. Facilitators will take photographs of each scenario so that workshop participants may explore other scenarios as needed. This process will provide an opportunity to explore a wide array of development scenarios for the study area and will be helpful to verify any similarities in different scenarios, as well as identify strategic approaches to reconcile divergent scenarios.

The results of the charrette will be used to create the conceptual site plans in Task 1.5 for further review.

Task 1.5 Conceptual Site Plans

The SCG team will develop a series of five conceptual site plan options for the proposed site. The five options will explore different land use mixes, including a range of commercial, housing, and related uses, particularly using the development feasibility analysis as a basis. The level of detail for the conceptual site plans will be 2D plan view computer-generated drawings that highlight building sizes, building placement, parking, multi-modal access and circulation, open space, right-of-way treatments, and other contextual elements.



Task 1.6 Plan Commission and Village Board Meetings

The SCG team will present the conceptual site plan at one meeting before the Plan Commission and one meeting before the Village Board. Directions from both groups will be used to refine the concept plans and narrow the preferred plan options for inclusion in the developer recruitment package in Task 1.7.

Task 1.7 Developer Recruitment RFP

The purpose of the developer recruitment process is to seek developers for the redevelopment of the Exmoor/Roosevelt Road property. The SCG team will prepare documents and lead the Village of Glen Ellyn in conducting an open and public process for the recruitment and selection of private developer interest in achieving the Village's goals for land use, private investment, quality, and character for the redevelopment of the project area. The tasks below outline the scope of work to accomplish each step.

- 1.7.1 **Set Development Parameters.** The SCG team will work with staff to decide the basic elements of an acceptable developer proposal. This includes acceptable and unacceptable land uses, development intensities and standards, physical boundaries, and investment/financial limitations. These elements are not intended to be the final or specific performance measures, but rather, a characterization of the development to help give a sense of scale to the opportunity to be presented to potential developers and further help define the nature of developers suited to these opportunities.
- 1.7.2 **Assemble Developer Contact List.** Staff and the SCG team will collaborate on a list of development contacts to which the RFP will be delivered. Kretchmer Associates has an extensive list of active market-rate and affordable housing developers as a member of the Illinois Housing Council (an affordable housing organization to which most developers belong) and other professional organizations, including many we have worked with. We know which developers can develop the high-quality product Glen Ellyn will want. Also, we will explore listing services: websites like CPIX or BidNet can provide broad exposure for a site, and contact local organizations: ULI, homebuilders, etc.
- 1.7.3 **Prepare Developer RFP Solicitation Package.** The SCG team will prepare a draft Request for Proposals solicitation package. This document will depict current conditions, community plans, policies, motivation and interest in seeking developer involvement, the nature of the opportunity, the developer selection process, the submission requirements, development guidelines, potential incentives, and the basis for evaluation.

The RFP will detail submission requirements to ensure the content of each invited proposal will be of sufficient detail to articulate and illustrate the developer's physical, fiscal, and market-relevant concept, and in particular, to address proposal requirements, including the proposed price to acquire the site, the proposed type, number and market-price points of the product, the design concept, and the proposed roles and responsibilities of the Village and the developer. The RFP will require an initial estimated development budget with sources and uses of funds; anticipated development phasing, build-out, and absorption schedule, and any requested participation from the Village for funding or installation of on-site or off-site public



improvements with supporting information. The SCG team will conduct follow-up phone calls to induce timely and creative responses.

Deliverable: One digital copy of the Developer RFP Solicitation Package.

- 1.7.4 **Village Board Meeting.** The SCG team will present the draft RFP to the Village Board before issuance and will revise the RFP based on the direction from the Village Board.
- 1.7.5 **Distribution/Follow-up Contacts.** The Village will mail and e-mail the RFP to the approved contact list. The SCG team will conduct follow-up phone calls to assure receipt and determination of response to RFP and help promote the project.
- 1.7.6 **Public Notice.** The Village will provide notice of the availability of RFP in a general circulation news source – print or digital.
- 1.7.7 **Host Informational Meetings.** The SCG team with staff will host up to three meetings with individual developers to tour the project site and respond to questions of each developer team.
- 1.7.8 **Evaluation of RFP Responses.** The SCG team will evaluate and rank order the responses to the RFP based on the information they submit to be used in the selection of a limited list of development teams to be interviewed. Developer selection is based on the proven ability of the developer to meet all of the specifications laid out in the RFP. Their reliability, integrity, and financial capacity will be reflected in a developer's financial submissions, portfolio of completed developments, and references. There are different ways to rank and measure the strength of RFP responses. The most common is to use priority-ranked categories like “Unacceptable, Acceptable, Advantageous, and Highly Advantageous.”

The SCG team, in cooperation with staff, will evaluate and rank the responses to the RFP against the selection criteria and will prepare a summary of the proposals for Village Board review.

Deliverable: One digital copy of the developer RFP evaluation summary.

- 1.7.9 **Village Board Meeting.** The SCG team will present the evaluation summary of the submitted developer proposals for review by the Village Board and will assist the Board in narrowing down the list of developers to be interviewed.
- 1.7.10 **Preferred Developer Interviews.** The SCG team, with Village staff, will interview each development team and provide a summary of the findings and recommendations for consideration by the Village Board.
- 1.7.11 **Village Board Meeting.** The SCG team will present the summary report of the developer interviews and recommended development team to the Village Board. The Village Board shall select the developer team for further negotiations.



Deliverable: One digital copy of the developer interview summary and recommendation.

- 1.7.12 **Optional – Community Informational Meeting.** The SCG will attend one community meeting with staff and the selected developer to present the proposed development plan for public comment.
- 1.7.13 **Negotiation with Selected Developer.** Following the selection of a developer of choice, the SCG team may be requested, at additional expense, to aid and to assist the Village in the negotiation of a development agreement and designation of “Developer of Record.”

..... **Completion of Scope of Services**

BUDGET PROPOSAL

The following budget/price proposal outlines the anticipated costs and hourly rates for the individuals to be involved in the developer recruitment process. All costs are inclusive of expenses and shall be valid for the 2021 calendar year.



Glen Ellyn: Developer Recruitment		Column1
Task		Cost
Task 1.1 Meeting with Village Officials, Site Visit & Data Collection		\$ 2,760
Task 1.2 Zoning Analysis and Development Guidelines		\$ 1,200
Task 1.3 Development Feasibility Analysis		\$ 20,000
Task 1.4 Concept Design Charette		\$ 3,360
Task 1.5 Conceptual Site Plans		\$ 7,240
Task 1.6 Plan Commission and Village Board Meetings		\$ 3,280
Task 1.7 Developer Recruitment RFP		
Set Development Parameters		\$ 1,500
Assembly Developer Contact List		\$ 1,500
Prepare Developer RFP Solicitation Package		\$ 9,800
Village Board Meeting		\$ 750
Distribution/Follow-up Contacts		\$ 1,200
Public Notice		\$ -
Host Informational Meetings		\$ 1,800
Evaluation of RFP Responses		\$ 3,240
Village Board Meeting		\$ 900
Preferred Developer Interviews		hourly
Village Board Meeting		\$ 900
Negotiation with Selected Developer		hourly
<i>Total Costs, not including hourly services</i>		\$ 59,430

Hourly Rates

- Konstantine T. Savoy \$150
- Jim Plonczynski and Kendall Jackson \$120
- Todd Vanadilok \$125

Kretchmer Associates

- Valerie Kretchmer \$185
- Ryan Holmes \$115
- Adrian Brizuela \$85



Kon (Konstantine) Savoy, AICP President



ksavoy@SavoyConsultingGroup.net
www.SavoyConsultingGroup.net
847.275.8677

Experience

Mr. Savoy has extensive public and private sector experience in growth management, community planning and engagement, economic development, and business district revitalization.

Mr. Savoy has been responsible for the analysis and preparation of business district revitalization plans, zoning and subdivision ordinances, comprehensive plans, fiscal impact analyses, tax increment financing districts, specific area plans for commercial corridors, and urban design studies for various communities in Illinois. Through his continuing relationship with several municipal clients, he is called upon to provide leadership in private development review and broader growth management objectives.

In prior positions, Mr. Savoy was a principal consultant with Teska Associates, Inc. and has worked with the Northeastern Illinois Planning Commission, Barrington Area Council of Governments, and the City of Highland Park. Mr. Savoy has served as President of the American Planning Association-Chicago Metro Section, and Co-chair for the Midwest regional APA conference, and has presented at statewide conference and regional professional development workshops.

Education

B.S. Community & Regional
Planning
Iowa State University

M.U.P.P. Urban Planning & Policy
University of Illinois
(Chicago)

Professional Affiliations & Awards	American Planning Association American Institute of Certified Planners American Planning Association, Illinois Chapter – Comprehensive Plan Awards American Planning Association, Illinois Chapter – Strategic Area Plan Awards
Lectures & Speaking Engagements	University of Illinois at Chicago, Student Career Development Forums and Graduate Planning Practice Courses Illinois Planning and Zoning Institute Northwest Planners Exchange APA Illinois Chapter State Conferences Lorman Real Estate Seminar APA-Chicago Metro Section Programs Illinois Municipal League; Chaddick Institute, DePaul University
Leadership	President of the Chicago Metro Section of the IL State APA Chapter Co-Chairman, 2009 4-State APA Conference, and Burnham Celebration Committee member Co-Chairman, 2014 IL State APA Conference
References	Upon Request

Representative Projects

Comprehensive Plans	Bartlett, City of Belvidere/Boone County, Dixon, East Dundee, Hampshire, Lindenhurst, Riverdale, South Elgin, Wayne, Winfield, Winthrop Harbor, Rochelle, Wheaton, Wood Dale, Loves Park, Johnsburg, Deer Park, Oregon, Geneseo, Princeton, Mokena, Villa Park (ILAPA Award), Zion, Frankfort, Barrington Hills, Long Grove, Marengo (ILAPA Award), Savoy, Hanover Park, Romeoville, Homer Glen - IL. Crown Point, IN.
Cost-Revenue Impact Analysis	<i>Fiscal Impact Model:</i> Wayne IL, Winfield IL; Impact Fee Study, East Dundee IL; Large scale residential fiscal Impact analysis, Winfield IL; Widmayer Road Area Plan, Hampshire IL; Rochelle IL; Mixed-use Development, St. Charles IL; Mixed-use TOD, Prairie Grove IL; Community Incorporation, LaFox IL.
Transit-Oriented Development	Lombard IL (ILAPA Award), Montgomery IL (ILAPA Award, Kane County Award), Prairie Grove IL (ILAPA Award), Romeoville IL, Willow Springs IL, Hanover Park IL, Mokena IL, Schaumburg IL, Highwood IL.
Central Business Districts/Economic Development	Downtown redevelopment plan implementation, Highland Park; Redevelopment Strategies, Growth Dimensions, Belvidere; Winfield; South Elgin Village Center and Riverfront Master Plan; Wood Dale, Villa Park, Oregon, E. Dundee, Hampshire, Marengo, West Chicago, Rockton; Elburn - IL.
Regional Planning Studies	Regional Land Use Plan for Northeastern Illinois Regional Planning Commission; Bikeway Plan for Barrington (IL) Area Council of Governments; Watershed development standards for Kane County IL; Vermillion River Greenway Plan, Streater IL; Nine hundred acre mixed-use Waterfront Development Plan, Portage IN.
Commercial Corridor/Transportation Plans	Halsted Street, Riverdale IL; Skokie Valley High-way (Route 41), Highland Park IL; Routes 45 and 173, Lindenhurst IL; Fox River Bridge Alternatives, South Elgin IL; Design Guidelines, Streetscape Plan and ISTE A grant application for East Dundee IL; Bikeway Plan and ISTE A grant application for Barrington and Deer Park IL; Rt. 30 (Grant Hwy) Marengo IL; Rt. 251 Rochelle IL; St. Charles Road, Villa Park IL; Irving Park Road, Hanover Park IL; Weber Road, Romeoville; Multi-jurisdictional corridor plans for Du Page County.

Tax Increment Financing/ Business Development Districts	Business Districts/Downtowns: Winfield IL, Batavia, McHenry, Joliet, Westmont, Colona, Willow Springs, South Elgin, Lindenhurst, Moline, Schaumburg, Bensenville, Rochelle, Moline, Geneva IL, Montgomery - IL. Industrial/Business Parks: E. Dundee, Schiller Park - IL
Neighborhood Planning	Joliet Quality of Life Plan; Wheaton Northeast Neighborhood Plan; Dubuque IA Washington Neighborhood Revitalize Initiative; West Chicago Clayton Street; Bensenville Pine Avenue.
Historic & Rural Preservation	Army Trail Road, Design Guidelines, Historic District Improvement Plan, ISTEAg grant application for the Village Center and Dunham Farm, Wayne IL; Mill Creek Watershed, Kane County IL; Widmayer Road Hampshire IL, Vehe Centennial Farm OSLAD Grant Deer Park, IL.
Appearance Codes/ Design Guidelines	<i>Community-wide plans:</i> South Elgin, Winnetka, Winfield, Zion, Bartlett, Loves Park, East Dundee, Belvidere, Lindenhurst – IL. <i>Downtowns:</i> Clarendon Hills, Deer Park, Mokena, Willow Springs, Prairie Grove, South Elgin, Montgomery, Winfield, Elburn Facade Improvement Program - IL.
Zoning/ Subdivision & Urban Design Studies	<i>Rural Hamlet and Corridor Overlay Districts:</i> Kane County, Bedford Park – IL. <i>Interchange Overlay and Planned Development Districts:</i> Hampshire; South Elgin, Deer Park; Winfield – IL; Medical District Planned Development Ordinance, Highland Park IL. <i>Residential Building Scale study,</i> Kenilworth IL. <i>Sign Ordinances:</i> Winfield, Deer Park, Homer Glen - IL. <i>Special Use Permit Standards,</i> Dixon IL. <i>Tree Preservation and Landscape Performance Standards:</i> Hanover Park, Winthrop Harbor, Frankfort, Homer Glen – IL; Chesapeake and Loudoun County - VA. <i>Planned Development Districts:</i> Deer Park, Willow Springs, Winfield, South Elgin – IL. <i>Transit Supportive FBC-TOD Districts:</i> Prairie Grove, Blue Island, Manhattan, Geneva – IL. <i>Comprehensive Zoning and Subdivision Ordinance Updates:</i> Hanover Park, Winthrop Harbor, Frankfort, Pontiac, Dixon, Marengo, Pontiac, Oak Brook, Lincolnwood – IL.

James J. Plonczynski, AICP Principal Planner



jplonczynski@SavoyConsultingGroup.net
www.SavoyConsultingGroup.net
(630) 292-4742

Experience

Mr. Plonczynski has 40 years experience in the community development, planning and zoning fields. Thirty of these years in the role of the appointed Zoning Officer. Having served in both county and municipal government over his career, he has been involved in numerous zoning, subdivision and commercial project plan reviews, Tax Increment Financing (TIF) projects related to the development of industrial parks and mixed-use residential/commercial transit-oriented development (TOD) projects. He has prepared for and testified as a qualified expert witness in numerous zoning and code enforcement cases. His responsibilities and activities in leadership positions include:

- Management of a ten-member community development and planning department.
- Oversight and processing of zoning, community and economic development projects.
- Oversight of Building and Code enforcement.
- Implementation of GIS data systems.
- Liaison on community and economic development issues between the County and its municipal levels of government.
- Preparation of the Kane County Overall Economic Development Program.
- Municipal government assistance with grant proposals and program administration.
- Implementation of Community Development Block Grant (CDBG) Programs, including coordination and supervision of staff and inspectors, preparation of program guidelines and procedures.
- Preparation of Kane County Comprehensive Land Use Plan studies and plan elements.
- Fox River recreational corridor planning and intergovernmental coordination among municipalities along the Fox River.
- Preparation of the Kane County Economic Development Program.

Education	B.S.	B. S. in Geography Northern Illinois University
	M.S.	Urban Economic Geography Northern Illinois University
Professional Affiliations	American Institute of Certified Planners American Planning Association, Chicago Metro Section American Planning Association Mentor Program Kane County Zoning Board of Appeals	
Leadership, Lectures & Speaking Engagements	Panelist/Speaker at IL-APA events Panelist/Speaker at IL-APA CMS events	
Work Experience	Director of Community Development - Village of Bartlett (8/1992 to 9/2018) Director, Building and Zoning Division - Kane County Development Department (5/1987 to 8/1992) Administrator, Community/Economic Development Program - Kane County Development Department - Planning Division (1/1984 to 4/1987) Administrator, Community Development Block Grant - Kane County Development Department - Planning Division (6/1981 to 1/1984) Assistant Planner - Kane County Urban Development Division (6/1979 to 6/1981) Assistant Planner - Kane County Development Department (9/1978 to 12/1979)	
References	Upon Request	



Case Study

CMAP Local Technical Assistance Program (LTAP) Projects



Market assessments and economic development recommendations for LTAP

Market analysis consultant for Chicago Metropolitan Agency for Planning for multiple years

Projects include residential, retail, office, and industrial analyses and planning recommendations tailored to communities

Worked with partner Kane McKenna to examine financial incentives

REQUIREMENT

Kretchmer Associates was the market analysis consultant for CMAP for six years for the Local Technical Assistance Program. Each project included a market analysis and recommendations for some combination of residential, retail, office, and industrial uses for downtowns, commercial corridors, neighborhoods, or industrial districts tailored to issues specific to each community.

APPROACH

- + Interviews with realtors, business and property owners, commercial property managers, and other key constituents.
- + Demographic, economic, employment, and housing trend analysis.
- + Analysis of retail spending potential and sales tax revenue.
- + Assessment of residential and commercial occupancy rates, rents (or sales), and tenancy.
- + Comparison of competing locations.

RESULTS

Our work resulted in recommendations as to the type and scale of development that could be supported for each corridor or district as well as specific sites. Our recommendations also outlined actions the public sector could take to facilitate desired development.

Projects included corridor analyses for Addison, Carol Stream, Westchester and Waukegan; central business district analyses for Riverside and Thornton; industrial district analyses for Franklin Park, Morton Grove, Robbins and Chicago Heights; site specific analyses for Algonquin, Cary and Oswego; and senior housing analysis in Phoenix.



Case Study

Market Analysis for Roosevelt Road Corridor in Wheaton



Retail and office market analysis + affordable housing needs and opportunities analysis

Provided background information for corridor zoning decisions as subcontractor to Camiros

Area with many functionally obsolete buildings and nonconforming uses

Recommendations for changes to facilitate development/redevelopment

Provided development options for specific sites and actions to improve the area

Prepared update in mid-2021 to reflect impact of COVID-19 on market conditions

REQUIREMENT

Performed a market analysis focusing on the retail and office markets along Roosevelt Road, as well as affordable housing needs and opportunities in the city. The market analysis provided background information zoning ordinance changes being prepared by Camiros. The area has many functionally obsolete office buildings, homes used for offices, and zoning that restricts non-office uses. The City was interested in identifying potential development opportunities for vacant sites, redevelopment opportunities for underutilized office buildings, strategies for improving distressed apartments, and the potential for affordable housing.

APPROACH

- + Stakeholder interviews with property owners, developers, and realtors active in the area.
- + Demographic and economic data analysis.
- + Real estate data analysis on residential, retail, and office markets for Wheaton and the market area.
- + Affordable housing analysis of stock in Wheaton, including along the Roosevelt Road corridor.

RESULTS

Our analysis provided a realistic assessment of redevelopment opportunities along the corridor and the extent to which current zoning impedes development. It included recommendations for changes that would facilitate development/redevelopment, detailed development options for specific sites, and actions the City could take to improve the area.



Case Study

Market Analysis for North Avenue and Route 59



Residential, retail, and office market analysis in West Chicago at the intersection of two major corridors

Guided City of West Chicago as to what could realistically be attracted to an obsolete shopping center with many vacancies

Considered smaller, successful centers nearby and spoke with many local businesses

City now uses market study to advise potential entrepreneurs on appropriate businesses likely to succeed that match area plans

REQUIREMENT

VSKA was retained by the City of West Chicago to perform a market study focusing on retail, office, and residential opportunities for the Route 59 and North Avenue (Route 64) study area. The area has a functionally obsolete shopping center with many vacancies and several successful newer small centers with viable businesses. The City wanted to determine what could realistically be attracted to the shopping center and vacant land nearby and what actions and improvements would be needed for business retention and attraction.

APPROACH

- + Interviewed business and property owners including door-to-door discussions.
- + Interviewed developers and realtors active in the area and knowledgeable about the market.
- + Analyzed demographic and economic data for the city and the study area market.
- + Analyzed real estate data on the retail, office and residential markets for West Chicago.
- + Identified and quantified retail gaps and demand for additional retail uses and restaurants.

RESULTS

Incorporated these factors into a realistic assessment of retail uses that could be attracted to the problem shopping center and other parts of the study area, also commenting on the potential for additional office and residential. Evaluated development options for specific sites in the study area and recommended actions the City could take to improve the area.

Valerie S. Kretchmer



President

vsk@kretchmerassociates.com | 847.864.8895

Valerie is a real estate and planning consultant with 40+ years of experience. Particular expertise in real estate market analysis for affordable, and market-rate housing, senior housing, retail, office, and industrial development. Formerly responsible for acquisitions and due diligence market analysis for real estate investments nationwide. Served on Evanston Plan Commission for 7 years and as public member of city TIF Joint Review Board.



PROJECT EXPERIENCE

Market Analyses for Chicago Metropolitan Agency for Planning

As market analysis consultant for CMAP for 5 years, prepared residential, retail, office and industrial market analyses in 21 communities throughout the Chicago metro area for downtown, corridor, neighborhood and industrial area plans.

Market Studies for Multifamily Developments

Studies for market-rate apartments, condos and senior housing, and affordable family, senior and special needs housing for developers, lenders, public housing authorities, state housing finance agencies, HUD, and municipalities throughout the Midwest.

Market Assessment for Roosevelt Road, Wheaton, Illinois

Prepared retail, office and affordable housing assessment for the Roosevelt Road corridor as background for updates to zoning ordinance. Conducted update in mid-2021 to reflect impacts of COVID-19 on market conditions.

WORK EXPERIENCE

Kretchmer Associates: 1985-Present
President

VMS Realty Partners: 1982-1985
Assistant Vice President, Director of Real Estate Analysis/Due Diligence,
Senior Real Estate Analyst

Real Estate Research Corporation: 1978-1981
Senior Analyst, Analyst

Community Improvement Agency (New Orleans): 1976-1977
Project Planner

Housing 123: A Workbook for Local Officials and Community Leaders (MPC)
Principal Author

Real Estate Market Analysis: Methods and Case Studies (ULI)
Contributing Author

EDUCATION

MPA, 1976
Wagner School of Public Service,
New York University

BA (Phi Beta Kappa), 1974
Washington University in St. Louis

AFFILIATIONS

Urban Land Institute (ULI)

Lambda Alpha International Land
Economics Society

American Planning Association (APA)

Illinois Housing Council (IHC)

Affordable Assisted Living Coalition
(AALC)

National Council of Housing Market
Analysts (NCHMA), Professional
Designation

CMAP Housing Committee for ON TO
2050 Regional Plan

Kretchmer Associates

RESUME

Todd Vanadilok AICP [he/him/his]

PRINCIPAL PLANNER



EGRET & OX PLANNING, LLC
IS A MINORITY-OWNED
SMALL BUSINESS

DBE, MBE, ESB, EBE, SBE

ABOUT

Todd has built his career on the foundation of extensive urban planning experience that spans the entire spectrum of community types, ranging from counties, municipalities, and corridors to downtowns, neighborhoods, and single blocks.



His leadership roles with various executive boards and working committees have built up his capacity to collaborate with a broad network of partners, agencies, community organizations, and other professionals across a large metropolitan region.

He is also an advocate for creating appropriate planning and design graphics to clearly communicate ideas and ensure sound decision making by communities and organizations.

EDUCATION

Master of Urban Planning
1999-2001
University of Michigan
Ann Arbor, MI

**Bachelor of Science,
Civil Engineering**
1995-1999
Northwestern University
Evanston, IL

Urban Planning & Design
1998
Harvard University
Cambridge, MA

WORK EXPERIENCE

Egret+Ox Planning LLC
Principal Planner
2017-present
Chicago, IL

Teska Associates, Inc.
Community Planner
2001-2017
Evanston, IL

CERTIFICATIONS

American Institute of
Certified Planners (AICP)

AFFILIATIONS & SERVICE

**American Planning
Association**
Member, 2001-present

**AICP National Membership
Standards Committee**
Member, 2015-2019

APA Illinois State Chapter
Member, 2001-present

APA Colorado State Chapter
Member, 2017-present

**APA-IL Chicago Metro Section
(APA-CMS)**
Director/Assistant Director,
2008-2017

APA-IL Diversity Committee
Chair, 2016-2017

**Chicago Metropolitan
Agency for Planning (CMAP)
Land Use Committee**
Member, 2008-2017

**We Will Chicago Citywide
Master Plan Advisory Council**
Member, 2021-present

ADVANCING SOCIAL JUSTICE PLANNING RESPONSIBLY

As an Asian American who started his own small business, diversity and inclusion are central to Todd's personal and professional values. He helps to advance social justice through his work in affordable housing, redistricting, and placemaking/"place-keeping" for marginalized communities.

One of Todd's core beliefs as an urban planner and a person of color is to raise up the voices of those who are marginalized or withheld from speaking up. People have concerns to raise, ideas to share, and stories to tell. That requires a variety of platforms to elevate and advocate for these voices. Also, to truly be heard, feedback needs to be summarized, shared with the community, and integrated into data-driven strategies and policies.

The built environment and its socioeconomic support system should be equitable and inclusive for all. That way all people have the means and opportunities to access healthy food, affordable living spaces, strong schools, stable employment, upwardly mobile business and entrepreneurial development, transportation choice, and safe neighborhoods.



Todd Vanadilok AICP
PRINCIPAL PLANNER



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