



Agenda
Village of Glen Ellyn
Regular Meeting
Monday, September 12, 2016
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

Village Board Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. 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, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Proclamation in memory of Vincent A. Persico.
2. Proclamation in recognition of Chamber of Commerce Week 2016.
3. Open:

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

E. 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 \$2,973,901.90: (Trustee O'Shea)

1. August 15, 2016 Special Village Board Workshop Minutes.
2. August 15, 2016 Special Village Board Meeting Minutes.
3. Total Expenditures (Payroll and Vouchers) - \$2,973,901.90.

The vouchers have been reviewed by Trustee O'Shea and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

4. Designate Trustee Senak as Village President Pro Tem for the four-month period from September through December, 2016. (Village Manager Franz)
5. Approve a Downtown Retail Interior Improvement Award in the amount of \$8,750, for The Beer Cellar, a business located at 488 Crescent Boulevard. (Economic Development Coordinator Hannah)
6. Approve waiver of Section 10-4-3(B3) of the Village Code to allow the Village Links/Reserve 22 to host the Glenbard West Boosters Fall Fundraiser, Oktoberfest, on Saturday, October 15, 2016, from 7:00 PM - 11:00 PM, and allow for a band to play live amplified music outside, under a tent, during the event. (Assistant Village Manager Stonitsch)
7. Resolution No. 16-11, A Resolution Approving and Adopting the 2016 Village Personnel Manual. (Assistant Village Manager Stonitsch)
8. Approve award of a construction contract to Denler, Inc., of Mokena, Illinois, for the 2016 Asphalt Street Crack Sealing Program, in the amount of \$30,660, to be expensed to the Capital Projects Fund. (Public Works Director Hansen)
9. Approve an award of a multi-year contract for parkway tree pruning for 2016 to 2018, to Nels J. Johnson Tree Experts, of Evanston, Illinois, to perform the annual pruning contract from the time of award on September 12, 2016, until the end of the contract on April 30, 2019, in an amount not to exceed \$162,177.50, to be expensed to the General Fund. (Public Works Director Hansen)
10. Ordinance No. 6438, An Ordinance Extending the Expiration Date of Ordinance No. 5567 Which Granted Approval of a Final Planned Unit Development, Final Plat of Subdivision and Subdivision Variations for Georgetown by the River Located on Property Commonly Known as 440 and 450 Swift Road. (Planning and Development Director Hulseberg)

11. Ordinance No. 6439, An Ordinance Approving a Variation from the Maximum Lot Coverage Ratio Requirements of the Zoning Code to Allow the Installation of a Box Bay Window and the Construction of a Front Porch to an Existing 2-Story Residence for the Property Located at 263 Sheffield Lane. (Planning and Development Director Hulseberg)
 12. Ordinance No. 6440, An Ordinance Approving Variations from the Front and Corner Side Yard, Height and Alteration Class Requirements of the Zoning Code to Allow the Expansion of the First Floor Level, the Construction of a Second Floor Addition, and the Installation of a Bay Window to an Existing 1-Story Residence for the Property Located at 401 Phillips Avenue. (Planning and Development Director Hulseberg)
- F. 390 Elm Zoning Variation: (Presented by Planning and Development Director Hulseberg) (Trustee Ladesic) (Tabled from Special Village Board Meeting on 08/15/2016)**
1. Ordinance No. 6432, An Ordinance Denying a Variation from the Permitted Obstructions in Required Yard Setback Requirements of the Zoning Code to Allow the Installation of a Basketball Hoop for an Existing Single-Family Residence Located at 390 Elm Street.
- G. 196 Brandon Avenue License Agreement: (Presented by Planning and Development Director Hulseberg) (Trustee O'Shea)**
1. Motion to consider to approve, approve with conditions or deny the petitioner's request for a license agreement at 196 Brandon Avenue to maintain a fence on the Greenfield Avenue right-of-way.
- H. Glenwood-Arbor-Ridgewood Improvements Project Closeout: (Presented by Professional Engineer Minix) (Trustee Elliott)**
1. Motion to increase the original appropriation from the Water Fund by \$63,465, and to credit the Sanitary Sewer Fund in the amount of \$51,752, to rectify funding with actual expenditure categories associated with the Glenwood-Arbor-Ridgewood Improvements Project.
 2. Resolution No. 16-12, A Resolution Concerning the Determination of the Glen Ellyn Village Board that Change Order Number One - Final with Swallow Construction Corporation for an increase \$22,718 is required for the Glenwood-Arbor-Ridgewood Improvements Project, for a revised and final contract cost of \$3,171,283.

I. Chidester-Elm-Lenox-Linden (CELL) Improvements Project Closeout: (Presented by Professional Engineer Minix) (Trustee Elliott)

1. Resolution No. 16-13, A Resolution Concerning the Determination of the Glen Ellyn Village Board that Change Order Number One - Final with R. W. Dunteman Company for an decrease of \$104,051 (including a \$12,000 deduct for extra engineering expenses) is required for the Chidester-Elm-Lenox-Linden (CELL) Improvements Project for a revised and final contract cost of \$3,318,902.
2. Motion to increase the appropriation for construction phase engineering services associated with the CELL Improvements Project provided by Civiltech Engineering, Inc. in the amount of \$24,000 for a revised total appropriation of \$263,000 to be expensed to the Capital Projects Fund.
3. Motion to approve Amendment No. 1 to the services agreement with Civiltech Engineering, Inc. for the CELL Improvements Project for additional construction engineering expenses in the amount of \$24,000 resulting in a total not-to-exceed fee of \$263,000 for the work.

J. Central Business District LED Street Lights: (Presented by Public Works Director Hansen) (Trustee Senak)

1. Motion to waive competitive bidding for the purchase of 295 LED luminaires, in the amount of \$424,505, for the custom-made convertible Sternberg luminaires; and the installation of the luminaires by Utility Dynamics, of Oswego, Illinois, in the amount of \$100,300, and \$35,000 in electrical materials, for a total project amount of \$559,805, to be expensed in FY2016 and FY2017 to the Parking and Capital Funds;

—OR—

Motion to re-bid the stock dark sky compliant LED streetlights based on the holophane design and specifications.

K. Reminders

1. A Special Village Board Workshop is scheduled for Monday, September 19, 2016 at 6:00PM in Room 301 of the Glen Ellyn Civic Center.
2. A Village Board Meeting is scheduled for Monday, September 26, 2016 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.

L. Other Business

M. Adjournment



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Proclamation
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2417)

DOC ID: 2417

Proclamation in memory of Vincent A. Persico.

ATTACHMENTS:

- Proclamation Vince Persico (PDF)



VILLAGE OF GLEN ELLYN

Proclamation

In Honor and Appreciation To the Memory of Vincent A. Persico

WHEREAS, among the many accomplishments in Vince's career were his time spent as a teacher, an Illinois State Representative and an independent lobbyist; and

WHEREAS, Vince built a career as a long-time teacher of 28 years in Glen Ellyn, improving the lives of his students; and

WHEREAS, from 1991 to 2002, Vince built another career as a respected Illinois State Representative with a reputation for being straightforward and approachable; and

WHEREAS, in 2002, Vince became an independent lobbyist representing some of the most distinguished companies and associations in Illinois; and

WHEREAS, Vince will be remembered as dedicating his life to serve others which greatly benefitted our community.

NOW, THEREFORE, I, ALEXANDER W. DEMOS, President of the Village of Glen Ellyn, on behalf of the Village Board of Trustees, do hereby recognize the life and work of Vincent A. Persico and express our most sincere sympathy to his family for their loss.

VILLAGE PRESIDENT
ATTEST:

VILLAGE CLERK

DATE



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Proclamation
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2412)

DOC ID: 2412

Proclamation in recognition of Chamber of Commerce Week 2016.

ATTACHMENTS:

- Proclamation Chamber of Commerce Week 2016 (PDF)



Proclamation

WHEREAS, the State of Illinois is the home to international chambers of commerce, the Great Lakes Region Office of the U.S. Chamber of Commerce, the Illinois Chamber of Commerce and more than 400 local chambers of commerce; and

WHEREAS, the Glen Ellyn Chamber of Commerce works with the businesses, merchants, and industry to advance the civic, economic, industrial, professional and cultural life of the Village; and

WHEREAS, the Glen Ellyn Chamber of Commerce has contributed to the civic and economic life of the Village since its founding in 1934; and

WHEREAS, the Glen Ellyn Chamber of Commerce encourages the growth of existing services, and commercial firms and encourages new firms and individuals to locate in the Village; and

WHEREAS, the Glen Ellyn Chamber of Commerce and its members provide citizens with a strong business environment that increases employment, the retail trade and commerce, and business growth in order to make the Village a better place to live.

NOW, THEREFORE, I, ALEXANDER W. DEMOS, President of the Village of Glen Ellyn, Illinois, do hereby proclaim September 12 through September 16, 2016, as Chamber of Commerce Week in Glen Ellyn and call its significance to our citizens as we extend our congratulations to the Glen Ellyn Chamber of Commerce and thank them for their service to our community.

VILLAGE PRESIDENT
ATTEST:

VILLAGE CLERK

DATE



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Minutes
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2388)

DOC ID: 2388

August 15, 2016 Special Village Board Workshop Minutes.

ATTACHMENTS:

- Minutes 08-15-2016 Special Village Board Workshop (PDF)

**Minutes
Special Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, August 15, 2016**

Call to Order

President Demos called the meeting to order at 5:37 p.m.

Roll Call

Upon roll call by Recording Secretary Solomon, President Demos and Trustees Clark, Elliott, Ladesic, O'Shea and Senak answered "Present." Trustee Kenwood was excused.

In Attendance: Village Clerk Galvin, Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Public Works Director Hansen, Assistant Police Chief Holmer

Pledge of Allegiance

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

Audience Participation

None.

Agenda Item E. – Central Business District LED Street Lights: (Public Works Director Hansen) (Discussion Only)

Public Works Director Julius Hansen presented information on the potential replacement or upgrade of street lights in the Central Business District. Public Works Director Hansen stated the existing street lights in the Central Business District (CBD) were installed in 1985, and these lights are nearing their end of useful life. He stated the current lights are high pressure sodium (HPS) which produce amber-colored light, and the Village is looking to implement Light Emitting Diode (LED) lighting instead which produces a white-colored light and is an environmentally-friendly initiative. He stated the new LED lighting would be at 3000 Kelvin instead of the current 2200 Kelvin used in the Village currently. He stated meetings were attended with the Capital Improvement Commission and the Environmental Commission, and both commissions agreed to recommend the Holophane Full Cut Off dark sky compliant design. He stated a meeting was conducted with the Historical Preservation Commission, and they did not endorse the temporary design of the Holophane light and recommended a replica of the existing design with LED in 2200 Kelvin to reproduce the amber glow of the current lighting for the historic ambiance of the downtown.

Public Works Director Hansen showed pictures and explained the eight different lighting options. He showed a map of where the eight different light options are located in the CBD and stated they need to decide whether the Village should stay with a historical style of lighting or use a new style instead.

Options:

1. Location #1: Spring City – this luminaire is a custom-made LED reproduction of the existing CBD streetlights and can be converted to non-Dark Sky.
2. Location #2: Spring City – this is the same custom-made reproduction of the existing CBD luminaire with an additional custom feature allowing the light to be converted to Dark Sky. This is the non Dark-Sky version.

Minutes
Special Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, August 15, 2016
Page 2

3. Location #3: Holophane – this is the modified Holophane (Acuity) as specified by the Capital Improvements Commission with adjustable wattage. The custom modifications reduced the glare of light from the diodes with an etched-glass panel. The additional feature added to the street light is the accentuating floodlight to illuminate buildings and trees as requested by the Village Board.
4. Location #4: Holophane – this is the same modified Holophane (Acuity) street light without the flood light as in Location #3. This is a Dark-Sky compliant luminaire as originally recommended.
5. Location #5: Holophane – this is a stock Holophane (Acuity) street light with the glass acorn style luminaire. It has a metal cover on top of the glass to be Dark-Sky compliant.
6. Location #6: Holophane – this is a stock Holophane (Acuity) street light with the glass acorn style luminaire with the metal cover on top removed to allow up-lighting for buildings and trees. The cover on top of the glass converts the street light back to Dark-Sky compliant.
7. Location #7: Sternberg – this is the custom-made LED reproduction of the existing CBD street lights. This example has etched glass to hide the internal components and reduce the glare of the LOD. This light has the added up-lighting feature. Also, this example is non Dark-Sky compliant as displayed, but a switch control can turn off the upper light making it Dark-Sky compliant.
8. Location #8: Sternberg - this is the same custom-made LED reproduction of the existing CBD street lights, but it has the added up-lighting feature. This example has clear glass and a cover over the diodes to reduce glare. This example also is non Dark-Sky compliant, but a switch control can turn off the upper light making it Dark-Sky compliant. This light seems to light up the buildings and trees the best.

Trustee O'Shea asked if they would just be replacing the lamp head to which Public Works Director Hansen stated they would replace the lamp head and wiring, but the lighting poles would remain. Village Manager Franz asked if Spring City or Sternberg had something less expensive to which Public Works Director Hansen stated they requested a custom design that reflected the current CBD lighting. Public Works Director Hansen stated both companies have Dark-Sky compliant lights off-the-shelf, but they do not resemble the current CBD lighting.

There was a discussion regarding the different lighting options. Trustee Ladesic stated he is concerned with putting a floodlight on the current poles. President Demos stated the floodlights are a completely secondary fixture, and he is not comfortable with pointing floodlights at the buildings. Trustee Senak asked if the lighting could be dialed back to 2500 Kelvin to which Public Works Director Hansen stated you can either have 2200 or 3000, but there is nothing in between.

Trustee O'Shea stated he likes the Sternberg best and would be fine with either the clear or etched glass. Trustee Elliott stated he likes the Holophane as he feels the Spring City and Sternberg options are too costly, and Trustee Clark agreed with this. Trustee Senak stated the Village should favor the lighting that reflects the current CBD lighting. The Board's consensus is the lighting examples in Location #4 or Location #8.

President Demos asked the Board to look at the lighting examples on the street again and looked forward to hearing Trustee Kenwood's thoughts on these as well. Village Manager Franz stated they would ask for the best possible cost on these two lights and then bring this discussion to a future Board meeting.

Cam Page, who resides at 206 Hill Avenue, stated the Village needs to be sensitive as to where they will put this new lighting.

Minutes
Special Workshop Meeting
Glen Ellyn Village Board of Trustees
Monday, August 15, 2016
Page 3

Agenda Item F. – Special Event and Film Permit Policy Review

This will be discussed at a future Workshop meeting.

**Agenda Item G. – Village Personnel Manual Update: (Assistant Village Manager Stonitsch)
(Discussion Only)**

Assistant Village Manager Al Stonitsch presented information regarding the proposed Village Personnel Manual update which was prepared by himself, Attorney Mathews and interim HR Consultant Rod Molek, who is a retired Assistant Superintendent with School District 87. Assistant Village Manager Stonitsch stated in the previous Workshop meeting, they had covered chapters one through seven, and the updates were made to these chapters.

There was discussion about the updated manual as well as possible language tweaks and word additions. This discussion touched on items from Sections 9 through 11, and discussion was had regarding electronic data, FOIA requests and personal Internet usage among other pieces.

I. Other Items

None.

J. Adjournment

At 7:01 p.m., a motion was made by Trustee Clark and seconded by Trustee O'Shea to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Minutes
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2389)

DOC ID: 2389

August 15, 2016 Special Village Board Meeting Minutes.

ATTACHMENTS:

- Minutes 08-15-2016 Special Village Board Meeting (PDF)

**Minutes
Village Special Board Meeting
Glen Ellyn Village Board of Trustees
Monday, August 15, 2016**

Call to Order

President Demos called the meeting to order at 7:09 p.m.

Roll Call:

Upon roll call by Village Clerk Galvin, President Demos and Trustees Clark, Elliott, Ladesic, O'Shea and Senak answered "Present." Trustee Kenwood was excused.

In Attendance: Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Public Works Director Hansen, Director of Planning and Development Hulseberg, Deputy Police Chief Holmer, Deputy Police Chief Acton, Professional Engineer Minix.

Pledge of Allegiance:

President Demos asked Professional Engineer Bob Minix to lead the Pledge of Allegiance.

Village Recognition

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

Bob Minix	Public Works	25 Years
Mark Mellor	Public Works	15 Years

Audience Participation

None

Agenda Item E - Consent Agenda:

The following items are considered routine business by the Village Board and were presented for a single approval in the form listed below:

1. July 18, 2016 Regular Village Board Workshop Minutes.
2. July 25, 2016 Regular Village Board Meeting Minutes.
3. Total Expenditures (Payroll and Vouchers) - \$2,994,507.11. The vouchers have been reviewed by Trustee Senak and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
4. Ordinance No. 6428, An Ordinance Vacating the Unimproved Lincoln Avenue Right-of-Way to the Properties at 755 Chidester Avenue and 767 Chidester Avenue.
5. Ordinance No. 6429, An Ordinance Designating the House at 709 Crescent Boulevard as a Local Landmark.

Minutes
Village Board Special Meeting
Glen Ellyn Board of Trustees
Monday, August 15, 2016
Page 2

6. Ordinance No. 6430, An Ordinance Approving a Variation from the Side Yard Setback Requirements of the Zoning Code to Allow the Construction of a Front Porch to an Existing 2-Story Residence for the Property Located at 495 Ridgewood Avenue.
7. Ordinance No. 6431, An Ordinance Granting Approval of the Exterior Appearance, Special Use Permits and Zoning Variations for the Renovation of the Existing Building at 462 Prospect Avenue.
8. Resolution No. 16-08, A Resolution Approving and Adopting the Environmental Commission's 2016 Strategic Alignment Plan.
9. Waive competitive bidding and approve award of a contract to Corrective Asphalt Materials, LLC, of Sugar Grove, Illinois, at a unit price of \$0.81 per square yard, in an amount not to exceed \$80,000, to be expensed to the Capital Projects Fund.
10. Reject contract awarded on May 23, 2016 to Continental Construction Co., of Evanston, Illinois, and approve a three-year renewable contract for hydrant painting, for FY16, FY17 and FY18, to Go Painters, of Maywood, Illinois, in an amount not to exceed \$34,800, for FY16 hydrant painting, to be expensed to the Water Fund.
11. Approve increase of the appropriation for the local share of costs payable to the State of Illinois, for construction of the Lambert Road Right-Turn Lane at Roosevelt Road Project, in the amount of \$19,460, for a revised total appropriation of \$184,460, to be expensed to the Capital Projects Fund.

President Demos stated Item #10 would be removed from the Consent Agenda. Trustee Senak asked for Item #4 be removed from the Consent Agenda as well.

Regarding Item #7, Trustee Ladesic asked for an update on the Phase I Engineering Feasibility Study to which Village Manager Franz stated they have completed the study and one alternative would include this property. Trustee Ladesic stated he wanted to ensure all properties were aware of the study. President Demos stated Item #7 would stay on the Consent Agenda.

A motion was made by Trustee Senak and seconded by Trustee O'Shea to approve Consent Agenda Items 1-3, 5-9, 11.

Upon roll call, Trustees Clark, Elliott, Ladesic, O'Shea and Senak voted "aye."

Regarding Item #4, Trustee Senak asked what has changed since the denial in 2006. Planning and Development Director Hulseberg stated there was a subdivision proposed to the east of the property back in 2006, but now the rear property has been conveyed to the Forest Preserve so access is no longer needed. Trustee Senak asked if there could be any storm water issues to which Planning and Development Director Hulseberg stated there would not be. Trustee Senak asked if the parcel of land had no commercial value to the Village any longer to which Planning and Development Director Hulseberg stated it did not.

A motion was made by Trustee Senak and seconded by Trustee Clark to approve Consent Agenda Item 4.

Minutes
Village Board Special Meeting
Glen Ellyn Board of Trustees
Monday, August 15, 2016
Page 3

Upon roll call, Trustees Clark, Elliott, Ladesic, O'Shea and Senak voted "aye."

Regarding Item #5, Planning and Development Director Hulseberg made a presentation to William and Barbara Laing, owners of the property at 709 Crescent Boulevard, as their home was designated a Local Landmark.

Regarding Item #10, Public Works Director Hansen stated the Village would like to reject the contract with Continental Construction Co. as the Village has lost confidence in their company to complete fire hydrant painting by this winter. Public Works Director Hansen stated the Village would reject the current contract and switch over to another bidder.

Trustee Elliott asked the Village could switch to another bidder after going through the original bidding process. Attorney Mathews stated the Board had only allocated funds for this project, and the current contract was not signed so he is comfortable with this.

A motion was made by Trustee Elliott and seconded by Trustee Ladesic to approve Consent Agenda Item 10.

Upon roll call, Trustees Clark, Elliott, Ladesic, and O'Shea voted "aye." Trustee Senak voted "nay." Motion carried.

Agenda Item G – 390 Elm Zoning Variation

Planning and Development Director Hulseberg presented information on this and stated Ted and Tara Sheeley, property owners of 390 Elm Street, are requesting approval of a variation from the Glen Ellyn Zoning Code to retroactively allow the installation of a basketball hoop in the front yard of their home, which will result in a setback of approximately 2.00 feet in lieu of the minimum required setback of 7.32 feet. She stated the property is an interior lot located in the R2 Zoning District at the northwest corner of Elm Street and Western Avenue. She stated the property owners installed the basketball hoop without a building permit, and the location is too close to the property line. She stated the neighbors immediately to the north have complained that errantly thrown balls have been damaging their landscaping and that the proximity of the basketball hoop to the house causes a lot of noise to be heard inside the house and potential damage to their first floor bedroom window which is nearby.

Planning and Development Director Hulseberg stated at the Zoning Board of Appeals (ZBA) public hearing on July 12, 2016, the Zoning Board of Appeals found no hardship in this case which would cause them to approve the current location of the basketball hoop and voted on a motion to recommend denial which carried with five yes votes and zero no votes. She stated the neighbors have had discussions in order to bring this case to an amicable solution, but these discussions have been to no avail.

Trustee Senak asked if there was a way this issue could be resolved to which Planning and Development Director Hulseberg stated the neighbors have had multiple discussions, including at the ZBA public hearing, and this issue has not been resolved.

Tara Sheeley, property owner of 390 Elm Street, stated they did not know they needed a permit so they installed the hoop where it made sense. Mrs. Sheeley stated they could put the hoop on the south side of the driveway; however, the basketballs would roll right onto Western Avenue, and they do not want to endanger the children. She stated they could install a net, a fence or landscaping, but the neighbors do not seem to want this. She stated if they moved the hoop, there would still be noise.

Minutes
Village Board Special Meeting
Glen Ellyn Board of Trustees
Monday, August 15, 2016
Page 4

George Dailey, property owner of 798 Western Avenue, stated the hoop is 10 feet from their bedroom window, and he is concerned about possible damage to the bedroom window as well as the noise.

Trustee Elliott stated there would still be noise even if the basketball hoop was moved back.

Mr. Dailey stated the height limit for a fence is only four feet so this would not help enough. Mrs. Sheeley stated they could put up a net to which Mr. Dailey stated the ZBA said the net would be considered a violation as well.

President Demos asked if a mobile hoop was allowed to which Planning and Development Director Hulseberg stated any basketball hoop, whether installed or mobile, do require a setback.

There was a discussion between the Board and the home owners about how this could possibly be resolved.

President Demos asked if this issue should be tabled so further discussion could be had to which Mr. Dailey stated he would like to see a vote tonight. Mr. Dailey stated there is an overwhelming presence to the home due to other attributes, and the basketball hoop is too close to his home.

A motion was made by Trustee Clark and seconded by Trustee Senak to approve Ordinance No. 6432, an ordinance denying a variation from the permitted obstructions in required yard setback requirements of the Zoning Code to allow the installation of a basketball hoop for an existing single-family residence located at 390 Elm Street.

Upon roll call, Trustees Clark, Elliott, Ladesic, O'Shea and Senak voted "nay." The motion did not carry.

President Demos encouraged the neighbors to continue dialoguing about this issue and the matter was tabled to the next Village Board Meeting.

Agenda Item H – 22W411 Ahlstrand Road Annexation

A motion was made by Trustee Elliott and seconded by Trustee Clark to open a public hearing at 7:48 p.m. to consider an Annexation Agreement for the property located at 24W411 Ahlstrand Road.

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

Planning and Development Director Hulseberg presented information on this and stated Kenneth and Betty Dahm, owners of the property located at 22W411 Ahlstrand Road, have submitted an annexation agreement to the Village. Planning and Development Director Hulseberg stated the subject property is located on the south side of Ahlstrand Road between Stanton Road and Arboretum Road, and this property is contiguous to Village limits. She stated the property is located in the Arboretum Estates East Subdivision, and in 2004, over 40 property owners in the subdivision entered into annexation agreements with the Village. She stated the property owners have expressed interest in connecting to Village water and annexing to the Village as they plan on building a new single-family home. Planning and Development Director Hulseberg stated as part of the annexation process, the owners have entered into an annexation agreement, similar to other recent agreements, requiring a payment of \$16,000 to the Village as reimbursement for their respective portion of the water main, and the agreement requires the owners to connect to water no later than June 30, 2018.

A motion was made by Trustee Elliott and seconded by Trustee Clark to close the public hearing at 7:50 p.m. to consider an Annexation Agreement for the property located at 24W411 Ahlstrand Road.

Minutes
Village Board Special Meeting
Glen Ellyn Board of Trustees
Monday, August 15, 2016
Page 5

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

A motion was made by Trustee Elliott and seconded by Trustee O'Shea to approve Ordinance No. 6433, an ordinance approving an annexation agreement for the property located at 22W411 Ahlstrand Road (New Address: 595 Ahlstrand Road).

Upon roll call, Trustees Clark, Elliott, Ladesic, O'Shea and Senak voted "aye." Motion carried.
A motion was made by Trustee Elliott and seconded by Trustee Senak to approve Ordinance No. 6434, an ordinance annexing and zoning property located at 22W411 Ahlstrand Road (New Address: 595 Ahlstrand Road).

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

Agenda Item I – Enclaves of Glen Oak Annexation

Planning and Development Director Hulseberg presented information on this and stated Skar Development LLC, owner of property commonly known as 21W576 Hill Avenue, 0N208 and 0N220 Cumnor Avenue, is requesting annexation of the property, approval of a Final Plat of Subdivision and approval of associated Pedestrian Easements in order to construct a new 12-lot single-family home subdivision on the site. Planning and Development Director Hulseberg stated the subject property is located in unincorporated DuPage County, north of Country Club Lane between Whittier Avenue on the west and Cumnor Avenue on the east. She stated as part of the project, the property would be annexed to Glen Ellyn and zoned R2 Residential District. She stated a path connection between the site and Whittier Avenue to the west is planned that would lead to a Prairie Path connection one block to the west. Planning and Development Director Hulseberg stated the Plan Commission reviewed the Final Plat of Subdivision at a public meeting on July 28, 2016, and the Plan Commission did recommend approval of the project. Planning and Development Director Hulseberg stated the Village Board is requested to consider approval of the form of the Plat of Annexation for the Enclaves of Glen Oak Subdivision which will be subject to final Village Attorney review.

Trustee Senak asked about the paragraph D of the ordinance which talks about the formal process of land transfer to which Planning and Development Director Hulseberg stated that as the Planning and Development Director, she has the authority to approve this transfer administratively.

Trustee Elliott stated he is recusing himself from this vote as his law firm represents the developer.

A motion was made by Trustee O'Shea and seconded by Trustee Clark to approve the following:

1. Ordinance No. 6435, an ordinance annexing the enclaves of Glen Oak Subdivision to be located on property commonly known as 21W576 Hill Avenue, 0N208 Cumnor Avenue and 0N220 Cumnor Avenue.
2. Ordinance No. 6436, an ordinance approving a Final Plat of Subdivision for the Enclaves of Glen Oak Subdivision to be located 21W576 Hill Avenue, 0N208 Cumnor Avenue and 0N220 Cumnor Avenue.
3. Ordinance No. 6437, an ordinance approving Pedestrian Easement Agreements for pathways to be constructed as part of the Enclaves of Glen Oak Subdivision.

Upon roll call, Trustees Clark, Ladesic, O'Shea and Senak voted "aye." Motion carried.

Minutes
Village Board Special Meeting
Glen Ellyn Board of Trustees
Monday, August 15, 2016
Page 6

Agenda Item J - New Police Station Third Partial Guaranteed Maximum Price (GMP) Proposal

Manager Franz stated that the late exhibit summarizes all costs associated with the 3rd partial GMP. The project would be approved at the previous total cost of \$13,510,000.

A motion was made by Trustee Ladesic and seconded by Trustee O'Shea to approve the Partial Guaranteed Maximum Price Bid Package #3, for a total amount of \$8,407,415, and an overall budget of \$13,510,000.

Upon roll call, Trustees Clark, Elliott, Ladesic, O'Shea and Senak voted "aye."

Agenda Item K- Reminders

1. The Village Board Meeting scheduled for August 22, 2016 has been cancelled.
2. A Village Board Meeting is scheduled for Monday, September 12, 2016 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Agenda Item L - Other Business

Trustee Ladesic reminded everyone of the Glen Ellyn Backyard Barbecue on Saturday, September 10th.

Trustee Elliott remembered Vince Persico, Illinois State Representative and teacher at Hadley Junior High, who passed away last month. A moment of silence was done in Mr. Persico's honor.

Adjournment

At 8:08 p.m., a motion was made by Trustee Elliott and seconded by Trustee O'Shea to adjourn. Motion carried.

Upon roll call, Trustees Clark, Elliott, Ladesic, O'Shea and Senak voted "aye."

Respectfully submitted,

Debbie Solomon
Recording Secretary



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Vouchers
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2411)

DOC ID: 2411

Total Expenditures (Payroll and Vouchers) - \$2,973,901.90.
The vouchers have been reviewed by Trustee O'Shea and Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

ATTACHMENTS:

- Vouchers 09-12-2016 (PDF)

Approval of Vouchers
For the Village Board Meeting of September 12, 2016

EXPENDITURES:

Accounts Payable Warrant 0816-2	8/12/2016	\$	135,360.80	
Accounts Payable Warrant 0816-3	8/18/2016	\$	932,847.02	
Accounts Payable Warrant 0816-4	8/26/2016	\$	530,419.46	
Accounts Payable Warrant 0816-5	8/31/2016	\$	117,412.31	
Accounts Payable Warrant 0916-1	9/2/2016	\$	244,747.97	
Sub-Total		\$	1,960,787.56	Warrant Total \$ 1,960,787.56

PAYROLL EXPENDITURES

	<u>August 19, 2016</u>	<u>September 2, 2106</u>
Net Employee Payroll Checks	\$319,983.00	\$307,863.68
Employee & Employer Payroll Deductions:		
Employee Deductions*	143,713.29	137,866.92
IMRF - Employer contribution	26,156.82	25,595.47
Social Security/Medicare Tax Withheld - Employer portion	26,692.07	25,243.09
Total Payroll	\$ 516,545.18	\$ 496,569.16
	\$ -	\$ 1,013,114.34

GRAND TOTAL \$ 2,973,901.90

* 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.

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-2

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
2021 A-RELIABLE PRINTING									
70530 INVOICE: 18321	08/01/16			222362	P	08/12/16	126100	520905 PRINTING	148.00
70531 INVOICE: 18331	08/03/16			222362	P	08/12/16	122200	520905 PRINTING	249.90
70532 INVOICE: 18328	08/02/16			222362	P	08/12/16	122200	520905 PRINTING	97.99
70661 INVOICE: 18355	08/09/16			222362	P	08/12/16	122200	520905 PRINTING	121.00
VENDOR TOTALS			6,045.11	YTD INVOICED				6,045.11 YTD PAID	616.89
7645 ACRES ENTERPRISES, INC									
70582 INVOICE: AEI 0243548	07/31/16		20160024	222363	P	08/12/16	121600	520970 MAINTENANCE-BUILDING & GR	157.08
70582 INVOICE: AEI 0243548	07/31/16		20160024	222363	P	08/12/16	135100	520970 MAINTENANCE-BUILDING & GR	58.91
70582 INVOICE: AEI 0243548	07/31/16		20160024	222363	P	08/12/16	143400	520970 MAINTENANCE-BUILDING & GR	2,454.37
70582 INVOICE: AEI 0243548	07/31/16		20160024	222363	P	08/12/16	50100	520970 MAINTENANCE-BUILDING & GR	471.24
70582 INVOICE: AEI 0243548	07/31/16		20160024	222363	P	08/12/16	53000	520970 MAINTENANCE-BUILDING & GR	785.40
VENDOR TOTALS			50,091.50	YTD INVOICED				50,091.50 YTD PAID	3,927.00
28 ALEXANDER EQUIPMENT CO INC									
70581 INVOICE: 125540	07/29/16			222364	P	08/12/16	143300	530105 OPERATING SUPPLIES	23.45
VENDOR TOTALS			2,045.73	YTD INVOICED				2,045.73 YTD PAID	23.45
6827 ALFRED BENESCH & COMPANY									
70528 INVOICE: 95622	07/15/16		20150010	222365	P	08/12/16	40000	580100 15009 TAYLOR STREET	2,917.32
VENDOR TOTALS			17,743.35	YTD INVOICED				17,743.35 YTD PAID	2,917.32
10224 ALSICO, INC									
70662 INVOICE: LCHI934115	08/03/16			222366	P	08/12/16	55730	530105 OPERATING SUPPLIES	45.02
70662 INVOICE: LCHI934115	08/03/16			222366	P	08/12/16	55730	530445 UNIFORMS	13.50
70662 INVOICE: LCHI934115	08/03/16			222366	P	08/12/16	55730	530446 LINENS AND RENTALS	352.24
VENDOR TOTALS			499.56	YTD INVOICED				499.56 YTD PAID	410.76
43 AMERICAN PLANNING ASSOC									
70583 INVOICE: 81116	07/31/16			222367	P	08/12/16	126100	520600 DUES-SUBSCRIPTIONS-REG FE	50.00

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
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WARRANT: 0816-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
70584 INVOICE: 81116-1	07/31/16			222367	P	08/12/16	126100	520600	DUES-SUBSCRIPTIONS-REG FE	50.00
VENDOR TOTALS		100.00	YTD INVOICED					100.00	YTD PAID	100.00
46 AMERICAN WATER WORKS ASSN. 70529 INVOICE: 1370637	07/13/16			222368	P	08/12/16	50100	530225	SAFETY SUPPLIES	72.50
VENDOR TOTALS		2,085.50	YTD INVOICED					2,085.50	YTD PAID	72.50
52 SOUTH WEST INDUSTRIES INC 70533 INVOICE: 190832	08/01/16			222369	P	08/12/16	121300	521075	CONTRACT MAINT SERVICE	204.97
VENDOR TOTALS		5,245.85	YTD INVOICED					5,245.85	YTD PAID	204.97
8269 B GUNTHER & COMPANY, INC 70534 INVOICE: 100217	08/04/16			222370	P	08/12/16	143100	520305	EMPLOYEE RECOGNITION	55.00
VENDOR TOTALS		109.48	YTD INVOICED					109.48	YTD PAID	55.00
10010 BELLA BREW COFFEE & BEVERAGE CO 70587 INVOICE: 39783	08/09/16			222371	P	08/12/16	550	150305	NA BEVERAGES INVENTORY	206.28
VENDOR TOTALS		3,561.30	YTD INVOICED					3,561.30	YTD PAID	228.38
8897 BERGLUND, ARMSTRONG & MASTNY, PC 70663 INVOICE: 28766	07/21/16			222372	P	08/12/16	121200	520702	LEGAL - HEARING OFFICER	137.50
VENDOR TOTALS		1,045.00	YTD INVOICED					1,045.00	YTD PAID	137.50
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC 70585 INVOICE: 1013244557	08/04/16			222373	P	08/12/16	550	150302	LIQUOR INVENTORY	860.36
VENDOR TOTALS		17,989.51	YTD INVOICED					17,989.51	YTD PAID	976.36
7039 MICHELLE CAHUE 70664 INVOICE: ER081116	06/28/16			222374	P	08/12/16	134100	530445	UNIFORMS	68.95
VENDOR TOTALS		68.95	YTD INVOICED					68.95	YTD PAID	68.95

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
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WARRANT: 0816-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
120 CANON SOLUTIONS AMERICA, INC 70537 08/01/16 INVOICE: 4019812154				222375	P	08/12/16	121400 520901	COPIER	40.13
VENDOR TOTALS				1,336.11	YTD	INVOICED	1,336.11	YTD PAID	40.13
6043 CHICAGO PARTS & SOUND LLC 70535 07/29/16 INVOICE: 776119				222376	P	08/12/16	65000 530310	PARTS PURCHASED	110.96
70536 08/02/16 INVOICE: 776613				222376	P	08/12/16	65000 530310	PARTS PURCHASED	68.52
VENDOR TOTALS				7,680.70	YTD	INVOICED	7,680.70	YTD PAID	179.48
175 COMMONWEALTH EDISON COMPANY 70579 08/09/16 INVOICE: 1410454001				222377	P	08/12/16	50100 521055	PROFESSIONAL SERVICES - O	7,222.12
VENDOR TOTALS				117,839.62	YTD	INVOICED	117,839.62	YTD PAID	7,222.12
291 EUCLID BEVERAGE, LTD 70588 08/04/16 INVOICE: 334036681				222378	P	08/12/16	550 150303	BEER INVENTORY	1,602.90
VENDOR TOTALS				31,795.88	YTD	INVOICED	31,795.88	YTD PAID	1,602.90
301 FEDERAL EXPRESS CORPORATION 70539 07/27/16 INVOICE: 5-493-86841				222379	P	08/12/16	65000 521055	PROFESSIONAL SERVICES - O	21.99
VENDOR TOTALS				110.02	YTD	INVOICED	110.02	YTD PAID	21.99
311 THE TERRAMAR GROUP, INC 70538 08/02/16 INVOICE: 66000				222380	P	08/12/16	65000 530310	PARTS PURCHASED	45.86
VENDOR TOTALS				26,816.19	YTD	INVOICED	26,816.19	YTD PAID	45.86
348 GLEN ELLYN CHAMBER OF COMMERCE 70576 08/08/16 INVOICE: 13876				222381	P	08/12/16	121100 521055	PROFESSIONAL SERVICES - O	325.00
70577 08/08/16 INVOICE: 13877				222381	P	08/12/16	121100 521055	PROFESSIONAL SERVICES - O	325.00
VENDOR TOTALS				4,920.00	YTD	INVOICED	4,920.00	YTD PAID	650.00
922 VILLAGE OF GLEN ELLYN 120495-134 08/01/16 INVOICE: 120495-136				17267	W	08/12/16	135100 521200	UTILITIES	255.90
121350-137 08/01/16 INVOICE: 121350-138				17268	W	08/12/16	121600 521200	UTILITIES	48.86

08/26/2016 14:05
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PAID WARRANT REPORT

WARRANT: 0816-2

P 4
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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
122670-137 INVOICE:	08/01/16			17269	W	08/12/16	121600	UTILITIES	52.34
127680-139 INVOICE:	08/01/16			17271	W	08/12/16	50100	UTILITIES	19.50
140210-135 INVOICE:	08/01/16			17273	W	08/12/16	53000	UTILITIES	19.50
140220-137 INVOICE:	08/01/16			17274	W	08/12/16	53000	UTILITIES	19.50
140250-137 INVOICE:	08/01/16			17279	W	08/12/16	55720	UTILITIES	205.32
315090-135 INVOICE:	08/01/16			17275	W	08/12/16	121300	UTILITIES	342.84
315215-121 INVOICE:	08/01/16			17276	W	08/12/16	53000	UTILITIES	492.38
410010-136 INVOICE:	08/01/16			17277	W	08/12/16	121300	UTILITIES	230.62
411170-126 INVOICE:	08/01/16			17278	W	08/12/16	55710	UTILITIES	222.18
413030-133 INVOICE:	08/01/16			17280	W	08/12/16	55720	UTILITIES	639.18
413030-133 INVOICE:	08/01/16			17280	W	08/12/16	55730	UTILITIES	958.78
423925-137 INVOICE:	08/01/16			17281	W	08/12/16	135100	UTILITIES	146.32
4709528 INVOICE:	08/01/16			17270	W	08/12/16	121600	UTILITIES	19.50
6348310 INVOICE:	08/01/16			17272	W	08/12/16	40000	CONSTRUCTION PROJECTS	34.33
VENDOR TOTALS				28,713.25	YTD	INVOICED	28,713.25	YTD PAID	3,707.05
9692 LOUIS GLUNZ BEER, INC 70590 INVOICE:	08/05/16			222382	P	08/12/16	550	NA BEVERAGES INVENTORY	36.00
70591 INVOICE:	08/05/16			222382	P	08/12/16	550	BEER INVENTORY	397.99
70660 INVOICE:	07/01/16			222382	P	08/12/16	550	NA BEVERAGES INVENTORY	36.00
VENDOR TOTALS				7,377.46	YTD	INVOICED	7,377.46	YTD PAID	469.99
929 W.W. GRAINGER INC 70540 INVOICE:	07/22/16			222383	P	08/12/16	121300	OPERATING SUPPLIES	53.54
VENDOR TOTALS				6,694.73	YTD	INVOICED	6,694.73	YTD PAID	53.54
7688 JAMES V GRUTZMACHER 70589 INVOICE:	08/05/16			222384	P	08/12/16	550	FOOD INVENTORY	52.00
70589 INVOICE:	08/05/16			222384	P	08/12/16	550	NA BEVERAGES INVENTORY	72.00

08/26/2016 14:05 | VILLAGE OF GLEN ELLYN
maryr | PAID WARRANT REPORT

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 1724									
VENDOR TOTALS		2,746.00						YTD PAID	124.00
10176 ADRIANNE GREGORY 70541 INVOICE: 80916	08/02/16			222385	P	08/12/16	121100	VILLAGE COMMISSIONS	40.00
VENDOR TOTALS		342.14						YTD PAID	40.00
4547 HD SUPPLY WATERWORKS, LTD. 70542 INVOICE: F907004	08/03/16			222386	P	08/12/16	50200	MAINTENANCE-STORM SEWERS	192.00
VENDOR TOTALS		16,972.00						YTD PAID	192.00
6405 HIGHLAND BAKING CO 70592 INVOICE: 1140816	08/04/16			222387	P	08/12/16	550	FOOD INVENTORY	178.91
70593 INVOICE: 1139980	08/03/16			222387	P	08/12/16	550	FOOD INVENTORY	70.89
70594 INVOICE: 1141610	08/05/16			222387	P	08/12/16	550	FOOD INVENTORY	146.35
70595 INVOICE: 1143217	08/08/16			222387	P	08/12/16	550	FOOD INVENTORY	164.54
70596 INVOICE: 1142448	08/06/16			222387	P	08/12/16	550	FOOD INVENTORY	302.38
70597 INVOICE: 1144020	08/09/16			222387	P	08/12/16	550	FOOD INVENTORY	117.28
70598 INVOICE: 1144624	08/10/16			222387	P	08/12/16	550	FOOD INVENTORY	43.54
VENDOR TOTALS		22,880.84						YTD PAID	1,023.85
389 HOLSTEIN'S GARAGE 70543 INVOICE: 45001	07/31/16			222388	P	08/12/16	65000	REPAIRS-CONTRACTUAL/LABOR	165.50
VENDOR TOTALS		1,709.00						YTD PAID	165.50
405 ICMA 70578 INVOICE: 80916	08/08/16			222389	P	08/12/16	121200	DUES-SUBSCRIPTIONS-REG FE	1,360.00
VENDOR TOTALS		1,360.00						YTD PAID	1,360.00
3892 ILCMA 70600 INVOICE: 81116	08/11/16			222390	P	08/12/16	126100	DUES-SUBSCRIPTIONS-REG FE	30.00
70601 INVOICE: 81116-1	08/11/16			222390	P	08/12/16	126100	DUES-SUBSCRIPTIONS-REG FE	30.00

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
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WARRANT: 0816-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	6
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									TO FISCAL 2016/08 01/01/2016 TO 12/31/2016
VENDOR TOTALS			720.00	YTD INVOICED			720.00	YTD PAID	60.00
2139 ILEAS/RICP 70669 INVOICE: DUES5933	07/01/16			222391	P	08/12/16	134200	DUES-SUBSCRIPTIONS-REG FE	120.00
VENDOR TOTALS			120.00	YTD INVOICED			120.00	YTD PAID	120.00
420 ILLINOIS PAPER COMPANY 70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	121100	OFFICE SUPPLIES	16.75
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	121200	OFFICE SUPPLIES	93.80
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	121300	OFFICE SUPPLIES	16.75
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	122200	OFFICE SUPPLIES	8.37
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	122100	OFFICE SUPPLIES	8.37
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	134100	OFFICE SUPPLIES	23.45
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	134200	OFFICE SUPPLIES	60.30
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	134300	OFFICE SUPPLIES	10.05
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	126200	OFFICE SUPPLIES	46.90
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	126100	OFFICE SUPPLIES	46.90
70665 INVOICE: 07/18/16	07/18/16			222392	P	08/12/16	126500	OFFICE SUPPLIES	3.36
VENDOR TOTALS			3,800.99	YTD INVOICED			3,800.99	YTD PAID	335.00
427 ILLINOIS STATE TREASURER 70599 INVOICE: 08/01/16	08/01/16			222393	P	08/12/16	143300	MAINTENANCE-TRAFFIC SIGNA	3,120.00
VENDOR TOTALS			254,636.92	YTD INVOICED			254,636.92	YTD PAID	3,120.00
444 INTERSTATE BATTERY SYS OF SW CHICAGO 70544 INVOICE: 08/01/16	08/01/16			222394	P	08/12/16	65000	PARTS PURCHASED	104.95
70545 INVOICE: 08/04/16	08/04/16			222394	P	08/12/16	65000	PARTS PURCHASED	779.70
70545 INVOICE: 24025495	24025495								
VENDOR TOTALS			4,235.15	YTD INVOICED			4,235.15	YTD PAID	884.65
1127 JAMES J BENES AND ASSOCIATES, INC. 70503 INVOICE: 07/31/16	07/31/16			222395	P	08/12/16	40000	580155 14007 IDOT CROSSWALKS	1,107.45

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-2

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 4	07/31/16								
70604	07/31/16			222395	P	08/12/16	100	240100	240100
INVOICE: 1115.055-1	07/31/16								
70605	07/31/16			222395	P	08/12/16	100	240100	240100
INVOICE: 1115.051-7									
VENDOR TOTALS			21,990.24	YTD INVOICED				21,990.24	YTD PAID
6470 JOHN S NEENAN	07/22/16			222396	P	08/12/16	55710	530105	530105
INVOICE: 80158									
VENDOR TOTALS			966.10	YTD INVOICED				966.10	YTD PAID
612 KONICA MINOLTA BUSINESS SOLUTIONS INC				222397	P	08/12/16	121400	520901	520901
INVOICE: 310294368									
VENDOR TOTALS			9,385.28	YTD INVOICED				9,385.28	YTD PAID
546 LEN'S ACE HARDWARE, INC.				222398	P	08/12/16	50200	520970	520970
INVOICE: 73611									
70491	07/01/16			222398	P	08/12/16	50100	520970	520970
INVOICE: 73618									
70492	07/01/16			222398	P	08/12/16	50100	521020	521020
INVOICE: 73622									
70493	07/01/16			222398	P	08/12/16	50100	521020	521020
INVOICE: 73626									
70494	07/05/16			222398	P	08/12/16	50100	520975	520975
INVOICE: 73647									
70495	07/05/16			222398	P	08/12/16	65000	530310	530310
INVOICE: 73652									
70496	07/07/16			222398	P	08/12/16	65000	530310	530310
INVOICE: 73691									
70497	07/07/16			222398	P	08/12/16	143400	530105	530105
INVOICE: 73705									
70498	07/07/16			222398	P	08/12/16	50100	520970	520970
INVOICE: 73708									
70499	07/08/16			222398	P	08/12/16	50100	520970	520970
INVOICE: 73717									
70500	07/08/16			222398	P	08/12/16	65000	530310	530310
INVOICE: 73727									
70501	07/11/16			222398	P	08/12/16	143400	530105	530105
INVOICE: 73756									
70502	07/11/16			222398	P	08/12/16	50100	520970	520970
INVOICE: 73765									
70503	07/12/16			222398	P	08/12/16	143400	530105	530105
INVOICE: 73773									
70504	07/12/16			222398	P	08/12/16	50100	520975	520975
INVOICE: 73778									

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-2

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
70505 INVOICE:	07/13/16			222398	P	08/12/16	143300	521035	24.27
70505 INVOICE:	07/13/16			222398	P	08/12/16	143300	520995	21.59
70506 INVOICE:	07/13/16			222398	P	08/12/16	50100	520975	5.84
70507 INVOICE:	07/13/16			222398	P	08/12/16	65000	530310	7.65
70508 INVOICE:	07/13/16			222398	P	08/12/16	143300	521035	8.98
70509 INVOICE:	07/14/16			222398	P	08/12/16	50100	520970	26.98
70510 INVOICE:	07/14/16			222398	P	08/12/16	50100	520970	44.98
70511 INVOICE:	07/14/16			222398	P	08/12/16	50100	520970	215.95
70512 INVOICE:	07/15/16			222398	P	08/12/16	143300	530105	25.18
70513 INVOICE:	07/16/16			222398	P	08/12/16	121300	530105	29.67
70514 INVOICE:	07/18/16			222398	P	08/12/16	50100	520970	125.96
70516 INVOICE:	07/18/16			222398	P	08/12/16	50100	520970	11.69
70517 INVOICE:	07/18/16			222398	P	08/12/16	50100	521025	28.86
70518 INVOICE:	07/18/16			222398	P	08/12/16	50100	521025	-2.16
70519 INVOICE:	07/19/16			222398	P	08/12/16	50100	520970	125.96
70520 INVOICE:	07/20/16			222398	P	08/12/16	50100	530105	2.69
70521 INVOICE:	07/21/16			222398	P	08/12/16	143300	530105	50.36
70522 INVOICE:	07/22/16			222398	P	08/12/16	50100	530105	7.64
70522 INVOICE:	07/22/16			222398	P	08/12/16	50200	530105	7.64
70523 INVOICE:	07/22/16			222398	P	08/12/16	143300	530105	18.35
70524 INVOICE:	07/22/16			222398	P	08/12/16	50200	520970	7.19
70525 INVOICE:	07/26/16			222398	P	08/12/16	143300	521045	37.77
70526 INVOICE:	07/27/16			222398	P	08/12/16	50200	520975	9.43
70526 INVOICE:	07/27/16			222398	P	08/12/16	50200	520975	9.43
VENDOR TOTALS				7,442.93	YTD	INVOICED		7,442.93	YTD PAID
644 NETTOYER, INC.									1,464.14
70606	07/31/16			222399	P	08/12/16	65000	521180	257.25
									REPAIRS-CONTRACTUAL/LABOR

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-2

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

INVOICE: 7276									
VENDOR TOTALS		2,121.20		YTD INVOICED			2,121.20	YTD PAID	257.25
595 MENARDS, INC. 70549	08/02/16			222400	P	08/12/16	50200	MAINTENANCE-STORM SEWERS	48.66
INVOICE: 27967	08/02/16			222400	P	08/12/16	50200	MAINTENANCE-EQUIPMENT	21.97
70549	08/02/16			222400	P	08/12/16	50200	MAINTENANCE-EQUIPMENT	21.97
INVOICE: 27967	07/27/16			222400	P	08/12/16	143300	OPERATING SUPPLIES	16.28
70614	07/27/16			222400	P	08/12/16	143300	OPERATING SUPPLIES	16.28
INVOICE: 27413									
VENDOR TOTALS		2,328.68		YTD INVOICED			2,328.68	YTD PAID	86.91
3780 METROPOLITAN MAYORS CAUCUS 70550	07/12/16			222401	P	08/12/16	121100	PROFESSIONAL SERVICES - O	1,235.25
INVOICE: 2016-099									
VENDOR TOTALS		1,235.25		YTD INVOICED			1,235.25	YTD PAID	1,235.25
8668 MID-WEST INSTITUTIONAL FOODS DISTRIBUTORS, INC. 70607	08/04/16			222402	P	08/12/16	550	FOOD INVENTORY	324.01
INVOICE: 576832	08/05/16			222402	P	08/12/16	550	FOOD INVENTORY	357.64
70608	08/05/16			222402	P	08/12/16	550	FOOD INVENTORY	357.64
INVOICE: 577539	08/05/16			222402	P	08/12/16	550	FOOD INVENTORY	33.78
70609	08/05/16			222402	P	08/12/16	550	FOOD INVENTORY	33.78
INVOICE: 577664	08/06/16			222402	P	08/12/16	550	FOOD INVENTORY	657.92
70610	08/06/16			222402	P	08/12/16	550	FOOD INVENTORY	657.92
INVOICE: 578155	08/08/16			222402	P	08/12/16	550	FOOD INVENTORY	238.75
70611	08/08/16			222402	P	08/12/16	550	FOOD INVENTORY	238.75
INVOICE: 578466	08/09/16			222402	P	08/12/16	550	FOOD INVENTORY	220.69
70612	08/09/16			222402	P	08/12/16	550	FOOD INVENTORY	220.69
INVOICE: 579144	08/10/16			222402	P	08/12/16	550	FOOD INVENTORY	325.82
70613	08/10/16			222402	P	08/12/16	550	FOOD INVENTORY	325.82
INVOICE: 579685	08/10/16			222402	P	08/12/16	550	NA BEVERAGES INVENTORY	22.82
70613	08/10/16			222402	P	08/12/16	550	NA BEVERAGES INVENTORY	22.82
INVOICE: 579685									
VENDOR TOTALS		47,663.01		YTD INVOICED			47,663.01	YTD PAID	2,181.43
7646 MONDI CONSTRUCTION, INC. 70547	07/06/16			20160028	P	08/12/16	40000	2016 SIDEWALK IMPROVEMENT	6,828.03
INVOICE: 1302				222403	P	08/12/16	40000	SIDEWALK IMPROVEMENTS	3,729.60
70548	07/06/16			20150009	P	08/12/16	40000	SIDEWALK IMPROVEMENTS	3,729.60
INVOICE: 1302-1									
VENDOR TOTALS		10,557.63		YTD INVOICED			10,557.63	YTD PAID	10,557.63
5841 GENUINE PARTS CO-NAPA 70555	08/03/16			222404	P	08/12/16	65000	OPERATING SUPPLIES	34.99
INVOICE: 376895									

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-2

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
70556 INVOICE: 376894	08/03/16			222404	P	08/12/16	65000	530310 PARTS PURCHASED	155.78
70557 INVOICE: 377001	08/04/16			222404	P	08/12/16	65000	530105 OPERATING SUPPLIES	31.99
70558 INVOICE: 376659	08/02/16			222404	P	08/12/16	65000	530310 PARTS PURCHASED	27.21
70620 INVOICE: 376984	08/04/16			222404	P	08/12/16	65000	530310 PARTS PURCHASED	666.68
70621 INVOICE: 377246	08/05/16			222404	P	08/12/16	65000	530310 PARTS PURCHASED	7.02
VENDOR TOTALS				2,699.23	YTD INVOICED			2,699.23 YTD PAID	923.69
632 NAPCO STEEL INC 70554 INVOICE: 397995	07/27/16			222405	P	08/12/16	65000	530310 PARTS PURCHASED	118.00
VENDOR TOTALS				118.00	YTD INVOICED			118.00 YTD PAID	118.00
643 NEENAH FOUNDRY COMPANY 70553 INVOICE: 179027	07/26/16			222406	P	08/12/16	50200	521005 MAINTENANCE-STORM SEWERS	350.00
VENDOR TOTALS				4,238.60	YTD INVOICED			4,238.60 YTD PAID	350.00
9719 NETWORKFLEET, INC 70619 INVOICE: OSV000000449070	08/01/16			222407	P	08/12/16	65000	521195 TELECOMMUNICATIONS	435.85
VENDOR TOTALS				3,908.60	YTD INVOICED			3,908.60 YTD PAID	435.85
8790 A NEW DAIRY CO, INC 70616 INVOICE: 1503749	08/09/16			222408	P	08/12/16	550	150301 FOOD INVENTORY	224.21
70616 INVOICE: 1503749	08/09/16			222408	P	08/12/16	550	150305 NA BEVERAGES INVENTORY	69.73
70617 INVOICE: 1503341	08/05/16			222408	P	08/12/16	550	150301 FOOD INVENTORY	699.39
70617 INVOICE: 1503341	08/05/16			222408	P	08/12/16	550	150305 NA BEVERAGES INVENTORY	62.02
VENDOR TOTALS				20,073.58	YTD INVOICED			20,073.58 YTD PAID	1,055.35
3471 NFC CO. INC. 70615 INVOICE: 94243	08/09/16			222409	P	08/12/16	55730	530105 OPERATING SUPPLIES	90.00
VENDOR TOTALS				1,155.00	YTD INVOICED			1,155.00 YTD PAID	90.00
651 NORTHERN ILLINOIS GAS COMPANY 70551	07/26/16			222410	P	08/12/16	50100	521200 UTILITIES	37.9

08/26/2016 14:05 | VILLAGE OF GLEN ELLYN
maryr | PAID WARRANT REPORT

WARRANT: 0816-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 70551 70552 07/29/16 INVOICE: 70552				222410	P	08/12/16	21000	STREET LIGHTING/ENERGY CO	47.03
VENDOR TOTALS			26,662.28 YTD INVOICED				521190	26,662.28 YTD PAID	84.97
10223 NIFTY NIBLICKS 70618 08/10/16 INVOICE: GR081116				222411	P	08/12/16	550	EXCHANGE CLEARING - REC R	746.40
VENDOR TOTALS			746.40 YTD INVOICED				120225	746.40 YTD PAID	746.40
665 O'HARE TRUCK/TOWING SERVICE, INC. 70671 07/22/16 INVOICE: 124469-1				222412	P	08/12/16	134200	IMPOUND FEES	150.00
VENDOR TOTALS			1,341.00 YTD INVOICED				520935	1,341.00 YTD PAID	150.00
1458 OFFICE DEPOT, INC 70622 07/12/16 INVOICE: 850345084001 70623 07/25/16 INVOICE: 850886748001 70624 07/23/16 INVOICE: 852685723001				222413	P	08/12/16	126100	OFFICE SUPPLIES	169.00
VENDOR TOTALS			7,155.98 YTD INVOICED				530100	7,155.98 YTD PAID	-72.08
670 DAVID B COULTER 70559 07/31/16 INVOICE: 80916				222414	P	08/12/16	50200	ELM-OAK IMPROVEMENTS	103.80
VENDOR TOTALS			5,489.13 YTD INVOICED				530100	5,489.13 YTD PAID	200.72
2670 PACE SUBURBAN BUS 70625 07/26/16 INVOICE: 436172 70666 07/01/16 INVOICE: 432666				222415	P	08/12/16	121500	SENIOR TRANSPORTATION	135.63
VENDOR TOTALS			17,923.91 YTD INVOICED				520500	17,923.91 YTD PAID	135.63
10045 OJA ENTERPRISES, INC 70562 08/01/16 INVOICE: 9694				222416	P	08/12/16	121300	PROFESSIONAL SERVICES - O	1,527.86
VENDOR TOTALS			6,800.85 YTD INVOICED				520500	6,800.85 YTD PAID	1,541.13
672 P. F. PETTIBONE & CO. 70668 07/25/16 INVOICE: 70421				222417	P	08/12/16	134200	PRINTING	3,068.99
VENDOR TOTALS							520905		476.25
									1,178.95

08/26/2016 14:05 | VILLAGE OF GLEN ELLYN
maryr | PAID WARRANT REPORT

WARRANT: 0816-2

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS	4,550.99	YTD INVOICED			4,550.99	YTD PAID	1,178.99
8440 THOMAS W POPE 70580 08/11/16 INVOICE: 81116		222361	P	08/11/16	55730	ENTERTAINMENT	200.00
VENDOR TOTALS	2,800.00	YTD INVOICED			2,800.00	YTD PAID	200.00
6552 PROVANTAGE CORPORATION 70560 07/29/16 INVOICE: 7723333		222418	P	08/12/16	126100	OFFICE SUPPLIES	79.00
70560 07/29/16 INVOICE: 7723333		222418	P	08/12/16	126200	OFFICE SUPPLIES	119.00
70561 08/01/16 INVOICE: 7724734		222418	P	08/12/16	121400	COMPUTER EQUIPMENT/PROJEC	42.00
VENDOR TOTALS	13,861.46	YTD INVOICED			13,861.46	YTD PAID	240.00
3350 REDI PACKAGING INC. 70626 07/29/16 INVOICE: 10468		222419	P	08/12/16	53000	OPERATING SUPPLIES	241.50
VENDOR TOTALS	241.50	YTD INVOICED			241.50	YTD PAID	241.50
763 ROSENTHAL BROS., INC. 70667 08/01/16 INVOICE: 107118		222420	P	08/12/16	134100	DUES-SUBSCRIPTIONS-REG FE	50.00
VENDOR TOTALS	200.00	YTD INVOICED			200.00	YTD PAID	50.00
8689 RUSH TRUCK CENTERS OF ILLINOIS, INC 70563 07/29/16 INVOICE: 3003381108		222421	P	08/12/16	65000	PARTS PURCHASED	245.98
VENDOR TOTALS	4,303.52	YTD INVOICED			4,303.52	YTD PAID	245.98
6093 SCHAMBERGER BROTHERS, INC 70642 08/03/16 INVOICE: 403604		222422	P	08/12/16	550	BEER INVENTORY	533.75
VENDOR TOTALS	11,713.80	YTD INVOICED			11,713.80	YTD PAID	533.75
9994 SIGHTS ON SERVICE, INC 70627 08/03/16 INVOICE: 245053		222423	P	08/12/16	55730	MARKETING	206.00
VENDOR TOTALS	1,280.00	YTD INVOICED			1,280.00	YTD PAID	206.00
800 SOUKUP HARDWARE STORES 70568 07/21/16		222424	P	08/12/16	143400	SAFETY SUPPLIES	8.00

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-2

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 70569	07/02/16			222424	P	08/12/16	134100	530105	OPERATING SUPPLIES
INVOICE: 70570	07/15/16			222424	P	08/12/16	126200	530100	OFFICE SUPPLIES
INVOICE: 62893									
VENDOR TOTALS			375.53 YTD INVOICED					375.53 YTD PAID	
10181 SOUTHERN GLAZER'S WINE AND SPIRITS, LLC				222425	P	08/12/16	550	150302	LIQUOR INVENTORY
INVOICE: 70638	08/04/16								
INVOICE: 70638	08/04/16			222425	P	08/12/16	550	150304	WINE INVENTORY
INVOICE: 70639	07/01/16			222425	P	08/12/16	550	150304	WINE INVENTORY
INVOICE: 70640	11/45/16			222425	P	08/12/16	550	150304	WINE INVENTORY
INVOICE: 1148186									
VENDOR TOTALS			13,462.32 YTD INVOICED					13,462.32 YTD PAID	
803 SPARTAN MOTORS CHASSIS, INC				222426	P	08/12/16	65000	530310	PARTS PURCHASED
INVOICE: 70643	08/02/16								
INVOICE: IN00659177									
VENDOR TOTALS			986.76 YTD INVOICED					986.76 YTD PAID	
2687 STAPLES CONTRACT & COMMERCIAL, INC.				222427	P	08/12/16	143100	530100	OFFICE SUPPLIES
INVOICE: 70566	07/29/16								
INVOICE: 70566	07/29/16			222427	P	08/12/16	143300	530100	OFFICE SUPPLIES
INVOICE: 70566	07/29/16			222427	P	08/12/16	143400	530100	OFFICE SUPPLIES
INVOICE: 70566	07/29/16			222427	P	08/12/16	50100	530100	OFFICE SUPPLIES
INVOICE: 70566	07/29/16			222427	P	08/12/16	50200	530100	OFFICE SUPPLIES
INVOICE: 70567	07/29/16			222427	P	08/12/16	143100	530100	OFFICE SUPPLIES
INVOICE: 3309607284									
VENDOR TOTALS			9,170.06 YTD INVOICED					9,170.06 YTD PAID	
7600 STUEVER & SONS, INC				222428	P	08/12/16	55730	530105	OPERATING SUPPLIES
INVOICE: 70637	08/03/16								
INVOICE: 146184									
VENDOR TOTALS			10,940.00 YTD INVOICED					10,940.00 YTD PAID	
835 SUPERIOR BEVERAGE CO.				222429	P	08/12/16	550	150303	BEER INVENTORY
INVOICE: 70641	08/08/16								
INVOICE: 645315									

ket Pg. 35

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	P	1
TO FISCAL 2016/08 01/01/2016 TO 12/31/201										appdwar

INVOICE: ER081116										
VENDOR TOTALS				76.50	YTD	INVOICED		76.50	YTD	PAID
865 ACUSHNET COMPANY										76.5
70644 04/13/16				222435	P	08/12/16	550	150300	PRO SHOP INVENTORY	240.0
INVOICE: 902324141										
VENDOR TOTALS				98,992.65	YTD	INVOICED		98,992.65	YTD	PAID
10019 TRANSMUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC										
70670 08/01/16				222436	P	08/12/16	134300	520600	DUES-SUBSCRIPTIONS-REG FE	150.6
INVOICE: 81116										
VENDOR TOTALS				671.34	YTD	INVOICED		671.34	YTD	PAID
886 U.S. VENTURE, INC										
70572 07/31/16				222437	P	08/12/16	65000	530310	PARTS PURCHASED	180.0
INVOICE: 3233135										
VENDOR TOTALS				3,215.05	YTD	INVOICED		3,215.05	YTD	PAID
884 U.S. FOODSERVICE, INC.										
70647 08/03/16				222438	P	08/12/16	550	150301	FOOD INVENTORY	970.78
INVOICE: 1335470										
70648 08/04/16				222438	P	08/12/16	550	150301	FOOD INVENTORY	667.49
INVOICE: 1372456										
70648 08/04/16				222438	P	08/12/16	550	150305	NA BEVERAGES INVENTORY	93.90
INVOICE: 1372456										
70648 08/04/16				222438	P	08/12/16	55730	530105	OPERATING SUPPLIES	137.14
INVOICE: 1372456										
70648 08/04/16				222438	P	08/12/16	55720	530105	OPERATING SUPPLIES	66.00
INVOICE: 1372456										
70649 08/05/16				222438	P	08/12/16	550	150301	FOOD INVENTORY	3,961.54
INVOICE: 1422199										
70649 08/05/16				222438	P	08/12/16	55730	530105	OPERATING SUPPLIES	76.36
INVOICE: 1422199										
70649 08/05/16				222438	P	08/12/16	55730	530410	DRY GOODS	112.79
INVOICE: 1422199										
70650 08/05/16				222438	P	08/12/16	550	150301	FOOD INVENTORY	121.50
INVOICE: 1426184										
70651 08/04/16				222438	P	08/12/16	55730	530105	OPERATING SUPPLIES	-137.10
INVOICE: 2986190										
70652 08/04/16				222438	P	08/12/16	55730	530105	OPERATING SUPPLIES	-137.10
INVOICE: 2986189										
70653 07/23/16				222438	P	08/12/16	550	150301	FOOD INVENTORY	-1,043.38
INVOICE: 2969021										
70654 07/29/16				222438	P	08/12/16	550	150301	FOOD INVENTORY	-738.35
INVOICE: 2951363										
70655 08/08/16				222438	P	08/12/16	550	150301	FOOD INVENTORY	3,337.30
INVOICE: 1472663										

08/26/2016 14:05
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P 16
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WARRANT: 0816-2

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
70655 INVOICE: 1472663	08/08/16			222438	P	08/12/16	550	150305	99.49
70655 INVOICE: 1472663	08/08/16			222438	P	08/12/16	55730	530105	813.47
70655 INVOICE: 1472663	08/08/16			222438	P	08/12/16	55730	530410	165.84
70655 INVOICE: 1472663	08/08/16			222438	P	08/12/16	55720	530105	54.11
70656 INVOICE: 1472663	08/08/16			222438	P	08/12/16	55730	530105	42.91
70656 INVOICE: 1476462	08/08/16								
VENDOR TOTALS				101,186.97	YTD	INVOICED		101,186.97	YTD PAID
5356 UTILITY SERVICE COMPANY, INC.									
70571 INVOICE: 400549	08/01/16		20160036	222439	P	08/12/16	50100	520970	6,013.79
VENDOR TOTALS				24,055.00	YTD	INVOICED		24,055.00	YTD PAID
3995 WAREHOUSE DIRECT OFFICE PRODUCTS									
70574 INVOICE: 3144308-0	08/01/16			222440	P	08/12/16	143100	530100	27.01
70574 INVOICE: 3144308-0	08/01/16			222440	P	08/12/16	143300	530100	14.81
70574 INVOICE: 3144308-0	08/01/16			222440	P	08/12/16	143400	530100	14.80
70574 INVOICE: 3144308-0	08/01/16			222440	P	08/12/16	50100	530100	14.80
70574 INVOICE: 3144308-0	08/01/16			222440	P	08/12/16	50200	530100	14.80
70574 INVOICE: 3144308-0	08/01/16								
VENDOR TOTALS				1,727.41	YTD	INVOICED		1,727.41	YTD PAID
935 WATER RESOURCES INC.									
70658 INVOICE: 30738	08/02/16			222441	P	08/12/16	50100	521015	5,026.96
VENDOR TOTALS				103,091.24	YTD	INVOICED		103,091.24	YTD PAID
7711 WINDY CITY DISTRIBUTION COMPANY									
70657 INVOICE: 753612	08/04/16			222442	P	08/12/16	550	150303	1,672.03
VENDOR TOTALS				24,653.30	YTD	INVOICED		24,653.30	YTD PAID
970 XEROX CORPORATION									
70575 INVOICE: 85580339	08/01/16			222443	P	08/12/16	121400	520901	481.72
70659 INVOICE: 85580342	08/01/16			222443	P	08/12/16	55700	530100	447.98

08/26/2016 14:05 VILLAGE OF GLEN ELLYN P 1
maryr PAID WARRANT REPORT appdwarr

WARRANT: 0816-2 TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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VENDOR TOTALS	7,139.79	YTD	INVOICED	7,139.79	YTD	PAID	929.79	
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REPORT TOTALS 135,360.84

COUNT	AMOUNT
TOTAL PRINTED CHECKS 83	131,653.75
TOTAL WIRE TRANSFERS 15	3,707.05

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTP
appdw

WARRANT: 0816-3

TO FISCAL 2016/08 01/01/2016 TO 12/31/201

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
9224 ADVANCE STORES COMPANY, INC 70711 INVOICE: 9286	07/01/16			222444	P	08/18/16	65000	530310 PARTS PURCHASED	6.2
70712 INVOICE: 9291	07/01/16			222444	P	08/18/16	65000	530310 PARTS PURCHASED	20.5
70713 INVOICE: 9338	07/05/16			222444	P	08/18/16	65000	530310 PARTS PURCHASED	24.7
70714 INVOICE: 9170-1	07/08/16			222444	P	08/18/16	65000	530310 PARTS PURCHASED	66.5
70715 INVOICE: 9383	07/06/16			222444	P	08/18/16	65000	530310 PARTS PURCHASED	36.3
70716 INVOICE: 9468	07/08/16			222444	P	08/18/16	65000	530310 PARTS PURCHASED	5.7
70717 INVOICE: 9643	07/14/16			222444	P	08/18/16	65000	530225 SAFETY SUPPLIES	24.6
70718 INVOICE: 6268	07/28/16			222444	P	08/18/16	65000	530310 PARTS PURCHASED	66.3
VENDOR TOTALS							2,104.31 YTD INVOICED	2,104.31 YTD PAID	251.1
8181 MWSTAR WASTE 70781 INVOICE: TB0000014837	07/31/16			222445	P	08/18/16	143300	521115 LANDFILL FEES	569.91
VENDOR TOTALS							7,302.20 YTD INVOICED	7,302.20 YTD PAID	569.91
28 ALEXANDER EQUIPMENT CO INC 70782 INVOICE: 125830	08/08/16			222446	P	08/18/16	143300	530105 OPERATING SUPPLIES	20.50
70782 INVOICE: 125830	08/08/16			222446	P	08/18/16	143400	530225 SAFETY SUPPLIES	14.00
70782 INVOICE: 125830	08/08/16			222446	P	08/18/16	143400	530105 OPERATING SUPPLIES	171.20
VENDOR TOTALS							2,045.73 YTD INVOICED	2,045.73 YTD PAID	205.70
7603 ALOE UP SUNCARE PRODUCTS 70780 INVOICE: 196736	07/28/16			222447	P	08/18/16	550	150300 PRO SHOP INVENTORY	408.58
VENDOR TOTALS							731.38 YTD INVOICED	731.38 YTD PAID	408.58
53 ANDEX 70721 INVOICE: 3829122	06/01/16			222448	P	08/18/16	121300	521075 CONTRACT MAINT SERVICE	3,393.00
VENDOR TOTALS							3,393.00 YTD INVOICED	3,393.00 YTD PAID	3,393.00
9380 ARBORWORKS LLC 70719 INVOICE: 2861	08/04/16			222449	P	08/18/16	143400	521103 EMERALD ASH BORER PROGRAM	6,075.60

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

VENDOR TOTALS		122,017.58	YTD INVOICED				122,017.58	YTD PAID	6,075.60
58 ARMBRUST PLUMBING, HEATING, & AIR, INC.									
70763 INVOICE: 90344	08/11/16			222450	P	08/18/16	121300	CONTRACT MAINT SERVICE	195.00
70764 INVOICE: 90346	08/11/16			222450	P	08/18/16	121300	CONTRACT MAINT SERVICE	195.00
70765 INVOICE: 90345	08/11/16			222450	P	08/18/16	121300	CONTRACT MAINT SERVICE	260.00
70766 INVOICE: 90347	08/11/16			222450	P	08/18/16	121600	MAINTENANCE-BUILDING & GR	130.00
70767 INVOICE: 90348	08/11/16			222450	P	08/18/16	121600	MAINTENANCE-BUILDING & GR	260.00
VENDOR TOTALS		1,538.39	YTD INVOICED				1,538.39	YTD PAID	1,040.00
65 AT&T									
70761 INVOICE: 81616	08/04/16			222451	P	08/18/16	50100	TELECOMMUNICATIONS	85.00
VENDOR TOTALS		33,640.19	YTD INVOICED				33,640.19	YTD PAID	85.00
10232 CYNTHIA BAKER									
70784 INVOICE: TXR081816	08/16/16			222452	P	08/18/16	4000	REAL ESTATE TRANSFER TAX	1,500.00
VENDOR TOTALS		1,500.00	YTD INVOICED				1,500.00	YTD PAID	1,500.00
10230 KATIE BAKER									
70768 INVOICE: 81616	08/03/16			222453	P	08/18/16	126200	PRINTING	138.00
VENDOR TOTALS		138.00	YTD INVOICED				138.00	YTD PAID	138.00
6028 BENKERT BUILDERS									
70785 INVOICE: 20150848	08/16/16			222454	P	08/18/16	100	ESCROWS - DEVELOPER DEPOS	7,496.00
70786 INVOICE: 20150159	08/16/16			222454	P	08/18/16	100	ESCROWS - DEVELOPER DEPOS	8,510.00
VENDOR TOTALS		16,006.00	YTD INVOICED				16,006.00	YTD PAID	16,006.00
3442 JOHN/ DONNA BLATCHFORD									
70783 INVOICE: 20160593	08/16/16			222455	P	08/18/16	100	ESCROWS - DEVELOPER DEPOS	5,028.00
VENDOR TOTALS		5,453.00	YTD INVOICED				5,453.00	YTD PAID	5,028.00
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC									
70788	08/11/16			222456	P	08/18/16	550	LIQUOR INVENTORY	665.74

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-3

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

INVOICE: 1013258223										
VENDOR TOTALS 17,989.51 YTD INVOICED 17,989.51 YTD PAID 665.7										
10236	BRIX & STIX REAL ESTATE LLC									
70787	08/16/16				222457	P	08/18/16	100	240100	ESCROWS - DEVELOPER DEPOS
INVOICE: 20151907										
VENDOR TOTALS 1,000.00 YTD INVOICED 1,000.00 YTD PAID 1,000.0										
128	CARQUEST AUTO PARTS OF WHEATON IL, INC									
70722	07/07/16				222458	P	08/18/16	65000	530310	PARTS PURCHASED
INVOICE: 517146										
VENDOR TOTALS 2,545.52 YTD INVOICED 2,545.52 YTD PAID 35.3										
132	CASEY EQUIPMENT COMPANY, INC									
70723	08/05/16				222459	P	08/18/16	65000	570155	VEHICLES
INVOICE: C09572										
70723	08/05/16				222459	P	08/18/16	65000	530105	OPERATING SUPPLIES
INVOICE: C09572										
VENDOR TOTALS 106,537.86 YTD INVOICED 106,537.86 YTD PAID 152.83										
135	TRANZONIC COMPANIES									
70724	08/01/16				222460	P	08/18/16	65000	530105	OPERATING SUPPLIES
INVOICE: IN01734416										
VENDOR TOTALS 756.15 YTD INVOICED 756.15 YTD PAID 277.29										
137	CDW GOVERNMENT, INC.									
70770	08/09/16				222461	P	08/18/16	121400	570110	COMPUTER EQUIPMENT/PROJEC
INVOICE: DXG3245										
VENDOR TOTALS 5,255.66 YTD INVOICED 5,255.66 YTD PAID 2,320.12										
8502	NEW CHICAGO WHOLESALE BAKERY, INC									
70790	08/05/16				222462	P	08/18/16	550	150301	FOOD INVENTORY
INVOICE: 330677										
VENDOR TOTALS 3,673.21 YTD INVOICED 3,673.21 YTD PAID 171.75										
171	COCA-COLA REFRESHMENTS USA INC									
70789	08/12/16				222463	P	08/18/16	550	150305	NA BEVERAGES INVENTORY
INVOICE: 821206559										
VENDOR TOTALS 5,981.04 YTD INVOICED 5,981.04 YTD PAID 766.80										
175	COMMONWEALTH EDISON COMPANY									
70769	08/08/16				222464	P	08/18/16	40000	580100	CONSTRUCTION PROJECTS
INVOICE: 70769										
29.13										

P 21
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Packet Pg. 42

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
TO FISCAL 2016/08 01/01/2016 TO 12/31/201									
VENDOR TOTALS		583.44	YTD INVOICED				583.44	YTD PAID	583.44
283 ENGINEERING RESOURCE ASSOC INC 70883 05/19/16 INVOICE: 22070301.122				222469	P	08/18/16	40000	580100 15005 POLICE STATION	800.0
VENDOR TOTALS		41,311.70	YTD INVOICED				41,311.70	YTD PAID	800.0
291 EUCLID BEVERAGE, LTD 70803 08/11/16 INVOICE: 334036758				222470	P	08/18/16	550	150303 BEER INVENTORY	2,157.7
VENDOR TOTALS		31,795.88	YTD INVOICED				31,795.88	YTD PAID	2,157.7
1180 GLEN ELLYN PARK DISTRICT 70807 08/16/16 INVOICE: 20150419				222471	P	08/18/16	100	240100 ESCROWS - DEVELOPER DEPOS	5,000.0
VENDOR TOTALS		26,090.25	YTD INVOICED				26,090.25	YTD PAID	5,000.0
10120 GLENBARD UNIFORM INC 70771 07/21/16 INVOICE: SO1600072				222472	P	08/18/16	134100	530445 UNIFORMS	65.00
VENDOR TOTALS		206.49	YTD INVOICED				206.49	YTD PAID	65.00
9692 LOUIS GLUNZ BEER, INC 70804 08/12/16 INVOICE: 960064				222473	P	08/18/16	550	150305 NA BEVERAGES INVENTORY	72.00
70805 08/12/16 INVOICE: 900663				222473	P	08/18/16	550	150303 BEER INVENTORY	603.50
VENDOR TOTALS		7,377.46	YTD INVOICED				7,377.46	YTD PAID	675.50
10033 G & B SERVICE AND RECOVERY 70872 08/07/16 INVOICE: 52535				222474	P	08/18/16	134200	520935 IMPOUND FEES	165.00
VENDOR TOTALS		895.00	YTD INVOICED				895.00	YTD PAID	165.00
4739 GORDON FOOD SERVICE, INC. 70809 08/11/16 INVOICE: 172035889				222475	P	08/18/16	550	150301 FOOD INVENTORY	512.46
70809 08/11/16 INVOICE: 172035889				222475	P	08/18/16	550	150305 NA BEVERAGES INVENTORY	529.73
70809 08/11/16 INVOICE: 172035889				222475	P	08/18/16	55730	530105 OPERATING SUPPLIES	121.76
70809 08/11/16 INVOICE: 172035889				222475	P	08/18/16	55720	530105 OPERATING SUPPLIES	59.99

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-3

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
TO FISCAL 2016/08 01/01/2016 TO 12/31/2016							
VENDOR TOTALS	20,976.01	YTD INVOICED				20,976.01	YTD PAID
7688 JAMES V GRUTZMACHER 70808 08/15/16 INVOICE: 1738	222476	P	08/18/16	550	150301	FOOD INVENTORY	104.0
VENDOR TOTALS	2,746.00	YTD INVOICED				2,746.00	YTD PAID
9680 GREENSIDE DESIGN BUILD LLC 70806 08/16/16 INVOICE: 20151072	222477	P	08/18/16	100	240100	ESCROWS - DEVELOPER DEPOS	12,031.0
VENDOR TOTALS	12,031.00	YTD INVOICED				12,031.00	YTD PAID
6666 THARANCO LIFESTYLES LLC 70791 07/28/16 INVOICE: 70238578	222478	P	08/18/16	550	150300	PRO SHOP INVENTORY	562.0
VENDOR TOTALS	7,572.41	YTD INVOICED				7,572.41	YTD PAID
4979 TOM/KARA HALDEN 70813 08/16/16 INVOICE: 20150479	222479	P	08/18/16	100	240100	ESCROWS - DEVELOPER DEPOS	3,000.00
VENDOR TOTALS	3,000.00	YTD INVOICED				3,000.00	YTD PAID
10233 LISA HALLEN 70810 08/15/16 INVOICE: TXR081816	222480	P	08/18/16	4000	410600	REAL ESTATE TRANSFER TAX	1,245.00
VENDOR TOTALS	1,245.00	YTD INVOICED				1,245.00	YTD PAID
4547 HD SUPPLY WATERWORKS, LTD. 70734 08/08/16 INVOICE: F933201	222481	P	08/18/16	50100	521015	MAINTENANCE-WATER METERS	117.42
70818 08/11/16 INVOICE: F958837	222481	P	08/18/16	50100	521050	MAINTENANCE-OTHER	850.00
70819 08/11/16 INVOICE: F946639	222481	P	08/18/16	50100	521050	MAINTENANCE-OTHER	594.79
VENDOR TOTALS	16,972.00	YTD INVOICED				16,972.00	YTD PAID
6405 HIGHLAND BAKING CO 70814 08/11/16 INVOICE: 1145483	222482	P	08/18/16	550	150301	FOOD INVENTORY	162.55
70815 08/12/16 INVOICE: 1146274	222482	P	08/18/16	550	150301	FOOD INVENTORY	157.91
70816 08/15/16 INVOICE: 1147962	222482	P	08/18/16	550	150301	FOOD INVENTORY	54.23
70817 08/16/16	222482	P	08/18/16	550	150301	FOOD INVENTORY	158.1

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTP 24
appdw

WARRANT: 0816-3

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

INVOICE: 1148688									
VENDOR TOTALS		22,880.84	YTD INVOICED				22,880.84	YTD PAID	532.79
5988 HR SIMPLIFIED 70735 INVOICE: 47827	08/15/16			222483	P	08/18/16	60000	INSURANCE-HOSPITAL, GROUP	128.00
VENDOR TOTALS		1,831.88	YTD INVOICED				1,831.88	YTD PAID	128.00
10238 STACI HULSEBERG 70812 INVOICE: TXR081816	08/16/16			222484	P	08/18/16	4000	REAL ESTATE TRANSFER TAX	1,341.00
VENDOR TOTALS		1,341.00	YTD INVOICED				1,341.00	YTD PAID	1,341.00
427 ILLINOIS STATE TREASURER 70880 INVOICE: 109595	04/01/16	20130020		222485	P	08/18/16	40000	580160 00506 STREET IMPROVEMENTS	81,755.50
VENDOR TOTALS		254,636.92	YTD INVOICED				254,636.92	YTD PAID	81,755.50
447 INTRNATNL SOCIETY OF ARBORICULTURE 70820 INVOICE: 81816	08/11/16			222486	P	08/18/16	143400	DUES-SUBSCRIPTIONS-REG FE	175.00
VENDOR TOTALS		175.00	YTD INVOICED				175.00	YTD PAID	175.00
10226 KDP ROOSEVELT 369, LLC 70709 INVOICE: 70709	08/15/16			222487	P	08/18/16	500	ACCOUNTS RECV - UTILITY BI	106.25
VENDOR TOTALS		106.25	YTD INVOICED				106.25	YTD PAID	106.25
10231 EDWIN/DAWN KEMP 70822 INVOICE: TXR081816	08/16/16			222488	P	08/18/16	4000	REAL ESTATE TRANSFER TAX	2,738.00
VENDOR TOTALS		2,738.00	YTD INVOICED				2,738.00	YTD PAID	2,738.00
8983 ANDREW WOOD INC 70823 INVOICE: 400131	08/15/16			222489	P	08/18/16	55720	MARKETING	1,750.00
VENDOR TOTALS		15,750.00	YTD INVOICED				15,750.00	YTD PAID	1,750.00
1197 LEOPARDO COMPANIES, INC. 70882 INVOICE: 44259	08/10/16	20160001		222490	P	08/18/16	40000	580100 15005 POLICE STATION	351,016.00

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTP 29
appdwart

WARRANT: 0816-3

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		1,126,896.00	YTD INVOICED				1,126,896.00	YTD PAID	351,016.00
924 VILLAGE OF LOMBARD 70824 INVOICE: 2016-00002052	08/12/16			222491	P	08/18/16	143300	ESDA EXPENSE	132.00
VENDOR TOTALS		11,525.04	YTD INVOICED				11,525.04	YTD PAID	132.00
9038 MCMASTER FAGANAL CUSTOM HOMES LLC 70877 INVOICE: 70710	08/15/16			222492	P	08/18/16	540	ACCOUNTS RECV - UTILITY BI	22.38
VENDOR TOTALS		1,022.36	YTD INVOICED				1,022.36	YTD PAID	22.38
590 MEADE ELECTRIC COMPANY, INC. 70835 INVOICE: 674162	08/10/16			222493	P	08/18/16	143300	MAINTENANCE-TRAFFIC SIGNA	398.88
70836 INVOICE: 674123	08/10/16			222493	P	08/18/16	143300	MAINTENANCE-TRAFFIC SIGNA	512.69
VENDOR TOTALS		6,019.22	YTD INVOICED				6,019.22	YTD PAID	911.55
595 MENARDS, INC. 70837 INVOICE: 28589	08/09/16			222494	P	08/18/16	143400	OPERATING SUPPLIES	38.52
70838 INVOICE: 28798	08/11/16			222494	P	08/18/16	143300	OPERATING SUPPLIES	19.99
VENDOR TOTALS		2,328.68	YTD INVOICED				2,328.68	YTD PAID	58.51
596 METRO PARAMEDIC SERVICES, INC. 70736 INVOICE: 20-00255	06/16/16			222495	P	08/18/16	135200	AMBULANCE SERVICE	29,572.58
VENDOR TOTALS		226,393.12	YTD INVOICED				226,393.12	YTD PAID	29,572.58
10234 AMY MEYER 70825 INVOICE: TXR081816	08/15/16			222496	P	08/18/16	4000	REAL ESTATE TRANSFER TAX	1,377.00
VENDOR TOTALS		1,377.00	YTD INVOICED				1,377.00	YTD PAID	1,377.00
10235 MIDLAND PLUMBING & SEWER SERVICES INC 70826 INVOICE: 20151965	08/15/16			222497	P	08/18/16	100	ESCROWS - DEVELOPER DEPOS	1,000.00
VENDOR TOTALS		1,000.00	YTD INVOICED				1,000.00	YTD PAID	1,000.00
8668 MID-WEST INSTITUTIONAL FOODS DISTRIBUTORS, INC 70828 INVOICE: 20151965	08/11/16			222498	P	08/18/16	550	FOOD INVENTORY	243.78

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTP 26
appdwart

WARRANT: 0816-3

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 70829	580324	08/12/16		222498	P	08/18/16	150301	FOOD INVENTORY	231.35
INVOICE: 70830	580952	08/13/16		222498	P	08/18/16	150301	FOOD INVENTORY	393.29
INVOICE: 70831	581522	08/15/16		222498	P	08/18/16	150301	FOOD INVENTORY	263.87
INVOICE: 70832	582030	08/16/16		222498	P	08/18/16	150301	FOOD INVENTORY	133.82
INVOICE: 70832	582561	08/16/16							
VENDOR TOTALS				47,663.01	YTD INVOICED		47,663.01	YTD PAID	1,266.09
10237 ANTHONY MONTALTO									
INVOICE: 70834	08/16/16			222499	P	08/18/16	40000	ELM-OAK IMPROVEMENTS	475.00
INVOICE: 70834	81816								
VENDOR TOTALS				475.00	YTD INVOICED		475.00	YTD PAID	475.00
8381 MUELLNER CONSTRUCTION, INC									
INVOICE: 70827	08/15/16			222500	P	08/18/16	100	ESCROWS - DEVELOPER DEPOS	9,648.00
INVOICE: 70827	20150551								
VENDOR TOTALS				9,648.00	YTD INVOICED		9,648.00	YTD PAID	9,648.00
5841 GENUINE PARTS CO-NAPA									
INVOICE: 70740	08/10/16			222501	P	08/18/16	65000	PARTS PURCHASED	42.35
INVOICE: 70741	377876								
INVOICE: 70742	08/10/16			222501	P	08/18/16	65000	PARTS PURCHASED	42.25
INVOICE: 70742	377855								
INVOICE: 70743	08/09/16			222501	P	08/18/16	65000	PARTS PURCHASED	7.21
INVOICE: 70743	377750								
INVOICE: 70743	08/04/16			222501	P	08/18/16	65000	OPERATING SUPPLIES	-37.88
INVOICE: 70743	377098								
VENDOR TOTALS				2,699.23	YTD INVOICED		2,699.23	YTD PAID	53.93
6090 NATIONAL ENGRAVERS INC									
INVOICE: 70720	07/20/16			222502	P	08/18/16	126100	PRINTING	38.00
INVOICE: 70720	52662								
VENDOR TOTALS				1,399.00	YTD INVOICED		1,399.00	YTD PAID	38.00
488 JOHN NERI CONSTRUCTION CO.									
INVOICE: 70881	08/03/16			222503	P	08/18/16	40000	ELM-OAK IMPROVEMENTS	186,346.13
INVOICE: 70881	81816								
INVOICE: 70881	08/03/16			222503	P	08/18/16	50100	ELM-OAK IMPROVEMENTS	90.00
INVOICE: 70881	81816								
INVOICE: 70881	08/03/16			222503	P	08/18/16	50200	ELM-OAK IMPROVEMENTS	22,051.80
INVOICE: 70881	81816								

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTP 27
appdwarr

WARRANT: 0816-3

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

VENDOR TOTALS		212,744.78			YTD		INVOICED	212,744.78		YTD PAID
8790	A NEW DAIRY CO, INC									208,487.93
70839	08/12/16				222504	P	08/18/16	550	150301	FOOD INVENTORY
	INVOICE: 1504315									450.52
70839	08/12/16				222504	P	08/18/16	550	150305	NA BEVERAGES INVENTORY
	INVOICE: 1504315									63.18
70840	08/16/16				222504	P	08/18/16	550	150301	FOOD INVENTORY
	INVOICE: 1504716									150.60
70840	08/16/16				222504	P	08/18/16	550	150305	NA BEVERAGES INVENTORY
	INVOICE: 1504716									28.40
VENDOR TOTALS		20,073.58			YTD		INVOICED	20,073.58		YTD PAID
7183	NEWEGG INC									692.70
70737	08/08/16				222505	P	08/18/16	121400	570110	COMPUTER EQUIPMENT/PROJEC
	INVOICE: 1202029054									703.04
70738	08/04/16				222505	P	08/18/16	121400	570110	COMPUTER EQUIPMENT/PROJEC
	INVOICE: 1202024269									-109.99
70739	08/04/16				222505	P	08/18/16	121400	570110	COMPUTER EQUIPMENT/PROJEC
	INVOICE: 1202024861									109.99
VENDOR TOTALS		6,000.16			YTD		INVOICED	6,000.16		YTD PAID
651	NORTHERN ILLINOIS GAS COMPANY									703.04
70744	08/08/16				222506	P	08/18/16	121600	521200	UTILITIES
	INVOICE: 70744									25.14
70745	08/08/16				222506	P	08/18/16	121600	521200	UTILITIES
	INVOICE: 70745									23.96
VENDOR TOTALS		26,662.28			YTD		INVOICED	26,662.28		YTD PAID
698	PHILIP NORTON									49.10
70873	08/17/16				222507	P	08/18/16	134100	520625	TRAVEL
	INVOICE: ER081816									45.00
VENDOR TOTALS		45.00			YTD		INVOICED	45.00		YTD PAID
10032	JEREMY DEAN NICKELS									45.00
70841	07/25/16				222508	P	08/18/16	550	150300	PRO SHOP INVENTORY
	INVOICE: 11549									108.00
VENDOR TOTALS		225.00			YTD		INVOICED	225.00		YTD PAID
1458	OFFICE DEPOT, INC									108.00
70746	07/18/16				222509	P	08/18/16	121100	530100	OFFICE SUPPLIES
	INVOICE: 851376157001									11.50
70746	07/18/16				222509	P	08/18/16	121200	530100	OFFICE SUPPLIES
	INVOICE: 851376157001									67.07
70746	07/18/16				222509	P	08/18/16	121300	530100	OFFICE SUPPLIES
	INVOICE: 851376157001									11.50

Packet Pg. 49

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-3

P 29
appdwarr

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		9,573.50	YTD INVOICED				9,573.50	YTD PAID	9,573.50
6994 PITNEY BOWES, INC 70774 INVOICE: 1001480586	08/05/16			222514	P	08/18/16	121100	OFFICE SUPPLIES	124.78
VENDOR TOTALS		1,204.35	YTD INVOICED				1,204.35	YTD PAID	124.78
8440 THOMAS W POPE 70844 INVOICE: 81816	08/09/16			222515	P	08/18/16	55730	ENTERTAINMENT	200.00
VENDOR TOTALS		2,800.00	YTD INVOICED				2,800.00	YTD PAID	200.00
6552 PROVANTAGE CORPORATION 70747 INVOICE: 7732650	08/11/16			222516	P	08/18/16	121400	COMPUTER EQUIPMENT/PROJEC	215.00
VENDOR TOTALS		13,861.46	YTD INVOICED				13,861.46	YTD PAID	215.00
9750 RAPID TRANSPORT TOWING, INC 70871 INVOICE: 1184	08/15/16			222517	P	08/18/16	134200	IMPOUND FEES	165.00
VENDOR TOTALS		1,328.00	YTD INVOICED				1,328.00	YTD PAID	165.00
746 RELIABLE HIGH PERFORMANCE PRODUCTS, INC 70850 INVOICE: 166486	08/09/16			222518	P	08/18/16	143300	UNIFORMS	136.80
VENDOR TOTALS		445.80	YTD INVOICED				445.80	YTD PAID	136.80
6514 REPUBLIC SERVICES, INC. 70847 INVOICE: 551-012810319	08/15/16			222519	P	08/18/16	54000	ALLIED WASTE SERVICES	104,517.70
70847 INVOICE: 551-012810319	08/15/16			222519	P	08/18/16	54000	ALLIED WASTE SERVICES	1,188.00
VENDOR TOTALS		866,101.77	YTD INVOICED				866,101.77	YTD PAID	105,705.70
1518 ROSE PEST SOLUTIONS 70848 INVOICE: 1824229	07/20/16			222520	P	08/18/16	143400	PROFESSIONAL SERVICES - O	125.00
70849 INVOICE: 1837848	08/12/16			222520	P	08/18/16	143400	PROFESSIONAL SERVICES - O	135.00
VENDOR TOTALS		845.00	YTD INVOICED				845.00	YTD PAID	260.00
9604 RULE29 CREATIVE, INC 70845	08/10/16			222521	P	08/18/16	55730	MARKETING	750.00

08/26/2016 14:05 | VILLAGE OF GLEN ELLYN
maryr | PAID WARRANT REPORT

WARRANT: 0816-3

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 16277VLS-01 70846 08/15/16				222521	P	08/18/16	55730	520903	MARKETING
INVOICE: 16276VLS-01									
VENDOR TOTALS				7,962.50	YTD			PAID	1,200.0
6093 SCHAMBERGER BROTHERS, INC 70852 08/10/16				222522	P	08/18/16	550	150303	BEER INVENTORY
INVOICE: 403714									1,950.0
VENDOR TOTALS				11,713.80	YTD			PAID	232.6
7188 JACQUELINE SETTERDAHL 70853 08/16/16				222523	P	08/18/16	100	240100	ESCROWS - DEVELOPER DEPOS
INVOICE: 20150973									1,000.0
VENDOR TOTALS				1,000.00	YTD			PAID	1,000.0
10225 MICHAEL SKAFF 70708 08/15/16				222524	P	08/18/16	540	120210	ACCOUNTS REC - UTILITY BI
INVOICE: 70708									53.84
VENDOR TOTALS				53.84	YTD			PAID	53.84
3571 HARRY C SMITH LTD 70874 08/16/16				222525	P	08/18/16	121700	520705	LEGAL - PROSECUTORIAL SER
INVOICE: 898									8,661.16
VENDOR TOTALS				58,541.42	YTD			PAID	8,661.16
800 SOUKUP HARDWARE STORES 70754 06/10/16				222526	P	08/18/16	121300	530105	OPERATING SUPPLIES
INVOICE: 62776									8.10
70755 06/20/16				222526	P	08/18/16	121300	530105	OPERATING SUPPLIES
INVOICE: 62802									14.84
70756 06/27/16				222526	P	08/18/16	121300	530105	OPERATING SUPPLIES
INVOICE: 62747									13.49
VENDOR TOTALS				375.53	YTD			PAID	36.43
10181 SOUTHERN GLAZER'S WINE AND SPIRITS, LLC 70858 08/11/16				222527	P	08/18/16	550	150302	LIQUOR INVENTORY
INVOICE: 5483848									704.89
70858 08/11/16				222527	P	08/18/16	550	150304	WINE INVENTORY
INVOICE: 5483848									1,029.95
70859 08/12/16				222527	P	08/18/16	55730	530105	OPERATING SUPPLIES
INVOICE: 5485596									256.00
VENDOR TOTALS				13,462.32	YTD			PAID	1,990.84
806 STANDARD EQUIPMENT COMPANY									

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
70752 INVOICE: A46706	07/11/16			222528	P	08/18/16	65000	521180	REPAIRS-CONTRACTUAL/LABOR
70752 INVOICE: A46706	07/11/16			222528	P	08/18/16	65000	521185	REPAIRS-CONTRACTUAL/PARTS
70753 INVOICE: C15256	08/03/16			222528	P	08/18/16	65000	530310	PARTS PURCHASED
VENDOR TOTALS								11,970.97	YTD PAID
2687 STAPLES CONTRACT & COMMERCIAL, INC.									
70750 INVOICE: 3310557292	08/03/16			222529	P	08/18/16	121300	530105	OPERATING SUPPLIES
70751 INVOICE: 3310557290	08/03/16			222529	P	08/18/16	121300	530105	OPERATING SUPPLIES
VENDOR TOTALS								9,170.06	YTD PAID
9506 JOHN GRIMALDI									
70821 INVOICE: 81816	08/16/16			222530	P	08/18/16	55730	520904	ENTERTAINMENT
VENDOR TOTALS								700.00	YTD PAID
835 SUPERIOR BEVERAGE CO.									
70851 INVOICE: 645391	08/12/16			222531	P	08/18/16	550	150303	BEER INVENTORY
VENDOR TOTALS								13,862.43	YTD PAID
10104 SUPREME LOBSTER CO									
70857 INVOICE: 5942081	08/13/16			222532	P	08/18/16	550	150301	FOOD INVENTORY
VENDOR TOTALS								5,452.93	YTD PAID
844 SYSCO FOOD SERV - CHICAGO, INC									
70854 INVOICE: 608103934	08/10/16			222533	P	08/18/16	550	150301	FOOD INVENTORY
70854 INVOICE: 608103934	08/10/16			222533	P	08/18/16	550	150305	NA BEVERAGES INVENTORY
70855 INVOICE: 608121276	08/12/16			222533	P	08/18/16	550	150301	FOOD INVENTORY
70855 INVOICE: 608121276	08/12/16			222533	P	08/18/16	55720	530105	OPERATING SUPPLIES
70855 INVOICE: 608121276	08/12/16			222533	P	08/18/16	55730	530105	OPERATING SUPPLIES
70855 INVOICE: 608121276	08/12/16			222533	P	08/18/16	55730	530410	DRY GOODS
70856 INVOICE: 608151638	08/15/16			222533	P	08/18/16	550	150301	FOOD INVENTORY
70856 INVOICE: 608151638	08/15/16			222533	P	08/18/16	550	150305	NA BEVERAGES INVENTORY

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 608151638 70856 08/15/16 INVOICE: 608151638				222533	P	08/18/16	55730 530105	OPERATING SUPPLIES	258.50
VENDOR TOTALS	155,380.01	YTD INVOICED					155,380.01	YTD PAID	5,431.88
854 TERRACE SUPPLY COMPANY 70757 07/31/16 INVOICE: 966787				222534	P	08/18/16	65000 521125	LEASED EQUIPMENT	24.18
VENDOR TOTALS	377.93	YTD INVOICED					377.93	YTD PAID	24.18
10228 NORTH AMERICAN WEAPONS & TRAINING CTR 70749 07/20/16 INVOICE: 81616				222535	P	08/18/16	134200 520620	EMPLOYEE EDUCATION	135.00
VENDOR TOTALS	135.00	YTD INVOICED					135.00	YTD PAID	135.00
865 ACUSHNET COMPANY 70884 08/15/16 INVOICE: 902961222				222536	P	08/18/16	550 150300	PRO SHOP INVENTORY	122.39
VENDOR TOTALS	98,992.65	YTD INVOICED					98,992.65	YTD PAID	122.39
871 TOWN & COUNTRY GARAGE DOOR INC 70758 08/05/16 INVOICE: 160721-GE				222537	P	08/18/16	121300 521075	CONTRACT MAINT SERVICE	360.00
VENDOR TOTALS	2,193.80	YTD INVOICED					2,193.80	YTD PAID	360.00
10239 TRAVELERS INSURANCE 70878 08/01/16 INVOICE: 81816				222538	P	08/18/16	40000 580100	15005 POLICE STATION	12,469.00
VENDOR TOTALS	12,469.00	YTD INVOICED					12,469.00	YTD PAID	12,469.00
9078 KEYSTONE MANAGEMENT, INC 70775 08/06/16 INVOICE: 26997599				222539	P	08/18/16	135100 521195	TELECOMMUNICATIONS	138.00
70776 08/06/16 INVOICE: 26997622				222539	P	08/18/16	50100 521195	TELECOMMUNICATIONS	138.00
70777 08/06/16 INVOICE: 26997600				222539	P	08/18/16	50100 521195	TELECOMMUNICATIONS	138.00
70778 08/06/16 INVOICE: 26997620				222539	P	08/18/16	50100 521195	TELECOMMUNICATIONS	138.00
70779 08/06/16 INVOICE: 26997621				222539	P	08/18/16	143300 520915	ESDA EXPENSE	138.00
70861 08/06/16 INVOICE: 26997619				222539	P	08/18/16	55710 521195	TELECOMMUNICATIONS	138.00
70862 08/06/16 INVOICE: 26997618				222539	P	08/18/16	55720 521195	TELECOMMUNICATIONS	138.00

08/26/2016 14:05 | VILLAGE OF GLEN ELLYN
maryr | PAID WARRANT REPORT

WARRANT: 0816-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

VENDOR TOTALS		4,598.77		YTD INVOICED			4,598.77	YTD PAID	966.00
8482 MICHAEL/JENNIFER UMLAUF 70863 INVOICE: 20151755	08/16/16			222540	P	08/18/16	100	240100	2,000.00
								ESCROWS - DEVELOPER DEPOS	
VENDOR TOTALS		3,000.00		YTD INVOICED			3,000.00	YTD PAID	2,000.00
1278 UNION PACIFIC RAILROAD COMPANY 70868 INVOICE: 90064391	08/08/16			222541	P	08/18/16	40000	580100	462.43
								TAYLOR STREET	
VENDOR TOTALS		26,947.16		YTD INVOICED			26,947.16	YTD PAID	462.43
886 U.S. VENTURE, INC 70759 INVOICE: 3298684	08/09/16			222542	P	08/18/16	65000	530310	366.84
								PARTS PURCHASED	
VENDOR TOTALS		3,215.05		YTD INVOICED			3,215.05	YTD PAID	366.84
884 U.S. FOODSERVICE, INC. 70864 INVOICE: 1589822	08/11/16			222543	P	08/18/16	550	150301	383.94
								FOOD INVENTORY	
70864 INVOICE: 1589822	08/11/16			222543	P	08/18/16	550	150305	785.12
								NA BEVERAGES INVENTORY	
70864 INVOICE: 1589822	08/11/16			222543	P	08/18/16	55730	530105	216.71
								OPERATING SUPPLIES	
70864 INVOICE: 1589822	08/11/16			222543	P	08/18/16	55720	530105	110.00
								OPERATING SUPPLIES	
70865 INVOICE: 1589822	08/09/16			222543	P	08/18/16	55730	530105	63.60
								OPERATING SUPPLIES	
70866 INVOICE: 1521769	08/09/16			222543	P	08/18/16	55730	530410	186.84
								DRY GOODS	
70867 INVOICE: 1521770	08/12/16			222543	P	08/18/16	550	150301	1,905.83
								FOOD INVENTORY	
70867 INVOICE: 1638609	08/12/16			222543	P	08/18/16	55730	530105	265.86
								OPERATING SUPPLIES	
70867 INVOICE: 1638609	08/12/16			222543	P	08/18/16	55730	530410	39.14
								DRY GOODS	
VENDOR TOTALS		101,186.97		YTD INVOICED			101,186.97	YTD PAID	3,957.04
915 VERIZON WIRELESS SERVICES LLC 70876 INVOICE: 9769637248	08/01/16			222544	P	08/18/16	134200	521195	671.04
								TELECOMMUNICATIONS	
70876 INVOICE: 9769637248	08/01/16			222544	P	08/18/16	121300	521195	39.98
								TELECOMMUNICATIONS	
70876 INVOICE: 9769637248	08/01/16			222544	P	08/18/16	126100	521195	69.80
								TELECOMMUNICATIONS	
70876 INVOICE: 9769637248	08/01/16			222544	P	08/18/16	126200	521195	32.8
								TELECOMMUNICATIONS	

Packet Pg. 55

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTP 38
appdwari

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
25 A LAMP CONCRETE CONTRACTORS, INC. 70889 06/20/16 INVOICE: 15419	20150017	222550	P	08/26/16	40000	580160	14004	ELM-GENEVA-COTTAGE	16,261.08
70889 06/20/16 INVOICE: 15419	20150017	222550	P	08/26/16	50100	580100	14004	ELM-GENEVA-COTTAGE	3,412.78
70889 06/20/16 INVOICE: 15419	20150017	222550	P	08/26/16	50200	580100	14004	ELM-GENEVA-COTTAGE	3,532.07
VENDOR TOTALS	52,066.12	YTD INVOICED				52,066.12	YTD PAID		23,205.91
2021 A-RELIABLE PRINTING 70887 07/15/16 INVOICE: 18228		222551	P	08/26/16	121200	520905		PRINTING	135.00
71068 08/18/16 INVOICE: 18384		222551	P	08/26/16	122200	520905		PRINTING	98.00
VENDOR TOTALS	6,045.11	YTD INVOICED				6,045.11	YTD PAID		233.00
10229 ACCOUNTING PRINCIPALS 70885 08/07/16 INVOICE: 8085365		222552	P	08/26/16	126200	521055		PROFESSIONAL SERVICES - O	715.50
70886 08/21/16 INVOICE: 8111722		222552	P	08/26/16	126200	521055		PROFESSIONAL SERVICES - O	972.00
VENDOR TOTALS	1,687.50	YTD INVOICED				1,687.50	YTD PAID		1,687.50
7263 ALL SOURCE INDUSTRIES, INC 70892 08/10/16 INVOICE: 2480		222553	P	08/26/16	50100	530105		OPERATING SUPPLIES	125.45
70892 08/10/16 INVOICE: 2480		222553	P	08/26/16	50200	530105		OPERATING SUPPLIES	125.45
70892 08/10/16 INVOICE: 2480		222553	P	08/26/16	143300	530105		OPERATING SUPPLIES	125.45
70892 08/10/16 INVOICE: 2480		222553	P	08/26/16	143400	530105		OPERATING SUPPLIES	125.45
VENDOR TOTALS	501.80	YTD INVOICED				501.80	YTD PAID		501.80
7603 ALOE UP SUNCARE PRODUCTS 70943 04/29/16 INVOICE: 193432		222554	P	08/26/16	550	150300		PRO SHOP INVENTORY	420.00
70944 08/15/16 INVOICE: 197224		222554	P	08/26/16	550	150300		PRO SHOP INVENTORY	-97.20
VENDOR TOTALS	731.38	YTD INVOICED				731.38	YTD PAID		322.80
10224 ALSOCO, INC 70945 08/22/16 INVOICE: LCHI943700		222555	P	08/26/16	55730	530446		LINENS AND RENTALS	70.05
70945 08/22/16 INVOICE: LCHI943700		222555	P	08/26/16	55730	530445		UNIFORMS	18.75

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/201

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID	YTD INVOICED
VENDOR TOTALS									499.56	499.56
1107 AMERICAN EXPRESS										
AMEX-135	08/12/16			17337	W	08/26/16	55720	CREDIT CARD FEES	520810	520810
INVOICE: AMEXREC-88										
AMEX-135	08/12/16			17337	W	08/26/16	55730	CREDIT CARD FEES	520810	520810
INVOICE: AMEXREC-88										
AMEX-135	08/12/16			17337	W	08/26/16	55750	CREDIT CARD FEES	520810	520810
INVOICE: AMEXREC-88										
VENDOR TOTALS									10,495.57	10,495.57
10241 AMPED I										
70888	08/16/16			222556	P	08/26/16	100	ESCROWS - DEVELOPER DEPOS	240100	240100
INVOICE: 14.0019										
VENDOR TOTALS									1,750.30	1,750.30
8480 APPLIED INDUSTRIAL TECHNOLOGIES, INC										
70941	08/18/16			222557	P	08/26/16	65000	PARTS PURCHASED	530310	530310
INVOICE: 96712713										
VENDOR TOTALS									1,489.64	1,489.64
940 ARAMARK										
70890	08/11/16			222558	P	08/26/16	143300	UNIFORMS	530445	530445
INVOICE: 16962674										
70890	08/11/16			222558	P	08/26/16	50100	UNIFORMS	530445	530445
INVOICE: 16962674										
70890	08/11/16			222558	P	08/26/16	50200	UNIFORMS	530445	530445
INVOICE: 16962674										
70890	08/11/16			222558	P	08/26/16	143100	UNIFORMS	530445	530445
INVOICE: 16962674										
VENDOR TOTALS									457.87	457.87
7189 ARBORWEAR										
70942	08/17/16			222559	P	08/26/16	50100	UNIFORMS	530445	530445
INVOICE: 235762										
70942	08/17/16			222559	P	08/26/16	50200	UNIFORMS	530445	530445
INVOICE: 235762										
VENDOR TOTALS									2,516.35	2,516.35
9380 ARBORWORKS LLC										
70946	08/18/16			222560	P	08/26/16	54000	BRUSH PICK UP SERVICE	521085	521085
INVOICE: 2866										
VENDOR TOTALS									122,017.58	122,017.58

08/26/2016 14:05
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-4

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8254 AUTOMATIC SYSTEMS CO 70891 INVOICE: 30336 S	08/15/16			222561	P	08/26/16	50100 521055	PROFESSIONAL SERVICES - O	671.75
VENDOR TOTALS				132,565.75 YTD INVOICED			132,565.75 YTD PAID		671.75
8437 B & F CONSTRUCTION CODE SERVICES, INC 70893 INVOICE: 44414	07/21/16			222562	P	08/26/16	126200 521042	PLUMBING INSPECTIONS	2,232.00
70894 INVOICE: 44533	08/09/16			222562	P	08/26/16	126200 521048	BUILDING REVIEWS	1,300.91
70895 INVOICE: 44373	07/15/16			222562	P	08/26/16	126200 521048	BUILDING REVIEWS	142.31
70896 INVOICE: 44331	07/12/16			222562	P	08/26/16	126200 521048	BUILDING REVIEWS	1,086.18
70897 INVOICE: 44322	07/11/16			222562	P	08/26/16	126200 521048	BUILDING REVIEWS	2,620.80
VENDOR TOTALS				47,797.74 YTD INVOICED			47,797.74 YTD PAID		7,382.20
82 BELL FUELS, INC. 70948 INVOICE: 244804	08/05/16			222563	P	08/26/16	55710 530300	GAS AND OIL	300.00
70948 INVOICE: 244804	08/05/16			222563	P	08/26/16	55780 530300	GAS AND OIL	701.91
70949 INVOICE: 244829	08/05/16			222563	P	08/26/16	55710 530300	GAS AND OIL	454.08
VENDOR TOTALS				14,638.37 YTD INVOICED			14,638.37 YTD PAID		1,455.99
10010 BELLA BREW COFFEE & BEVERAGE CO 70947 INVOICE: 40557	08/23/16			222564	P	08/26/16	550 150305	NA BEVERAGES INVENTORY	113.00
VENDOR TOTALS				3,561.30 YTD INVOICED			3,561.30 YTD PAID		113.00
1225 CHECKPOINT PRESS, INC 71069 INVOICE: 34243	07/27/16			222565	P	08/26/16	121200 520615	RECRUITING AND TESTING	348.00
VENDOR TOTALS				348.00 YTD INVOICED			348.00 YTD PAID		348.00
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC 70950 INVOICE: 1013271339	08/18/16			222566	P	08/26/16	550 150302	LIQUOR INVENTORY	171.70
70951 INVOICE: 1013271340	08/18/16			222566	P	08/26/16	550 150303	BEER INVENTORY	155.00
VENDOR TOTALS				17,989.51 YTD INVOICED			17,989.51 YTD PAID		326.70
6950 BUILDING & FIRE CODE ACADEMY									

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT
WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
70952 INVOICE:	08/09/16	49500		222567	P	08/26/16	126200	EMPLOYEE EDUCATION	480.00
VENDOR TOTALS			480.00	YTD INVOICED				480.00	YTD PAID
5354 UNITED COMMUNICATION SYSTEMS									
71067 INVOICE:	08/15/16			222568	P	08/26/16	134100	TELECOMMUNICATIONS	16.68
71067 INVOICE:	08/15/16			222568	P	08/26/16	134200	TELECOMMUNICATIONS	160.57
71067 INVOICE:	08/15/16			222568	P	08/26/16	134300	TELECOMMUNICATIONS	31.28
71067 INVOICE:	08/15/16			222568	P	08/26/16	143100	TELECOMMUNICATIONS	412.47
71067 INVOICE:	08/15/16			222568	P	08/26/16	121400	TELECOMMUNICATIONS	1,983.94
71067 INVOICE:	08/15/16			222568	P	08/26/16	50100	TELECOMMUNICATIONS	229.94
71067 INVOICE:	08/15/16			222568	P	08/26/16	50200	TELECOMMUNICATIONS	158.28
71067 INVOICE:	08/15/16			222568	P	08/26/16	121600	TELECOMMUNICATIONS	51.91
71067 INVOICE:	08/15/16			222568	P	08/26/16	55710	TELECOMMUNICATIONS	3.00
71067 INVOICE:	08/15/16			222568	P	08/26/16	55720	TELECOMMUNICATIONS	-134.59
71067 INVOICE:	08/15/16			222568	P	08/26/16	55730	TELECOMMUNICATIONS	100.00
71067 INVOICE:	08/15/16			222568	P	08/26/16	55750	TELECOMMUNICATIONS	111.54
71067 INVOICE:	08/15/16			222568	P	08/26/16	135100	TELECOMMUNICATIONS	265.97
71067 INVOICE:	08/15/16			222568	P	08/26/16	55720	TELECOMMUNICATIONS	456.34
VENDOR TOTALS			29,163.43	YTD INVOICED				29,163.43	YTD PAID
120 CANON SOLUTIONS AMERICA, INC									
70963 INVOICE:	08/13/16			222569	P	08/26/16	121400	COPIER	117.00
VENDOR TOTALS			1,336.11	YTD INVOICED				1,336.11	YTD PAID
1811 NICHOLAS CATALANO									
70956 INVOICE:	08/22/16			222570	P	08/26/16	134200	TRAVEL	20.00
VENDOR TOTALS			60.00	YTD INVOICED				60.00	YTD PAID
6043 CHICAGO PARTS & SOUND LLC									
70725	08/01/16			222571	P	08/26/16	65000	PARTS PURCHASED	-15.00

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-4

P 39
appdwarr

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 70726	776285 08/02/16			222571	P	08/26/16	530310	PARTS PURCHASED	-110.96
INVOICE: 70727	776760 08/05/16			222571	P	08/26/16	530310	PARTS PURCHASED	285.92
INVOICE: 70728	777632 08/10/16			222571	P	08/26/16	530310	PARTS PURCHASED	43.98
INVOICE: 70729	778397 08/02/16			222571	P	08/26/16	530310	PARTS PURCHASED	-316.92
INVOICE: 70730	776762 08/10/16			222571	P	08/26/16	530310	PARTS PURCHASED	91.44
INVOICE: 70898	778523 08/16/16			222571	P	08/26/16	530310	PARTS PURCHASED	50.53
INVOICE: 70899	779726 08/16/16			222571	P	08/26/16	530310	PARTS PURCHASED	73.36
INVOICE: 70958	779815 08/22/16			222571	P	08/26/16	530310	PARTS PURCHASED	101.06
INVOICE: 70959	781078 08/17/16			222571	P	08/26/16	521180	REPAIRS-CONTRACTUAL/LABOR	150.00
INVOICE: 780051									353.41
VENDOR TOTALS				7,680.70	YTD	INVOICED	7,680.70	YTD	PAID
6831 CLARK BAIRD SMITH LLP/FKA-SGDB LAW FIRM LLP 71071	08/02/16			222572	P	08/26/16	121200	LEGAL - GENERAL COUNSEL	78.75
INVOICE: 7494									
VENDOR TOTALS				2,887.50	YTD	INVOICED	2,887.50	YTD	PAID
1862 CLASSIC GRAPHIC INDUSTRIES INC. 70964	08/15/16			222573	P	08/26/16	122200	OFFICE SUPPLIES	290.50
INVOICE: 79862									
VENDOR TOTALS				1,242.39	YTD	INVOICED	1,242.39	YTD	PAID
8032 PRO-SHOPKEEPER COMPUTER SOFTWARE CO, INC 70962	07/02/16			222574	P	08/26/16	55720	OPERATING SUPPLIES	675.00
INVOICE: 331607020001									
VENDOR TOTALS				6,672.54	YTD	INVOICED	6,672.54	YTD	PAID
10250 MARC S COLDIRON 71070	08/25/16			222575	P	08/26/16	4000	REAL ESTATE TRANSFER TAX	1,494.00
INVOICE: TXR082516									
VENDOR TOTALS				1,494.00	YTD	INVOICED	1,494.00	YTD	PAID
9082 COLPO COMMUNICATIONS 70957	08/23/16			222576	P	08/26/16	65000	VEHICLES	169.00
INVOICE: 10211									

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS							1,578.90 YTD PAID
175 COMMONWEALTH EDISON COMPANY							169.00
70900 INVOICE: 08/12/16		222577	P	08/26/16	21000	STREET LIGHTING/ENERGY CO	188.40
70901 INVOICE: 08/15/16		222577	P	08/26/16	143300	ESDA EXPENSE	55.00
70901 INVOICE: 08/15/16		222577	P	08/26/16	21000	STREET LIGHTING/ENERGY CO	118.40
70901 INVOICE: 08/15/16		222577	P	08/26/16	53000	UTILITIES	36.10
70902 INVOICE: 08/04/16		222578	P	08/26/16	50200	UTILITIES	101.40
70960 INVOICE: 08/15/16		222578	P	08/26/16	50200	UTILITIES	31.60
70961 INVOICE: 08/15/16		222577	P	08/26/16	121600	UTILITIES	661.90
VENDOR TOTALS							1,193.10
5417 CURRIE MOTORS FRANKFORT, INC.							21,221.00
70953 INVOICE: 08/16/16	20160019	222579	P	08/26/16	65000	VEHICLES	21,221.00
VENDOR TOTALS							21,221.00
6974 CUTTER & BUCK							103.29
70954 INVOICE: 08/15/16		222580	P	08/26/16	550	PRO SHOP INVENTORY	103.29
70955 INVOICE: 08/09/16		222580	P	08/26/16	550	PRO SHOP INVENTORY	567.43
VENDOR TOTALS							670.72
204 DAILY HERALD							87.40
70904 INVOICE: 07/29/16		222581	P	08/26/16	100	ESCROWS - DEVELOPER DEPOS	87.40
70905 INVOICE: 07/29/16		222581	P	08/26/16	100	ESCROWS - DEVELOPER DEPOS	103.50
70906 INVOICE: 08/05/16		222581	P	08/26/16	126200	PRINTING	94.30
VENDOR TOTALS							285.20
10242 DESITTER FLOORING, INC							341.40
70907 INVOICE: 08/16/16		222582	P	08/26/16	100	ESCROWS - DEVELOPER DEPOS	341.40
VENDOR TOTALS							341.40

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
242 DU-KANE ASPHALT CO. 70966 08/14/16 INVOICE: 394		222583	P	08/26/16	143300	530210 OPERATING SUPPLIES, ASPHA	1,792.8
VENDOR TOTALS	7,430.40 YTD INVOICED					7,430.40 YTD PAID	1,792.8
7735 KYLE DUFFIE 70965 08/22/16 INVOICE: ER082516		222584	P	08/26/16	134300	530445 UNIFORMS	134.8
VENDOR TOTALS	383.29 YTD INVOICED					383.29 YTD PAID	134.8
249 DUPAGE COUNTY 70967 06/17/16 INVOICE: 201606170220		222585	P	08/26/16	40000	580100 15005 POLICE STATION	171.0
VENDOR TOTALS	39,617.18 YTD INVOICED					39,617.18 YTD PAID	171.0
1279 DUPAGE COUNTY CHIEFS OF POLICE ASSN 70940 08/23/16 INVOICE: 82316 70940 08/23/16 INVOICE: 82316		222549	P	08/23/16	134100	520600 DUES-SUBSCRIPTIONS-REG FE	25.0
VENDOR TOTALS	1,235.00 YTD INVOICED					1,235.00 YTD PAID	25.0
256 DUPAGE MAYORS & MANAGERS CONF. 70903 08/15/16 INVOICE: 9581		222586	P	08/26/16	121100	521230 PUBLIC RELATIONS	600.00
VENDOR TOTALS	25,125.60 YTD INVOICED					25,125.60 YTD PAID	600.00
8854 KEITH DUVAL 70968 08/11/16 INVOICE: ER082516		222587	P	08/26/16	134300	530445 UNIFORMS	554.60
VENDOR TOTALS	554.60 YTD INVOICED					554.60 YTD PAID	554.60
277 EJ EQUIPMENT INC. 70908 07/29/16 INVOICE: W00178 70908 07/29/16 INVOICE: W00178		222588	P	08/26/16	65000	521180 REPAIRS-CONTRACTUAL/LABOR	357.50
VENDOR TOTALS	445.78 YTD INVOICED					445.78 YTD PAID	88.28
10254 ELITE ARMS INC 71084 06/29/16 INVOICE: 205172		222589	P	08/26/16	134200	530445 UNIFORMS	2,926.67

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryt PAID WARRANT REPORT

WARRANT: 0816-4

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID
TO FISCAL 2016/08 01/01/2016 TO 12/31/2016									
VENDOR TOTALS		2,926.67							2,926.67
1078 EQUIFAX INFORMATION SVCS LLC 70969 INVOICE: 9868006	08/17/16			222590	P	08/26/16	134200	PROFESSIONAL SERVICES - O	25.00
VENDOR TOTALS		324.64							25.00
8327 ETS CORPORATION 5089823 INVOICE: ETSREC-38 5089823 INVOICE: ETSREC-38 5089823 INVOICE: ETSREC-38	08/12/16			17333	W	08/26/16	55720	CREDIT CARD FEES	6,785.98
	08/12/16			17333	W	08/26/16	55730	CREDIT CARD FEES	5,123.70
	08/12/16			17333	W	08/26/16	55750	CREDIT CARD FEES	433.19
VENDOR TOTALS		56,800.61							12,342.83
291 EUCLID BEVERAGE, LTD 70970 INVOICE: 334036841	08/18/16			222591	P	08/26/16	550	BEER INVENTORY	1,177.75
VENDOR TOTALS		31,795.88							1,177.75
9145 EVANVED SOLUTIONS, LLC 70909 INVOICE: 5898556	06/17/16			222592	P	08/26/16	121400	MAINTENANCE-EQUIPMENT	551.00
VENDOR TOTALS		551.00							551.00
6345 FORCE AMERICA DISTRIBUTING, LLC 70910 INVOICE: IN001-1072887	08/09/16			222593	P	08/26/16	65000	PARTS PURCHASED	237.41
VENDOR TOTALS		473.36							237.41
10251 CLAUDIA FREEMAN 71072 INVOICE: TXR082516	08/25/16			222594	P	08/26/16	4000	REAL ESTATE TRANSFER TAX	1,098.00
VENDOR TOTALS		1,098.00							1,098.00
9362 G & K SERVICES, CO 70911 INVOICE: 1028384822 70911 INVOICE: 1028384822	08/11/16			222595	P	08/26/16	65000	LEASED EQUIPMENT	47.15
	08/11/16			222595	P	08/26/16	143100	MAINTENANCE-BUILDING & GR	15.96
VENDOR TOTALS		1,171.32							63.11

08/26/2016 14:05 | VILLAGE OF GLEN ELLYN
maryr | PAID WARRANT REPORT

WARRANT: 0816-4

2 43
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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
6961 GFS MARKETPLACE LLC 70972 08/20/16 INVOICE: 934050531 70973 08/20/16 INVOICE: 770177894				222596	P	08/26/16	530105	OPERATING SUPPLIES	140.60
				222596	P	08/26/16	150301	FOOD INVENTORY	29.97
VENDOR TOTALS			3,819.12	YTD INVOICED				3,819.12	YTD PAID
346 GLEN ELLYN 4TH OF JULY COMMITTEE 71063 08/25/16 INVOICE: 82516				222597	P	08/26/16	121200	GLEN ELLYN 4TH OF JULY CO	5,000.00
VENDOR TOTALS			5,000.00	YTD INVOICED				5,000.00	YTD PAID
5947 GLEN ELLYN BANK & TRUST 899875 08/12/16 INVOICE: GEBT-90 899875 08/12/16 INVOICE: GEBT-90 899875 08/12/16 INVOICE: GEBT-90 899875 08/12/16 INVOICE: GEBT-90				17338	W	08/26/16	122100	BANKING SERVICES	1,655.82
				17338	W	08/26/16	50100	BANKING SERVICES	278.87
				17338	W	08/26/16	50200	BANKING SERVICES	278.86
				17338	W	08/26/16	54000	BANKING SERVICES	278.86
VENDOR TOTALS			17,694.81	YTD INVOICED				17,694.81	YTD PAID
922 VILLAGE OF GLEN ELLYN 71062 08/25/16 INVOICE: 82516				222598	P	08/26/16	100	CASH - PETTY CASH FUNDS	200.00
VENDOR TOTALS			28,713.25	YTD INVOICED				28,713.25	YTD PAID
360 GLENBARD W. W. TREATMENT PLT. 3282138 08/12/16 INVOICE: FY16-8				17335	W	08/26/16	50200	PAYMENT TO GWA	258,491.28
VENDOR TOTALS			2,245,510.00	YTD INVOICED				2,245,510.00	YTD PAID
4090 TEMCO MACHINERY INC. 70912 08/10/16 INVOICE: AG51225 70913 08/10/16 INVOICE: AG51508				222599	P	08/26/16	65000	PARTS PURCHASED	94.60
				222599	P	08/26/16	65000	PARTS PURCHASED	133.48
VENDOR TOTALS			2,930.61	YTD INVOICED				2,930.61	YTD PAID
9692 LOUIS GLUNZ BEER, INC 70971 08/19/16 INVOICE: 902638				222600	P	08/26/16	550	BEER INVENTORY	123.00

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS							7,377.46	YTD PAID	123.00
10033 G & B SERVICE AND RECOVERY 70974 08/14/16 INVOICE: 53851				222601	P	08/26/16	134200	IMPOUND FEES	235.00
VENDOR TOTALS							895.00	YTD PAID	235.00
10244 GOODMAN NETWORKS 70977 08/16/16 INVOICE: 11.0016				222602	P	08/26/16	100	ESCROWS - DEVELOPER DEPOS	1,944.00
VENDOR TOTALS							1,944.00	YTD PAID	1,944.00
4739 GORDON FOOD SERVICE, INC. 70975 08/18/16 INVOICE: 172185887				222603	P	08/26/16	550	FOOD INVENTORY	251.00
70975 08/18/16 INVOICE: 172185887				222603	P	08/26/16	550	NA BEVERAGES INVENTORY	650.90
70975 08/18/16 INVOICE: 172185887				222603	P	08/26/16	55720	OPERATING SUPPLIES	59.90
VENDOR TOTALS							20,976.01	YTD PAID	962.05
7688 JAMES V GRUTZMACHER 70976 08/19/16 INVOICE: 1752				222604	P	08/26/16	550	FOOD INVENTORY	66.00
VENDOR TOTALS							2,746.00	YTD PAID	66.00
4547 HD SUPPLY WATERWORKS, LTD. 70978 08/19/16 INVOICE: F990154				222605	P	08/26/16	50200	MAINTENANCE-STORM SEWERS	775.20
VENDOR TOTALS							16,972.00	YTD PAID	775.20
9766 HEARTLAND 638769 08/12/16 INVOICE: HEARTLAND-10				17332	W	08/26/16	50100	BANKING SERVICES	654.08
638769 08/12/16 INVOICE: HEARTLAND-10				17332	W	08/26/16	50200	BANKING SERVICES	654.08
638769 08/12/16 INVOICE: HEARTLAND-10				17332	W	08/26/16	54000	BANKING SERVICES	654.08
VENDOR TOTALS							16,130.83	YTD PAID	1,962.24
6405 HIGHLAND BAKING CO 70979 08/18/16 INVOICE: 1150217				222606	P	08/26/16	550	FOOD INVENTORY	85.33
70980 08/19/16				222606	P	08/26/16	550	FOOD INVENTORY	156.90

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 70981	1151014 08/17/16			222606	P	08/26/16	150301	FOOD INVENTORY	105.39
INVOICE: 70982	1149372 08/20/16			222606	P	08/26/16	150301	FOOD INVENTORY	491.23
INVOICE: 70983	1151886 08/22/16			222606	P	08/26/16	150301	FOOD INVENTORY	64.59
INVOICE: 70984	1152712 08/23/16			222606	P	08/26/16	150301	FOOD INVENTORY	84.76
INVOICE: 70985	1153458 08/24/16			222606	P	08/26/16	150301	FOOD INVENTORY	125.33
INVOICE: 70986	1154372 08/24/16								
VENDOR TOTALS				22,880.84	YTD INVOICED		22,880.84	YTD PAID	1,113.62
5380 L & R MORAN, INC 71074	07/31/16			222607	P	08/26/16	140510	DUE FROM (TO) GWA	173.23
INVOICE: 71074	58846 07/31/16			222607	P	08/26/16	520615	RECRUITING AND TESTING	58.05
INVOICE: 71074	58846 07/31/16			222607	P	08/26/16	520615	RECRUITING AND TESTING	2,264.93
INVOICE: 71074	58846 07/31/16								
VENDOR TOTALS				11,880.84	YTD INVOICED		11,880.84	YTD PAID	2,496.21
2407 STACI HULSEBERG 70986	08/22/16			222608	P	08/26/16	520620	EMPLOYEE EDUCATION	179.25
INVOICE: 70987	82516								
VENDOR TOTALS				304.25	YTD INVOICED		304.25	YTD PAID	179.25
3892 ILCMA 70987	08/22/16			222609	P	08/26/16	520600	DUES-SUBSCRIPTIONS-REG FE	360.00
INVOICE: 70987	82516								
VENDOR TOTALS				720.00	YTD INVOICED		720.00	YTD PAID	360.00
414 ILLINOIS DEPT. OF REVENUE ST-1-117	08/12/16			17336	W	08/26/16	250900	DUE TO STATE OF ILLINOIS	23,075.00
INVOICE: ST-1-132									
VENDOR TOTALS				118,050.00	YTD INVOICED		118,050.00	YTD PAID	23,075.00
420 ILLINOIS PAPER COMPANY 71073	08/15/16			222610	P	08/26/16	530100	OFFICE SUPPLIES	16.75
INVOICE: 71073	IN238006 08/15/16			222610	P	08/26/16	530100	OFFICE SUPPLIES	93.80
INVOICE: 71073	IN238006 08/15/16			222610	P	08/26/16	530100	OFFICE SUPPLIES	16.75
INVOICE: 71073	IN238006 08/15/16			222610	P	08/26/16	530100	OFFICE SUPPLIES	8.37
INVOICE: 71073	IN238006 08/15/16								

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

P 46
appdwarr
TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
71073 INVOICE: 08/15/16 IN238006	08/15/16			222610	P	08/26/16	122100	OFFICE SUPPLIES	8.37
71073 INVOICE: 08/15/16 IN238006	08/15/16			222610	P	08/26/16	134100	OFFICE SUPPLIES	23.45
71073 INVOICE: 08/15/16 IN238006	08/15/16			222610	P	08/26/16	134200	OFFICE SUPPLIES	60.30
71073 INVOICE: 08/15/16 IN238006	08/15/16			222610	P	08/26/16	134300	OFFICE SUPPLIES	10.05
71073 INVOICE: 08/15/16 IN238006	08/15/16			222610	P	08/26/16	126200	OFFICE SUPPLIES	46.90
71073 INVOICE: 08/15/16 IN238006	08/15/16			222610	P	08/26/16	126100	OFFICE SUPPLIES	46.90
71073 INVOICE: 08/15/16 IN238006	08/15/16			222610	P	08/26/16	126500	OFFICE SUPPLIES	3.36
VENDOR TOTALS				3,800.99	YTD	INVOICED	3,800.99	YTD PAID	335.00
5573 J.G. UNIFORMS, INC. 70988 08/03/16 INVOICE: 43022	08/03/16			222611	P	08/26/16	134200	UNIFORMS	303.17
VENDOR TOTALS				2,280.54	YTD	INVOICED	2,280.54	YTD PAID	303.17
7606 JR'S AUTO TOWING, INC 70989 08/19/16 INVOICE: 19749	08/19/16			222612	P	08/26/16	134200	IMPOUND FEES	160.00
VENDOR TOTALS				160.00	YTD	INVOICED	160.00	YTD PAID	160.00
10246 JERRY KACHLIC 71064 08/25/16 INVOICE: 71064	08/25/16			222613	P	08/26/16	540	ACCOUNTS REC'D - UTILITY BI	46.86
VENDOR TOTALS				46.86	YTD	INVOICED	46.86	YTD PAID	46.86
516 KIEFT BROTHERS, INC. 70990 08/11/16 INVOICE: 220185	08/11/16			222614	P	08/26/16	50200	MAINTENANCE-STORM SEWERS	141.36
VENDOR TOTALS				662.47	YTD	INVOICED	662.47	YTD PAID	141.36
7825 BRENT KRUSE 70914 08/18/16 INVOICE: 82316	08/18/16			222615	P	08/26/16	1000	MISCELLANEOUS REVENUE	35.00
VENDOR TOTALS				35.00	YTD	INVOICED	35.00	YTD PAID	35.00
4960 LAW ENFORCEMENT RMS OF ILLINOIS 70991 08/18/16 INVOICE: 82516	08/18/16			222616	P	08/26/16	134100	EMPLOYEE EDUCATION	25.00

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			50.00	YTD INVOICED			50.00	YTD PAID	25.00
10243 ANTONIO/GERI LOLLINO 70915 INVOICE: 16.0003				222617	P	08/26/16	100	240100	ESCROWS - DEVELOPER DEPOS
VENDOR TOTALS			565.00	YTD INVOICED			565.00	YTD PAID	565.00
569 MARCOTT ENTERPRISES, INC. 70992 INVOICE: 17495 70992 INVOICE: 17495			20160007	222618	P	08/26/16	50100	520985	MAINTENANCE-R.O.W.
			20160007	222618	P	08/26/16	50200	520985	MAINTENANCE-R.O.W.
VENDOR TOTALS			16,104.40	YTD INVOICED			16,104.40	YTD PAID	1,306.00
10252 MICHAEL/MICHELLE MCBRIDE 71076 INVOICE: TXR082516				222619	P	08/26/16	4000	410600	REAL ESTATE TRANSFER TAX
VENDOR TOTALS			2,445.00	YTD INVOICED			2,445.00	YTD PAID	2,445.00
595 MENARDS, INC. 70993 INVOICE: 23827 70994 INVOICE: 28789 70994 INVOICE: 28789 70995 INVOICE: 29329			06/17/16	222620	P	08/26/16	50200	530105	OPERATING SUPPLIES
			08/11/16	222620	P	08/26/16	50200	521005	MAINTENANCE-STORM SEWERS
			08/11/16	222620	P	08/26/16	50200	520975	MAINTENANCE-EQUIPMENT
			08/17/16	222620	P	08/26/16	143300	530105	OPERATING SUPPLIES
VENDOR TOTALS			2,328.68	YTD INVOICED			2,328.68	YTD PAID	180.36
8668 MID-WEST INSTITUTIONAL FOODS DISTRIBUTORS, INC. 70997 INVOICE: 586120 70998 INVOICE: 583729 70999 INVOICE: 584351 71000 INVOICE: 585121 71001 INVOICE: 585464 71001 INVOICE: 585464 71002 INVOICE: 586696			08/23/16	222621	P	08/26/16	550	150301	FOOD INVENTORY
			08/18/16	222621	P	08/26/16	550	150301	FOOD INVENTORY
			08/19/16	222621	P	08/26/16	550	150301	FOOD INVENTORY
			08/20/16	222621	P	08/26/16	550	150301	FOOD INVENTORY
			08/22/16	222621	P	08/26/16	550	150301	FOOD INVENTORY
			08/22/16	222621	P	08/26/16	550	150305	NA BEVERAGES INVENTORY
			08/24/16	222621	P	08/26/16	550	150301	FOOD INVENTORY
									5.20
									171.81

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT
WARRANT: 0816-4

P 48
appdwarr

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		47,663.01	YTD INVOICED				47,663.01	YTD PAID	1,836.20
615 MIZUNO USA, INC. 70996 INVOICE: 4949333 RI	08/23/16			222622	P	08/26/16	55720	REPAIRS CLUBS	37.14
VENDOR TOTALS		2,994.29	YTD INVOICED				2,994.29	YTD PAID	37.14
10249 SHARON MULDER 71077 INVOICE: TXR082516	08/25/16			222623	P	08/26/16	4000	REAL ESTATE TRANSFER TAX	2,700.00
VENDOR TOTALS		2,700.00	YTD INVOICED				2,700.00	YTD PAID	2,700.00
5841 GENUINE PARTS CO-NAPA 70916 INVOICE: 378852	08/16/16			222624	P	08/26/16	65000	PARTS PURCHASED	8.39
70917 INVOICE: 378773	08/16/16			222624	P	08/26/16	65000	PARTS PURCHASED	14.09
71003 INVOICE: 378985	08/17/16			222624	P	08/26/16	65000	PARTS PURCHASED	1,190.59
71004 INVOICE: 379164	08/18/16			222624	P	08/26/16	65000	PARTS PURCHASED	8.72
71005 INVOICE: 379146	08/18/16			222624	P	08/26/16	65000	PARTS PURCHASED	135.57
71006 INVOICE: 379700	08/22/16			222624	P	08/26/16	65000	PARTS PURCHASED	-432.00
71007 INVOICE: 379331	08/23/16			222624	P	08/26/16	65000	PARTS PURCHASED	-14.65
71008 INVOICE: 379966	08/24/16			222624	P	08/26/16	65000	PARTS PURCHASED	15.07
VENDOR TOTALS		2,699.23	YTD INVOICED				2,699.23	YTD PAID	925.78
635 NATIONAL ELEVATOR INSPECTION SVCS INC 70918 INVOICE: 240752	08/08/16			222625	P	08/26/16	126200	ELEVATOR INSPECTIONS	32.50
70919 INVOICE: 241518	08/10/16			222625	P	08/26/16	126200	ELEVATOR INSPECTIONS	975.00
VENDOR TOTALS		6,425.00	YTD INVOICED				6,425.00	YTD PAID	1,007.50
8790 A NEW DAIRY CO, INC 71009 INVOICE: 1505232	08/19/16			222626	P	08/26/16	550	FOOD INVENTORY	246.57
71009 INVOICE: 1505232	08/19/16			222626	P	08/26/16	550	NA BEVERAGES INVENTORY	25.92
71010 INVOICE: 1505680	08/23/16			222626	P	08/26/16	550	FOOD INVENTORY	313.16
71010 INVOICE: 1505680	08/23/16			222626	P	08/26/16	550	NA BEVERAGES INVENTORY	49.0

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

P 49
appdwarr TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

INVOICE: 1505680									
VENDOR TOTALS			20,073.58	YTD INVOICED			20,073.58	YTD PAID	634.71
7183 NEWEGG INC	07/20/16			222627	P	08/26/16	143100	OPERATING SUPPLIES	74.55
INVOICE: 1201994843									
VENDOR TOTALS			6,000.16	YTD INVOICED			6,000.16	YTD PAID	74.55
738 RAY O'HERRON CO. INC.	06/24/16			222628	P	08/26/16	134200	UNIFORMS	1,596.93
INVOICE: 1636411-IN									
71018	08/15/16			222628	P	08/26/16	134300	UNIFORMS	71.99
INVOICE: 1646513-IN									
71019	08/15/16			222628	P	08/26/16	134300	UNIFORMS	98.98
INVOICE: 1646514-IN									
71020	06/24/16			222628	P	08/26/16	134200	UNIFORMS	1,705.89
INVOICE: 1636414-IN									
71021	06/24/16			222628	P	08/26/16	134200	UNIFORMS	1,803.91
INVOICE: 1636410-IN									
71022	08/02/16			222628	P	08/26/16	134200	UNIFORMS	112.49
INVOICE: 1644354-IN									
71023	08/17/16			222628	P	08/26/16	134200	UNIFORMS	389.94
INVOICE: 1646944-IN									
71024	08/22/16			222628	P	08/26/16	134200	UNIFORMS	675.96
INVOICE: 1647733-IN									
71025	08/22/16			222628	P	08/26/16	134200	UNIFORMS	675.96
INVOICE: 1647732-IN									
71026	08/22/16			222628	P	08/26/16	134200	UNIFORMS	675.96
INVOICE: 1647731-IN									
VENDOR TOTALS			18,611.29	YTD INVOICED			18,611.29	YTD PAID	7,808.01
1458 OFFICE DEPOT, INC	08/04/16			222629	P	08/26/16	134100	OFFICE SUPPLIES	30.88
INVOICE: 855107802001									
70921	08/04/16			222629	P	08/26/16	134200	OFFICE SUPPLIES	77.81
INVOICE: 855107802001									
70921	08/04/16			222629	P	08/26/16	134300	OFFICE SUPPLIES	14.81
INVOICE: 855107802001									
70922	07/18/16			222630	P	08/26/16	121100	OFFICE SUPPLIES	3.04
INVOICE: 851391237001									
70922	07/18/16			222630	P	08/26/16	121200	OFFICE SUPPLIES	6.64
INVOICE: 851391237001									
70922	07/18/16			222630	P	08/26/16	121300	OFFICE SUPPLIES	3.04
INVOICE: 851391237001									
70922	07/18/16			222630	P	08/26/16	122100	OFFICE SUPPLIES	38.85
INVOICE: 851391237001									
70922	07/18/16			222630	P	08/26/16	122200	OFFICE SUPPLIES	3.32
INVOICE: 851391237001									

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
70922 INVOICE: 07/18/16 851391237001	07/18/16			222630	P	08/26/16	126200	OFFICE SUPPLIES	3.32
70922 INVOICE: 07/18/16 851391237001	07/18/16			222630	P	08/26/16	126100	OFFICE SUPPLIES	3.32
70922 INVOICE: 07/18/16 851391237001	07/18/16			222630	P	08/26/16	126500	OFFICE SUPPLIES	1.67
70923 INVOICE: 08/09/16 851391237001	08/09/16			222630	P	08/26/16	126100	OFFICE SUPPLIES	7.98
70924 INVOICE: 08/10/16 856428526001	08/10/16			222630	P	08/26/16	126100	OFFICE SUPPLIES	59.88
70925 INVOICE: 08/08/16 856428527001	08/08/16			222630	P	08/26/16	122200	OFFICE SUPPLIES	-34.99
71011 INVOICE: 08/12/16 852202083001	08/12/16			222629	P	08/26/16	134100	OFFICE SUPPLIES	9.73
71011 INVOICE: 08/12/16 855107802002	08/12/16			222629	P	08/26/16	134200	OFFICE SUPPLIES	24.50
71011 INVOICE: 08/12/16 855107802002	08/12/16			222629	P	08/26/16	134300	OFFICE SUPPLIES	4.68
71013 INVOICE: 07/22/16 855107802002	07/22/16			222630	P	08/26/16	121200	OFFICE SUPPLIES	141.80
71013 INVOICE: 852532366001									400.26
VENDOR TOTALS								7,155.98 YTD PAID	
666 JACK GRAY TRANSPORT INC 71012 INVOICE: 06/25/16 13471	06/25/16			222631	P	08/26/16	55740	SOD, SEED, SAND & GRAVEL	305.83
VENDOR TOTALS								6,677.15 YTD PAID	305.83
676 PACKEY WEBB FORD, INC. 70926 INVOICE: 08/15/16 134989	08/15/16			222632	P	08/26/16	65000	PARTS PURCHASED	217.98
71015 INVOICE: 08/19/16 135068	08/19/16			222632	P	08/26/16	65000	PARTS PURCHASED	56.36
VENDOR TOTALS								13,328.62 YTD PAID	274.34
9516 PAHCS II/CADENCE OCC HEALTH 71078 INVOICE: 08/01/16 187533	08/01/16			222633	P	08/26/16	60000	RISK MANAGEMENT	223.20
71078 INVOICE: 08/01/16 187533	08/01/16			222633	P	08/26/16	121200	RECRUITING AND TESTING	1,370.96
VENDOR TOTALS								8,733.67 YTD PAID	1,594.16
3010 PARKVIEW COMMUNITY CHURCH 70930 INVOICE: 08/16/16 13.0018	08/16/16			222634	P	08/26/16	100	ESCROWS - DEVELOPER DEPOS	25,563.98
VENDOR TOTALS								25,563.98 YTD PAID	25,563.98

08/26/2016 14:05 | VILLAGE OF GLEN ELLYN
maryr | PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
7749 PAYMENT SERVICE NETWORK, INC 659216 INVOICE: PSN-50 659216 INVOICE: PSN-50 659216 INVOICE: PSN-50	08/12/16 08/12/16 08/12/16 08/12/16			17334 17334 17334	W W W	08/26/16 08/26/16 08/26/16	520835 520835 520835	BANKING SERVICES BANKING SERVICES BANKING SERVICES	172.51 167.46 167.46
VENDOR TOTALS				4,171.10 YTD INVOICED			4,171.10 YTD PAID		507.48
672 P. F. PETTIBONE & CO. 71014 INVOICE: 70560	08/19/16			222635	P	08/26/16	134100	PRINTING	1,620.63
VENDOR TOTALS				4,550.99 YTD INVOICED			4,550.99 YTD PAID		1,620.63
6552 PROVANTAGE CORPORATION 70927 INVOICE: 7732943 70928 INVOICE: 7734536 70928 INVOICE: 7734536 70929 INVOICE: 7732933	08/11/16 08/15/16 08/15/16 08/15/16 08/11/16			222636 222636 222636 222636	P P P P	08/26/16 08/26/16 08/26/16 08/26/16	570110 530100 530100 570110	COMPUTER EQUIPMENT/PROJEC OFFICE SUPPLIES OFFICE SUPPLIES COMPUTER EQUIPMENT/PROJEC	46.60 15.00 22.00 13.34
VENDOR TOTALS				13,861.46 YTD INVOICED			13,861.46 YTD PAID		97.00
5901 QUALITY BLUEPRINT, INC 71016 INVOICE: 79984	08/09/16			222637	P	08/26/16	126200	PRINTING	50.10
VENDOR TOTALS				249.60 YTD INVOICED			249.60 YTD PAID		50.10
9750 RAPID TRANSPORT TOWING, INC 71027 INVOICE: 1187	08/19/16			222638	P	08/26/16	134200	IMPOUND FEES	165.00
VENDOR TOTALS				1,328.00 YTD INVOICED			1,328.00 YTD PAID		165.00
6173 REDLINE CONSTRUCTION INC 71029 INVOICE: 8111 71030 INVOICE: 8133	07/26/16 08/08/16			222639 222639	P P	08/26/16 08/26/16	55710 55710	SOD, SEED, SAND & GRAVEL SOD, SEED, SAND & GRAVEL	1,477.12 2,568.00
VENDOR TOTALS				9,567.35 YTD INVOICED			9,567.35 YTD PAID		4,045.12
3409 RESOURCE DATA SYSTEMS 70932 INVOICE: 101402	08/17/16			222640	P	08/26/16	121400	MAINTENANCE-EQUIPMENT	500.00

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
70932 INVOICE: 101402 70932 INVOICE: 101402	08/17/16 101402 08/17/16 101402			222640 222640	P P	08/26/16 08/26/16	126100 126200	OFFICE SUPPLIES OFFICE SUPPLIES	146.00 220.00
VENDOR TOTALS				1,116.00 YTD INVOICED			1,116.00 YTD PAID		866.00
10248 LANCE RHOADES 71066 INVOICE: 71066	08/25/16 71066			222641	P	08/26/16	500	ACCOUNTS RECV - UTILITY BI	96.57
VENDOR TOTALS				96.57 YTD INVOICED			96.57 YTD PAID		96.57
3604 RITE-WAY CUSTOM HOMES 71081 INVOICE: 20151546 71082 INVOICE: 20150097	08/24/16 71081 20151546 08/24/16 20150097			222642 222642	P P	08/26/16 08/26/16	100 100	ESCROWS - DEVELOPER DEPOS ESCROWS - DEVELOPER DEPOS	7,635.00 9,048.00
VENDOR TOTALS				32,218.00 YTD INVOICED			32,218.00 YTD PAID		16,683.00
1518 ROSE PEST SOLUTIONS 70933 INVOICE: 1838920 70934 INVOICE: 1838536 71028 INVOICE: 1839465	08/17/16 70933 1838920 08/16/16 1838536 08/22/16 1839465			222643 222643 222643	P P P	08/26/16 08/26/16 08/26/16	143400 143400 143400	PROFESSIONAL SERVICES - O PROFESSIONAL SERVICES - O PROFESSIONAL SERVICES - O	195.00 195.00 195.00
VENDOR TOTALS				845.00 YTD INVOICED			845.00 YTD PAID		585.00
766 DRI-STICK DECAL CORP 70931 INVOICE: 322940	08/16/16 70931 322940			222644	P	08/26/16	53000	OPERATING SUPPLIES	1,834.04
VENDOR TOTALS				2,938.04 YTD INVOICED			2,938.04 YTD PAID		1,834.04
6093 SCHAMBERGER BROTHERS, INC 71033 INVOICE: 403855 71034 INVOICE: 404012	08/17/16 71033 403855 08/24/16 404012			222645 222645	P P	08/26/16 08/26/16	550 550	BEER INVENTORY BEER INVENTORY	568.65 155.80
VENDOR TOTALS				11,713.80 YTD INVOICED			11,713.80 YTD PAID		724.45
9718 SEBIS DIRECT INC 71079 INVOICE: 21703 71079 INVOICE: 21703 71079	08/11/16 71079 21703 08/11/16 21703 08/11/16			222646 222646 222646	P P P	08/26/16 08/26/16 08/26/16	50100 50200 54000	PROFESSIONAL SERVICES - O PROFESSIONAL SERVICES - O PROFESSIONAL SERVICES - O	402.01 390.20 390.20

08/26/2016 14:05
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE VOUCHER PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 21703							
VENDOR TOTALS	29,375.00	YTD INVOICED			29,375.00	YTD PAID	1,182.41
2405 SIGN IDENTITY, INC 71032 08/18/16 INVOICE: 1608043		222647	P	08/26/16	54000	EQUIPMENT/CAPITAL OUTLAY	204.00
VENDOR TOTALS	705.00	YTD INVOICED			705.00	YTD PAID	204.00
10181 SOUTHERN GLAZER'S WINE AND SPIRITS, LLC 71040 08/18/16 INVOICE: 5496466		222648	P	08/26/16	550	LIQUOR INVENTORY	256.91
71040 08/18/16 INVOICE: 5496466		222648	P	08/26/16	550	WINE INVENTORY	959.71
71041 08/05/16 INVOICE: 1155302		222648	P	08/26/16	550	WINE INVENTORY	-84.00
71042 08/24/16 INVOICE: 5508043		222648	P	08/26/16	550	LIQUOR INVENTORY	289.21
71042 08/24/16 INVOICE: 5508043		222648	P	08/26/16	550	WINE INVENTORY	657.00
VENDOR TOTALS	13,462.32	YTD INVOICED			13,462.32	YTD PAID	2,078.90
7600 STUEVER & SONS, INC 71039 08/17/16 INVOICE: 153027		222649	P	08/26/16	55730	OPERATING SUPPLIES	142.00
VENDOR TOTALS	10,940.00	YTD INVOICED			10,940.00	YTD PAID	142.00
10247 JOHN / CLAIRE STURM 71065 08/25/16 INVOICE: 71065		222650	P	08/26/16	540	ACCOUNTS RECV - UTILITY BI	28.54
VENDOR TOTALS	28.54	YTD INVOICED			28.54	YTD PAID	28.54
835 SUPERIOR BEVERAGE CO. 71031 08/19/16 INVOICE: 645470		222651	P	08/26/16	550	BEER INVENTORY	764.65
VENDOR TOTALS	13,979.23	YTD INVOICED			13,862.43	YTD PAID	764.65
10104 SUPREME LOBSTER CO 71038 08/19/16 INVOICE: 5946158		222652	P	08/26/16	550	FOOD INVENTORY	245.17
VENDOR TOTALS	5,452.93	YTD INVOICED			5,452.93	YTD PAID	245.17
844 SYSCO FOOD SERV - CHICAGO, INC 71035 08/22/16 INVOICE: 608221663		222653	P	08/26/16	550	FOOD INVENTORY	2,174.04

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryi PAID WARRANT REPORT

WARRANT: 0816-4

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
71035 INVOICE: 608221663 71035 INVOICE: 608221663 71036 INVOICE: 608191564 71036 INVOICE: 608191564 71037 INVOICE: 608241544 71037 INVOICE: 608241544 71037 INVOICE: 608241544	08/22/16 08/22/16 08/22/16 08/19/16 08/19/16 08/24/16 08/24/16			222653 222653 222653 222653 222653 222653 222653	P P P P P P P	08/26/16 08/26/16 08/26/16 08/26/16 08/26/16 08/26/16 08/26/16	530105 530105 150301 150305 150301 530410	OPERATING SUPPLIES OPERATING SUPPLIES FOOD INVENTORY NA BEVERAGES INVENTORY FOOD INVENTORY DRY GOODS	22.33 22.33 1,922.01 7.58 1,302.11 38.98 5,489.38
VENDOR TOTALS				155,380.01	YTD INVOICED		155,380.01	YTD PAID	
853 TERMINAL SUPPLY CO, INC 70937 INVOICE: 42390-00	08/10/16 08/10/16			222654	P	08/26/16	65000	OPERATING SUPPLIES	439.00
VENDOR TOTALS				1,360.83	YTD INVOICED		1,360.83	YTD PAID	439.00
854 TERRACE SUPPLY COMPANY 71050 INVOICE: 967326	07/31/16 07/31/16			222655	P	08/26/16	55715	OPERATING SUPPLIES	13.64
VENDOR TOTALS				377.93	YTD INVOICED		377.93	YTD PAID	13.64
2211 JANET TERRANOVA 71043 INVOICE: ER082516	08/24/16 08/24/16			222656	P	08/26/16	134200	TRAVEL	20.00
VENDOR TOTALS				20.00	YTD INVOICED		20.00	YTD PAID	20.00
865 ACUSHNET COMPANY 71045 INVOICE: 902152383 71046 INVOICE: 902966351 71047 INVOICE: 902968748 71048 INVOICE: 902968751 71049 INVOICE: 902589048 71049 INVOICE: 902589048	03/22/16 08/16/16 08/16/16 08/16/16 08/16/16 05/23/16 05/23/16			222657 222657 222657 222657 222657 222657 222657	P P P P P P P	08/26/16 08/26/16 08/26/16 08/26/16 08/26/16 08/26/16 08/26/16	150300 150300 150300 150300 150300 150300 530105	PRO SHOP INVENTORY PRO SHOP INVENTORY PRO SHOP INVENTORY PRO SHOP INVENTORY PRO SHOP INVENTORY PRO SHOP INVENTORY OPERATING SUPPLIES	550.00 2,868.70 1,270.90 898.92 5,328.95 8,349.78 19,267.25
VENDOR TOTALS				98,992.65	YTD INVOICED		98,992.65	YTD PAID	
873 TRAFFTECH, INC. 71044	08/22/16			222658	P	08/26/16	143300	MAINTENANCE-SIGNS	1,575.00

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	1,575.00	YTD PAID
INVOICE: 1249									1,575.00	
VENDOR TOTALS									1,575.00	
884 U.S. FOODSERVICE, INC. 71051 08/17/16				222659	P	08/26/16	550	150301	FOOD INVENTORY	1,850.19
INVOICE: 1770194 71051 08/17/16				222659	P	08/26/16	550	150305	NA BEVERAGES INVENTORY	193.50
INVOICE: 1770194 71051 08/17/16				222659	P	08/26/16	55730	530105	OPERATING SUPPLIES	142.53
INVOICE: 1770194 71051 08/17/16				222659	P	08/26/16	55730	530410	DRY GOODS	16.69
INVOICE: 1770194 71052 08/19/16				222659	P	08/26/16	550	150301	FOOD INVENTORY	146.14
INVOICE: 1861851 71052 08/19/16				222659	P	08/26/16	550	150305	NA BEVERAGES INVENTORY	135.49
INVOICE: 1861851 71052 08/19/16				222659	P	08/26/16	55730	530410	DRY GOODS	119.17
INVOICE: 1861851 71052 08/19/16				222659	P	08/26/16	55720	530105	OPERATING SUPPLIES	27.48
INVOICE: 1861851 71053 08/22/16				222659	P	08/26/16	550	150301	FOOD INVENTORY	756.77
INVOICE: 1909815 71053 08/22/16				222659	P	08/26/16	55730	530105	OPERATING SUPPLIES	259.58
INVOICE: 1909815 71053 08/22/16				222659	P	08/26/16	55730	530410	DRY GOODS	73.14
INVOICE: 1909815 71054 08/16/16				222659	P	08/26/16	550	150301	FOOD INVENTORY	239.92
INVOICE: 1739569 71055 08/23/16				222659	P	08/26/16	550	150301	FOOD INVENTORY	-22.75
INVOICE: 2980912										
VENDOR TOTALS				101,186.97	YTD INVOICED			101,186.97	YTD PAID	3,937.77
10253 MICHELLE VAN HORN 71080 08/25/16				222660	P	08/26/16	4000	410600	REAL ESTATE TRANSFER TAX	1,568.00
INVOICE: TXR082516										
VENDOR TOTALS				1,568.00	YTD INVOICED			1,568.00	YTD PAID	1,568.00
3354 CHRIS & KAREN VELDMAN 70938 08/03/16				222661	P	08/26/16	126200	520905	PRINTING	500.00
INVOICE: 82316										
VENDOR TOTALS				500.00	YTD INVOICED			500.00	YTD PAID	500.00
915 VERIZON WIRELESS SERVICES LLC 71056 08/15/16				222662	P	08/26/16	143100	521195	TELECOMMUNICATIONS	26.36
INVOICE: 9770398862 71056 08/15/16				222662	P	08/26/16	143300	521195	TELECOMMUNICATIONS	16.34
INVOICE: 9770398862										

08/26/2016 14:05 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-4

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	56 P appdwarr TO FISCAL 2016/08 01/01/2016 TO 12/31/2016
71056 INVOICE: 9770398862	08/15/16			222662	P	08/26/16	143400	521195 TELECOMMUNICATIONS	16.34
71056 INVOICE: 9770398862	08/15/16			222662	P	08/26/16	50100	521195 TELECOMMUNICATIONS	36.36
71056 INVOICE: 9770398862	08/15/16			222662	P	08/26/16	50200	521195 TELECOMMUNICATIONS	16.34
71057 INVOICE: 9770398862	08/16/16			222663	P	08/26/16	134200	521195 TELECOMMUNICATIONS	608.34
VENDOR TOTALS		20,547.62	YTD INVOICED				20,547.62	YTD PAID	720.08
1876 VIPOE, INC 70939 INVOICE: 12284	08/02/16			222664	P	08/26/16	126100	580110 EQUIPMENT/CAPITAL OUTLAY	445.00
VENDOR TOTALS		644.99	YTD INVOICED				644.99	YTD PAID	445.00
10245 AMY WATERS 71059 INVOICE: 82516	08/18/16			222665	P	08/26/16	121100	520140 VILLAGE COMMISSIONS	40.00
VENDOR TOTALS		40.00	YTD INVOICED				40.00	YTD PAID	40.00
7711 WINDY CITY DISTRIBUTION COMPANY 71058 INVOICE: 759231	08/18/16			222666	P	08/26/16	550	150303 BEER INVENTORY	1,220.05
VENDOR TOTALS		24,653.30	YTD INVOICED				24,653.30	YTD PAID	1,220.05
8565 WIDEOPENWEST FINANCE LLC 71061 INVOICE: 82516	08/15/16			222667	P	08/26/16	40000	580160 STREET IMPROVEMENTS	63.75
71061 INVOICE: 82516	08/15/16			222667	P	08/26/16	121400	521195 TELECOMMUNICATIONS	63.75
VENDOR TOTALS		1,591.12	YTD INVOICED				1,591.12	YTD PAID	127.50
REPORT TOTALS									530,419.46

COUNT	AMOUNT
TOTAL PRINTED CHECKS 119	229,730.95
TOTAL WIRE TRANSFERS 7	300,688.51

** END OF REPORT - Generated by Mary Romanelli **

09/02/2016 11:24 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-5

VENDOR NAME
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INV DATE VOUCHER PO CHECK NO T CHK DATE GL ACCOUNT GL ACCOUNT DESCRIPTION

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

10224	ALSCO, INC	08/24/16		222668	P	08/31/16	55730	530105	OPERATING SUPPLIES	71.61
71142	INVOICE: LCHI943794	08/24/16		222668	P	08/31/16	55730	530446	LINENS AND RENTALS	540.52
71142	INVOICE: LCHI943794	08/17/16		222668	P	08/31/16	55730	530105	OPERATING SUPPLIES	45.02
71143	INVOICE: LCHI940458	08/17/16		222668	P	08/31/16	55730	530446	LINENS AND RENTALS	541.53
71143	INVOICE: LCHI940458	08/17/16		222668	P	08/31/16	55730	530445	UNIFORMS	13.50
71144	INVOICE: LCHI940458	08/10/16		222668	P	08/31/16	55730	530105	OPERATING SUPPLIES	88.47
71144	INVOICE: LCHI937275	08/10/16		222668	P	08/31/16	55730	530445	UNIFORMS	13.50
71144	INVOICE: LCHI937275	08/10/16		222668	P	08/31/16	55730	530446	LINENS AND RENTALS	731.19
	VENDOR TOTALS		2,544.90	YTD INVOICED				2,544.90	YTD PAID	2,045.34
9879	BREAKTHRU BEVERAGE ILLINOIS, LLC	08/25/16		222669	P	08/31/16	550	150302	LIQUOR INVENTORY	710.72
71145	INVOICE: 1013284822									
	VENDOR TOTALS		18,700.23	YTD INVOICED				18,700.23	YTD PAID	710.72
171	COCA-COLA REFRESHMENTS USA INC	08/26/16		222670	P	08/31/16	550	150305	NA BEVERAGES INVENTORY	834.00
71146	INVOICE: 1296201420									
	VENDOR TOTALS		6,815.04	YTD INVOICED				6,815.04	YTD PAID	834.00
291	EUCALID BEVERAGE, LTD	08/25/16		222671	P	08/31/16	550	150303	BEER INVENTORY	907.05
71147	INVOICE: 334036886									
	VENDOR TOTALS		32,702.93	YTD INVOICED				32,702.93	YTD PAID	907.05
304	FIFTH THIRD BANK	07/27/16		17297	W	08/31/16	122100	520600	DUES-SUBSCRIPTIONS-REG FE	310.00
5221124	INVOICE: COYC-69	07/27/16		17391	W	08/31/16	550	150301	FOOD INVENTORY	513.31
5221224	INVOICE: CONM-273	07/27/16		17391	W	08/31/16	550	150305	NA BEVERAGES INVENTORY	15.97
5221224	INVOICE: CONM-273	07/27/16		17302	W	08/31/16	121500	530105	OPERATING SUPPLIES	23.06
553039	INVOICE: DAVS-59	07/27/16		17330	W	08/31/16	121200	520615	RECRUITING AND TESTING	328.09
5530519	INVOICE: STOA-179	07/27/16		17339	W	08/31/16	5500	489000	MISCELLANEOUS REVENUE	20.01
5824616	INVOICE: SOTA-96									

09/02/2016 11:24 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
601406 INVOICE:	07/27/16			17300	W	08/31/16	40000	580160 16006 ELM-OAK IMPROVEMENTS	230.29
689873 INVOICE:	07/27/16			17315	W	08/31/16	126500	520600 DUES-SUBSCRIPTIONS-REG FE	100.00
689873 INVOICE:	07/27/16			17315	W	08/31/16	126500	520620 EMPLOYEE EDUCATION	90.00
692992 INVOICE:	07/27/16			17327	W	08/31/16	121200	521230 PUBLIC RELATIONS	6.69
693002 INVOICE:	07/27/16			17282	W	08/31/16	121300	520620 EMPLOYEE EDUCATION	29.98
70673 INVOICE:	07/27/16			17283	W	08/31/16	121300	520620 EMPLOYEE EDUCATION	225.73
70674 INVOICE:	07/27/16			17285	W	08/31/16	121400	520975 MAINTENANCE-EQUIPMENT	999.95
70675 INVOICE:	07/27/16			17286	W	08/31/16	121400	530100 OFFICE SUPPLIES	56.08
70676 INVOICE:	07/27/16			17287	W	08/31/16	121400	570110 COMPUTER EQUIPMENT/PROJEC	138.77
70677 INVOICE:	07/27/16			17288	W	08/31/16	121400	570110 COMPUTER EQUIPMENT/PROJEC	140.28
70678 INVOICE:	07/27/16			17289	W	08/31/16	121400	570110 COMPUTER EQUIPMENT/PROJEC	719.98
70678 INVOICE:	07/27/16			17289	W	08/31/16	121400	520975 MAINTENANCE-EQUIPMENT	1,045.04
70679 INVOICE:	07/27/16			17290	W	08/31/16	121400	570110 COMPUTER EQUIPMENT/PROJEC	141.77
70680 INVOICE:	07/27/16			17291	W	08/31/16	121400	570110 COMPUTER EQUIPMENT/PROJEC	399.00
70681 INVOICE:	07/27/16			17292	W	08/31/16	121400	570110 COMPUTER EQUIPMENT/PROJEC	228.85
70682 INVOICE:	07/27/16			17294	W	08/31/16	143300	521055 PROFESSIONAL SERVICES - O	95.91
70682 INVOICE:	07/27/16			17294	W	08/31/16	143400	521055 PROFESSIONAL SERVICES - O	95.90
70683 INVOICE:	07/27/16			17295	W	08/31/16	143300	530105 OPERATING SUPPLIES	105.87
70684 INVOICE:	07/27/16			17296	W	08/31/16	143400	520620 EMPLOYEE EDUCATION	75.00
70685 INVOICE:	07/27/16			17298	W	08/31/16	50100	520835 BANKING SERVICES	10.00
70685 INVOICE:	07/27/16			17298	W	08/31/16	50200	520835 BANKING SERVICES	10.00
70685 INVOICE:	07/27/16			17298	W	08/31/16	54000	520835 BANKING SERVICES	10.00
70686 INVOICE:	07/27/16			17299	W	08/31/16	90000	520600 DUES-SUBSCRIPTIONS-REG FE	335.00
70687 INVOICE:	07/27/16			17301	W	08/31/16	40000	580160 16006 ELM-OAK IMPROVEMENTS	166.26
70688 INVOICE:	07/27/16			17303	W	08/31/16	121500	530105 OPERATING SUPPLIES	19.99
70689 INVOICE:	07/27/16			17304	W	08/31/16	121500	530105 OPERATING SUPPLIES	6.00

09/02/2016 11:24 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
INVOICE: 70690	DAVS-61 07/27/16			17305	W	08/31/16	121500	530105	OPERATING SUPPLIES	8.65
INVOICE: 70691	DAVS-62 07/27/16			17306	W	08/31/16	121500	530105	OPERATING SUPPLIES	20.57
INVOICE: 70692	DAVS-63 07/27/16			17308	W	08/31/16	121100	521055	PROFESSIONAL SERVICES - O	774.20
INVOICE: 70693	FRAM-375 07/27/16			17309	W	08/31/16	121200	520305	EMPLOYEE RECOGNITION	150.00
INVOICE: 70694	FRAM-376 07/27/16			17311	W	08/31/16	65000	530100	OFFICE SUPPLIES	65.27
INVOICE: 70695	FRAP-290 07/27/16			17313	W	08/31/16	50100	520620	EMPLOYEE EDUCATION	285.00
INVOICE: 70695	GRER-175 07/27/16			17313	W	08/31/16	50200	520620	EMPLOYEE EDUCATION	285.00
INVOICE: 70696	GRER-175 07/27/16			17314	W	08/31/16	50100	520975	MAINTENANCE-EQUIPMENT	172.15
INVOICE: 70697	GRER-176 07/27/16			17316	W	08/31/16	121200	521230	PUBLIC RELATIONS	28.90
INVOICE: 70698	HANM-192 07/27/16			17317	W	08/31/16	126500	520903	MARKETING/ADVERTISING	40.00
INVOICE: 70699	HANM-193 07/27/16			17318	W	08/31/16	121200	521230	PUBLIC RELATIONS	40.00
INVOICE: 70700	HANM-194 07/27/16			17320	W	08/31/16	50200	521005	MAINTENANCE-STORM SEWERS	2,100.00
INVOICE: 70701	HANJ-75 07/27/16			17322	W	08/31/16	121500	530105	OPERATING SUPPLIES	53.81
INVOICE: 70702	HEFJ-244 07/27/16			17324	W	08/31/16	143100	530100	OFFICE SUPPLIES	21.00
INVOICE: 70703	HORK-128 07/27/16			17328	W	08/31/16	121200	521230	PUBLIC RELATIONS	8.98
INVOICE: 70704	PLAM-13 07/27/16			17329	W	08/31/16	121200	521230	PUBLIC RELATIONS	59.00
INVOICE: 70705	PLAM-14 07/27/16			17331	W	08/31/16	121200	520600	DUES-SUBSCRIPTIONS-REG FE	210.25
INVOICE: 70706	STOA-180 07/27/16			17362	W	08/31/16	134100	530105	OPERATING SUPPLIES	11.98
INVOICE: 71085	DOWA-1 07/27/16			17340	W	08/31/16	55730	520905	PRINTING	51.86
INVOICE: 71086	SOTA-97 07/27/16			17341	W	08/31/16	550	150305	NA BEVERAGES INVENTORY	135.80
INVOICE: 71087	SOTA-98 07/27/16			17342	W	08/31/16	55730	530105	OPERATING SUPPLIES	62.41
INVOICE: 71088	SOTA-99 07/27/16			17343	W	08/31/16	55730	530105	OPERATING SUPPLIES	92.74
INVOICE: 71089	SOTA-100 07/27/16			17344	W	08/31/16	55730	530105	OPERATING SUPPLIES	53.20
INVOICE: 71090	SOTA-101 07/27/16			17347	W	08/31/16	134200	530105	OPERATING SUPPLIES	52.96
INVOICE: 71091	WEEN-176 07/27/16			17349	W	08/31/16	126100	520905	PRINTING	10.00
INVOICE: HULS-251										

09/02/2016 11:24
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PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
71092 INVOICE:	07/27/16 HULS-252			17350	W	08/31/16	126100	520905	PRINTING	100.94
71093 INVOICE:	07/27/16 HULS-253			17351	W	08/31/16	126100	520625	TRAVEL	5.44
71094 INVOICE:	07/27/16 HULS-254			17352	W	08/31/16	126100	520620	EMPLOYEE EDUCATION	54.91
71095 INVOICE:	07/27/16 HULS-255			17353	W	08/31/16	126100	520620	EMPLOYEE EDUCATION	82.00
71096 INVOICE:	07/27/16 NORP-163			17355	W	08/31/16	134100	520625	TRAVEL	20.61
71097 INVOICE:	07/27/16 NORP-164			17356	W	08/31/16	134100	520625	TRAVEL	26.63
71098 INVOICE:	07/27/16 NORP-165			17357	W	08/31/16	134100	530105	OPERATING SUPPLIES	25.00
71099 INVOICE:	07/27/16 NORP-166			17358	W	08/31/16	134100	520625	TRAVEL	42.00
71100 INVOICE:	07/27/16 HARJ-304			17360	W	08/31/16	134200	530105	OPERATING SUPPLIES	497.30
71101 INVOICE:	07/27/16 HARJ-305			17361	W	08/31/16	134200	530105	OPERATING SUPPLIES	41.20
71102 INVOICE:	07/27/16 CAMM-433			17364	W	08/31/16	55720	520600	DUES-SUBSCRIPTIONS-REG FE	734.00
71103 INVOICE:	07/27/16 CAMM-434			17365	W	08/31/16	550	150300	PRO SHOP INVENTORY	882.80
71104 INVOICE:	07/27/16 ALLN-339			17367	W	08/31/16	55720	530105	OPERATING SUPPLIES	248.70
71104 INVOICE:	07/27/16 ALLN-339			17367	W	08/31/16	55730	530105	OPERATING SUPPLIES	302.62
71104 INVOICE:	07/27/16 ALLN-340			17367	W	08/31/16	55700	530100	OFFICE SUPPLIES	94.50
71105 INVOICE:	07/27/16 ALLN-340			17368	W	08/31/16	55720	530105	OPERATING SUPPLIES	49.86
71105 INVOICE:	07/27/16 ALLN-340			17368	W	08/31/16	55730	530105	OPERATING SUPPLIES	85.80
71106 INVOICE:	07/27/16 VESJ-425			17370	W	08/31/16	55730	520600	DUES-SUBSCRIPTIONS-REG FE	70.00
71107 INVOICE:	07/27/16 VESJ-426			17371	W	08/31/16	55720	520903	MARKETING	900.00
71108 INVOICE:	07/27/16 VESJ-427			17372	W	08/31/16	55720	520903	MARKETING	280.00
71108 INVOICE:	07/27/16 VESJ-427			17372	W	08/31/16	55730	520903	MARKETING	275.00
71109 INVOICE:	07/27/16 VESJ-428			17373	W	08/31/16	55700	520600	DUES-SUBSCRIPTIONS-REG FE	44.98
71110 INVOICE:	07/27/16 VESJ-429			17374	W	08/31/16	55700	520600	DUES-SUBSCRIPTIONS-REG FE	75.00
71111 INVOICE:	07/27/16 VESJ-430			17375	W	08/31/16	55720	521195	TELECOMMUNICATIONS	90.00
71112 INVOICE:	07/27/16 VESJ-431			17376	W	08/31/16	55700	520600	DUES-SUBSCRIPTIONS-REG FE	16.00
71113 INVOICE:	07/27/16			17378	W	08/31/16	55710	520980	MAINTENANCE-DRAIN & IRRIG	1,752.60

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VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 71113	LUDM-958 07/27/16			17378	W	08/31/16	55715	520975	1,720.20
INVOICE: 71114	LUDM-958 07/27/16			17379	W	08/31/16	55715	520975	52.88
INVOICE: 71115	LUDM-960 07/27/16			17380	W	08/31/16	55735	520975	138.88
INVOICE: 71116	LUDM-961 07/27/16			17381	W	08/31/16	55710	530105	134.58
INVOICE: 71117	LUDM-962 07/27/16			17382	W	08/31/16	55715	520975	84.90
INVOICE: 71117	LUDM-963 07/27/16			17382	W	08/31/16	55715	530105	136.00
INVOICE: 71118	LUDM-963 07/27/16			17383	W	08/31/16	55715	520975	560.00
INVOICE: 71119	LUDM-964 07/27/16			17384	W	08/31/16	55710	520970	158.00
INVOICE: 71120	LUDM-965 07/27/16			17385	W	08/31/16	55785	520975	352.50
INVOICE: 71121	LUDM-966 07/27/16			17386	W	08/31/16	55715	520975	147.24
INVOICE: 71121	LUDM-967 07/27/16			17386	W	08/31/16	55715	520975	987.13
INVOICE: 71122	LUDM-967 07/27/16			17387	W	08/31/16	55725	520970	147.24
INVOICE: 71122	LUDM-968 07/27/16			17387	W	08/31/16	55715	520975	1,245.76
INVOICE: 71123	LUDM-968 07/27/16			17388	W	08/31/16	55715	530105	27.73
INVOICE: 71124	LUDM-969 07/27/16			17389	W	08/31/16	55715	520975	70.80
INVOICE: 71125	LUDM-970 07/27/16			17390	W	08/31/16	55715	520975	174.59
INVOICE: 71126	LUDM-971 07/27/16			17392	W	08/31/16	55730	530105	107.40
INVOICE: 71128	CONM-274 07/27/16			17393	W	08/31/16	55730	520903	487.00
INVOICE: 71129	CONM-275 07/27/16			17394	W	08/31/16	550	150301	17.99
INVOICE: 71129	CONM-276 07/27/16			17394	W	08/31/16	55730	530410	26.20
INVOICE: 71130	CONM-276 07/27/16			17395	W	08/31/16	55730	530105	54.19
INVOICE: 71131	CONM-277 07/27/16			17396	W	08/31/16	55730	530105	97.80
INVOICE: 71132	CONM-278 07/27/16			17397	W	08/31/16	55735	520970	180.00
INVOICE: 71133	CONM-279 07/27/16			17398	W	08/31/16	55730	530105	830.85
INVOICE: 71134	CONM-280 07/27/16			17399	W	08/31/16	55730	520620	190.00
INVOICE: 71134	CONM-281 07/27/16								

09/02/2016 11:24
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PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
71135 INVOICE:	07/27/16			17401	W	08/31/16	55710	530105	OPERATING SUPPLIES
71135 INVOICE:	07/27/16			17401	W	08/31/16	55715	530105	OPERATING SUPPLIES
71135 INVOICE:	07/27/16			17401	W	08/31/16	55730	530105	OPERATING SUPPLIES
71135 INVOICE:	07/27/16			17401	W	08/31/16	55710	530425	LANDSCAPE SUPPLIES
71135 INVOICE:	07/27/16			17402	W	08/31/16	55730	520903	MARKETING
71136 INVOICE:	07/27/16			17402	W	08/31/16	55720	520903	MARKETING
71136 INVOICE:	07/27/16			17403	W	08/31/16	55715	530105	OPERATING SUPPLIES
71137 INVOICE:	07/27/16			17404	W	08/31/16	55735	520975	MAINTENANCE-EQUIPMENT
71138 INVOICE:	07/27/16			17405	W	08/31/16	55710	530105	OPERATING SUPPLIES
71139 INVOICE:	07/27/16			17406	W	08/31/16	55710	530105	OPERATING SUPPLIES
71140 INVOICE:	07/27/16			17412	W	08/31/16	134200	530105	OPERATING SUPPLIES
71181 INVOICE:	07/27/16			17413	W	08/31/16	134100	530105	OPERATING SUPPLIES
71182 INVOICE:	07/27/16			17414	W	08/31/16	134100	530105	OPERATING SUPPLIES
71183 INVOICE:	07/27/16			17415	W	08/31/16	134100	530105	OPERATING SUPPLIES
71184 INVOICE:	07/27/16			17416	W	08/31/16	134100	530105	OPERATING SUPPLIES
71185 INVOICE:	07/27/16			17417	W	08/31/16	134100	530105	OPERATING SUPPLIES
71186 INVOICE:	07/27/16			17418	W	08/31/16	134100	530105	OPERATING SUPPLIES
71187 INVOICE:	07/27/16			17419	W	08/31/16	134100	520600	DUES-SUBSCRIPTIONS-REG FE
71188 INVOICE:	07/27/16			17420	W	08/31/16	134300	520933	STATE DRUG FORFEITURE EXP
71189 INVOICE:	07/27/16			17421	W	08/31/16	134200	530105	OPERATING SUPPLIES
71190 INVOICE:	07/27/16			17422	W	08/31/16	134200	530105	OPERATING SUPPLIES
71191 INVOICE:	07/27/16			17366	W	08/31/16	55720	520600	DUES-SUBSCRIPTIONS-REG FE
ALLN-105 INVOICE:	07/27/16			17284	W	08/31/16	121400	520975	MAINTENANCE-EQUIPMENT
BINM-112 INVOICE:	07/27/16			17293	W	08/31/16	50100	521195	TELECOMMUNICATIONS
BUCD-106 INVOICE:	07/27/16			17293	W	08/31/16	50200	521195	TELECOMMUNICATIONS
BUCD-106 INVOICE:	07/27/16			17363	W	08/31/16	55730	521195	TELECOMMUNICATIONS
CAMM-114 INVOICE:	07/27/16								

09/02/2016 11:24
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PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: CMM-114	CMM-432 07/27/16			17363	W	08/31/16	55720	521195	TELECOMMUNICATIONS
INVOICE: PRAF-105	CMM-432 07/27/16			17310	W	08/31/16	65000	530305	LICENSE PLATES
INVOICE: PRAF-58	PRAF-289 07/27/16			17307	W	08/31/16	121200	520305	EMPLOYEE RECOGNITION
INVOICE: GRER-86	FRAM-374 07/27/16			17312	W	08/31/16	50100	520970	MAINTENANCE-BUILDING & GR
INVOICE: HANJ-30	GRER-174 07/27/16			17319	W	08/31/16	143100	520620	EMPLOYEE EDUCATION
INVOICE: HARJ-99	HANJ-74 07/27/16			17359	W	08/31/16	134200	530105	OPERATING SUPPLIES
INVOICE: HEFJ-106	HARJ-303 07/27/16			17321	W	08/31/16	121500	530105	OPERATING SUPPLIES
INVOICE: HORK-60	HEFJ-242 07/27/16			17323	W	08/31/16	143100	530100	OFFICE SUPPLIES
INVOICE: HULS-101	HORK-127 07/27/16			17348	W	08/31/16	126100	520600	DUES-SUBSCRIPTIONS-REG FE
INVOICE: LUDM-117	HULS-250 07/27/16			17377	W	08/31/16	55725	530105	OPERATING SUPPLIES
INVOICE: MILC-69	LUDM-957 07/27/16			17411	W	08/31/16	134100	530100	OFFICE SUPPLIES
INVOICE: MINR-32	MILC-405 07/27/16			17325	W	08/31/16	143100	520620	EMPLOYEE EDUCATION
INVOICE: NORP-89	MINR-38 07/27/16			17354	W	08/31/16	134100	520625	TRAVEL
INVOICE: PEKC-115	NORP-162 07/27/16			17400	W	08/31/16	55710	530105	OPERATING SUPPLIES
INVOICE: PEKC-115	PEKC-710 07/27/16			17400	W	08/31/16	55715	520975	MAINTENANCE-EQUIPMENT
INVOICE: PEKC-115	PEKC-710 07/27/16			17400	W	08/31/16	55735	530105	OPERATING SUPPLIES
INVOICE: PERJ-35	PEKC-710 07/27/16			17326	W	08/31/16	143100	520620	EMPLOYEE EDUCATION
INVOICE: TAVE-62	PERJ-71 07/27/16			17345	W	08/31/16	134100	530105	OPERATING SUPPLIES
INVOICE: VESJ-114	TAVE-88 07/27/16			17369	W	08/31/16	55700	520600	DUES-SUBSCRIPTIONS-REG FE
INVOICE: WEBN-82	VESJ-424 07/27/16			17346	W	08/31/16	134200	520625	TRAVEL
INVOICE: WEBN-175	WEBN-175 07/27/16								
VENDOR TOTALS				298,546.96	YTD	INVOICED		298,546.96	YTD PAID
9958 FORTUNE INTERNATIONAL, LLC 71148 08/26/16 INVOICE: 102282				222672	P	08/31/16	550	150301	FOOD INVENTORY
VENDOR TOTALS				8,082.00	YTD	INVOICED		8,082.00	YTD PAID
355 GLEN ELLYN PUBLIC LIBRARY									

36,226.28

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09/02/2016 11:24
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PAID WARRANT REPORT

WARRANT: 0816-5

TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
71179 INVOICE: PPR-101	08/31/16			17409	W	08/31/16	1000	PPRT	580.01
VENDOR TOTALS		24,691.82	YTD INVOICED				410300	24,691.82	YTD PAID
9692 LOUIS GLUNZ BEER, INC. 71149 INVOICE: 904645	08/26/16			222673	P	08/31/16	550	BEER INVENTORY	200.98
71150 INVOICE: 904646	08/26/16			222673	P	08/31/16	550	NA BEVERAGES INVENTORY	36.00
VENDOR TOTALS		7,614.41	YTD INVOICED				7,614.41	YTD PAID	236.98
4739 GORDON FOOD SERVICE, INC. 71152 INVOICE: 172337144	08/25/16			222674	P	08/31/16	550	FOOD INVENTORY	383.51
71152 INVOICE: 172337144	08/25/16			222674	P	08/31/16	550	NA BEVERAGES INVENTORY	423.91
71152 INVOICE: 172337144	08/25/16			222674	P	08/31/16	55730	OPERATING SUPPLIES	59.91
VENDOR TOTALS		21,843.48	YTD INVOICED				21,843.48	YTD PAID	867.47
7688 JAMES V GRUTZMACHER 71151 INVOICE: 1766	08/26/16			222675	P	08/31/16	550	FOOD INVENTORY	104.00
71151 INVOICE: 1766	08/26/16			222675	P	08/31/16	550	NA BEVERAGES INVENTORY	72.00
VENDOR TOTALS		2,922.00	YTD INVOICED				2,922.00	YTD PAID	176.00
6405 HIGHLAND BAKING CO 71153 INVOICE: 1156666	08/27/16			222676	P	08/31/16	550	FOOD INVENTORY	341.27
71154 INVOICE: 1157517	08/29/16			222676	P	08/31/16	550	FOOD INVENTORY	41.85
71155 INVOICE: 1158359	08/30/16			222676	P	08/31/16	550	FOOD INVENTORY	69.38
71156 INVOICE: 1155796	08/26/16			222676	P	08/31/16	550	FOOD INVENTORY	101.79
71157 INVOICE: 1155006	08/25/16			222676	P	08/31/16	550	FOOD INVENTORY	76.85
VENDOR TOTALS		23,511.98	YTD INVOICED				23,511.98	YTD PAID	631.14
391 HORNUNGS GOLF PRODUCTS, INC. 71158 INVOICE: 395800	08/16/16			222677	P	08/31/16	55720	REPAIRS CLUBS	3,298.10
VENDOR TOTALS		5,253.07	YTD INVOICED				5,253.07	YTD PAID	3,298.10

09/02/2016 11:24 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT
WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
415 ILLINOIS EPA 71180 INVOICE: 83116 71180 INVOICE: 83116	07/14/16 83116 07/14/16 83116			17410 17410	W W	08/31/16 08/31/16	50200 50200	INTEREST-LAMBERT FARMS IE PRINCIPAL-LAMBERT FARMS I	8,615.74 45,356.81
VENDOR TOTALS				108,945.14 YTD INVOICED				108,945.14 YTD PAID	53,972.57
8668 MID-WEST INSTITUTIONAL FOODS DISTRIBUTORS, INC 71159 INVOICE: 587421 71160 INVOICE: 588081 71161 INVOICE: 588714 71162 INVOICE: 589121	08/25/16 587421 08/26/16 588081 08/27/16 588714 08/29/16 589121			222678 222678 222678 222678	P P P P	08/31/16 08/31/16 08/31/16 08/31/16	550 550 550 550	FOOD INVENTORY FOOD INVENTORY FOOD INVENTORY FOOD INVENTORY	169.11 278.91 574.94 98.71
VENDOR TOTALS				48,784.85 YTD INVOICED				48,784.85 YTD PAID	1,121.84
8790 A NEW DAIRY CO, INC 71163 INVOICE: 1506142 71163 INVOICE: 1506142 71164 INVOICE: 1506597 71164 INVOICE: 1506597	08/26/16 1506142 08/26/16 1506142 08/30/16 1506597 08/30/16 1506597			222679 222679 222679 222679	P P P P	08/31/16 08/31/16 08/31/16 08/31/16	550 550 550 550	FOOD INVENTORY NA BEVERAGES INVENTORY NA BEVERAGES INVENTORY FOOD INVENTORY	472.18 11.72 41.96 142.97
VENDOR TOTALS				20,742.41 YTD INVOICED				20,742.41 YTD PAID	668.83
6453 PARAMEDIC BILLING SERVICES, INC. 71178 INVOICE: PBS-74 71178 INVOICE: PBS-74	08/31/16 PBS-74 08/31/16 PBS-74			17408 17408	W W	08/31/16 08/31/16	1000 135200	AMBULANCE SERVICE FEES AMBULANCE BILLING SERVICE	3,151.77 -141.55
VENDOR TOTALS				6,683.73 YTD INVOICED				6,683.73 YTD PAID	3,010.22
700 THE PITNEY BOWES BANK INC 71141 INVOICE: 83016	08/31/16 83016			17407	W	08/31/16	122100	POSTAGE & SHIPPING	2,000.00
VENDOR TOTALS				16,000.00 YTD INVOICED				16,000.00 YTD PAID	2,000.00
9604 RULE29 CREATIVE, INC 71165 INVOICE: 16286VLS-01 71166 INVOICE: 16401VLS-01	08/25/16 16286VLS-01 08/29/16 16401VLS-01			222680 222680	P P	08/31/16 08/31/16	55730 55730	MARKETING MARKETING	1,375.00 500.00

09/02/2016 11:24
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				9,837.50	YTD	INVOICED		9,837.50	YTD PAID
6093 SCHAMBERGER BROTHERS, INC 71169 03/11/16 INVOICE: 400671				222681	P	08/31/16	550	150303	BEER INVENTORY
VENDOR TOTALS				11,803.40	YTD	INVOICED		11,803.40	YTD PAID
835 SUPERIOR BEVERAGE CO. 71167 08/26/16 INVOICE: 645544				222682	P	08/31/16	550	150303	BEER INVENTORY
VENDOR TOTALS				14,334.73	YTD	INVOICED		14,217.93	YTD PAID
10104 SUPREME LOBSTER CO 71168 08/26/16 INVOICE: 5950862				222683	P	08/31/16	550	150301	FOOD INVENTORY
VENDOR TOTALS				6,011.53	YTD	INVOICED		6,011.53	YTD PAID
844 SYSCO FOOD SERV - CHICAGO, INC 71170 08/29/16 INVOICE: 608290368				222684	P	08/31/16	550	150301	FOOD INVENTORY
71170 08/29/16 INVOICE: 608290368				222684	P	08/31/16	55730	530105	OPERATING SUPPLIES
71170 08/29/16 INVOICE: 608290368				222684	P	08/31/16	55730	530410	DRY GOODS
71170 08/29/16 INVOICE: 608290368				222684	P	08/31/16	55720	530105	OPERATING SUPPLIES
VENDOR TOTALS				156,366.90	YTD	INVOICED		156,366.90	YTD PAID
884 U.S. FOODSERVICE, INC. 71171 08/25/16 INVOICE: 2032860				222685	P	08/31/16	550	150301	FOOD INVENTORY
71171 08/25/16 INVOICE: 2032860				222685	P	08/31/16	550	150305	NA BEVERAGES INVENTORY
71171 08/25/16 INVOICE: 2032860				222685	P	08/31/16	55730	530105	OPERATING SUPPLIES
71171 08/25/16 INVOICE: 2032860				222685	P	08/31/16	55730	530410	DRY GOODS
71172 08/23/16 INVOICE: 1962430				222685	P	08/31/16	55720	530105	OPERATING SUPPLIES
71173 08/26/16 INVOICE: 2093048				222685	P	08/31/16	550	150305	NA BEVERAGES INVENTORY
71174 08/26/16 INVOICE: 2084621				222685	P	08/31/16	550	150301	FOOD INVENTORY
71174 08/26/16 INVOICE: 2084621				222685	P	08/31/16	550	150305	NA BEVERAGES INVENTORY
71174 08/26/16 INVOICE: 2084621				222685	P	08/31/16	55730	530105	OPERATING SUPPLIES

09/02/2016 11:24 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0816-5

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TO FISCAL 2016/08 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 71174	2084621	08/26/16		222685	P	08/31/16	55730	530410	19.57
INVOICE: 71174	2084621	08/26/16		222685	P	08/31/16	55720	530105	150.20
INVOICE: 71192	2084621	08/29/16		222685	P	08/31/16	550	150301	1,841.72
INVOICE: 71192	2137239	08/29/16		222685	P	08/31/16	55730	530105	137.90
INVOICE: 71192	2137239	08/29/16		222685	P	08/31/16	55730	530410	33.58
INVOICE: 71192	2137239	08/29/16							5,514.97
VENDOR TOTALS				106,701.94	YTD INVOICED			106,701.94	YTD PAID
7711 WINDY CITY DISTRIBUTION COMPANY									
INVOICE: 71176	08/25/16			222686	P	08/31/16	550	150303	444.27
INVOICE: 71177	762044	08/26/16		222686	P	08/31/16	550	150303	182.99
INVOICE: 71177	762606								627.28
VENDOR TOTALS				25,280.56	YTD INVOICED			25,280.56	YTD PAID
REPORT TOTALS									117,412.31
COUNT									AMOUNT
TOTAL PRINTED CHECKS									19
TOTAL WIRE TRANSFERS									134
									21,623.21
									95,789.10

** END OF REPORT - Generated by Mary Romanelli **

09/02/2016 11:40 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0916-1

TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
2021 A-RELIABLE PRINTING 71196 INVOICE: 18395	08/23/16			222688	P	09/02/16	121200	520905 PRINTING	132.00
VENDOR TOTALS			6,177.11 YTD INVOICED					6,177.11 YTD PAID	132.00
8181 MWSTAR WASTE HOLDINGS CORPORATION 71195 INVOICE: TB0000014914	08/13/16			222689	P	09/02/16	143300	521115 LANDFILL FEES	254.91
VENDOR TOTALS			7,557.11 YTD INVOICED					7,557.11 YTD PAID	254.91
10229 ACCOUNTING PRINCIPALS 71197 INVOICE: 8119247	08/21/16			222690	P	09/02/16	126200	521055 PROFESSIONAL SERVICES - O	1,080.00
VENDOR TOTALS			2,767.50 YTD INVOICED					2,767.50 YTD PAID	1,080.00
53 ANDEX 71202 INVOICE: 3938988	08/25/16			222691	P	09/02/16	121300	521075 CONTRACT MAINT SERVICE	65.00
VENDOR TOTALS			3,458.00 YTD INVOICED					3,458.00 YTD PAID	65.00
10255 ARTURO D ANGEL 71198 INVOICE: 20160773	08/29/16			222692	P	09/02/16	100	240100 ESCROWS - DEVELOPER DEPOS	1,750.00
VENDOR TOTALS			1,750.00 YTD INVOICED					1,750.00 YTD PAID	1,750.00
9380 ARBORWORKS LLC 71194 INVOICE: 2873	08/29/16		20150016	222693	P	09/02/16	143400	521103 EMERALD ASH BORER PROGRAM	2,369.29
VENDOR TOTALS			124,386.87 YTD INVOICED					124,386.87 YTD PAID	2,369.29
65 AT&T 71199 INVOICE: 630299013108-4 71201 INVOICE: 630469056008-7	08/16/16			222694	P	09/02/16	121400	521195 TELECOMMUNICATIONS	63.08
VENDOR TOTALS			33,877.68 YTD INVOICED					33,877.68 YTD PAID	174.41
8897 BERGLUND, ARMSTRONG & MASTNY, PC 71206 INVOICE: 28851	08/18/16			222695	P	09/02/16	121200	520702 LEGAL - HEARING OFFICER	237.49
VENDOR TOTALS			1,182.50 YTD INVOICED					1,182.50 YTD PAID	137.50
96 BONNELL INDUSTRIES, INC.									137.50

09/02/2016 11:40 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0916-1

TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
71205 INVOICE: 169843-IN	08/24/16			222696	P	09/02/16	65000	530310 PARTS PURCHASED	23.88
VENDOR TOTALS	3,881.80	YTD INVOICED						3,881.80 YTD PAID	23.88
10118 BUCHANAN ENERGY LLC 71203 08/26/16 INVOICE: 359495	20160043	222697	P	09/02/16	65000	530300	GAS AND OIL		12,712.00
71204 08/24/16 INVOICE: 358693	20160043	222697	P	09/02/16	65000	530300	GAS AND OIL		14,405.60
VENDOR TOTALS	55,277.60	YTD INVOICED						55,277.60 YTD PAID	27,117.60
6043 CHICAGO PARTS & SOUND LLC 71209 08/24/16 INVOICE: 781921	222698	P	09/02/16	65000	530310	PARTS PURCHASED			-101.06
71210 08/24/16 INVOICE: 781786	222698	P	09/02/16	65000	530310	PARTS PURCHASED			305.10
VENDOR TOTALS	7,884.74	YTD INVOICED						7,884.74 YTD PAID	204.04
1076 CINTAS CORPORATION NO 2 71212 08/12/16 INVOICE: F9400151488	222699	P	09/02/16	121300	521075	CONTRACT MAINT SERVICE			187.00
VENDOR TOTALS	451.71	YTD INVOICED						451.71 YTD PAID	187.00
175 COMMONWEALTH EDISON COMPANY 71211 08/09/16 INVOICE: 71211	222700	P	09/02/16	50200	521200	UTILITIES			78.30
VENDOR TOTALS	117,917.92	YTD INVOICED						117,917.92 YTD PAID	78.30
8317 COPY KING OFFICE SOLUTIONS, INC 71207 09/01/16 INVOICE: 29226	222701	P	09/02/16	121500	530105	OPERATING SUPPLIES			624.21
VENDOR TOTALS	3,136.74	YTD INVOICED						3,136.74 YTD PAID	624.21
4459 CORPORATE AWARDS BY DENSON'S DIV OF DENSON SHOP INC 71208 08/22/16 INVOICE: 91824	222702	P	09/02/16	126100	530100	OFFICE SUPPLIES			32.19
VENDOR TOTALS	79.38	YTD INVOICED						79.38 YTD PAID	32.19
204 DAILY HERALD 71214 08/16/16 INVOICE: T4449589	222703	P	09/02/16	40000	520990	CONTRACT STREET MAINTENAN			62.10
71215 08/19/16 INVOICE: T4449845	222703	P	09/02/16	143400	521090	TREE TRIMMING			56.35

TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR NAME
DOCUMENT

GL ACCOUNT	DESCRIPTION
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7,621.25 YTD PAID

7,621.25 YTD INVOICED

VENDOR TOTALS

242 DU-KANE ASPHALT CO.
71213 08/21/16
INVOICE: 422

8,266.86 YTD PAID

8,266.86 YTD INVOICED

VENDOR TOTALS

311 THE TERRAMAR GROUP, INC					
71216	08/26/16	222705 P	09/02/16	65000	530310 PARTS PURCHASED
INVOICE:	66179				
71217	08/16/16	222705 P	09/02/16	65000	570155 VEHICLES

27,474.30 YTD PAID

27,474.30 YTD INVOICED

VENDOR TOTALS

[illegible]

1,234.43 YTD PAID

1,234.43 YTD INVOICED

VENDOR TOTALS

918 VIL. OF G.E., PUB. WKS. -PETTY CASH

530100 OFF:

22270

918 VIL. OF G.E.,
71221

	INVOICE:	90116	222707 P	09/02/16	143100	530105	OPERATING SUPPLIES	.22
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	143100	520305	EMPLOYEE RECOGNITION	3.69
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	143100	520620	EMPLOYEE EDUCATION	30.96
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	143300	530105	OPERATING SUPPLIES	10.00
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	143400	520620	EMPLOYEE EDUCATION	35.00
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	143400	530105	OPERATING SUPPLIES	9.00
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	50100	520600	DUES-SUBSCRIPTIONS-REG FE	25.00
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	50200	520600	DUES-SUBSCRIPTIONS-REG FE	25.00
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	65000	530105	OPERATING SUPPLIES	20.00
	71221	08/24/16						
	INVOICE:	90116	222707 P	09/02/16	65000	530300	GAS AND OIL	4.00
	71221	08/24/16						
	INVOICE:	90116						

185.27 YTD PAID

185.27 YTD INVOICED

VENDOR TOTALS

185.27

09/02/2016 11:40
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0916-1

TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
4090 TEMCO MACHINERY INC. 71220 08/24/16 INVOICE: AG51786				222708	P	09/02/16	65000 530310	PARTS PURCHASED	42.90
VENDOR TOTALS			2,973.51 YTD INVOICED				2,973.51 YTD PAID		42.90
367 GOVERNMENT FIN. OFFICERS ASSN. 71218 07/08/16 INVOICE: 2821809				222709	P	09/02/16	122100 520600	DUES-SUBSCRIPTIONS-REG FE	70.00
VENDOR TOTALS			880.00 YTD INVOICED				880.00 YTD PAID		70.00
198 HERITAGE-CRYSTAL CLEAN INC 71222 08/23/16 INVOICE: 14191069				222710	P	09/02/16	65000 521125	LEASED EQUIPMENT	303.81
VENDOR TOTALS			1,211.96 YTD INVOICED				1,211.96 YTD PAID		303.81
9087 ILLINOIS POWER MARKETING COMPANY 71224 08/16/16 INVOICE: 104285016081				222711	P	09/02/16	21000 521190	STREET LIGHTING/ENERGY CO	10,482.78
VENDOR TOTALS			103,857.65 YTD INVOICED				103,857.65 YTD PAID		10,482.78
8112 JOHN HUBSKY 71223 08/26/16 INVOICE: ER090116				222712	P	09/02/16	50100 520620	EMPLOYEE EDUCATION	300.00
71223 08/26/16 INVOICE: ER090116				222712	P	09/02/16	50200 520620	EMPLOYEE EDUCATION	300.00
VENDOR TOTALS			1,915.00 YTD INVOICED				1,915.00 YTD PAID		600.00
3892 ILCMA 71231 08/17/16 INVOICE: 591				222713	P	09/02/16	121200 520615	RECRUITING AND TESTING	50.00
71232 08/17/16 INVOICE: 590				222713	P	09/02/16	121200 520615	RECRUITING AND TESTING	50.00
VENDOR TOTALS			820.00 YTD INVOICED				820.00 YTD PAID		100.00
422 ILLINOIS SECRETARY OF STATE 71225 08/30/16 INVOICE: 90116				222714	P	09/02/16	134200 520935	IMPOUND FEES	95.00
71226 08/30/16 INVOICE: 90116-1				222715	P	09/02/16	134200 520935	IMPOUND FEES	95.00
71227 08/30/16 INVOICE: 90116-2				222716	P	09/02/16	134200 520935	IMPOUND FEES	95.00
71228 08/30/16 INVOICE: 90116-3				222717	P	09/02/16	134200 520935	IMPOUND FEES	95.00

09/02/2016 11:40 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0916-1

TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		1,030.00	YTD INVOICED				1,030.00	YTD PAID	380.00
444 INTERSTATE BATTERY SYS OF SW CHICAGO									
71230	08/24/16			222718	P	09/02/16	65000	PARTS PURCHASED	779.70
INVOICE: 24025802									
VENDOR TOTALS		5,014.85	YTD INVOICED				5,014.85	YTD PAID	779.70
445 INTOXIMETERS INC									
71229	08/24/16			222719	P	09/02/16	134100	OPERATING SUPPLIES	250.00
INVOICE: 541194									
VENDOR TOTALS		722.40	YTD INVOICED				722.40	YTD PAID	250.00
10258 MARY JONES									
71233	09/01/16			222720	P	09/02/16	143300	DUES-SUBSCRIPTIONS-REG FE	51.18
INVOICE: ER090116									
VENDOR TOTALS		51.18	YTD INVOICED				51.18	YTD PAID	51.18
612 KONICA MINOLTA BUSINESS SOLUTIONS INC									
71234	08/24/16			222721	P	09/02/16	121400	COPIER	450.76
INVOICE: 9002688653									
71235	08/23/16			222721	P	09/02/16	121400	COPIER	265.14
INVOICE: 9002684738									
71236	08/20/16			222722	P	09/02/16	121400	COPIER	275.00
INVOICE: 29022956									
VENDOR TOTALS		10,376.18	YTD INVOICED				10,376.18	YTD PAID	990.90
546 LEN'S ACE HARDWARE, INC.									
71237	07/03/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	20.69
INVOICE: 73636									
71238	07/07/16			222723	P	09/02/16	55710	OPERATING SUPPLIES	19.76
INVOICE: 73689									
71239	07/08/16			222723	P	09/02/16	55710	OPERATING SUPPLIES	25.18
INVOICE: 73718									
71240	07/11/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	13.48
INVOICE: 73760									
71241	07/13/16			222723	P	09/02/16	55735	OPERATING SUPPLIES	67.47
INVOICE: 73793									
71242	07/15/16			222723	P	09/02/16	55730	OPERATING SUPPLIES	25.18
INVOICE: 73850									
71243	07/18/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	27.86
INVOICE: 73876									
71244	07/19/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	16.17
INVOICE: 73903									
71245	07/19/16			222723	P	09/02/16	55730	OPERATING SUPPLIES	8.96
INVOICE: 73906									
71246	07/20/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	44.91

09/02/2016 11:40 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0916-1

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 71247	07/23/16			222723	P	09/02/16	55735	OPERATING SUPPLIES	35.96
INVOICE: 71248	07/28/16			222723	P	09/02/16	55730	OPERATING SUPPLIES	12.59
INVOICE: 71249	07/26/16			222723	P	09/02/16	55710	OPERATING SUPPLIES	8.09
INVOICE: 71250	07/26/16			222723	P	09/02/16	55710	OPERATING SUPPLIES	19.79
INVOICE: 71251	07/26/16			222723	P	09/02/16	55735	OPERATING SUPPLIES	8.16
INVOICE: 71252	07/27/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	12.58
INVOICE: 71253	07/28/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	10.78
INVOICE: 71254	07/28/16			222723	P	09/02/16	55715	OPERATING SUPPLIES	23.83
INVOICE: 74086									401.44
VENDOR TOTALS							7,844.37	YTD PAID	
596 METRO PARAMEDIC SERVICES, INC.									
INVOICE: 71255	07/12/16			222724	P	09/02/16	135200	AMBULANCE SERVICE	29,572.58
INVOICE: 20-00287									
VENDOR TOTALS							255,965.70	YTD PAID	
622 MUNICIPAL CLERKS OF DUPAGE CTY									
INVOICE: 71258	08/25/16			222725	P	09/02/16	121100	VILLAGE COMMISSIONS	32.00
INVOICE: 90116									
VENDOR TOTALS							159.00	YTD PAID	
1212 MURPHY & MILLER, INC									
INVOICE: 71256	08/18/16			222726	P	09/02/16	121300	CONTRACT MAINT SERVICE	609.00
INVOICE: SVC00003092									
INVOICE: 71257	08/18/16			222726	P	09/02/16	121300	CONTRACT MAINT SERVICE	337.00
INVOICE: SVC00003089									
VENDOR TOTALS							3,418.66	YTD PAID	
5841 GENUINE PARTS CO-NAPA									
INVOICE: 71259	08/23/16			222727	P	09/02/16	65000	PARTS PURCHASED	15.07
INVOICE: 379849									
INVOICE: 71260	08/24/16			222727	P	09/02/16	65000	PARTS PURCHASED	49.86
INVOICE: 379965									
VENDOR TOTALS							2,764.16	YTD PAID	
7183 NEWEGG INC									
INVOICE: 71261	08/24/16			222728	P	09/02/16	121400	COMPUTER EQUIPMENT/PROJEC	51.48
INVOICE: 1202086370									

09/02/2016 11:40 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0916-1

TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

VENDOR TOTALS				6,051.64	YTD	INVOICED		6,051.64	YTD PAID
738 RAY O'HERRON CO. INC. 71267 08/23/16 INVOICE: 1647987-IN				222729	P	09/02/16	134200	580110	EQUIPMENT/CAPITAL OUTLAY
71268 08/26/16 INVOICE: 1648608-IN				222729	P	09/02/16	134200	530445	UNIFORMS
VENDOR TOTALS				21,340.64	YTD	INVOICED		21,340.64	YTD PAID
676 PACKEY WEBB FORD, INC. 71262 08/30/16 INVOICE: 135217				222730	P	09/02/16	65000	530310	PARTS PURCHASED
VENDOR TOTALS				13,680.76	YTD	INVOICED		13,680.76	YTD PAID
9872 STEVE PETROVICH 71193 09/01/16 INVOICE: 90116				222687	P	09/01/16	55730	520904	ENTERTAINMENT
VENDOR TOTALS				800.00	YTD	INVOICED		800.00	YTD PAID
703 PLANNING RESOURCES, INC. 71266 08/11/16 INVOICE: 12214				222731	P	09/02/16	126200	521047	FORESTRY AND LANDSCAPING
VENDOR TOTALS				25,807.90	YTD	INVOICED		25,807.90	YTD PAID
6552 PROVANTAGE CORPORATION 71264 08/19/16 INVOICE: 7738364				222732	P	09/02/16	134200	530100	OFFICE SUPPLIES
71265 08/18/16 INVOICE: 7738050				222732	P	09/02/16	121400	570110	COMPUTER EQUIPMENT/PROJEC
VENDOR TOTALS				14,302.46	YTD	INVOICED		14,302.46	YTD PAID
2512 SPECIALTY FLOORS INC. 71273 08/24/16 INVOICE: 15214				222733	P	09/02/16	121300	520970	MAINTENANCE-BUILDING & GR
VENDOR TOTALS				1,195.00	YTD	INVOICED		1,195.00	YTD PAID
2687 STAPLES CONTRACT & COMMERCIAL, INC. 71271 08/14/16 INVOICE: 3311616079				222734	P	09/02/16	121300	530105	OPERATING SUPPLIES
71272 08/12/16 INVOICE: 3311275535				222734	P	09/02/16	121300	530105	OPERATING SUPPLIES
VENDOR TOTALS				9,362.62	YTD	INVOICED		9,362.62	YTD PAID

51.48

1,770.00

959.35

2,729.35

352.14

352.14

400.00

400.00

5,500.00

5,500.00

334.00

107.00

441.00

1,195.00

1,195.00

98.92

93.64

192.56

09/02/2016 11:40
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0916-1

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
TO FISCAL 2016/09 01/01/2016 TO 12/31/2016									
9084 STATE INDUSTRIAL PRODUCTS CORPORATION									
71270	08/18/16			222735	P	09/02/16	121300	530105	OPERATING SUPPLIES
INVOICE: 97912405									199.02
VENDOR TOTALS			2,247.43	YTD INVOICED				2,247.43	YTD PAID
									199.02
10259 STERLING PROPERTIES LLC									
71285	08/25/16			222736	P	09/02/16	100	240100	ESCROWS - DEVELOPER DEPOS
INVOICE: 15.0012									319.60
VENDOR TOTALS			319.60	YTD INVOICED				319.60	YTD PAID
									319.60
2937 SUPERIOR ASPHALT MATERIALS, LLC									
71269	08/12/16			222737	P	09/02/16	143300	530210	OPERATING SUPPLIES, ASPHA
INVOICE: 20161006									1,083.92
VENDOR TOTALS			3,720.60	YTD INVOICED				3,720.60	YTD PAID
									1,083.92
9487 TREE STUFF INC									
71274	08/24/16			222738	P	09/02/16	143400	530105	OPERATING SUPPLIES
INVOICE: 215041									436.57
VENDOR TOTALS			9,204.97	YTD INVOICED				9,204.97	YTD PAID
									436.57
9689 U.S. FIRE & SAFETY EQUIPMENT CO									
71275	08/05/16			222739	P	09/02/16	65000	530310	PARTS PURCHASED
INVOICE: 493588									315.80
VENDOR TOTALS			315.80	YTD INVOICED				315.80	YTD PAID
									315.80
898 UNITED STATES POSTMASTER									
71263	08/20/16			222740	P	09/02/16	122100	520900	POSTAGE & SHIPPING
INVOICE: 90116									215.00
71286	09/02/16			222749	P	09/02/16	55720	520900	POSTAGE & SHIPPING
INVOICE: 90216									1,191.94
VENDOR TOTALS			16,749.29	YTD INVOICED				16,749.29	YTD PAID
									1,406.94
886 U.S. VENTURE, INC									
71276	08/29/16			222741	P	09/02/16	65000	530315	TIRES
INVOICE: 3429970									545.24
71277	08/28/16			222741	P	09/02/16	65000	530315	TIRES
INVOICE: 3425222									59.99
VENDOR TOTALS			3,820.28	YTD INVOICED				3,820.28	YTD PAID
									605.23
5356 UTILITY SERVICE COMPANY, INC.									
71278	08/10/16			222742	P	09/02/16	50100	580100	CAPITAL IMPROVEMENTS
INVOICE: 401388									135,260.00

09/02/2016 11:40 VILLAGE OF GLEN ELLYN
maryr PAID WARRANT REPORT

WARRANT: 0916-1

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR TOTALS	159,315.00	YTD INVOICED					159,315.00	YTD PAID	135,260.00
915 VERIZON WIRELESS SERVICES LLC									
71280 INVOICE: 9770398861	08/15/16			222743	P	09/02/16	143100	521195	TELECOMMUNICATIONS
71280 INVOICE: 9770398861	08/15/16			222743	P	09/02/16	143300	521195	TELECOMMUNICATIONS
71280 INVOICE: 9770398861	08/15/16			222743	P	09/02/16	143400	521195	TELECOMMUNICATIONS
71280 INVOICE: 9770398861	08/15/16			222743	P	09/02/16	50100	521195	TELECOMMUNICATIONS
71280 INVOICE: 9770398861	08/15/16			222743	P	09/02/16	50200	521195	TELECOMMUNICATIONS
71280 INVOICE: 9770398861	08/15/16			222743	P	09/02/16	65000	521195	TELECOMMUNICATIONS
VENDOR TOTALS	21,417.41	YTD INVOICED					21,417.41	YTD PAID	869.79
919 VILLA PARK ELECTRICAL SUPPLY CO, INC									
71279 INVOICE: 1892063	07/15/16			222744	P	09/02/16	121300	530105	OPERATING SUPPLIES
VENDOR TOTALS	1,390.66	YTD INVOICED					1,390.66	YTD PAID	62.70
3995 WAREHOUSE DIRECT OFFICE PRODUCTS									
71284 INVOICE: 3173327-0	08/25/16			222745	P	09/02/16	143100	530100	OFFICE SUPPLIES
71284 INVOICE: 3173327-0	08/25/16			222745	P	09/02/16	143300	530100	OFFICE SUPPLIES
VENDOR TOTALS	1,864.71	YTD INVOICED					1,864.71	YTD PAID	137.30
4450 WESTERN IRRIGATION, INC.									
71281 INVOICE: 97665	08/24/16			222746	P	09/02/16	50100	520970	MAINTENANCE-BUILDING & GR
VENDOR TOTALS	3,615.54	YTD INVOICED					3,615.54	YTD PAID	998.54
8565 WIDEPENWEST FINANCE LLC									
71282 INVOICE: 90116	08/29/16			222747	P	09/02/16	134300	521195	TELECOMMUNICATIONS
VENDOR TOTALS	1,659.12	YTD INVOICED					1,659.12	YTD PAID	68.00
975 ZIEBELL WATER SERVICE PRODUCTS INC									
71283 INVOICE: 234247-000	08/04/16			222748	P	09/02/16	50100	521020	MAINTENANCE-HYDRANTS
VENDOR TOTALS	12,434.80	YTD INVOICED					12,434.80	YTD PAID	10,900.00

09/02/2016 11:40
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0916-1

TO FISCAL 2016/09 01/01/2016 TO 12/31/2016

VENDOR NAME
DOCUMENT

INV DATE VOUCHER PO

CHECK NO T CHK DATE GL ACCOUNT

GL ACCOUNT DESCRIPTION

REPORT TOTALS

244,747.97

COUNT

AMOUNT

TOTAL PRINTED CHECKS 63

244,747.97

** END OF REPORT - Generated by Mary Romanelli **



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Appointment
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2413)

DOC ID: 2413

Designate Trustee Senak as Village President Pro Tem for the four-month period from September through December, 2016. (Village Manager Franz)



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Award
Prepared By: Meredith Hannah

SCHEDULED

AGENDA ITEM (ID # 2398)

DOC ID: 2398

Approve a Downtown Retail Interior Improvement Award in the amount of \$8,750, for The Beer Cellar, a business located at 488 Crescent Boulevard. (Economic Development Coordinator Hannah)

Background

The Downtown Retail Interior Improvement Award Program was created to facilitate the private sector in making interior improvements that encourage new retail businesses or the retention of existing retail businesses in the Village's downtown. Approved projects are eligible for up to a maximum of \$15,000 for interior improvements based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 24,999.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

The Village Board approved \$100,000 for the Downtown Award programs (including the Façade, Interior, and Fire Prevention Assistance Program) and \$30,000 for Roosevelt Road and Stacey's Corner's Façade Awards for CY2016. Seven other downtown awards have been approved by the Village Board this calendar year, there is \$35,000 in available funds remaining.

Mr. Hawley has been operating The Beer Cellar in downtown Glen Ellyn for almost 3 years. He is expanding his business to 488 Crescent Boulevard and adding a tap room. The Village Board recently approved a Class C4A Liquor License to Mr. Hawley for this new business concept.

On August 31, 2016, Mr. Hawley submitted an application for a Retail Interior Improvement Award. Mr. Hawley is updating the fire alarm system in the space, adding an ADA restroom and updating the existing HVAC to bring it to current code standards. These improvements total \$19,325 he is asking the Village Board for a financial award of \$8,750, per the award scale outlined above.

Downtown Retail Interior Improvement Award Issues

The goal of the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program is to strengthen the downtown shopping district by attracting new retail businesses, restaurants and by assisting existing retailers with eligible expansion plans in the downtown commercial district. Service businesses like art studios, fitness uses must include 25% of floor space of retail to be eligible. The program supports structural, permanent improvements and will not support decorative improvements. Additionally, applicants must plan to install a minimum of \$2,000 of material improvements.

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

Fire Prevention System	\$ 3,985.00
Plumbing and installation for ADA accessible restroom facility, hand sink, three compartment sink, floor drains, installation of underground sanitary waste and vent piping	\$10,650.00
Supply and install 12 diffusers in front shop 4 diffusers in back rooms, vent 4 bath fans and install registers for 16 ceiling diffusers for duct work	\$ 4,690.00
Total eligible expenses	\$19,325.00

These improvements are consistent with the intent of the Award program as the improvements support a new business opening in a vacant storefront. Staff has no concerns with the Village Board approving the requested Award.

Funding

As approximately \$35,000 is available this fiscal year (see attached summary), sufficient funds are available for this Award.

Action Requested

The Village Board may approve the request for \$8,750 Downtown Retail Interior Improvement Award, approve a different Award amount, or choose to deny the request.

Attachments

1. The Beer Cellar, 488 Crescent Blvd Award Application
2. Award Budget Summary

ATTACHMENTS:

- 488 Crescent Blvd The Beer Cellar Interior Award Application (PDF)
- Award Budget Summary 8-31-16 (PDF)

VILLAGE OF GLEN ELLYN
Downtown Retail Interior Improvement Award Application

REQUIRED SUBMITTALS WITH APPLICATION:

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

BUSINESS OWNER INFORMATION:

Business Owner Name: David Hawley

Home Address: 1216 North Path Wheaton, IL 60187

Business Name: The Beer Cellar

Business Address: 488 Crescent Blvd.

Business Phone: 630-315-5060 Fax: _____

Home Phone: 630-890-6665 Email: info@beer cellarchicago.com

If tenant, what is the expiration date of your current lease? ~~12/31/21~~ 5/31/21 + 5 year option

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

Property Owner Name: Yoon Ja Chung

Property Owner Address: 1917 N. High Grove Lane

Property Owner Phone: 312-451-8081 Property Owner Fax: _____

Property Owner E-mail: BAEK.SUNG@GMAIL.COM

DESCRIPTION OF PROPOSED IMPROVEMENTS

See Attached

ITEMIZED ACTIVITY DESCRIPTION

COST

See Attached

TOTAL PROJECT COST: _____

AMOUNT OF AWARD REQUESTED: _____

APPLICATION CERTIFICATION

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

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 6 of the award packet.

David Hawley
Applicant Name (PRINT)

David Hawley
Applicant Signature

Date: 8/31/16

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Sung Baek
Property Owner Name (PRINT)

Sung Baek
Property Owner Signature

Date: 9/1/2016

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

Application is: ☐ Approved ☐ Denied

Village President

Date

Economic Development Coordinator

Date

Chicago Fire & Burglar Detection, Inc.

636 ROOSEVELT ROAD

GLEN ELLYN, ILLINOIS 60137



July 26th, 2016

(630) 469-1122
FAX (630) 469-1137
www.chicagofireandburg.com

Mr. David Hawley
488A Crescent Blvd.
Glen Ellyn, Illinois 60137

Dear Mr. Hawley

After a physical inspection of the above referenced property, we are pleased to submit the following

Schedule of Protection for a City Approved Fire Detection System.

Schedule of Protection

- 1 - Five zone U.L. Listed digital fire alarm control panel, AC/DC
- 1 - Heavy duty rechargeable standby power supply
- 1 - U.L. listed dual telephone line, digitally coded Central Station transmitter
- 4 - Combination smoke/heat detectors
- 2 - 135 degree fixed temperature/rate of rise heat detectors
- 2 - Manual fire alarm pull stations
- 2 - ADA approved audio/visual signaling devices
- 2 - ADA approved visual only signaling devices
- 1 - Exterior fire strobe light
- 1 - Lot of EMT/conduit, fire wire, and fittings
- 1 - City approved project-engineering plans/drawings

The total cost for the above system would be \$3985. plus \$44. per month for 24 hour U.L. listed Central Station monitoring.

Please call should you have any questions.

Sincerely,
Chicago Fire & Burglar Detection, Inc.

David Woodward

Underwriters Laboratory Listed Automatic Burglar and Fire Alarm Systems

"OVER 8000 INSTALLATIONS IN CHICAGOLAND"



1536 BROOK DR. SUITE E DOWNERS GROVE, IL 60515
Ph (630) 629-5850 Fax (630) 629-6740

PLUMBING PROPOSAL

DATE: July 20, 2016
ATTN: Dave Hawley
PROJECT: The Beer Cellar
488 Crescent Blvd.
Glen Ellyn, IL 60137

We propose to furnish plumbing work associated with the referenced project all in accordance with the drawings by Valerio Dewalt Train Associates, Inc.
The scope of work is as follows:

PROPOSAL INCLUDES:

Disconnect and cap existing plumbing fixtures (store onsite for reuse)
Excavation, spoil removal, and stone backfill
Connect to existing sanitary sewer
Installation of PVC underground sanitary waste and vent piping
Provide and install floor drains, floor sinks, and floor cleanouts
Connect to existing aboveground vent piping
Installation of PVC aboveground waste and vent piping
Installation of domestic cold and hot water system
Insulation of suspended and exposed domestic water piping only
Provide and install the following plumbing fixtures: (2) floor mounted water closets, (2) wall hung lavatories, (1) urinal, (1) floor mounted mop sink, (1) 30 Gal. hot water heater & expansion tank
Installation of owner provided equipment (1) hand sink & (1) three comp.sink
Final drain connections for owner provided cooler units
Taxes

PROPOSAL EXCLUDES:

Permits, bonds, or fees
Electrical Work
Dumpsters
Toilet Accessories, Installation, or Partitions
Natural gas or refrigeration piping
Cleaning of existing plumbing fixtures for reinstallation

PRICE PER ABOVE SCOPE.....\$ 8,600.00

Alternate #1

Concrete sawcut and removal off-site
Concrete patch of plumbing underground installation

Sawcut: \$850.00
Patch: \$1,200.00

Thank you,

Dan Burns
CW Burns Co., Inc.



725 Schneider Dr, Unit #1
 South Elgin, IL 60177
 847-888-0570 / 630-213-7729
www.phillipshtg.com

Proposal

Fairview Construction
1526 E. Forest
Wheaton IL. 60187

The Beer Cellar
488 Crescent Blvd
Glen Ellen IL. 60137

Jim,

Thank you, for the opportunity to provide this proposal for the above mentioned project.

Enclosed is a scope of work required to move, relocate & install new duct work as per print. If you have any questions please do not hesitate to give me a call.

Scope of Work

- 1) As per our conversation on 8/4/16 we are going to leave existing square duct & run out supplies in round pipe. The engineer will have to conform that existing duct is sized properly.
- 2) Supply and install 12 diffusers in front shop 4 diffusers in back rooms
- 3) Vent 4 bath fans
- 4) Install registers Heart & Cooley 16 Ceiling diffusers for duct work

Price to do this job

\$4,690.00

Respectfully Submitted

Date

Michael Phillips
 Phillips Heating and Cooling

Date

Acceptance of proposal

6515
 4690
 1825

American Standard.
 HEATING & AIR CONDITIONING

"SERVICE, IT'S IN OUR NAME"



BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF AWARD	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 2016 - \$130,000 Total Funds Available								
JAYNE*	Craig B. Cohen	476 N. Main Street	Façade	1/11/2016	2/16/2016	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
JAYNE*	Joseph Costello	476 N. Main Street	Fire Prev	2/16/2016	3/22/2016	\$ 3,750.00	\$ 3,750.00	\$ 2,500.00
Ramco 450 LLC**	Brian Blizzard	575 - 581 E Roosevelt	Façade	3/8/2016	5/28/2013	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Deacon & Mercy*	Gary Danno	430 N Main Street	Façade	4/1/2016	4/25/2016	\$ 5,000.00	\$ 5,000.00	\$
Crepe House*	Ilirjan Jankulla	548 Crescent Boulevard	Interior	4/13/2016	4/25/2016	\$ 8,750.00	\$ 8,750.00	\$ 8,750.00
Stam*	Liz Mager	530 Pennsylvania	Interior	6/1/2016	6/20/2016	\$ 15,000.00	\$ 15,000.00	
Stam*	Liz Mager	530 Pennsylvania	Façade	6/1/2016	6/20/2016	\$ 15,000.00	\$ 15,000.00	
Designstorms*	Liz Mager	530 Pennsylvania	Interior	6/1/2016	6/20/2016	\$ 15,000.00	\$ 15,000.00	
Designstorms*	Liz Mager	530 Pennsylvania	Façade	6/1/2016	6/20/2016	\$ 15,000.00	\$ 15,000.00	
The Beer Cellar	David Hawley	488 Crescent Boulevard	Interior	8/31/2016		\$ 8,750.00		
						\$ 103,750.00	\$ 95,000.00	\$ 33,750.00

*\$100,000 for downtown projects funded by TIF

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

Deacon & Mercy closed August 25. Their funds were never distributed and have been placed back in available funds.

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF AWARD	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 2015								
Ramco 450 LLC	Brian Blizzard	575 - 581 E Roosevelt	Façade	1/13/2015	2/9/2015	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
GLBRT 479 LLC	Jay Gilbert	479 N Main Street	Fire Prev	3/4/2015	3/23/2015	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
Marché	Jill Foucré	496 N. Main Street	Façade	5/19/2015	6/8/2015	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Banyan Tree Mall	Ken Lubowich	485 N. Main Street	Interior	5/28/2015	6/8/2015	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Marché	Jill Foucré	496 N. Main Street	Interior	7/29/2015	8/17/2015	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Re:New	Rich Somolik	483 N. Main Street	Interior	9/3/2015	9/28/2015	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
M & Em's	Jonathan Goldsmith	460 N. Main Street	Interior	9/14/2015	9/28/2015	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
M & Em's	Jonathan Goldsmith	460 N. Main Street	Façade	9/14/2015	9/28/2015	\$ 10,000.00	\$ 10,000.00	
Main Street Pub	Kevin Hahn	466 N. Main Street	Façade	10/1/2015	10/12/2015	\$ 13,750.00	\$ 13,750.00	
Main Street Pub	Kevin Hahn	466 N. Main Street	Interior	10/1/2015	10/12/2015	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
						\$ 127,500.00	\$ 127,500.00	\$ 103,750.00

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF AWARD	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
SY 14								
TMC ²	Thomas & Sue Martin	450 Duane Street	Façade	5/29/2014	6/9/2014	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
A Toda Madre	Patrick Neary	499 Main Street	Interior	8/4/2014	8/11/2014	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Busy Bee Barber	Dennis Etheridge	417 Main St	Façade	9/30/2014	10/13/2014	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
						\$ 16,750.00	\$ 16,750.00	\$ 16,750.00

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF GRANT	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 13/14								
Bird on a Wire Studio	Kathryn Alcock/Megan Swadley	492 Main	Façade	1/9/2013	5/15/2013	\$ 853.50	\$ 853.50	\$ 853.50
School of Rock	J. Brandon Turner	536B Crescent	Façade	4/25/2013	5/28/2013	\$ 771.50	\$ 771.50	\$ 771.50
Oberweis	Joe Oberweis	515 Roosevelt	Façade	8/6/2012	10/22/2012	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
PS Flowers/Suki Salon	Patty Sorenson/Susan Madonin	522-526 Hillside	Façade	4/13/2013	5/28/2013	\$ 2,065.00	\$ 2,065.00	\$ 2,215.00
535 Penn L.L.C.	Thomas LaMantia	535 Pennsylvania	Interior	8/14/2013	9/9/2013	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
535 Penn L.L.C.	Thomas LaMantia	535 Pennsylvania	Façade	8/14/2013	9/9/2013	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Made In Italy Trattoria	Ippolita Basile	476 Forest	Façade	8/23/2013	9/9/2013	\$ 529.00	\$ 529.00	\$ 529.00
Peanut Butter Planet	Frank Pecora	546 Crescent Blvd	Interior	11/21/2013	1/13/2014	\$ 9,373.50	\$ 9,373.50	\$ 9,373.50
Peanut Butter Planet	Frank Pecora	546 Crescent Blvd	Façade	11/21/2013	1/13/2014	\$ 10,462.50	\$ 10,462.50	-
Olive 'n Vinnie's	Karen & Gary Evensen	449 Main Street	Interior	1/13/2014	1/27/2014	\$ 3,503.45	\$ 3,503.45	\$ 3,503.45
RISE	Aaron Sullivan	499 Pennsylvania Ave	Interior	3/24/2014	4/28/2014	\$ 15,000.00	\$ 11,400.00	\$ 11,000.00
Olive 'n Vinnie's*	Karen & Gary Evensen	449 Main Street	Façade	3/25/2014	4/14/2014	\$ 4,598.00	\$ 4,598.00	\$ -
						\$ 92,156.45	\$ 88,556.45	\$ 73,245.95

*2/1/2016 decided to not move forward with the window replacement.

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF GRANT	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 10/11								
Marcel's	Jillian Foucre	490 N. Main	Interior	1/9/2011	1/20/2011	\$ 20,000.00	\$ 20,000.00	\$ 17,659.00
Marcel's	Jillian Foucre	490 N. Main	Façade	6/8/2011	6/27/2011	\$ 10,000.00	\$ 10,000.00	\$ 12,341.00
						\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
FY 11/12								
Gratto		433 Main	Façade		11/18/2010	\$ 10,000.00	\$ 10,000.00	\$ 9,930.00
Costello	Joe Costello	474 N. Main	Interior	6/20/2011	6/27/2011	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00
Key Investment	Jeanine Valdez	462 Park	Façade	6/22/2011	7/25/2011	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
Northside Grill	Dan Sronkoski	499 Pennsylvania; #D	Façade	7/8/2011	11/14/2011	\$ 526.00	\$ 526.00	\$ 526.00
Northside Grill	Dan Sronkoski	499 Pennsylvania; #D	Interior	10/14/2011	11/14/2011	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
Subway	Suryakant Patel	572 Crescent	Interior	10/3/2011	11/14/2011	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Subway	Suryakant Patel	572 Crescent	Façade	10/3/2011	not approved	\$ -	\$ -	
						\$ 68,026.00	\$ 58,026.00	\$ 57,956.00
FY 12/13								
Katy's Boutique	Katy Balabinis	427 Main	Façade	3/27/2012	5/14/2012	\$ 4,071.00	\$ 4,071.00	\$ 4,071.00
AliKat	Sandra Moore	499 Pennsylvania; #B	Interior	4/11/2012	5/14/2012	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Papier Girl	Lesley Vesevick	413 Main	Interior	4/11/2012	5/14/2012	\$ 14,550.00	\$ 14,550.00	\$ 14,550.00
Run Today	Paul O'Neill	515 Crescent	Façade	6/7/2012	8/20/2012	\$ 671.50	\$ 671.50	\$ 671.50
Run Today	Paul O'Neill	515 Crescent	Interior	6/7/2012	8/20/2012	\$ 14,373.84	\$ 11,706.00	\$ 11,706.00
Flour+Wine	Michael Vai	433 Main	Interior	9/9/2012	8/8/2012	\$ 8,485.64	\$ 6,670.37	\$ 6,670.37
Blackberry Market	Anna Davidson	401 Main	Interior	10/4/2012	11/12/2012	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Larc Jewelers	Jay Gilbert	479 Main	Façade	3/25/2011	4/16/2012	\$ 1,876.00	\$ 1,876.00	\$ 1,580.84
Treasure House	Theresa Nihill	479 Pennsylvania	Façade	7/13/2012	7/19/2012	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Elite Eyewear	Tracy Hortatsos	413 Main	Façade	10/16/2012	11/12/2012	\$ 543.00	\$ 543.00	\$ 543.00
The Stand	Lisa Demos	542 Crescent	Interior	2/4/2013	2/11/2013	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
The Stand	Lisa Demos	542 Crescent	Façade	2/4/2013	2/11/2013	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
						\$ 111,570.98	\$ 107,087.87	\$ 106,792.71



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Special Event
Prepared By: Brendon Mendoza

SCHEDULED

AGENDA ITEM (ID # 2408)

DOC ID: 2408

Approve waiver of Section 10-4-3(B3) of the Village Code to allow the Village Links/Reserve 22 to host the Glenbard West Boosters Fall Fundraiser, Oktoberfest, on Saturday, October 15, 2016, from 7:00 PM - 11:00 PM, and allow for a band to play live amplified music outside, under a tent, during the event. (Assistant Village Manager Stonitsch)

Background

The Glenbard West Boosters ("Boosters"), have requested to hold their annual Fall Fundraiser event, Oktoberfest, at the Village Links/Reserve 22 facility on Saturday, October 15, 2016, from 7:00 PM - 11:00 PM. As part of the request, the Boosters are requesting a band to play live amplified music, under a tent, outside on the facilities' patio.

Issues

The Village Links/Reserve 22 is currently zoned as conservation recreation (CR) limiting its special use allowance for special events. In order for the Village to allow the Village Links/ Reserve 22 facility to host the Glenbard West Boosters Fall Fundraiser event, a waiver of section 10-4-3(B3) is necessary. Waiving section 10-4-3(B3) of the Village Code would approve special use allowing "outdoor merchandise, storage, promotional activities, or tents" in the at the Village Links/Reserve 22 facility located in a conservation reservation zone.

The Village Board previously granted a special use waiver regarding outdoor amplified music for the Links/Reserve 22. That waiver carried very specific restrictions (e.g. time of day, days of the week, location of band patio, etc.) such that the proposed Boosters event would fall outside the current restrictions. As such, staff is requesting the proposed special use waiver to accommodate the Boosters' event.

Action Requested

Approval to waive section 10-4-3(B3) of the Village Code to allow the Village Links/Reserve 22 to host the Glenbard West Boosters Fall Fundraiser - Oktoberfest, on Saturday, October 15, 2016, from 7:00 PM - 11:00 PM. Village Board approval to waive section 10-4-3(B3) of the Village Code, would allow for a band to played live amplified music outside, under a tent, during the event.

Attachments

1. Glenbard West Boosters Oktoberfest Special Event Request
2. Village Code Section 10-4-3

Agenda Item (ID # 2408)

Meeting of September 12, 2016

ATTACHMENTS:

- Glenbard West Boosters Oktoberfest Special Event Request (PDF)
- Village Code Section 10-4-3 (PDF)



PAID
AUG 17 2016
VILLAGE OF GLEN ELLYN

Village of Glen Ellyn Special Event Permit Application

The Special Event Permit Application must be submitted at least **sixty (60) days prior** to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Special Event Permit Application Guidelines at www.glenellyn.org for more information.

EVENT INFORMATION			
Event Title			
Type of Event	☐ Carnival or Rides ☐ Business Special Event ☐ Festival ☐ Outdoor Concert ☐ Parade ☐ Tent Sale ☐ Walk/Run/Bike ☐ Zoo/Circus ☒ Other (please specify): <u>Glenbard West Boosters Fall Fundraiser - Oktoberfest</u>		
Event Date(s)	<u>Oct. 15, 2016</u>	Time	<u>7:00 - 11:00 pm</u>
Alternate Date(s)	<u>---</u>	Time	
First Time Applicant?	☐ Yes ☒ No	Is it an Annual Event?	☐ Yes ☒ No
Event Website (if any)		Anticipated Attendance	<u>150-200</u>
Location of Event Please list all requested street or sidewalk closures noting time(s) each street will be closed.	<u>Village Links - Reserve 22 patio/restaurant</u>		
Describe the Event Please describe your event in detail including any additional information that may be important to understanding its scope and purpose. Please attach any promotional materials regarding the event.	<u>Glenbard West Boosters previously hosted Oktoberfest event on Oct. 19, 2013. We would like to hold the same type of event at Reserve 22. The event is an annual fundraiser that benefits the academic, athletic, and extra curricular activities at Glenbard West. It will consist of German themed food, drinks, and a live auction. We are also hoping to have live music and a tent on Reserve 22 patio.</u>		
Please see Section 3 of the Special Event Application Guidelines for more information regarding Event Activities			
Event Activities Please check all items that will be included in your event. *Extraordinary activities may require additional licenses, fees or submittals (See Guidelines for additional information).	☒ Alcohol* ☐ Animals* ☐ Automobiles ☒ Balloons/Signs/Decorations ☒ Bands/Live Music ☐ Carnival Rides* ☐ Floats ☐ Food Booth(s) ☐ Parade/Race* ☐ Parking Lots* ☐ Portable Toilets ☐ Promotional Signage ☒ Sound Equipment ☐ Stage/Bandshell ☐ Streets/Sidewalks* ☒ Tents ☐ Vendors ☐ Other (please specify): _____		

EVENT ORGANIZER INFORMATION					
Name (First/Last)	Maria Jason Kruse				
Address	511 Oak St.	Apt./Unit			
City	Glen Ellyn	State	IL	Zip Code	60137
Home Phone	630-790-2123	Cell Phone	630-432-3687		
E-mail Address	MJOKRUSE@YAHOO.COM				
Name of Sponsoring Organization(s) (If applicable/different)	GLENBARD WEST BOOSTERS				
Organization's Legal Status	☐ Governmental Entity ☒ Non-profit Entity ☐ Commercial Business				
Sponsoring Organization Main Contact (If applicable/different)					
Address	P.O. Box 154	Apt./Unit			
City	Glen Ellyn	State	IL	Zip Code	60138
Daytime Phone		E-Mail			

All applications should be completed and submitted **not less** than sixty (60) days prior to the event date. Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Special Event Permit Application to:

By Mail/Drop Off: Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137
By Email: events@glenellyninfo.org

Conditions of Approval:

Police Chief/Designee (if applicable)

Date

Village Manager/Designee

Date

10-4-3: CR CONSERVATION/RECREATION DISTRICT:

- (A) Permitted Uses: Only open space uses and passive recreation areas shall be allowed by permitted use in this district. All buildings, structures and principal activity areas shall be allowed by special use only, unless specifically waived by the building and zoning official upon review and approval of the director of planning and development.

Agriculture, including incidental agricultural structures, but excluding livestock operations.

Open space, public park and playground.

All permitted uses must also comply with all applicable requirements contained in [chapter 5](#), "Supplementary Regulations", of this title as well as all other pertinent regulations in this title.

- (B) Special Uses: Within this district, a primary consideration in the approval of special uses shall be public safety and the impact upon adjacent properties. No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

Cemetery.

Nursery, for the growing and sale of trees and shrubbery, but exclusive of retail sales.

Outdoor merchandise, storage, promotional activities, or tents.

Privately operated, not for profit, lake, swimming pool, or tennis court, on a site of not less than five (5) acres.

Public or private recreational facility where buildings do not occupy more than ten percent (10%) of the site area including any parking lots located across a right of way provided they are within three hundred feet (300') of the property on which the facility is located.

Public school, elementary and high, or private school having a curriculum equivalent to a public school, elementary or high, and public office uses associated with the same, provided all such public or private schools have no rooms regularly used for housing or sleeping purposes, on a minimum eight (8) acre parcel.

All special uses must also comply with all applicable requirements contained in [chapter 5](#), "Supplementary Regulations", of this title, as well as all other pertinent regulations in this title.

(C) Accessory Building And Uses:

1. See sections [10-5-4](#), "Accessory Structures And Uses", and [10-5-5](#), "Yards", of this title.
2. Food trucks, subject to the regulations set forth in section [10-5-20](#) of this title.

(D) Maximum Height: Thirty five feet (35').

(E) Minimum Yard And Lot Requirements:

1. Front Yard: Fifty feet (50') in depth.
2. Rear Yard: Sixty feet (60') in depth.
3. Side Yard:
 - (a) Two (2) side yards, neither of which is less than fifteen percent (15%) of the width of the lot;
 - (b) A side yard abutting a street is not to be less than forty feet (40') wide.
4. Lots Fronting On Two Nonintersecting Streets: On lots fronting on two (2) nonintersecting streets, a front yard must be provided on both streets.
5. Minimum Width Of Side Yard: The minimum width of each side yard for nonresidential uses shall be twenty five feet (25').
6. Lot Area: Eighteen thousand (18,000) square feet.
7. Lot Width:
 - (a) Interior lot: One hundred feet (100');
 - (b) Corner lot: One hundred twenty feet (120').
8. Land Uses Without Buildings: Land uses without buildings or structures shall have no minimum lot area or lot width requirements.

(F) Signs, Fences And Obstructions In Yards:

1. Signs as per sign ordinance.
2. See section [10-5-5](#), "Yards", of this title.

(G) Parking And Loading Requirements:

Nursery for the growing and sale of trees and shrubbery	1 space for each 500 square feet of gross floor area, plus 1 space for each 4,000 square feet of gross land area
Private recreational facility	1 space for each 4,000 square feet of gross land area
Public or private building owned by governmental agency	1 space for each 250 square feet of floor area in the building

Additional off street parking and loading requirements are found in [chapter 5](#), "Supplementary Regulations", of this title. (Ord. 3617, 5-8-1989, eff. 6-1-1989; amd. Ord. 4282, 8-14-1995; Ord. 4673, 12-14-1998, eff. 3-1-1999; Ord. 4801, 1-10-2000; Ord. 5035, 1-14-2002, eff. 3-1-2002; Ord. 5543, 1-22-2007; Ord. 5591, 7-23-2007; Ord. 6263, 9-8-2014; Ord. 6303, 3-9-2015)



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

Meeting: 09/12/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Resolution
Prepared By: Al Stonitsch

SCHEDULED

RESOLUTION 16-11

DOC ID: 2410

Resolution No. 16-11, A Resolution Approving and Adopting the 2016 Village Personnel Manual. (Assistant Village Manager Stonitsch)

Background

From time to time, the Village will review its Personnel Manual (“the Manual”) to: (i) ensure its employment policies comply with any new State and Federal laws, (ii) memorialize any new or revised Village policies that have gone into effect since the last update, (iii) analyze potential changes to existing employee benefits and policies, (iv) clarify and/or simplify existing language, where appropriate, and (v) identify any policies contained the Village’s Safety Manual that should otherwise be more appropriately incorporated into the Personnel Manual.

To assist with this project, the Village hired interim HR consultant, Rod Molek, who is a retired Asst. Spt. with School District 87. He, Assistant Village Manager Stonitsch, and Village Attorney Mathews (“the Committee”) worked collaboratively on the overall update to the Manual. Once the Committee identified a comprehensive list of proposed updates/changes, they reviewed the recommendations with the Department Head team for initial discussion and feedback. Following that review, the Committee convened an interdepartmental employee focus group, in order to ensure that employees were made aware of the proposed changes, and to solicit comments and concerns that could be considered by the Department Head team prior to finalizing the recommendations to the Village Board.

UPDATE: August 15, 2016 Board Workshop

At the Village Board’s August 15, 2016 Workshop, staff reviewed with the Board the language changes that staff made in response to Board’s feedback and direction at the July 18, 2016 Workshop (**Attachment #1 & #2**). In addition, staff reviewed Chapters 8 through 12 with the Board, and received direction and feedback on language changes for those specific chapters. The following chart summarizes the specific sections that have been updated, pursuant to the Board’s August Workshop feedback, and that are reflected in the latest draft of the Personnel Manual (**Attachment #3**).

Chapter/ Section	Policy	Proposed Change/Update
8.2	Bereavement Leave	Staff has added language to comply with the new State law (P.A. 099-0703) concerning protected leave for “Child Bereavement Leave”
9.3.21	Prohibited Conduct	Strike... “and the Ethics Policy”. This is duplicative language that is already covered in 9.3.15

9.4.5	Workplace Bullying	Amended policy to better clarify examples of what constitutes bullying behavior in the workplace.
9.11	Privacy Interests	Add: “or paid for either in whole or in part by the Village” to clarify the type of equipment or devices that are subject to the Village’s “Privacy Policy” regulations.
9.11.1	Privacy Interests & Freedom of Information Requests	Add: “Employees shall tender electronic devices, upon request from the Village Manager or Village Attorney”, in order for the Village to comply with FOIA.
11.4.3, E. (1)	Cell Phone Policy, Employee Rights/ Responsibilities & No Expectation of Privacy	Add: • Employees shall tender his/her assigned electronic device to the Village Manager or Village Attorney upon request. • Employees shall not destroy any information or data contained on such device.
11.4.9	Cell Phone Stipend Plan & No Expectation of Privacy	Add: • Employees shall tender his/her assigned electronic device to the Village Manager or Village Attorney, upon request. • Employees shall not destroy any information or data contained on such device.
11.5.5	Employees’ Personal Social Media Pages	Updated policy to more explicitly identify on/off duty conduct expectations

Strategic Plan Initiative:

Strategic Issue VI: FINANCIAL SUSTAINABILITY.

- Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating.
 - Goal #VI: Complete a comprehensive review of the Village's Personnel Manual by June 2016.

Action Requested

Staff is requesting Board approval of a Resolution authorizing the adoption of a revised Personnel Manual.

Resolution 16-11

Meeting of September 12, 2016

Attachments:

1. July 18, 2016 Board Workshop Report
2. August 15, 2016 Board Workshop
3. Revised Personnel Manual (w/red-line revisions)
4. Draft Resolution

RESOLUTION NO. _____**A RESOLUTION APPROVING AND ADOPTING THE
2016 VILLAGE PERSONNEL MANUAL**

WHEREAS, the Village of Glen Ellyn (“the Village”) is a home rule municipality in accordance with the Constitution of the State of Illinois 1970;

WHEREAS, the Village Board identified a comprehensive review and update of the Village’s Personnel Manual as one of its priorities in its 2016 Strategic Plan for the Village;

WHEREAS, the corporate authorities have reviewed and discussed the proposed revisions to the Personnel Manual (“the Manual”); and

WHEREAS, the Village Board has determined that it is in the public interest to formally adopt the revised Manual.

NOW, THEREFORE, BE IT RESOLVED 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:

That the Village President and Village Clerk are hereby authorized and directed to formally approve and adopt by Resolution the Village’s 2016 Personnel Manual.

PASSED by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 12th day of September, 2016.

AYES:

NAYS:

ABSENT:

APPROVED by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2016.

Village President of the
Village of Glen Ellyn, Illinois

Resolution 16-11

Meeting of September 12, 2016

ATTEST:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 2016.

ATTACHMENTS:

- July 18 2016 Board Workshop Report (PDF)
- August 15, 2016 Board Workshop Report (PDF)
- Revised Personnel Manual with Red Line Edits (PDF)



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

Meeting: 07/18/16 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Al Stonitsch

SCHEDULED

AGENDA ITEM (ID # 2338)

DOC ID: 2338

Assistant Village Manager Al Stonitsch will present information regarding the proposed Village Personnel Manual update.

Background

From time to time, the Village will review its Personnel Manual (“the Manual”) to: (i) ensure its employment policies comply with any new State and Federal laws, (ii) memorialize any new or revised Village policies that have gone into effect since the last update, (iii) analyze potential changes to existing employee benefits and policies, (iv) clarify and/or simplify existing language, where appropriate, and (v) identify any policies contained the Village’s Safety Manual that should otherwise be more appropriately incorporated into the Personnel Manual.

To assist with this project, the Village hired interim HR consultant, Rod Molek, who is a retired Asst. Spt. with School District 87. He, Assistant Village Manager Stonitsch, and Village Attorney Mathews (“the Committee”) worked collaboratively on the overall update to the Manual. Once the Committee identified a comprehensive list of proposed updates/changes, they reviewed the recommendations with the Department Head team for initial discussion and feedback. Following that review, the Committee convened an interdepartmental employee focus group, in order to ensure that employees were made aware of the proposed changes, and to solicit comments and concerns that could be considered by the Department Head team prior to finalizing the recommendations to the Village Board.

Subject

The following seeks to summarize the (substantive) recommended changes to the Personnel Manual by Chapter. *Note:* Following the Board’s future adoption of a revised Personnel Manual, staff intends to overhaul the current design of the manual with improved cosmetic changes in order to reflect a more contemporary and professional image for the Village.

1. Introduction (Chapter 1)

- ☐ **Recommendation:** Incorporated the at-will employment language previously contained in the “Disclaimer” section, into the Manual’s “Introduction” section for formatting purposes. This Chapter has also been reformatted and subdivided into the following new sections:
 - ☐ **Vision Statement (Section 1.2):** Incorporates the Village’s Vision Statement that the Board adopted as part of the Village’s latest Strategic Plan.
 - ☐ **Commitment to Employees (Section 1.3):** Adds new language that emphasizes the Village’s ongoing commitment to an equal opportunity work place that is fostered through mutual respect, dignity, and professionalism at all levels. Also adds new language that memorializes the Village’s desire to solicit employee suggestions as an organizational imperative for continuous

improvement.

- ☐ **Compliance with Local Law (Section 1.4):** Incorporates disclaimer language that (i) reiterates that Village Departments may establish, from time to time, additional working regulations or operating policies that are supplemental to the Personnel Manual, (ii) emphasizes that to the extent that the Village's Personnel Manual conflicts with any Federal, State, or local laws, the Village will fully comply with the law.
- ☐ **Manual Applies to All Employees (Section 1.5):** Previous language indicated that the Manual did not apply to "seasonal or short-term" employees. Amended version emphasizes that the Manual applies to *all* full-time, part-time, and seasonal employees. Also clarifies that the Manual applies to all Glenbard Wastewater Authority employees.
- ☐ **Note Regarding Union-Represented Employees (Section 1.6):** This new section clarifies that many of the policies and benefits contained in the Personnel Manual apply to *both* union and non-union employees; however, in those instances where specific provisions of the union contract and the Manual are in conflict, the union contract shall control.

2. Definitions (Chapter 2)

- ☐ Recommendation: With respect to "Anniversary Date", removes the outdated language concerning salary adjustments/personnel updates occurring on the employee's anniversary date in order to reflect the Village's 2014 transition from anniversary date reviews/raises to annual focal point reviews. Staff also clarified full-time, part-time, and Seasonal employees, and retitled "Short Term" employee to "Temporary Employee". In addition, a new employee classification of "Acting Appointment" has been added to the definition list.

3. Safety (Chapter 3)

- ☐ Recommendation: Staff is recommending substantial updates to the Manual's Chapter on Safety, much of which simply integrates existing policies contained in the Safety Manual, such as supervisor and employee roles and responsibilities and accident/injury reporting (Section 3.1-3.3). Staff is also recommending a general policy statement on Workers Compensation, and the creation of a Temporary Light Duty Policy.
- ☐ **Workers Compensation (Section 3.4):** Reiterates that the Village follows

State law as it relates to workers compensation, and that eligible employees FMLA leave will run concurrently with workers comp leave. Also clarifies that sworn police personnel fall under the Public Employee Disability Act (PEDA) as it relates to workers compensation benefits.

- ☐ **Temporary Light Duty Policy (Section 3.9):** Institutes a temporary light duty policy to accommodate a temporarily injured/ill employee through the recovery period. Does not guarantee a light duty assignment, and does not require the Village to create light duty work where none exists.
- ☐ **Driver Operations Policy (Section. 3.11 - 3.13):** Staff is recommending a comprehensive driver operations policy that not only incorporates some of the existing guidelines from the Safety Manual, but also establishes new policies that (i) memorialize appropriate safe practices and conduct while driving a Village-owned vehicle (ii) clarifies Take Home Vehicle restrictions, including limitations on personal use of Village-owned vehicles, and (iii) formalizes guidelines for personal vehicles in use for Village-related business. In particular, that employees' auto liability policy is primary and Village's policy provides excess auto liability insurance; and that the Village will follow IRS guidelines for mileage reimbursement for those employees using their own personal vehicle for official Village business purposes.
- ☐ **Vehicle Anti-Idling Policy (Section 3.16):** Incorporates the Village's existing policies into the Manual.

4. **Employment (Chapter 4)**

- ☐ **Recommendation:** The substantive changes proposed for this Chapter include incorporating the Village's recently amended anti-nepotism policy (i.e. Section 4.2). The new policy expands hiring prohibitions to include candidates related not just to elected officials, but also prohibits employment of candidates related to the Village's appointed officials and employees.
- ☐ **New Hire Probationary Period and Pay Increases (Section 4.4.2):** In March 2015, the Village eliminated a new hire's eligibility to receive up to a three (3) percent pay increase at the six month point in the probationary period. In addition to memorializing this change in the Manual, staff is also proposing to amend the twelve (12) month probationary increase language to reflect the current *de facto* policy of new hire pay increases being capped at the Board-approved payroll increase (e.g. 2.50% in 2016) for the budget, as opposed to the current policy in the Manual that indicates new employees are eligible for a "pay adjustment not-to-exceed 6%, plus any pay scale base

adjustments”.

- ☐ **Promoted Employees and Pay Increases (Section 4.4.3):** Staff is also proposing to strike the existing “pay adjustment not-to-exceed 3%” following successful completion of the six (6) month probationary period from the current policy, and replace it with more general language that the “employee will be eligible for a base pay adjustment” upon approval of the Department Head and Village Manager. Through this proposed amendment, staff is seeking flexibility to award a reasonable base pay adjustment immediately upon promotion. Current Village policy and practice limits promotional increases to 5% upon promotion, and up to an additional 3% following successful completion of the probationary period, for a maximum potential of eight (8) percent. Staff would like to have the flexibility to front load the pay increase at the outset of the promotion, and award a pay increase at a level that is commensurate with the additional job responsibilities and equitable with similarly situated employees, yet still remaining fiscally responsible.

5. Pay Practices (Chapter 5)

- ☐ Recommendation:

- ☐ **Pay Plan (Section 5.1, C.):** Added language that stipulates the Village’s pay plan will be developed based upon, among other things, market competitiveness and fiscally responsible principles.
- ☐ **Payment of Wages (Section 5.4 - 5.6):** This is a new section to clarify for employees the timing of paychecks and the mechanics by which paychecks are issued. Also adds a basic instructional policy for employees who lose their pay check, and memorializes the Village’s prohibition on payment of advanced wages.
- ☐ **Pay Increases (Section 5.7):** The amended language memorializes the Village’s merit pool annual pay increase policy that went into effect in 2014, and also affords the Village Manager the discretion to award base pay increases exceeding eight (8), when prudent to do so. The current policy limits the Village Manager’s authority to award a base pay increase in excess of eight (8) percent, which is particularly limiting for promotional pay increases when attempting to award a fair and equitable salary increase that is commensurate with the expanded job scope. In addition, this policy limits the Village Manager’s discretion to make mid-year equity adjustments in those

occasional situations where a position is identified as significantly below market or paid substantially less than similarly situated employees.

- ☐ **Effects of Promotion (Section 5.8):** As discussed earlier, staff has proposed more flexible language that allows the Village Manager to award a discretionary pay increase at the outset of the promotion, as opposed to the current policy of splitting the pay increase at the beginning and end of the (six month) probationary period.

6. Hours of Work and Overtime (Chapter 6)

- ☐ Recommendation:

- ☐ **Employee Workday & Time Reporting (Sections 6.1 - 6.2):** Staff is proposing clarifying language that provides general guidelines on the employee work day, lunch breaks, etc., and reiterates employee responsibilities to record hours worked in a timely and accurate manner in order to get paid.
- ☐ **Authority of Village (Section 6.3.1):** New language clarifies that the Village has the exclusive right to schedule, assign, or cancel overtime work as circumstances dictate. Moreover, reiterates that employees must receive prior approval from their supervisor to work overtime, and that an employee who works unapproved overtime may be subject to discipline. Also, in light of the proliferation of mobile computing devices, verbiage has been added to reiterate that non-exempt employees should not access job-related e-mails or conduct Village business outside of normal work hours without prior approval.
- ☐ **Payment of Overtime (Section 6.3.2):** Added language to reiterate that in order for employees to be paid for overtime work, they must promptly and accurately record overtime hours in accordance with Departmental payroll procedures. Also, clarifies that floating holidays are *not* considered “hours worked” for the purposes of calculating overtime.
- ☐ **Compensatory Time (Section 6.4):** Further clarifies how compensatory time is calculated and when it is cashed out, and adds language that reserves the Village’s right to require employees to either cash out the balance of hours or to use the remaining balance. The amended policy also eliminates comp time eligibility for exempt employees in order to be consistent with the Fair Labor Standards Act.

- ☐ **Employee Travel and Reimbursement (Section 6.7):** Provides general policy language regarding authorized employee travel, expense reimbursement, and wage payments for traveling on official Village business.

7. Employee Benefits (Chapter 7)

- ☐ Recommendation:
 - ☐ **Floating Holidays (Section 7.1.2):** Staff is suggesting language that allows individuals to use a floating holiday in full *or* a half day increments to allow employees greater flexibility. Moreover, language has been added to clarify that Floating Holidays are not paid out if not used, nor are they paid out when an employee separates from employment.
 - ☐ **Tuition Assistance Program (Section 7.6):** Memorializes the Village's long-standing educational assistance benefit.
 - ☐ **Hepatitis Vaccine (Section 7.9):** Incorporates existing language from the Village's Safety Manual.
 - ☐ **Change of Dependents or Marital Status (Section 7.10):** Reiterates existing policy under the Village's medical plan documents that employees must provide timely notice to the Village of a qualifying event in order to make a change to their insurance benefits outside of the open enrollment period.

8. Leaves of Absence (Chapter 8)

- ☐ Recommendation:
 - ☐ **Bereavement Leave (Section 8.2):** Currently, the Village only provides paid bereavement leave (up to 5 days) for full-time employees for immediate family members. Staff is recommending to expand that paid leave benefit to regular part-time employees as well. In addition, staff is also proposing to expand the definition of relatives to include certain extended family members in order to qualify for paid bereavement leave. For extended family bereavement, staff is proposing that employees would qualify for up to three (3) paid days.
 - ☐ **Jury Duty (Section 8.3.1):** Current policy only provides paid leave to full-time employees, and also requires the employee to relinquish the jury duty stipend that is received from the court. Staff is proposing to expand this paid time benefit to

regular part-time employees as well, and to eliminate the requirement to relinquish the stipend check to the Village.

- ☐ **Other Leaves of Absence (8.3.4 - 8.3.7):** In order to comply with State law, the following protected leaves have been included in the Manual: (i) Illinois School Visitation Act (ii) Nursing Mothers in the Workplace Act (iii) Victim's Economic Security and Safety Act, and (iv.) Employee Blood Donation Leave Act.
- ☐ **Military Leave (Section 8.5):** Staff added detailed language concerning rights and benefits afforded to employees serving in the military, in accordance with Federal and State statutes.

9. Employee Conduct (Chapter 9)

- ☐ **Recommendation:**
- ☐ **Sexual Harassment and Anti-Discrimination Policy (Section 9.4):** This policy was updated to ensure compliance with Federal and State laws. In addition, staff is recommending adding subsections in reference to prohibitions against "workplace bullying" and "violence in the workplace".
- ☐ **Non-Fraternization Policy (Section 9.4.10):** Additionally, staff is proposing to include a new policy that prohibits employees who are involved in a romantic or consensual sexual relationship from serving in a supervisory capacity with respect to each other. The proposed policy sets forth mandatory disclosure requirements, and sets forth general guidelines the Village will follow in order to respond to the situation in manner that best serves the Village.
- ☐ **Attire and Grooming (Section 9.5):** Given the wide spectrum of operations within the organization, it is difficult to create a narrowly tailored attire and grooming policy that fits the unique operations of each Department. That being said, staff believes it is important to have a general policy on the expectations of employees maintaining a professional appearance that is appropriate to the job duties, but still reflects a positive image of the Village.
- ☐ **Media Relations (Section 9.7):** This policy has been updated to reflect the recent hiring of a Communications Coordinator within the organization, and provides general guidance to employees on how to appropriately respond to media inquiries.
- ☐ **Drug and Alcohol Abuse Policy (Section 9.10):** Reiterates the Village's existing anti-drug/alcohol policy. Also clarifies those positions in the Village that are subject to mandatory random drug and alcohol testing, and outlines the reasonable suspicion

policy that is in place for all employees.

- ☐ **Consumer Reports (Section 9.11.2):** Policy memorializes the Village's practice of conducting pre-employment background checks, credit checks for certain positions, as well as annual driver's license checks for all positions requiring a valid driver's license as a minimum requirement of the position.
- ☐ **Loss of Personal Property (9.13):** Provides a disclaimer that the Village is not responsible for loss, damage, or theft of an employee's personal belongings on Village premises. In addition, this section seeks to establish a general policy regarding personal property that is damaged because of an on-the-job accident.

10. Personnel Items (Chapter 11)

- ☐ **Recommendation:**
- ☐ **Network/Computer Usage Policy (Section 11.3):** Incorporates the Village's existing policy governing appropriate use of the Village's electronic equipment.
- ☐ **Social Media (Section 11.5):** This new section incorporates the Village's existing administrative policy on the appropriate use of the Village's social media pages. It also establishes an off-duty conduct policy relative to appropriate employee behavior when using their own personal social media pages.
- ☐ **Identity Protection Policy (11.6.1):** Formalizes existing Village policies and procedures as it relates to confidentiality, and protection of employee or public personal identification information (e.g. social security numbers). This policy ensures the Village's is in compliance with federal and state statutes, which requires the establishment of a written policy on protecting against the unauthorized disclosure of personal information (e.g. social security numbers).

11. Ethics Policy (Chapter 12)

- ☐ **Recommendation:** This Chapter has been taken verbatim from the Village Board so that the Ethics Policy is included as part of the Manual going forward.

12. Employee Benefits (Appendix A - C)

- ☐ **Recommendation:** Staff is recommending to add three appendices to the Manual in order to provide a more transparent and descriptive reference guide for employees on the various fringe benefits that the Village offers as part of its employee

compensation program.

Strategic Plan Initiative:

Strategic Issue VI: FINANCIAL SUSTAINABILITY.

- ☐ Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating.
 - ☐ Goal #VI: Complete a comprehensive review of the Village's Personnel Manual by June 2016.

Action Requested

Staff is seeking initial Board feedback and direction on the proposed updates to the Village's Personnel Manual. Following Board input, staff has tentatively scheduled to submit a final draft to the Village Board for formal consideration and adoption at the June 27, 2016 meeting.

ATTACHMENTS:

- Revised Personnel Manual (DRAFT) (PDF)
- Personnel Manual REDLINE (PDF)
- ATT #2 - Revised Personnel Manual (w/ Red Line) (PDF)



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

Meeting: 08/15/16 05:30 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Al Stonitsch

SCHEDULED

AGENDA ITEM (ID # 2376)

DOC ID: 2376

Assistant Village Manager Al Stonitsch will discuss the proposed Village Personnel Manual update.

Background

From time to time, the Village will review its Personnel Manual (“the Manual”) to: (i) ensure its employment policies comply with any new State and Federal laws, (ii) memorialize any new or revised Village policies that have gone into effect since the last update, (iii) analyze potential changes to existing employee benefits and policies, (iv) clarify and/or simplify existing language, where appropriate, and (v) identify any policies contained the Village’s Safety Manual that should otherwise be more appropriately incorporated into the Personnel Manual.

To assist with this project, the Village hired interim HR consultant, Rod Molek, who is a retired Asst. Spt. with School District 87. He, Assistant Village Manager Stonitsch, and Village Attorney Mathews (“the Committee”) worked collaboratively on the overall update to the Manual. Once the Committee identified a comprehensive list of proposed updates/changes, they reviewed the recommendations with the Department Head team for initial discussion and feedback. Following that review, the Committee convened an interdepartmental employee focus group, in order to ensure that employees were made aware of the proposed changes, and to solicit comments and concerns that could be considered by the Department Head team prior to finalizing the recommendations to the Village Board.

UPDATE: July 18, 2016 Board Workshop

Staff reviewed the proposed changes with the Village Board at its July 18, 2016 Board Workshop meeting (*Attachment #1*). Given that there were a number of other agenda items for the Board to deliberate on that evening, the Board continued the remainder of the discussion on the Personnel Manual to the August Workshop. The Board completed Chapters 1 through 7, leaving off at Chapter 8 of the Manual. The following chart summarizes those particular sections that have been updated, pursuant to the Board’s initial feedback, and that are reflected in the latest draft of the Personnel Manual (*Attachment #2*).

Chapter/ Section	Policy	Proposed Change/Update
1.4	Compliance with Local Law	Added additional verbiage to underscore Personnel Manual is controlling document vis-à-vis other operating department policies, and included requirement for employees/Department Heads to notify Village Manager if/when department policies are in conflict with Personnel

		Manual.
1.6	Note Regarding Union Represented Employees	Added qualifier, “if any such is in force” as it relates to the existence of a collective bargaining agreement.
2.4	Definitions	Added “Adoption” to definition of relative, and also added a definition for “Department Director”
3.4	Workers Compensation	Inserted more general language that states Village will provide workers compensation benefits in accordance with State law.
3.11	Driver Operations Policy	1. Clarified that Dept. Director and/or Village Manager prior approval is required for employees to use a Village-owned vehicle outside of the Chicago Metro area. 2. Relocated language on restrictions for passengers in Village vehicles to beginning of policy (i.e. now Section: 3.11.18
4.7	Outside Employment	Added language to expand restrictions to include any secondary employment that otherwise interferes with an employee’s ability to perform all of their job responsibilities (i.e. to cover exempt employees who may not be “on the clock”, <i>per se</i> , like non-exempts).
5.1	Pay Practices	Added Section 5.1 (D) to clarify that an employee has no guaranteed right to a specific rate of pay.
5.7.1	Pay Increases	Added language that requires Village Manager to notify Village President of any employee pay increase exceeding ten (10) percent.
5.7.2	Merit Pay	Replaced “will” with “may”.
5.8	Effects of Promotion	Replaced “shall” with “may”.
6.2	Time Reporting	Clarified time reporting requirements at a minimum will be recorded every one-quarter hour.
7.6.7	Tuition Assistance Program	Corrected reference to Village’s fiscal year from May 1 to Jan. 1.
11.4	Cell Phone Policy	Added existing Administrative Order No.6, which covers rules/regulations pertaining to the use of a Village issued cell phone and/or use of a personal cell phone for

		Village business.
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Strategic Plan Initiative:

Strategic Issue VI: FINANCIAL SUSTAINABILITY.

- Ø Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating.
 - Goal #VI: Complete a comprehensive review of the Village's Personnel Manual by June 2016.

Action Requested

Staff is seeking Board feedback and direction on the proposed updates to the Village's Personnel Manual. Following Board input, staff will submit a final draft to the Village Board for formal consideration and adoption at an upcoming Village Board meeting.

Attachments:

1. July 18, 2016 Board Workshop Report
2. Revised Personnel Manual (w/ red-line revisions)

ATTACHMENTS:

- ATT # 1 -July 18 2016 Board Workshop re Proposed Personnel Manual Updates (PDF)
- ATT #2 -Revised Personnel Manual (w/ Red Line Edits) (PDF)

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge having received a copy of the revisions to the Village of Glen Ellyn's Personnel Manual approved by the Village Board on ~~January 14, 2013~~, 2016, and I agree to read and become familiar with its contents. I understand that this Manual, as revised, is an overview of personnel policies related to my ~~at-will~~ "At-Will" employment with the Village, and is not an ~~expressed~~ or implied contract of employment, nor does it create any rights in the nature of an employment contract.

I understand that all policies, rules and regulations in the Personnel Manual may be changed from time to time. I further understand that I may ask my supervisor for an explanation or for further information on any subject contained in this Manual.

PRINT NAME_____

EMPLOYEE SIGNATURE_____

DATE_____
Village of Glen Ellyn Personnel Manual_____
Adopted: Jan 23, 1989_____
Revised: May 14, 1990_____
Revised: ~~August~~ Aug 24, 1992_____
Revised Dec. 18, 1995

Revised Jan. 15, 1997
Revised Nov. 13, 2007
Revised Jan 14, 2013
Revised , 2016

VILLAGE OF GLEN ELLYN, ILLINOIS

_____ PERSONNEL MANUAL

Effective Date: March 1, 1989

Draft



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Revised By The Village Board of Trustees May 14, 1990 Ordinance #3742-VC	Revised By The Village Board of Trustees August 24, 1992 Ordinance #3945-VC	Revised By The Village Board of Trustees December 18, 1995 Ordinance #3742-VC
Revised By The Village Board of Trustees January 15, 1997 Ordinance #4459-VC	Revised By The Village Board of Trustees November 13, 2007 Ordinance #5624-VC	Revised by the Village Board of Trustees January 14, 2013

~~(Upon termination of employment, this copy must be returned to the Personnel Division.)~~

PEOPLE OF GLENELLYN

Insert Village Organizational Chart on this page.

Revised by the Village Board of Trustees
June 2016

PREFACE

THE GLEN ELLYN COMMUNITY

Glen Ellyn is a community rich in spirit and participation. Located in the heart of DuPage County, Glen Ellyn is home for approximately ~~26,999~~28,000 residents. A wide range of architecture and an abundance of mature trees give Glen Ellyn a unique historic quality. The preserved natural beauty of Glen Ellyn's landscape is indicative of the deep commitment residents have made on behalf of the community. In fact, our community can best be characterized as a cohesive group of families who enjoy and take pride in their home – the Village of Glen Ellyn. The high quality of life in Glen Ellyn is directly attributable to high resident participation and volunteerism. The Glen Ellyn Volunteer Fire Company is an example of the caliber of citizen service we enjoy.

Glen Ellyn has progressively moved into the future while still maintaining the community's unique character. The Central Business District has been developed into a focal point for Village activity. In addition, the Village has undertaken comprehensive capital improvements which will improve basic infrastructure services throughout the community.

Glen Ellyn is a true source of pride for both its residents and those who act in its service. We are committed to providing quality service through courteous and responsive action. The Village believes that the keys to earning trust and respect of those it serves are a willingness to listen, a high level of responsiveness, and accessibility to our citizens.

GLEN ELLYN VILLAGE GOVERNMENT

Glen Ellyn has a Village Board of Trustees form of government. The Village President supervises Village Officers and presides at all Board Meetings. The legislative body of the Village consists of six Village Trustees. The Village Manager is the chief administrative officer of the Village and is subject to the direction of the Village President and Trustees. In addition, the ~~Village Collector, the Village Prosecutor, and the Attorney for the Village are all~~serves under direct supervision of the Village President and Board. Village Board Meetings are generally held on every 2nd and 4th Monday of the month in the Civic Center. Board Workshops are generally held every 3rd Monday of the month. The Village fiscal year begins on January 1 of each year. Monies to support services provided by the Village come from a variety of sources, with the most important revenue sources being income tax, sales tax and direct user fees for services.

Village services are divided into ~~six~~various operating departments: Administration, Finance, Planning & Development, ~~Recreation~~Village Links/Reserve 22, Police, ~~and Public Works, and the Glenbard Wastewater Authority.~~ The Administrator's Office oversees daily Village operations and initiates changes to improve daily services, and also houses the public communications, human resources, facilities maintenance, senior services, and information technology functions. Finance provides internal accounting functions, financial, and budgeting services for the Village. Planning & Development regulates zoning, issues building permits and works with developers concerning new development in the Village. ~~The Recreation Department~~Village Links/ Reserve 22 is primarily responsible for the upkeep and management operation of the Village Links golf ~~courses, course and Reserve 22 restaurant/banquet facilities, in addition to the maintaining the~~ Lambert Lake, and Panfish Park-, which are Village-owned passive parks that also serve as important storm water management assets within the community.

The Glen Ellyn Police Department ~~is a well-trained force of 52 full-time personnel~~serves and protects the homes, families and businesses in Glen Ellyn. Both the Police Department and the Volunteer

Fire Company are accessible in emergencies through the 9-1-1 emergency telephone system. The Public Works Department isare responsible for street maintenance, water distribution, system and sanitary/storm sewer maintenance, trees and parkway care, and many other duties which keep the Village clean and orderly. The Glenbard Wastewater Authority is responsible for the treatment of sanitary and storm water effluent. The Village of Glen Ellyn jointly established the Glenbard Wastewater Authority (GWA) with the Village of Lombard through an intergovernmental agreement in 1977.

~~The Village~~ fiscal year Begins on May 1 of each year. Monies to support services provided by the Village come from a variety of sources, with the two most important revenue sources being sales tax and direct user fees for services.

TABLE OF CONTENTS

Disclaimer	6
Chapter 1 -- Introduction	7 <u>6</u>
Chapter 2 -- Definitions	9
Chapter 3 -- Safety	11 <u>10</u>
Chapter 4 -- Employment	13 <u>19</u>
Chapter 5 -- Pay Practices	18 <u>24</u>
Chapter 6 -- Hours of Work and Overtime	20 <u>26</u>
Chapter 7 -- Employee Benefits	22 <u>29</u>
Chapter 8 - Leaves of Absence	25 <u>34</u>
Chapter 9 -- Employee Conduct	30 <u>41</u>
Chapter 10 -- <u>Discipline</u> , Penalties and Separations	36 <u>52</u>
Chapter 11 -- Miscellaneous Provisions	40 - <u>Personnel</u>
<u>Items</u>	<u>55</u>
<u>Chapter 12</u> - Ethics Policy	<u>63</u>
<u>Appendix</u> - Appendix	<u>69</u>

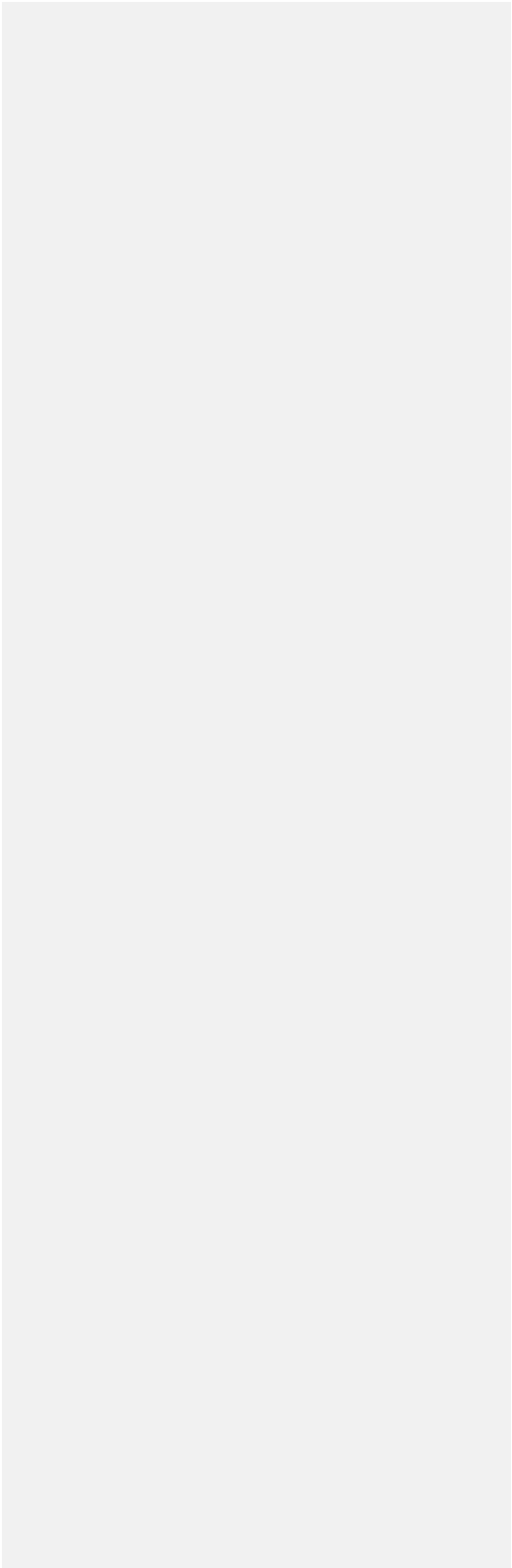
CHAPTER 1

1.1 INTRODUCTION

The Village

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Disclaimer: You**CHAPTER 1****1.1 INTRODUCTION**

The Village of Glen Ellyn, in extending service to its citizens, recognizes that the well-being and the professional development of its employees is essential to the maintenance of a high standard of operation. Collaboration between the Village leadership and its employees is important for a continued successful operation. It is the purpose of this Manual to establish procedures which will serve as a guide to administrative action concerning various personnel questions. This Manual is intended to indicate how to achieve the aims of the Village's personnel program. All supervisors must be aware of their responsibility in personnel matters. Likewise, each employee will have a central source of information which states expectations, rights, duties, and responsibilities. Accordingly, this Manual will aid both the supervisor and the employee. Every Village employee will receive a copy of this Manual, which should be kept for future reference. It is the employee's responsibility to become familiar with and comply at all times with the contents herein.

Employees should know that this Manual is not intended to create any ~~sort of~~ contract of employment; instead, it continues the current policy of at-will employment. It is simply intended to describe the Village and its present policies and procedures. Needless to say, its policies and procedures and benefits may, and likely will be, changed from time to time as the Village deems appropriate, with or without notice. No representative of the Village, other than the Village Board, has the authority to enter into any agreement for a specific period of time or to make any agreement contrary to the foregoing. Violation of any of the rules or policies of this Manual may will result in discipline, up to and including termination, depending on the circumstances.

CHAPTER 1**INTRODUCTION**

The Village of Glen Ellyn, in extending service to its citizens, recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation. It is felt that the interest of the Village and its employees are complementary rather than conflicting. It is the purpose of this Manual to establish procedures which will serve as a guide to administrative action concerning various personnel questions.^[H]

This Manual is intended to indicate the methods whereby the aims of the personnel program may be implemented. Each supervisor should be aware of his responsibility for personnel matters. Likewise, each employee should have a central source of information which states his rights, duties,

and obligations. Accordingly, this Manual attempts to aid both the supervisor and the employee. Every regular employee should receive a copy of this Manual, which should be kept for future reference.

Major Personnel Manual supersedes all previous Manuals, management memos, or Administrative Orders that may have been issued in the past on the subjects covered herein; major amendments and new policies or benefits normally will be adopted by the Village Board. The Village Manager reserves the right to implement minor updates and corrections with input by the Village Board.

The Village Manager from time to time may delegate his these responsibilities.

1.2 VISION STATEMENT OF ORGANIZATION

~~The Village.~~ The Village of Glen Ellyn is a desirable community in which to live, work and play, with unique character and charm, a small-town feel, urban amenities and a high quality of life.

- o Glen Ellyn has a mix of businesses in its thriving downtown and commercial corridors. It is a destination with a vibrant mix of shopping, dining and special events.
- o Glen Ellyn offers diverse housing, historic and new, on tree-lined streets, close to excellent schools, parks and recreation.
- o Glen Ellyn is a safe community, easily reached by road, train and trail, with easy access to Chicago.
- o Glen Ellyn's success is built on a 21st Century infrastructure, a growing footprint, resident involvement and a Village government committed to continued financial sustainability.

1.3 COMMITMENT TO EMPLOYEES

The Village of Glen Ellyn has always been an equal employment opportunity employer. The Village of Glen Ellyn is committed to providing a sense of belonging to all employees, to

fostering a work environment of mutual trust, respect, dignity, and to encouraging a collective commitment to excellence. It is the Village's belief that it will achieve that goal through the employment of individuals who care about their jobs, take pride in themselves and their contributions, and understand the importance of teamwork. The Village has always taken pride in the abilities and accomplishments of its employees, and recognizes the value of our employees. It is the Village's policy, ~~so far as in the judgement of Village management we are if able,~~ to pay wages and benefits that are competitive with the local comparable market and that we recognize the value of our employees, within the prevailing economic climate. It is also Village policy generally to

communicate directly with employees and to try to work together to resolve employee concerns as they arise. The Village ~~prefers that this~~ desires mutual cooperation and direct communication continue, and does not believe that it would be in the best interest of all concerned for Village employees to be represented by a union. The Village tries to follow a policy of concerned individual treatment ~~without outside control or involvement, and believes it is not necessary for you to pay money to some outside group to intervene on your behalf with the Village~~ for all of their employees.

1¹ It should. 3.1 Employee Suggestions

Employees are encouraged to bring any suggestions regarding methods of work, work routines, or any other aspect of the work situation to their respective Supervisors, Department Head/Department Directors, or to the Village Manager. Employee suggestions regarding the improvement of Village service will be noted given thoughtful consideration and response.

1.4 COMPLIANCE WITH LOCAL LAW

The policies of this Manual apply to all Village employees. However, sworn members of the Police Department are also subject to the rules and regulations of the Board of Fire and Police Commissioners, Police Department policies, as well as provisions of Illinois statutes governing sworn police department employees. While the Village believes that additional this Manual Handbook complies with all such laws, to the extent there is a conflict between the terms of this Manual and requirements imposed by any applicable law or ordinance, the Village will fully comply with the law or ordinance. Additionally, Village departments may establish working regulations and operating procedures to supplement, but not contradict, the policies set forth in this Manual. Moreover, if any employee or Department Director becomes aware of Department operating policies that contradict those contained within this Manual, the employee is obligated to promptly notify the Village Manager or his/her designee.

Additional information for Police Officers is available from the following sources: "Policy Manual of the Glen Ellyn Police Department," and the "Rules of the Glen Ellyn Board of Fire and Police Commissioners." These documents are a supplement to, rather than a substitute for, this Personnel Manual. In the event of conflicts between provisions of this Manual and the Fire and Police Commission Rules and Regulations, the policies of the latter shall apply.

Commented [AS1]: Added per Board feedback at 7/18/16 Workshop.

Commented [AS2]: Added per Board feedback at 7/18/16 Workshop

GENDER CLAUSE

~~Whenever the male gender is used in this Manual (he, him, his), the term shall be interpreted to mean and apply to both males and females equally.~~

TO WHOM

1.5 THE MANUAL APPLIES TO ALL EMPLOYEES

This Personnel Manual applies to all ~~regular full-time and regular, part-time~~ and seasonal employees of the Village of Glen Ellyn ~~and the Glenbard Wastewater Authority~~. Additionally, it applies to probationary employees who, if they successfully complete their probationary service, would become a regular employee.

~~This~~ There are several sections in the Manual ~~does not apply to that also applies to part time, temporary or seasonal ~~or short-term~~ employees. All Village employees are expected to review and understand this document.~~

1.6 NOTE REGARDING UNION-REPRESENTED EMPLOYEES

Certain employees of the Village are represented for purposes of collective bargaining by a union. Employees within the union bargaining unit are covered by a written union contract, also known as a "collective bargaining agreement." Many of the policies and benefits described in this Manual apply to both union and non-union employees. However, in the event that there is any discrepancy between the information contained in this Manual and matters contained in a collective bargaining agreement, the provisions of the collective bargaining agreement will control, if any such is in force. In addition, this Manual is not intended to and does not confer any benefits, compensation, or rights of any kind to union-represented employees that are greater than or extend beyond those required by the collective bargaining agreement.

Commented [AS3]: Added per Board feedback at 9/18/16 Workshop.

CHAPTER 2

DEFINITIONS

Anniversary Date

~~2.1~~ **2.1 ANNIVERSARY DATE** – The employee's first day of work for the Village. ~~Annual evaluations, salary adjustments, and other personnel actions will generally take place on the employee's~~ will be considered his/her anniversary date.

~~2.1.1~~ **2.1.1** Promotional Anniversary Date – The date the employee was promoted to a new position with the Village. ~~Annual evaluations, salary adjustments, and other personnel actions following a promotion will generally take place on the employee's~~ is the promotional anniversary date.

~~Employee~~ **A2.2 EMPLOYEE** – An employee is a person who has been hired to a position in the Village service in accordance with the hiring practices of the Village. All Village employees are considered "At Will" employees, unless they are under contract with the Board. "At Will" employees may be dismissed by the Village without the employer having to establish "just cause".

~~2.2~~ The various types of employees are:

~~2.2.1~~ **2.2.1 Full-time** – Employees who work a full work week (40 hours) in accordance with the schedule ~~adopted by his Department Manager~~ assigned by the Village are considered full time.

~~2.2.2~~ **2.2.2 Part-time** - Employees who fill a position in the Village service, but ~~work~~ less than 30 (less than ~~1560~~ 2080 per year) hours per week are considered part time.

~~2.2.3~~ **2.2.3 Seasonal** ~~Employees who~~ Seasonal employees fill positions which are available at regular intervals, but ~~do~~ their employment will not last over an extended period of time. Seasonal employees ~~may be either part-time or full-time during their~~ typically work less than 120 days (1,000 hours) in a year, and generally do not qualify for benefits, nor is annual employment guaranteed.

~~2.2.4~~ **2.2.4 Temporary** Employees – Employees hired to meet immediate operating demands caused by events including, but not limited to, vacations and extended sickness of current employees, special projects, or natural disasters. ~~Short-term employees may be either part-time or full-time during their employment.~~ are temporary employees. Temporary employees do not qualify for benefits.

~~2.2.5~~ **2.2.5 Regular** - Employees who have successfully completed a probationary period and are not classified as Seasonal or ~~Short-Term Employees.~~ Temporary are regular employees. Regular employees may be either part-time or full-time during their employment.

~~2.3~~ **Immediate Family** – An employee's spouse, children, step-children, parents, step-parents, brothers, sisters, spouse's parents, and spouse's step-parents.

~~Relative – Related~~ 2.2.6 Acting Appointment - Refers to an appointment of a Village employee to temporarily fill either a position for which a permanent appointee is being sought or a position where the permanent appointee is on leave.

~~2.4~~ ~~2.3~~ **RELATIVE** – Relatives are related by blood or marriage ~~or adoption.~~

Commented [AS4]: Added per Board feedback at 9/18/16 Workshop

~~2.5~~ ~~Resident – 2.4~~ **RESIDENT** - A person whose legal residence lies within the corporate limits of the Village of Glen Ellyn ~~is a resident.~~

~~2.5~~ **SUPERVISOR** - Any individual with authority to schedule and assign work and review the work performance of subordinates is considered a supervisor.

~~2.6~~ **DEPARTMENT DIRECTOR:** Individual who oversees the day-to-day operations of his/her assigned . Position reports directly to the Village Manager.

Commented [AS5]: Added per Board feedback at 7/18/16 meeting.

~~2.6 Supervisor – Any individual with authority to assign, direct, and review the work of subordinates.~~

CHAPTER 3

SAFETY

The Village of Glen Ellyn is ~~extremely concerned about~~ committed to work place safety ~~from both a loss prevention standpoint and out of concern for the health and welfare of Village employees.~~ Safe working conditions and procedures are ~~to be~~ considered as high priorities for all Village employees.

~~3.1 Manual – Every employee should think and practice safety at all times. Employees should follow the rules of the Employee Safety Manual and applicable supplemental Departmental safety directives.~~

~~Uniforms & Equipment~~ – 3.1 Supervisor Responsibilities: Each supervisor has full responsibility for the safe actions of their employees and the safe performance of machines and equipment which are in all operating areas, and have the full authority to enforce the provisions of this manual to keep losses at an absolute minimum. Each supervisor shall assume full responsibility for safe and healthful working conditions of employees while they are under his/ her jurisdiction, and:

~~3.1.2 Ensure that all management policies herein are fully implemented for maximum efficiency on the job.~~

~~3.1.3 Take the initiative in recommending correction of deficiencies noted in facilities where procedures, employee job knowledge, or attitude adversely affects the Village Risk Management efforts.~~

~~3.1.4 Determine enforcement of work policies by being impartial in taking disciplinary action against those who fail to perform in a safe manner and are prompt to give recognition to those who regularly follow safe work practices.~~

~~3.1.5 Be sure that each employee is fully trained for the job he or she is assigned to do, that he or she is familiar with Division work rules and he or she certifies in writing that he or she understands that compliance with safety rules is mandatory.~~

~~3.1.6 Fully cooperate in shutting down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when not wearing or using prescribed protective clothing and the prescribed equipment.~~

~~3.2 Employee Responsibilities: All employees are required as a condition of employment to exercise due care in the course of their work to prevent injuries to themselves and to their fellow employees and to protect Village equipment. Failure to comply with the Village's safety policies and procedures, and applicable Departmental operating rules, may result in employee discipline. Each employee shall:~~

~~3.2.1 Report all unsafe conditions to his or her supervisor.~~

3.2.2 Keep all areas clean and orderly at all times.

3.2.3 Report all accidents immediately to his or her supervisor.

3.2.4 Avoid engaging in any horse-play and avoid distracting others.

3.2.5. Learn to lift and handle materials properly.

3.2.6. Comply with all Village safety policies and/or Department-specific standard operating procedures. Each employee working at hazardous jobs shall in addition:

a. Obey all safety rules and follow work directions. If there is any doubt about the safety of doing the job, he or she shall stop and get instructions from his or her supervisor before continuing the work.

b. Operate only the machinery or equipment that he or she has been authorized to operate by his or her supervisor.

c. Use only the prescribed equipment for the job and use the equipment properly.

d. Wear the required protective equipment and clothing when working in hazardous operational areas.

e. Take an active part in fostering an organizational culture of safety-first.

3.3 Reporting an Injury or Fatality - Employees must report all injuries immediately to their supervisor. Supervisors must, then, immediately contact the Village's 3rd party injury reporting service, **MEDCOR (1-800-775-5866)** to treat the injury. MEDCOR will complete **Illinois Form 45: Employer's First Report of Injury** on the Village's behalf. If you believe the injury is serious or life threatening, immediately call 911. All Supervisors must also contact the Finance Department to open up a claim and follow up with a Supervisor's Investigation Report. (All of these forms and MEDCOR contact information are included in the Appendix of this document). The Occupational Safety and Health Administration and the Illinois Department of Labor also require that any work related fatalities must be reported within 8 hours of finding out about the employee's death. Work related in-patient hospitalizations of one or more employees, amputations or eye loss incidents must also be reported within 24 hours. In these situations, Supervisors should notify Human Resources immediately, who will contact OSHA/IDOL through their 24 hour phone hotline at 1-800-321-OSHA (6742) or electronically at www.osha.gov.

3.4 Workers Compensation

3.4.1 Any Village employee who is injured in the performance of his or her duties is entitled to seek benefits under the Illinois Worker's Compensation Act. Employees are expected to report any injury, no matter how minor. As indicated above, an injured employee is required to timely report any on-the-job injury to his or her immediate Supervisor in order to file an application through the Finance Department for Worker's Compensation benefits. In addition, the employee may be eligible for his or her pension disability benefit.

3.4.2 The Village will provide workers compensation benefits to the employee during a Worker's Compensation leave in accordance with State statute. This applies to all non-

Commented [AS6]: Added per Board feedback from 9/18/16 Workshop

sworn employees. If the injury or illness is defined as a serious health condition under FMLA, and the employee is eligible, the worker's comp leave and FMLA will run concurrently.

3.4.3 Public Employee Disability Act (PEDA) affords sworn police personnel their full salary for up to one year as opposed to receiving two-thirds of their salary under the Workers' Compensation Act (i.e. 66 2/3%) or the Illinois Pension Code (i.e. 65%). PEDA benefits are paid from the regular payroll in the same manner as if the employee was in active service. PEDA and workers' compensation benefits are similar in two respects: (1) beneficiaries are not required to expend any accrued vacation time, sick time, or overtime prior to receiving compensation for their injuries; and (2) benefits are not subject to state or federal income taxes.

3.5 MEDICAL TREATMENT FOR WORK RELATED INJURIES

3.5.1- A work related injury (on the job) is defined as a personal injury by accident arising out of or in the course of employment. Treatment for these injuries is outlined below and supervisory personnel shall ensure compliance. It is not necessary to have a physician treat an injury to validate an on-the-job claim. A minor injury such as a small cut, scratch, or bruise should be treated in the field by someone qualified to administer First Aid from a kit and the injury reported to the supervisor and recorded. The employee will be fully covered for medical treatment later should the need arise. In some cases, injuries occurring at the work site are not found to be arising "out of and in the course of employment." The Village does not determine the validity of a Worker's Compensation claim. All information is transmitted to the Village's insurance provider for review and investigation. No bills will be paid until the incident has been investigated. ~~and found to be valid.~~

3.5.2 - Emergency Medical Treatment is for serious injuries requiring immediate medical treatment, including but not limited to, injuries such as profuse bleeding, broken bones, unconsciousness, ~~shock~~, etc. shall warrant emergency treatment. The injured person shall be transported to the hospital facility that is equipped to handle the injury nearest the accident scene. For all serious injuries or emergencies, call 911 for an ambulance and administer First Aid, if qualified, as necessary until help arrives.

3.5.3 - Injuries Not Constituting Emergency, but Requiring Physician's care shall initially be treated by MEDCOR Occupational Health medical staff, (1-800 -775-5866) or another doctor as specified by the Village or as requested by employee. On notification that an employee has been injured on the job, the supervisor shall insure that appropriate care is provided. ~~First Aid is administered if qualified to do so.~~ The injured employee should then be taken to one of the Village's occupational health facilities.

3.5.4 – Employees exhibiting injuries that ~~appearing~~ to be superficial, but extremely painful or showing unusual symptoms, should be taken to the nearest Cadence Health clinic or sent to Central DuPage Hospital or other doctor as specified by the Village or as requested by the employee. If subsequent treatment is required and the employee prefers to be treated by his or her own family doctor or a preferred specialist, the employee must notify the treating physician, and the Village's insurance adjuster.

3.6 First Aid Treatment in the Field or Office

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., may ~~shall~~ be

treated in the field or office when another employee or supervisor is qualified to administer First Aid and is present and a First Aid Kit is available. Such injuries shall be a matter of record and promptly reported to the Village as specified above. Superficial injuries shall only be treated by Cadence during normal hours, duty or if another doctor is specified by the Village or as requested by employee. The hospital emergency room should not be used for superficial injuries.

3.7 Doctor and Prescription Bills

After a treatment of an on-the-job injury, bills for medical treatment and medicine are normally sent directly to the Village of Glen Ellyn's Finance Department for payment coordination with the Village's insurance carrier. In the event an employee receives a bill, he/she has the responsibility to forward such bills to the Finance Department for processing immediately upon receipt, in order to avoid unnecessary hassle that could have otherwise been avoided. The employee is responsible for providing the Village and its insurance carrier his/her treating physician's contact information for billing purposes.

3.8 False On-the-Job Claims

An individual injured while off duty, who falsely claims an on-the-job injury, or an individual who files or assists in filing a false claim, is committing a crime/misdemeanor and shall be subject to the full penalties as provided by law as well as disciplinary action up to and including termination of employment.

3.9 TEMPORARY LIGHT DUTY ASSIGNMENTS - In order to aid a temporarily injured/ ill employee through the transitional period to full recovery from an injury/illness, the Village may offer temporary light duty assignments, in some circumstances where light duty is available. Light duty is not available for permanent disability situations. Employees must have completed a full year of service to be eligible for light duty. All requests for light duty must go to the Department Director and Assistant Village Manager. Light duty cannot be offered if the treating physician does not state the restrictions and length of time needed for full recovery. If the employee refuses a light duty assignment, a certified letter will be sent to the employee advising when return to work will begin in accordance with the doctor's medical evaluation. In all cases light duty will initially be offered for up to 6 weeks, unless the Village in accordance with the medical work restrictions determines a different timeline.

3.9.1 Scheduled performance reviews, wage adjustments, and job advancements will generally be delayed during the light duty period. Employees on light duty are generally not eligible for overtime. Employees are not permitted, under any circumstances, to perform work that violates their work restrictions. In accordance with a doctor's certificate, light duty may be modified.

3.9.2 - When employees exhaust their light duty period, they will be placed on FMLA if eligible and/or on short term disability. An employee on light duty may not engage in other employment during this period. Violating the terms of light duty will result in discipline, including potential termination.

3.10 UNIFORMS & EQUIPMENT - The Village will provide uniforms and safety equipment to employees, clothing, and Personal Protective Equipment (PPE) as

appropriate to certain full time and part-time Facilities Maintenance, Planning and Development, Police, Public Works, Village Links/ Reserve 22, and Glenbard Wastewater Authority employees. Some employees are eligible for work boot allowances. Uniforms may only be worn on duty. Safety equipment shall be worn and/or used as directed- and in accordance with individual departmental operating procedures.

~~3.3 Accidents While Operating Village Vehicles~~ ~~If an employee has an accident while operating a Village vehicle, he should:~~

~~3.3.1 Notify the Police immediately.~~

~~3.3.2 Insist that all parties concerned remain at the scene of the accident.~~

~~3.3.3 Obtain identifying data from the driver of the other vehicle, e.g., driver's license, license plate number, vehicle make and model, insurance company, and all other information which may be pertinent.~~

3.11 DRIVER OPERATIONS AND USE OF VILLAGE VEHICLES – The purpose of this policy is to ensure the safety of those individuals who drive Village vehicles and to provide guidance on the proper use of Village vehicles. Vehicle accidents are costly to the Village, but more importantly, they may result in injury to employees and the public. Additionally, the way in which employees operate our vehicles and equipment can importantly influence (good or bad) public relations. By using courteous and considerate driving habits we can build and sustain positive relations within the community.

~~3.11.1 - It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Village of Glen Ellyn endorses all applicable state motor vehicle regulations relating to driver responsibility. The Village of Glen Ellyn expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. Violations of this policy may result in disciplinary action up to and including termination of employment.~~

~~3.11.2 - Employees who operate a Village vehicle shall restrict use of the vehicle to official Village business. Without exception, unauthorized or private use of Village-owned vehicles is prohibited, unless previously authorized by the Department Head/Department Director and Village Manager. No employee shall be permitted to use a Village-vehicle in connection with his/her secondary employment.~~

~~3.11.3 - The use of Village vehicles for business purposes by any Village employee is restricted to the Chicago metropolitan area/State of Illinois or 100 miles outside its borders. Any employee or Department Head/Department Director requesting to use a Village vehicle for business purposes outside the Chicago metropolitan area/State's boundaries must obtain prior permission from the Department Director (or Village Manager approval for Department Director travel).~~

~~3.11.4 - Obey all Village, County, State and Federal laws while operating Village vehicles and any time personal vehicles are used on official Village business.~~

Commented [AS7]: Added per Board feedback from 9/18/16 Workshop

Commented [AS8]: Added per Board feedback from 9/18/16 Workshop.

Commented [AS9]: Added per Board feedback from 9/18/16 Workshop

3.11.5 - Ensure that that all proper documentation (e.g. proof of insurance and vehicle registration) is available in the event he/she is requested to produce said documents to a law enforcement officer. This applies to rented or leased vehicles as well.

3.11.6 - Inspect the vehicle which he/she is about to drive, in accordance with established Department work rules.

3.11.7 - If there is evidence of any accident damage, the employee shall report it to his/her supervisor or the Equipment Services Superintendent before driving the vehicle. Employees may potentially be disciplined for unreported damage if a supervisor is not notified prior to using the vehicle.

3.11.8 - Any defects which will affect safe operation of the vehicle shall be promptly reported to the driver's supervisor or the Equipment Services Division. No employee shall operate a Village-owned vehicle in an unsafe condition. Any vehicle damage which is beyond normal wear and tear must be documented and promptly reported to the employee's supervisor and Equipment Services Division.

3.11.9 - Several positions require employees to have and maintain a valid driver's license as a condition of their employment with the Village. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid, and in possession of the driver. In the event such an employee's driver's license is suspended, revoked or lost, he or she is required to notify the Village immediately.

3.11.10 - Wear seat belts at all times while driving or as a passenger

3.11.11 - Tobacco use is strictly prohibited in all Village vehicles and equipment

3.11.12 - Report to the supervisor any moving or parking violations received while driving on Village business and/or in Village vehicles. Each employee is personally responsible for all traffic citations and parking tickets received.

3.11.13 - Accident Reporting Procedures:

- a. Report to the supervisor in writing all defects noted during the trip.
- b. Call the Glen Ellyn Police Department or the local police jurisdiction responsible for completing a motor vehicle accident report. Employees are expected to fully cooperate with local authorities.
- c. Investigate all collisions involving Village vehicles and report details to immediate supervisor as soon as possible.
- d. For leased or rental vehicles, notify the rental agency immediately.

3.11.14 - Removal or modification of any equipment from a vehicle without written permission of both the ~~Department Head~~ Department Director and the Equipment Services Superintendent is prohibited.

3.11.15 - When cargo, materials, or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.

3.11.16 - No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacture for passenger seating.

3.11.17 - Distracted driving has become a serious threat to motorist and pedestrian safety as new personal electronic devices, such as smartphones, have become commonly used. Illinois law prohibits the use of hand-held cell phones, texting, or using other electronic communications, while driving. Hands-free devices or Blue Tooth technology is permissible under the law. Even using hands-free technology can be a distraction while driving, and roadway safety should always take precedence over conducting Village business via any electronic device.

3.11.18 - Passengers (other than employees) in Village vehicles are prohibited unless the presence of a passenger is specifically required by job function, duties, or circumstances that were beyond the driver's control, or as otherwise approved by the Department Director and/or Village Manager.

Commented [AS10]: Moved language to beginning sections of policy; was previously located in Take Home Vehicle Policy.

3.12 Take-Home Vehicle Policy

3.12.1 - The decision regarding assignment of Village vehicles to employees for commuting purposes shall be left to the discretion of the ~~Department Head~~Department Director and is subject to review and approval by the Village Manager. Personal use, other than authorized commuting, as defined by the Internal Revenue Service is prohibited unless approved by the Village Manager.

3.12.2. - The following managerial positions are regularly assigned take-home vehicles for Village business, including transportation to and from work:

<u>Position</u>	<u>Department</u>
<u>Director of Public Works</u>	<u>Public Works</u>
<u>Chief of Police</u>	<u>Police</u>
<u>Assistant Police Chief</u>	<u>Police</u>
<u>Deputy Police Chief</u>	<u>Police</u>
<u>Executive Director</u>	<u>Glenbard Wastewater Authority</u>
<u>Superintendent of Golf Course Grounds</u>	<u>Village Links/Reserve 22</u>

3.12.3 - Managerial employees whose personal use of a Village--owned vehicle is consistent with the requirements (e.g. emergency response) of the position may take home a Village-owned vehicle for the purposes of conducting Village business; including transportation to and from work and meetings, professional association functions, and for *de minimus* personal use while the vehicle is being driven to-and-from work or while the managerial employee is on call. Take home vehicles for employees are subject to any taxation as may be required under the Internal Revenue Code.

3.12.4 - Village vehicles taken home overnight shall be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.

3.12.5 - With ~~Department Head~~Department Director approval, there may be occasions where the situation warrants an employee to take a Village vehicle home prior to leaving for an out-of-town trip or attending a late evening or early morning meeting, which would require a return to the work place after normal duty hours. The employee may use the Village vehicle only for travel necessary to accomplish official Village business.

3.13 Personally Owned Vehicles Used in Service to the Village

3.13.1 - Employees must ensure that their personally-owned vehicle is safe to operate (e.g. inspect the tires, headlights, taillights, brakes, etc.).

3.13.2 - Accidents in personal vehicles, while on Village business, shall be reported in the same manner outlined above in accordance with Village's Claims Procedures Policy. An employee's personal automobile liability insurance policy is primary to any Village liability coverage. Employees who use personally owned vehicles for Village business should confirm with their insurance carrier that their personal automobile insurance policy provides coverage for this use. For the Village's policy to cover excess liability, the accident must be determined by Human Resources to have occurred during the course and scope of the employee's work duties.

3.13.3 - Those employees who occasionally use their personal vehicle for official Village business may be reimbursed for mileage pursuant to the Village's policy as outlined in the Travel Reimbursement Policy, and in accordance with IRS guidelines. Employees are responsible for submitting the appropriate forms and mileage documentation to their ~~Department Head~~Department Director (or designee) for prior approval.

3.13.4 - Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation investigation purposes.

3.16 Village Owned Vehicle Idling Policy - This policy shall apply to all Village employees who operate Village owned vehicles while performing official duties. This policy is intended to provide guidance to Village employees regarding idling in Village owned vehicles. Controlling unnecessary idling will meet multiple goals.

- Reduce engine wear.
- Save fuel.
- Turning off and starting an engine uses less fuel than letting the engine run for thirty (30) seconds.
- Modern vehicles do not need to be warmed up before driving.
- Driving the vehicle is the most effective way to quickly warm the engine.
- Improve air quality by reducing pollutants emitted from idling vehicles.

3.16.1 - When using a Village owned vehicle, the engine shall not be left to idle for more than ten (10) minutes in any sixty (60) minute period when parked in a parking space, at a job site off the road, or on a side street where parking is permitted, except under the following conditions:

3.16.2 - Idling is necessary while stopped for (i) an official traffic control device, (ii) traffic conditions over which a driver has no control, including, but not limited to: stopped in line of traffic, stopped at a railroad crossing or stopped at a construction zone; or (iii) at the direction of the police or other official traffic controller.

3.16.3 - Idling is necessary for testing, maintenance, repair or diagnostic purposes.

3.16.4 - Idling is necessary for emergency service vehicles, such as fire apparatus, police vehicles, or ambulances that are being used in an official or emergency capacity.

3.16.5 - Idling is necessary to operate auxiliary equipment that is required to accomplish the intended use of the vehicle.

3.16.6 - Idling is necessary to determine that the vehicle and/or off-road piece of equipment is in safe operating condition and is equipped as required by all provisions of law and established safety policies.

3.16.7 - Idling is necessary when the vehicle is not expected to restart due to mechanical or electrical problems.

3.16.8 - Idling is necessary to operate or prepare for operation defrosters, heaters, air conditioners or other equipment in the event of a safety or health emergency.

3.16.9 - Idling is necessary to cool down a turbo-charged heavy duty vehicle in accordance with the manufacturer's recommendation.

3.16.10 - Idling is necessary to provide heat within the cab of the vehicle if the outside temperature is less than 40° F and there is no accessible temperature-controlled area within a reasonable distance.

3.16.11 - Idling is necessary to provide cooling within the cab of the vehicle if the outside temperature is more than 80° F and there is no accessible temperature-controlled area within a reasonable distance, and the vehicle is equipped with air conditioning.

3.17 OTHER ACCIDENTS - If an employee has an accident or is witness to an accident during work hours where property damage or personal injury occurs, he/she should:

~~3.3.4~~ 3.17.1 Secure names and addresses of all parties involved, ~~injured persons,~~ and of any witnesses to the _____ accident.

~~3.3.5~~ 3.17.2 Immediately report the accident to his ~~supervisor, no matter how small the accident.~~

~~3.3.6 Refrain from arguing with anyone over who was at fault for the accident.~~

While operating Village equipment, employees are representing the Village of Glen Ellyn and its citizens and must observe all safety and driving laws.

3.4 ~~Other Accidents~~ If an employee has an accident or is witness to an accident during his work hours where property damage or personal injury occurs, he should:

~~3.4.1 Secure names and addresses of all parties involved and of any witnesses to the accident.~~

~~3.4.2 Immediately report the accident to his /her supervisor, no matter how small the accident.~~

~~3.4.3-3.17.3 Refrain from arguing with anyone over who was at fault for the accident. Never make admissions, state assumptions, or~~

~~3.5 Physical Examinations and Worker's Compensation~~

~~3.5.1 Immediate Report of Injury - Employees who are injured while on duty for the Village must make a report of such injury, regardless of degree, to their supervisor immediately after the employee has been injured statements regarding who or what may have been responsible for the accident.~~

~~3.5.2 Treatment by Physician - If an employee is injured to such an extent that he requires medical attention, he shall immediately seek medical treatment as necessary.~~

~~3.5.3 Department Responsibility - Department Managers and Division Heads shall notify the Finance Department of all injuries reported by employees under their supervision and shall provide the information necessary for written reports.~~

~~3.5.4 Failure to follow the safety rules will be a matter subject to discipline under the provisions of Chapter 10 "Penalties and Separations" of this code.~~

3.18 EMERGENCY CONTACT INFORMATION - At the time you are hired, you will be required to provide the Village with emergency contact information. This information will become part of your permanent personnel file. The Village maintains this information in order to help it notify the appropriate person(s) in the event of any type of emergency. Please make sure you keep this information current at all times by contacting your Department Director and also the Finance Department so that the Village's records can be updated.

CHAPTER 4

EMPLOYMENT

Hiring-

~~4.1~~ **4.1 DISCRIMINATION POLICY, EQUAL EMPLOYMENT OPPORTUNITY AND HIRING PROCEDURES** - The Village will ~~attempt to~~ select the candidate it determines is the most qualified candidate for any position. ~~All The Village generally posts~~ vacant positions ~~will be posted. The Village, and~~ will consider all ~~applicants~~ applicants, including current employees, who have applied for the vacant position. The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village will hire individuals upon the basis of their qualifications for the job for which they have applied, which will usually include a consideration of, but shall not be limited to, an employee's experience, performance, knowledge, skills, and ability to perform the essential functions of the ~~applied for~~ position efficiently and effectively, with or without any reasonable accommodation required by law.

The Village will not discriminate against any employee or candidate for employment in any manner which would violate Federal or State law because of race, color, creed, religion, sex, marital status, pregnancy status, unfavorable discharge from the military (except dishonorable discharge), national origin, age, sexual orientation, transgender status, disability, or any other legally protected status unrelated to job requirements. As part of the application process, applicants shall not be required to divulge, nor shall the Village consider any information regarding an applicant's arrest, or criminal history record which has been ordered expunged, sealed or impounded under Section 5.2 of the Illinois Criminal Identification Act. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. The Village will ~~attempt to~~ work to provide job-related training and educational opportunities for employees.

It is the

4.2 EMPLOYMENT AND PROMOTION OF RELATIVES - ~~This policy of applies to all current employees, as well as prospective job candidates that are related to elected or appointed officials and/or Village employees.~~

~~4.2.1 -The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants, and desires to be an employer of choice that is committed to hiring and promoting individuals on the basis of merit; that is, the Village that qualifications that the individual possesses for the job for which they have applied, which includes, but is not limited to, the individual's knowledge, skills and ability to perform the essential functions of the job with or without reasonable accommodation~~

~~4.2.2 -Relatives of elected or appointed Village officials or Village employees are disqualified from seeking employment with the Village. If legitimate operational needs exist, subject to the approval of the Village Manager, temporary/seasonal part-time employees (typically hired in the Public Works Department and at Village Links/Reserve 22) may be exempt from this hiring restriction and, therefore, can be related to other temporary/seasonal part-time positions---but not elected or appointed Village officials or Village employees.~~

4.2.3 - The Village will not consider or accept such applications where a promotion of an

employee's relative would result in the types of prohibited employment relationships identified below:

- a) A supervisor/subordinate relationship would, or could reasonably exist between a relative and an employee. If a direct supervisory or managerial relationship would or could reasonably be established, relatives will not be hired or transferred to the same department. In addition, of the current employee cannot be considered as applicants for an open position. Note: This provision may be waived by the Village Manager, following the recommendations of both the Department Head/Department Director and the Assistant Village Manager, if it is determined that the best interests of the Village would be served.
- b) The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest based on the nature and responsibilities of the open position.

4.2.4 - The terms "elected officials" and "appointed officials" and "relatives of the" and "employee" are defined as follows:

- a) Elected Officials: Village President and Village Trustees may not be employed by the Village.
- b) Appointed Officials: All those currently holding appointive office in the Village of Glen Ellyn on any Boards, Commissions that are created by Village ordinance or resolution. Additionally, Administrative Hearing Officer and Village Ethics Officer are appointed officials.
- Relatives: Persons including: husband, wife, domestic partner, civil union, father, mother, daughter, son, sister, brother, grandmother, grandfather, grandson, granddaughter, first cousin, niece, nephew, aunt, uncle, and step relative (e.g. step mother, step brother, etc.). In addition, any of the above listed related to your spouse or child, i.e., your spouse's uncle. (See Chapter 2 Employee Definitions).
- c) _____

4.3 POST OFFER PHYSICAL EXAM - Candidates for regular, full-time employment who have _____ received a conditional offer of employment shall be required, as a condition of _____ employment, to undergo a physical examination exam, at Village expense, administered by a physician designated by the Village.

4.2 Discrimination — The Village will not discriminate against any employee or candidate for employment in any manner which would violate Federal or State law because of race, color, religion, sex, marital status, unfavorable discharge from the military (except dishonorable discharge), national origin, age, or disability or any other legally protected status unrelated to job requirements. As part of the application process, applicants shall not _____ be required to divulge, nor shall the Village consider, any information regarding (a) an applicant's arrest; or (b) criminal history record which has been ordered expunged, sealed or impounded under Section 5.2 of the Illinois Criminal Identification Act for some positions.

Probationary Period-

~~4.3~~ **4.4 PROBATIONARY PERIOD -** The probationary period is a period during which all new ~~and promoted~~ employees are given an opportunity to demonstrate their ability to perform the requirements of the position for which they have been hired ~~or to which they have been promoted.~~ This period is 12 months for new employees (except Police Officers) ~~and 6 months for promoted employees.)~~ The employee's Department ~~Manager~~Director shall determine if the employee has successfully completed the probationary period ~~through written recommendation to the Village Manager.~~

Duration—

~~4.3.1~~ 4.4.1 Every new employee shall be required to successfully complete a probationary period before becoming a regular employee. This period shall last for twelve (12) months. ~~The probationary period for Police Officers is eighteen (18) months.~~ The probationary period shall begin on the employee's first day of work.

~~4.3.2~~ 4.4.2 At such times during the probationary period and in such manner as the Department ~~Manager~~Director may require, the employee's supervisor will make a report regarding the quality of the employee's work. The probationary period may be extended, at the ~~Village's~~Village's discretion, ~~if the probationary employee requires an extended leave of absence.~~

~~After six (6) months of the probationary period, a probationary employee may be eligible for a pay adjustment not to exceed 3% based on his supervisor's recommendation. After satisfactory completion of the twelve~~

~~(12) month probationary period, an employee may be eligible for a base pay adjustment not to exceed 6% plus the pay scale base adjustment, based on his~~the supervisor's recommendation and ~~with~~ the approval of the Department ~~Manager~~Head and ~~the~~ Village Manager ~~or designee. The Village Board will determine available funding each year for pay adjustments.~~ If a probationary ~~an~~ employee's probationary period is extended beyond twelve (12) months, ~~then the employee~~he/she will be eligible for the above-described twelve (12) month salary adjustment, only if and when the ~~employee~~individual satisfactorily completes the probationary period. If the employee satisfactorily completes the probationary period, a ~~salary~~base pay adjustment may, ~~at the sole discretion of the Village,~~ be retroactive to the end of the original ~~twelve (12) month probationary period if the supervisor so recommends and approval is granted by the Department Manager and Village Manager~~probationary period.

~~4.3.3~~ 4.4.3 ~~Probation for~~ Promoted Employees — Upon promotion, a regular employee will become a probationary promotional employee ~~and shall be required.~~ They will need to successfully complete a six (6) month probationary period ~~before becoming a regular employee in the position to which the employee has been promoted.~~ The probationary period for promoted employees shall begin on the employee's first day of work in the position to which the employee has been promoted. ~~Accrued annual leave~~ Vacation time may be taken during this time. Promotional probationary employees will continue to accrue ~~annual~~vacation and sick leave during their probationary period.

~~The promotional, probationary period may be extended if the probationary employee requires an extended leave of absence, for whatever reason, during that period. The Department Manager may extend the probationary period for the same period of time as the leave of absence.~~

~~A promoted, probationary employee may be eligible for a pay adjustment not to exceed 3% based on his supervisor's recommendation upon satisfactory completion of the probationary period and upon approval of the Department Manager and Village Manager.~~

Reclassification-

~~4.4~~ **4.5 RECLASSIFICATION** - Positions may be reclassified to a higher or lower position when the knowledge, skills, abilities and job responsibilities necessary to perform the job have changed enough to warrant such a reclassification. Positions may be reclassified contingent upon the recommendation of the supervisor for the position and approval by the Department Director, Assistant Village Manager, and Village Manager.

~~4.5~~ Performance Appraisals- **4.6 PERFORMANCE DEVELOPMENT SYSTEM (PDS) - Job** performance appraisal ~~is~~includes a written evaluation of the employee's job performance. It may include, but is not limited to, the supervisor's comments and recommendations, action ~~plan~~plans for both the employee and supervisor, and performance goals for the next evaluation period. Information derived from the performance ~~appraisal~~evaluation may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, salary adjustment, merit pay increases, reclassification, demotion, transfer, or continued employment. The appendix of this Manual contains the Village of Glen Ellyn PDS documents.

Each Village employee will be given an annual interview with one or more of ~~his/her~~their immediate supervisor(s). At this interview the performance over the previous year will be discussed in detail. This performance evaluation will be in written form, and be made a part of the personnel record of the employee.

Performance appraisals should be completed upon the following occasions:

- ~~A.~~ A. After the first six (6) months of the probationary period for new employees.
- ~~B.~~ B. Upon successful completion of the probationary period for new and promoted employees.
- ~~C.~~ C. ~~Each anniversary date of employment or promotion. The employee's anniversary date shall be the first day of his work for the Village. An employee's promotional anniversary date shall be the date the employee was promoted to a new position with the Village.~~
- C. Upon the completion of the normal annual PDS review cycle, that runs from October 1 through September 30 each year. All reviews encompassing this review cycle must be given to the employee prior to November 15.
- ~~D.~~ D. At such other times as deemed appropriate by the employee's ~~Department Manager~~Department Director.

~~The~~ .

E. ~~_____~~ An employee may request a higher level review. ~~The~~
~~employee's supervisor's immediate supervisor from their~~
~~Department Head~~ Department Director. The Village Manager or
designee will conduct the higher level review, ~~provided that, at no time~~
~~will a higher level review be conducted by any authority higher~~
~~than the Village Manager. Note: This does not apply to Police~~
Officers below the rank of Sergeant.

~~F. Annual base adjustment will be given based upon the satisfactory progress of. If not satisfied, the employee at the time of the annual performance may write a rebuttal to be attached to the~~ evaluation.

~~G. _____~~ In the event that an employee is on disability leave and has not been on the job for more than ~~three fourths~~ six (6) months of the evaluation period prior to the annual performance evaluation, ~~(anniversary date). The anniversary date the evaluation~~ may be ~~adjusted~~ rescheduled for ~~one year only~~ six (6) months, to allow the supervisor adequate time to observe and evaluate the performance of the employee.

~~4.1 Outside Employment~~

~~4.6~~ ~~4.7~~ **OUTSIDE EMPLOYMENT** - Regular, full-time Village employees may not engage in outside work or employment without first providing written notification ~~to and receiving written approval from their Department Manager~~ Department Director, and the Village Manager.

~~and the Village Manager.~~ The Village will generally permit employees to engage in outside employment or work so long as, in the opinion of the Village Manager and the Department ~~Manager~~ Director, the outside work or employment would not affect the quality or quantity of the employee's work for the Village, prevent the employee from devoting ~~his~~ their primary interest to the accomplishment of ~~his~~ their work for the Village or tend to create a conflict, or the appearance of a conflict, between the private interest of the employee and the employee's official responsibility to the Village. Employees are prohibited from entering into any arrangement, which involves the performance of services while on Village time or while using Village-owned equipment, ~~or property, or that otherwise interferes with the employee's job performance and adversely affects his/her ability to fulfill all job responsibilities.~~ An employee of the Village may not own or be employed by any other entity that would sell or do business with the Village. No employee shall receive compensation, other than from the Village, ~~for the performance of their~~ services while on Village Time.

Commented [AS11]: Added per Board feedback at 7/18/16 Workshop

~~Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities.~~

Commented [AS12]: Extraneous language that is covered adequately in the preceding paragraph.

~~4.7 Termination and Resignation~~ ~~4.8~~ **TERMINATION AND RESIGNATION** - Termination is the Village's separation of an employee involuntarily from his/~~her~~ current position. ~~Resignation is an employee's voluntary separation from his/her current position.~~ An employee is free to resign at any time, but the Village requests that the employee submit a written two-week notice at a minimum in advance of resignation.

~~4.8 Retirement~~ ~~4.9~~ **RETIREMENT** - In accordance with the Age Discrimination in Employment Act, the Village imposes no mandatory retirement age on employees.

~~4.8.1~~ ~~4.10.1~~ Pension Funds - Regular full-time employees and part-time employees who work in excess of 1,000 hours per year are included in the Illinois Municipal Retirement Fund. ~~Commissioned Police personnel are covered by the~~ The Police Pension Fund. ~~covers sworn Police personnel.~~ To receive money paid into IMRF, forms must be submitted upon resignation or

termination of employment. Detailed information concerning Pension Funds may be obtained from ~~the Personnel Division.~~ Finance Department.

~~4.8.2 Social Security - All salary and hourly employees shall be covered by Social Security except commissioned Police Officers.~~

4.10.2 Social Security and Medicare - For positions that require mandatory contributions to the federally-funded Social Security and Medicare programs, the Village matches your mandatory contributions. These programs provide income and medical benefits in the event of disability or retirement. Additional information regarding these benefits can be obtained from your local Social Security Office. Note: Sworn Police Personnel are exempted from Social Security.

~~4.8.3~~ 4.10.3 Health and Medical Program - If In accordance with the Municipal Employee's Continuation Privilege Law (215 ILCS 5/367) and COBRA legislation, eligible, a retired, resigned or terminated employee ~~employees~~ may continue to participate in the Village Health and Medical Program at their own expense. For detailed information, please contact the Assistant Village Manager or Finance Department.

4.11 EMPLOYEE INFORMATION CHANGE - An employee must promptly notify both his/her Department Director and the Finance Department, in writing, of any change of home/mailing address, personal telephone number(s) and e-mail address by completing and signing the designated form(s).

~~Program at his own expense. For detailed information, please contact the Personnel Division.~~

CHAPTER 5

PAY PRACTICES

~~5.1~~ **5.1 PAY PLAN** - The Village Board has established a Position Classification and Pay Plan which is intended to provide the following:

- ~~A.~~ **A.** A framework for equitable compensation for work of a similar nature and level.
- ~~B.~~ **B.** The means for fairly compensating employees for continued good or outstanding service.
- ~~C.~~ **C.** Rates of compensation, which are fiscally responsible, market competitive and compare reasonably with those of other employers, and which will aid in the recruitment and retention of qualified personnel.
- ~~C.~~ **D.** Nothing in the foregoing shall confer any employee right to a guaranteed pay rate.

Commented [AS13]: Added per Board feedback at 7-18-16 Workshop

The Village Manager is responsible for administering this pay plan. The Village Manager may from time to time recommend to the Village Board amendments to the pay plan when, in his/her judgment, the plan requires alteration. The Village Board retains the right to amend, modify, discontinue or replace the Position Classification and Pay Plan.

~~5.2~~ **Starting Minimum Rate-5.2 STARTING MINIMUM RATE** - The starting minimum rate of pay for a position in the Pay Plan shall be paid upon appointment. Starting rates above the minimum rate may be paid at the discretion of the Department ~~Manager~~Director with approval of the Village Manager.

~~5.3~~ **Deductions-5.3 DEDUCTIONS** - When an employee is hired, ~~he~~they must submit to the Village the following information: ~~his~~ Social Security number, documentation proving U.S. citizenship or legal alien status, and information for pension deduction. An employee must fill out forms for State and Federal Tax Deductions. Other compulsory deductions currently include Social Security, Medicare, and the Illinois Municipal Retirement Fund (for all employees working 1000 hours or more per year) or, in the case of Police Officers, the Police Pension Fund ~~and FOP union dues~~. Optional deductions include, but may not be limited to: major medical and hospitalization coverage, life insurance, ICMA Deferred Compensation, Credit Union Savings, and others as approved by the Village Manager. Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported to the ~~Personnel Division~~Assistant Village Manager or designee.

Further information regarding deductions and programs, such as IMRF, may be obtained from the ~~Personnel Division~~Assistant Village Manager or Finance Department.

Pay Increases—**5.4 PAYMENT OF WAGES:**

- a) Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.
- b) Salary payment is made biweekly for base salary; Friday through Thursday for hours worked during each 2 week pay period.
- c) Paydays are usually every other Friday [i.e. biweekly]
- d) Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior pay bi-weekly period.
- e) It is the Village's policy that employee paychecks will be distributed by supervisors to employees, mailed to his/her home address or sent via direct deposit to the employee's bank.

5.5 LOST PAY CHECKS - In the event of a lost paycheck, the Finance Department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the Village identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Village within 24 hours of the time it is demanded.

5.6 WAGES IN ADVANCE - No advances on future wages will be made under any circumstances. All employees are paid only after work has been completed.

~~5.4~~ **5.7 PAY INCREASES** - Salary adjustments within an established range are not automatic, but are dependent upon job performance and the recommendation of the Department Manager/Director and final approval of the Village Manager. An employee's salary adjustment will usually be effective January 1 of each year, adjusted on his anniversary date of employment or promotion.

~~5.4~~ effective January 1 of each year.

5.7.1 The open range pay plan allows for flexibility in the granting of merit-based increases in pay. Based in some cases, based upon the exceptional performance of the individual, in addition to the base pay adjustment, a supervisor may opt to grant no increase, or a maximum of 8% for exceptional service and performance, with the with the recommendation of the department manager/Department Director and final approval of the Village Manager. The listing of particular types of salary payments in this manual shall not prohibit the Village, an employee may receive additional compensation. The Village Manager shall notify the Village President of any employee base pay increase exceeding 10 percent.

Commented [AS14]: Added per Board feedback at 7-18-16 Workshop

5.7.2 Merit Pool Pay - As part of Village's annual budget process, the Village Board, in its sole discretion, authorizes the available funding for employee raises. As part of the Village's annual performance review process, departments may be are allotted an annual funded pool of compensation dollars that Department Head/Department Directors are able to distribute (in addition to base salary increases) to eligible employees based on exceptional performance and merit. Department Directors may develop pay recommendations, which are reviewed and approved by the Village Manager. Employees are eligible for base pay increases between 0-5%. Employees, who are topped out in their pay range, are still eligible to receive a one-

Commented [AS15]: Added per Board feedback at 7-18-16 workshop

Commented [AS16]: Added per Board feedback at 7-18-16 Board Workshop

time, lump sum merit bonus based upon job performance. Annual review periods run from authorizing other payment methods, October 1 through September 30 of each year.

~~5.5 Effect of Promotion~~ **5.8 EFFECT OF PROMOTION** - Employees who are promoted to a new position ~~may~~ shall receive a ~~minimum of a 5% discretionary~~ increase in pay over their previous rate upon starting the new position. ~~No employee will receive more than one base adjustment in any one fiscal year.~~

Commented [AS17]: Updated from 7-18-16 Workshop

~~5.6 Effect of Demotion~~ **5.9 EFFECT OF DEMOTION** - Employees who are demoted may receive a reduction in salary upon starting the new position based upon the recommendation of the Department ~~Manager~~ Director and with the final approval of the Village Manager ~~upon starting the new position~~.

CHAPTER 6

HOURS OF WORK AND OVERTIME

~~6.1 Employee Workday~~ **6.1 EMPLOYEE WORKDAY-** Due to the nature of Village service, the normal workday from department to department varies considerably. The Village retains the right to restructure an employee's workday or work period for the purpose of promoting efficient operations.

~~Lunch breaks or work~~ **6.1.1 -** The normal work week for regular full time employees shall consist of five (5) days, Monday through Friday. The full time work day shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute unpaid lunch period for a total of 8.5 hours a day. On occasion, breaks may be interrupted or precluded at the discretion of the employee's supervisor. A lunch or work break which is interrupted or precluded shall be resumed or provided later in the same workday if the workload permits. If the workload does not permit this, the employee will be fully compensated for the time worked. Some departments have union contracts or internal operating policies that further guide employee work day schedules.

6.2 — Overtime Provisions

6.2 TIME REPORTING – A work hour is any hour of the day that is worked and should be recorded according to the time reporting practice in each department, but at a minimum every quarter hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. For payroll purposes, the workweek covers seven consecutive days, beginning on Friday and ending on Thursday. The usual workweek period is 40 hours. Employees will submit their time record weekly as directed by their supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules must be appropriately recorded.

Commented [AS18]: Clarified time reporting requirements, per Board inquiry at 7/18/16 meeting.

6.3 OVERTIME PROVISIONS

6.3.1 Authority of the Village – The Village has the right and responsibility to schedule, assign, or cancel overtime work as required. Employees may not work overtime without prior approval from their supervisor; non-exempt employees should also not access job-related e-mails or conduct other business outside of work hours without prior supervisor approval. Employees who work unapproved overtime may be subject to discipline.

6.2.1 It is the nature of municipal service that emergencies and other conditions will exist which and require overtime by employees. Therefore, an employee may not consistently consistently refuse overtime assignments.

The Village recognizes that employees may have personal obligations from time to time which prevent the ability to accept overtime assignments.

However, personal obligations must be balanced with the obligation for service to the Village. Consistent or improper refusal of overtime assignments will be grounds for disciplinary action. Some departments have union contracts or internal operating

policies that further guide when and under what circumstances overtime is paid for approved work.

~~6.2.2~~ 6.3.2 Payment of Overtime -- Payment of overtime will be made under two different classifications depending upon circumstances of the workload. In all cases, employees who wish to be compensated for overtime work completed, must promptly and accurately record said time on his/her time sheet and submit the time sheet for approval according to his/her Department's protocols and payroll deadlines.

- A. Scheduled Overtime -- All scheduled overtime (where an employee has at least 24 hours notice of the overtime assignment) will be paid at a rate of 1½ times an employee's regular hourly rate of pay for all hours worked in excess of forty (40) hours in a work week. Only actual hours worked plus compensatory leave will be counted for the purpose of calculating scheduled overtime payment. Sick leave, ~~annual~~ floating holidays, vacation leave, disability leave, absence due to disciplinary reasons and any other compensated hours not worked will not be considered as hours worked for the purpose of calculating scheduled overtime payment.

- B. ~~Unscheduled Overtime~~ - All unscheduled overtime will be compensated directly at the rate of 1½ times the employee's regular hourly rate of pay except for employees who regularly work less than a 40 hour week. Employees who regularly work less than 40 hours per week shall be paid at straight time for hours worked outside the scheduled work week, but less than 40 hours. Due to the overtime expectations and Village need for service at a moment's notice; for purposes of payroll, all overtime worked within the Public Works Department will be considered "unscheduled".
- C. ~~C.~~ Call Back Overtime - All call-back overtime will be compensated at the rate of 1½ times the employee's regular hourly rate of pay regardless of hours worked in a week. Call-back overtime is defined as extra duty where an employee is called back to work in order to perform necessary Village operations. All call-back overtime will be compensated at a minimum of two (2) hours for each occurrence.

~~6.3 Compensatory Time~~ **6.4 COMPENSATORY TIME** - One hour of overtime is equal to one and a half (1½) hours of comp time. Overtime compensation may be made through the use of compensatory time upon the approval of a supervisor. Compensatory time shall be accrued at the same rate as overtime except for exempt employees who will accrue hour for hour. No employee shall be allowed to accumulate more than forty (40) hours of compensatory time. An employee who resigns or is terminated must receive payment for accumulated compensatory time in a given year. Any hours in excess of forty (40) are automatically paid.

Exempt

~~6.4.1~~ **6.4.1** Employees ~~overtime compensation~~ shall be paid for their time by January 1. An employee who resigns or is terminated should use their compensatory time before their release. If not allowed for those, the Village is required to pay them for the accumulated compensatory time.

~~6.4.2~~ **6.4.2** Employees seeking to use compensatory time must seek the approval of their respective supervisor, and complete the appropriate Leave Request.

~~6.4.3~~ **6.4.3** The Village reserves the right to require employees to cash out the balance of hours or to use the balance of compensatory time off.

~~6.4~~ **6.5 EXEMPT EMPLOYEES** - Employees in the following exempt positions: Village Manager, Department Managers, Division Heads, Assistant Village Manager, Assistant Department Managers, and Professional personnel. These employees are not eligible for compensatory overtime or comp time as defined herein.

~~6.5 No Pyramiding compensation~~ **6.6 PYRAMIDING - Compensation** shall not be paid nor compensatory time taken more than once for the same hours under any provision of this section.

6.7 EMPLOYEE TRAVEL AND REIMBURSEMENT - Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Village in accordance with the Village's Travel Reimbursement Policy (see Administrative Over # 7). The Department Director and Village Manager must authorize travel for staff in advance. Employees should verify that planned travel for Village business is eligible for reimbursement before making travel arrangements. Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

CHAPTER 7

EMPLOYEE BENEFITS

Village Holidays - The following is the

7.1 VILLAGE HOLIDAYS- The list of the nine (9) official Village holidays:

7.1 New Years/Year's Day _____ Thanksgiving Day
 Memorial Day _____ Day After/after Thanksgiving
 Independence Day _____ Christmas Eve Day
 Labor Day _____ Christmas Day
 Veterans Day _____

7.1.1 Holiday Pay - All regular full-time employees are eligible for holiday pay at the _____ regular rate of pay. Employees who work on holidays will be compensated at the _____ rate of 1½ times the employee's/their regular rate of pay, subject to the approval of the _____ Department Manager/Director. Compensatory time off may be taken in lieu of holiday pay _____ for work done on these holidays, subject to the prior approval of the Department Manager/Director.

7.1.1 7.1.2 Floating Holidays - In addition to the official Village holidays listed above, all full-time, regular employees of the Village will receive two (2) additional floating holidays/holiday in a calendar year. One floating holiday will be credited to all regular, full-time employees on January 1 of the year, and the second floating holiday/other will be credited/awarded on July 1 of that/the year. Both floating holidays must be used by the employee in the calendar year in which they were earned. A Floating holidays/holiday may be used for any authorized purpose. The employee's supervisor shall approve or disapprove of all floating holiday use requests. A Floating holidays/holiday can be taken only as a in full or a half day off/increments. A Floating Holiday is not paid out if not used. It is also not paid out if an employee is terminated or resigns.

7.1.2 7.1.3 Holidays falling on Saturday and Sunday - Whenever/When a holiday falls on Sunday, the following Monday will be considered the official Village holiday. When a holiday falls on a Saturday, the previous Friday shall be considered the official Village holiday.

7.1.3 7.1.4 Special Holiday Provisions -Because of the nature of the service, holiday provisions in the Police Department and the Recreation Department/Village Links/ Reserve 22 are somewhat different from those outlined here in this section. For further explanation, consult those departments-your supervisor or Department Director.

7.1.4 7.1.5 Holiday Overtime Computation - Regular Holidays will be counted/count toward the 40 hour work week for purposes of overtime computation. Floating Holidays will not count toward the 40-hour _____ workweek for purposes of overtime.

~~7.2 Annual Leave:~~~~7.2~~ **ANNUAL LEAVE: Annual leave (vacation time) is paid time off of work.**

~~7.2.1~~ **7.2.1** First Year of Service - During the first year of employment, regular, full-time employees shall accumulate annual leave at the rate of 17 days per year.

~~7.2.2~~ **7.2.2** Second Year through Fifth Year of Service - Starting at the commencement of the second year through the completion of the fifth year of employment, regular, full-time employees shall accrue annual leave at the rate of 17 days per year.

~~7.2.3~~ **7.2.3** Sixth Year of Service through Fourteenth Year of Service - Starting at the commencement of the sixth year of employment through the completion of the fourteenth year of employment, regular, full-time employees shall accumulate annual leave at the rate of 22 days per year.

~~7.2.4~~ **7.2.4** Fifteenth Year of Service through Twentieth Year of Service - Starting at the commencement of the fifteenth year of employment and through the twentieth year of employment, regular, full-time employees shall accumulate annual leave at the rate of 26 days per year.

~~7.2.4 a~~ **7.2.5** Twenty-First through Twenty-Fourth Year of Service - For each additional year after the completion of twenty years of service through the twenty-fourth year, one additional day of annual leave per year is allowed.

~~7.2.5~~ **7.2.6** During the first year of service, the Village Manager, Assistant Village Manager, Department ~~Managers~~ **Directors**, Assistant Department ~~Managers~~ **Directors**, and Division Heads shall accrue annual leave at the rate of 17 days per year. At the completion of one (1) year of employment through the completion of five (5) years of employment, these employees shall accumulate annual leave at the rate of 21 days per year. At the completion of five years of employment, these employees shall be entitled to 26 days per year.

~~7.2.6~~ **7.2.7** Probationary employees begin accruing annual leave upon their first day of employment, although no more than three days may be taken during the first six (6) months of employment.

~~7.2.7.2.8~~ **7.2.8** The time at which an employee shall take his/her annual leave shall be determined by the Department ~~Manager~~ **Director** with due regard for the operational needs of the Village.

~~7.2.8~~ **Holidays During Annual Leave - 7.2.9** Holidays which occur during an employee's use of annual leave shall be charged as holidays and not as an annual leave.

~~7.2.9~~ **7.2.10** An employee who resigns, with or without notice, or is terminated for any reason, _____ will receive all earned, but unpaid annual leave.

Use of Annual Leave—

~~7.3—~~**7.3 USE OF ANNUAL LEAVE** – Annual leave may be used for any authorized purpose. The employee's Department ~~Manager~~Director or designee shall approve or disapprove of all annual leave requests. Annual leave may be requested on a first-come, first-serve basis. Except in those cases where ~~annual leave~~it is used for illness, injury, or a stated emergency, an employee shall schedule the use of annual leave at least 2 days in advance. Vacation time shall be used in one hour increments.

7.3.1 ~~Accumulation—~~ An employee may accumulate up to 40 total days of ~~annual~~vacation leave. After 40 days no additional vacation leave may be accrued.

~~7.4 Refusal or Cancellation of Annual Leave—~~**7.4 REFUSAL OR CANCELLATION OF ANNUAL LEAVE** – The Department ~~Manager~~Director or his/her designee may refuse to approve ~~an annual~~a vacation leave request if he/she finds the time period requested to be inappropriate, or is unreasonably detrimental to maintaining effective Village operations.

~~7.5 Benefit Package—~~**7.5 BENEFIT PACKAGE** – The Village Benefit Package is available for all regular, full-time employees. This package includes not only the aforementioned paid holidays and ~~annual~~vacation leave, but also consists of a major portion of the payment for medical insurance, dental insurance, life insurance, an employee assistance program and optional coverage for the employee's dependents. More information may be obtained from the ~~Personnel Division~~Assistant Village Manager. **(See Appendix)**

~~Continuation~~**7.6 TUITION ASSISTANCE PROGRAM**– The purpose of ~~insurance Coverage~~the Tuition Assistance Plan (TAP) is to encourage employees to pursue continued education which will benefit both the employee and the Village. This program is intended to be used for long-term, degree-seeking course work. Seminars or short courses, or credit courses expressly required by the Village, are not to be considered as part of this program, and fees will be prepaid in total by the Village. The cost of short courses and seminars is not to be added into the total allowable benefit under the TAP.

7.6.1. POLICY: The Village of Glen Ellyn wishes to be, whenever possible, a participant in the cost of relevant educational programs for employees interested in attaining a higher level of technical or general competence through continued education. Such course work should provide employees with knowledge and skills necessary to increase proficiency on their present jobs, and/or to prepare them for appropriate promotional opportunities.

7.6.2. RESPONSIBILITY: It is the responsibility of each Department Director to see that eligible employees are aware of the provisions of this program, and to assure that its rules of eligibility are met.

7.6.3. ELIGIBILITY RULES:

- A. An applicant must have satisfactorily completed his or her probationary period before that person is eligible to participate in the program.
- B. An employee is not eligible for participation in the TAP unless evaluated to be in good standing in his or her present position.
- C. An employee is eligible under the TAP only after all other sources of assistance are exhausted (Veteran's benefits, grants or other tuition assistance sources). In

no case can any combination of assistance exceed the total cost of the course.

7.6.4. SCHOOLS: Applications may be made only for attendance at a school of recognized educational standing, such as an approved high school, or accredited college or university, correspondence school or vocational school. Applicants may be required to furnish information as to the accreditation of particular institutions or programs.

7.6.5. COURSES:

- A. Courses must be related to the duties of the positions held by the employee or be in preparation for greater responsibility in his or her general field of work.
- B. Courses may not be included which can be more effectively or economically completed as in-service training.
- C. Employees are expected to take courses on their own time, except under circumstances approved by the Department Director. In no case will the Village pay an employee overtime to take a course under this plan.
- D. Courses repeated or audited will not be eligible for assistance.

7.6.6. APPLICATION PROCEDURES:

- A. To be eligible for the TAP, Department Director permission must be received.
- B. The TAP-1 form should be completed and forwarded to the Department Director for approval.
- C. Upon approval, the TAP-1 form will be returned to the point of origin, and the employee notified. A copy should be forwarded to the Assistant Village Manager for review and approval. A TAP-1 form must be completed and approved prior to enrollment in each course.

7.6.7. APPLICATION FOR REIMBURSEMENT:

- A. Eligible employees may be reimbursed for up to \$2,400 per Village fiscal year for tuition and books for approved courses. The Village fiscal year is January 1 through December 31. Reimbursement per credit hour shall not exceed \$200. The reimbursement per credit hour is a maximum allowable and is inclusive of all educational costs such as books, course fees and supplies.
- B. Reimbursement will be made upon successful completion of the course, with a grade of C or better. Failure to attain a grade of C or better will subject the employee affected to return to the Village in-full, all amounts advanced to him/her for that course.
- C. Upon completion of an approved course, the employee shall receive the appropriate reimbursement provided that:
 - a. a copy of the pre-approved TAP-1 form is submitted to the Assistant Village Manager;
 - b. a transcript of the final grade is submitted as evidence of completion of the course with the final grade of C or better;
 - c. receipts are provided showing the amount paid by the employee per credit hour and all other educational costs incurred;

Commented [AS19]: Updated per Board feedback from 7/18/16 Board Workshop.

d. that the above information is submitted to the Department Director for review and approval.

D. After approval by the Department Director, the above items should be forwarded to the Assistant Village Manager for processing.

7.6.8. GENERAL PROVISIONS:

A. Approval of tuition reimbursement is contingent upon the availability of funds in the current year budget and the adherence to the policies and procedures outlined in this document. Annual funding of this program is not guaranteed.

B. An employee leaving Village employment or dropping a course prior to completion shall not be entitled to assistance.

C. An employee leaving Village employment before one (1) year following receipt of assistance will be required to reimburse the Village for one-half (½) the amount paid on his or her behalf. The employee agrees to consent to the deduction of any amounts owed at the time the employee terminates employment, even if such deduction is greater than 15 percent of the employee's final pay. If the repayment amount is greater than the employee's final compensation, the employee will agree to repay within 30 days of termination.

D. In cases of unusual financial need, the Village manager may authorize an advance for tuition benefits. This advance shall be considered a loan by the Village until such time as the applicant successfully completes the course for which the advance was provided. In such cases, the Tuition Advance Agreement must be executed and signed by the employee and the Department Director. The request must then be approved by the Village Manager.

E. In cases where an employee may wish to pursue an accelerated degree program, Village assistance may be accelerated based upon the recommendation of the Department Director with approval of the Village Manager. An accelerated degree program for purposes of the \$2,400 annual maximum is defined as completion of course work which exceeds 12 credit hours in a one-year period.

~~7.6~~ **7.7 CONTINUATION OF INSURANCE COVERAGE** - Employees who are injured or ill for ~~longer~~long periods of time (and who have exhausted all accrued leaves available to them) may be eligible for a disability pension, in accordance with the rules of IMRF or the Police Pension Fund. During the first ~~three (3) months~~90 days that the employee is receiving a disability pension, the Village will continue to pay the Village's share of insurance premiums. Employees ~~either on a disability pension for longer than three (3) months or on a retirement pension who wish to~~may be covered under the Village's insurance, but the individual must pay the full cost of the insurance premiums as long as they receive pension benefits.

| 7.7.1 Employees Leaving Employment - Employees who leave the employment of the Village for reasons other than retirement, disability or gross misconduct may continue to receive COBRA coverage under the Village's health insurance plan for 18 months, or Medicare eligibility, whichever occurs first, provided they pay the full premium costs.

7.8 EMPLOYEE TRAINING – The Village will pay for Supervisor approved employee training. The training should facilitate the employee's performance, productivity, job satisfaction, and advancement. All training must be consistent with the needs, obligations and responsibilities of the Village and its constituents.

7.9 HEPATITIS VACCINE - When hired, certain employees in designated safety-sensitive positions are offered the option of receiving the Hepatitis B vaccine. The vaccine is administered at the cost of the Village. Employees in the Public Works, Glenbard Wastewater Authority, and Police Departments have additional vaccine options.

7.10 CHANGE OF DEPENDENTS OR MARITAL STATUS - Any change of dependents (i.e. births, adoptions, and changes in custody) or change of marital status must be reported to Human Resources in writing within 31 calendar days of the occurrence. An insurance change form must be completed and submitted to Human Resources. Failure to report changes within 31 calendar days will result in the loss of health care benefits of the dependent. The employee will then have to wait for the next open enrollment period or submit evidence of insurability to the provider in order to obtain dependent coverage.

CHAPTER 8

LEAVES OF ABSENCE

8.1 SICK LEAVE - Sick ~~Leave~~ ~~sick~~ leave shall be used for the purpose for which it was intended, that being to provide an employee protection against loss of pay due to illness or injury. Sick leave may not be converted into any other form of compensation. Sick leave shall not be considered as a privilege which an employee may use at his/ her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee. Sick leave will not be paid out when an employee terminates employment with the Village.

8.1.1 Payment for 8.1.1 Sick Leave ~~-Use-~~ Employees must use annual leave for absences from work ~~off~~ for three (3) consecutive days or less, reported to their supervisor, for reasons ~~as~~ provided in Section 8.1. Thereafter, an employee should use ~~his~~ accrued sick leave for any period of absence ~~for these reasons reported due to the employee's supervisor illness or injury.~~

Any When an employee ~~who~~ is absent from work for more than eleven (11) or more consecutive work days, because of ~~the reasons provided~~ defined in Section 8.1, they shall have the three (3) initial compensated leave days, (annual leave), that were taken prior to

use of sick leave __credited to the employee. When an employee uses sick leave because of ~~the reasons provided for~~ defined in Section 8.1, the Village may require a ~~doctor's~~doctor's certificate:

- ~~A-~~ A. Attesting to the illness or injury;
- ~~B-~~ B. Attesting to the fact that the employee is fit to return to duty.

When an employee is on sick leave, the Village retains the right to require an employee to see a physician of the Village's choice, at the Village's cost.

~~8.1.2~~ 8.1.2 Accumulation of Sick Leave ~~-An~~ A full time employee who has completed one year of service shall be granted six (6) days of sick leave on January 1 of each year. An employee with less than one year of service shall be granted sick leave on a prorated basis beginning with the first full month of employment. Sick leave may be accumulated to a maximum of one hundred twenty (120) work days. Sick leave shall not be accumulated during any period an employee is laid off or on an unpaid leave of absence.

~~8.1.3~~ 8.1.3 Notification ~~-~~ An employee anticipating the use of accrued sick leave shall report the reason for his absence from duty to his supervisor. During any period of illness or injury, an employee must ~~make daily phone calls to his~~regularly update their supervisor, notifying the supervisor of the condition of the employee.

~~8.1.4~~ 8.1.4 To the extent permitted by law, an employee who has reported sick is expected to use good judgement and remain at ~~his~~their residence during the time ~~he~~they would otherwise _____ have been working, unless hospitalized, visiting a doctor, or obtaining medication or _____ treatment as prescribed by a doctor. An employee shall not engage in any other _____ employment during the time he/she is granted the use of accrued sick leave.

~~8.1.5~~ 8.1.5 Workers Compensation ~~--~~ Sick leave or any compensated leave shall not be used for absence due to a work~~-~~related injury for which compensation is provided under the Worker's Compensation Act. In cases where Workers Compensation is paid after an employee's accrued sick leave or other forms of compensated leave are used, that sick leave will be credited to the employee.

~~8.1.6~~ 8.1.6 Insufficient Sick Leave ~~--~~ **Except in cases covered by Section 8.4 (FMLA Leave)**, if an employee's illness or period of recovery exceeds the amount of accrued sick leave, the employee may use accrued annual leave, compensatory leave, or be placed on leave without pay.

~~8.1.7~~ 8.1.7 Use by Probationary Employees ~~--~~ A probationary employee may use accrued sick leave upon the completion of three (3) months of employment. Promotional, probationary employees may use accrued sick leave during their probationary period.

~~8.1.8~~ 8.1.8 In the event that an employee becomes ill during the work day, the Village may send the worker home for his own well being, and the well being of fellow workers.

~~8.1.9~~ 8.1.9 In the case of a life~~-~~threatening illness or injury to an employee's spouse or child requiring the attendance of the employee at the bedside, the Village Manager may consider the use of the sick leave bank. Such use could be allowed after a period of three days, and each case would be considered by the Village Manager based upon its individual merits.

~~Funeral Leave-8.2~~ **BEREAVEMENT LEAVE** ~~--~~ Full time and part-time, regular employees, in the event of death in the immediate family, shall be eligible for a maximum of five (5) consecutive working days of paid ~~Funeral Leave~~leave when approved by the Department ~~Manager-Director~~. The immediate family is defined as an employee's spouse, children, step-children, parents, step-parents, brothers, sisters, spouse's parents, and spouse's step-parents.

8.2.1 Employees are allowed up to a maximum three (3) days of paid leave in the event of death of the employee's extended family, which is defined as: brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

~~8.2~~ 8.2.2 Absence may be extended if deemed necessary by the Department Director and approved the Village Manager- ~~or his/her designee~~. These additional leave days will be deducted from the employee's accrued, compensatory leave, annual leave, or leave without pay. In the event of a death not in the employee's immediate family, leave will be deducted from the employee's accrued compensatory leave, annual leave, Floating Holidays, or leave without pay.

8.2.3 Child Bereavement Leave: In addition to the forgoing, State law (Illinois Child Bereavement Leave) provides employees up to a maximum of ten unpaid days of protected leave for to: 1) attend the funeral of a child; 2) make arrangements necessitated by the death of a child; or 3) grieve the death of a child.

- a) The leave must be used within 60 days of the date on which the employee receives notice of the death of the child.
- b) The employee must provide the Village at least 48 hours' notice that he/she intends to use the leave, unless such notice is impracticable.
- c) An eligible employee must been employed for at least 12 months, and have at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
- d) A "child" can be the employee's biological, adopted or foster child. Stepchildren, legal wards and children the employee stands in loco parentis to also qualify.
- e) Should an employee experience the death of more than one child in a 12-month period, the employee may take up to six weeks of unpaid leave.
- f) An employee may substitute any paid or unpaid leave available from the the Village. This paid time will run concurrently with the Illinois Child Bereavement Leave.
- g) Should the employee be eligible for time under FMLA, the Illinois Child Bereavement Leave would run concurrently. The law doest not create a right to unpaid leave that exceeds, or is in addition to, the amount of leave available under FMLA.

~~8.3 Other Leaves of Absence With Pay~~

~~8.3.1 Jury Duty – Full-time, regular employees shall be granted leaves of absence for required jury duty. Such employees shall turn over jury duty pay to the Personnel Division and then shall receive their normal salary for the period of jury duty. Employees must submit a copy of their jury duty notice to their Department Manager immediately upon receipt.~~

8.3 OTHER LEAVES OF ABSENCE

8.3.1 Jury Duty – The Village strongly encourages all employees to fulfill their civic obligation to serve on jury duty. The Village will provide regular pay to regular full-time employees for work hours missed due to jury duty. The Village will also provide regular pay to part-time employees for any hours they were scheduled to work but missed due to jury duty. An employee called for jury duty must present his/ her Supervisor with a copy of the jury summons in advance of the jury dates. Following jury duty, employees must present their Supervisor with a receipt or receipts from the Court Clerk evidencing their service dates. Employees are permitted to keep any payment from the court.

~~8.3.2~~ 8.3.2 Official Training – Leave with pay may also be granted for the purpose of allowing a regular, full or part-time employee to engage in official training courses or to participate in other official activities with the approval of the ~~Department Manager~~Department Director.

~~Family and Medical Leave:~~8.3.3 Leave to Vote -Illinois law provides all employees, upon at least one day's notice, up to two paid hours during the work day in order to vote. The leave applies to all scheduled and special elections, including primaries. To be eligible for this paid leave, an employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of polls.

8.3.4 Illinois School Visitation Act – Employees may take up to eight hours of unpaid leave per school year, with no more than four hours taken in a day, for school visitation. Written notice is required. This leave is intended as a last resort for employees who have no paid leave available. The Village will attempt to make reasonable efforts to accommodate an employee who wishes to make up the time missed, provided it is not a disruption to normal Village operations.

8.3.5 Nursing Mothers in the Workplace Act- The Village will provide reasonable break times for nursing mothers by providing unpaid break time each day to an employee who needs to express breast milk for her infant child. The Village will also make reasonable efforts to provide a location where the employee can express her milk in privacy.

8.3.6 Victim's Economic Security and Safety Act (VESSA)- The Act provides victims of domestic violence or sexual violence or employees, who have a family member who is the victim of domestic or sexual violence, to take up to twelve weeks of unpaid leave during any twelve month period to address the issues involved. Employees should promptly inform the Assistant Village Manager of any protective or restraining order that they have obtained that lists the workplace as a protected area.

Employees are encouraged to report safety concerns to the Village with regard to intimate partner violence.

8.3.7 Employee Blood Donation Leave Act- With appropriate notice, any full-time employee who has been employed for at least 6 months, may use one hour or more if authorized by the Village to donate blood every 56 days in accordance with appropriate medical standards.

8.4 8.4 FAMILY AND MEDICAL LEAVE - Village employees may be eligible for leave under the Family and Medical Leave Act of 1993, and the 2008 amendments thereto (FMLA) if they meet the following requirements:

8.4.1 8.4.1 Eligibility - An employee must have:

- ~~(a)~~ (a) been employed by the Village for at least twelve months; and
- ~~(b)~~ (b) worked at least 1,250 hours during the twelve months prior to the start of the leave.

8.4.2 8.4.2 Use of Leave - FMLA leave may be used for any of the following events:

- ~~(a)~~ (a) the birth and/or care of a newborn child of the employee;
- ~~(b)~~ (b) placement of a child for adoption or foster care with the employee;
- ~~(c)~~ (c) to care for the employee's spouse, child or parent with a serious health condition;
- ~~(d)~~ (d) for a serious health condition that makes the employee unable to perform the functions of the employee's job.
- ~~(e)~~ (e) qualifying exigencies related to a covered family member's active military duty; and/or
- ~~(f)~~ (f) to care for a covered service member with a serious injury or illness

8.4.3 8.4.3 Leave Benefits -

(a) Eligible employees may request up to twelve (12) work weeks of leave in any leave year for reasons (a) thru (e) listed above. Eligible employees may request up to an additional fourteen (14) work weeks (maximum 26 weeks total) of leave in any leave year for military caregiver leave (reason (f) listed above). A "leave year" shall be ~~the~~ a rolling twelve-month period measured backward from the date of an employee's use of FMLA leave. Each time an employee takes leave, the Village will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

~~(a)~~
(b) At the commencement of FMLA leave, employees shall be required to first use their paid leave time as follows:

- ~~(i)~~ (i) For leaves under Section 8.4.2(a), (b), and (c) above, employees must first use their accrued but unused annual leave.
- ~~(ii)~~ (ii) For leave under Section 8.4.2(d) above, employees must first use their accrued, but unused, sick leave and annual leave in

the order listed. Once the employee's paid leave has been exhausted, the remainder of the leave (up to twelve (12)) weeks total, shall be unpaid.

8.4.4 - Use of Paid and Unpaid Leave - All paid leave runs concurrently with FMLA leave. Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

- (c) While on unpaid FMLA leave, employees shall remain covered by the Village's health plan under the same terms applicable to the employee on the day prior to the start of the leave.
- (d) Employees may request FMLA leave in the form of intermittent leave or an amended work schedule, to accommodate the employee's condition and need for treatment (for example, to accommodate scheduled dialysis treatment). Such intermittent leave shall not exceed the equivalent of twelve (12) work weeks in a leave year.
- (e) At the expiration of FMLA leave, the employee will usually be entitled to return to the same position or an equivalent position. If the employee cannot return to work at the end of the twelve weeks, the employee may be terminated.

8.4.4 8.4.5 Procedures to Commence Leave:

- (a) In cases of childbirth and other foreseeable leaves, employees are required to give thirty (30) day's notice of their request for leave. Such requests should be tendered in writing to the Department ~~Manager-Director~~. If an employee fails to give thirty (30) ~~day's~~days' notice for a foreseeable leave, without any reasonable excuse for the delay, the Village reserves the right to deny FMLA leave until at least thirty (30) days after the employee's actual notice.
- (b) In cases where the thirty (30) ~~day's~~days' notice is impossible, or the leave is unforeseeable, the employee must give written notice to the ~~Department Manager~~Department Director as soon as possible.
- (c) Where FMLA leave is requested in connection with a serious condition of the employee or a relative, the Village will require certification of the condition from the treating physician.
- (d) Where FMLA leave is requested in connection with a serious condition of the employee's covered service member, the Village will require certification of the condition from either the service member's military or private treating physician. (e) Designation of FMLA Leave- Within five business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

8.4.6 Recertification

The ~~company~~Village may request recertification for the serious health condition of the ~~employee or the employee's family member when circumstances have changed~~ significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the ~~company~~Village may request recertification for the serious health condition of the ~~employee or the employee's family member every six months in connection with an~~ FMLA absence.

~~8.4.5~~ 8.4.7 Failure to report to work at the expiration of the maximum FMLA leave to which the employee is entitled will be considered as a formal resignation by the employee. In the event that the employee fails to return to work upon the expiration of FMLA leave, the Village reserves the right to seek reimbursement for the health insurance premiums paid by the Village during such leave, as permitted by law.

~~8.4.6~~ 8.4.8 Additional Considerations:

The specific circumstances and legal implications surrounding requests for, and the grants or denials of, FMLA leaves can be complicated. In all cases, requesting employees are advised to make an appointment with the

Village Manager designee to discuss their circumstances sufficiently in advance to allow time for proper consideration of their requests.

~~Village Manager designdes to discuss their circumstances sufficiently in advance to allow time for proper consideration of their requests.~~

~~**Absence for Military Leave** - All employees, other than temporary, who are called for military training or service.~~
8.5 MILITARY LEAVE - The Village shall be granted a leave of absence without pay from their positions, as is required by law. When military reserve training is scheduled comply with an employee's annual leave, the employee shall receive the accrued annual leave pay as requested. If an employee is placed on active duty status, he shall be entitled to the protection requirements of all current state and preservation of employment rights and federal statutes regarding military leave, compensation, benefits during such active service as provided in, and reinstatement, including but not limited to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or as amended; the Public Employee Armed Services Rights Act, 5 ILCS 330/10 or as amended; the Local Government Employees Benefits Continuation Act, 50 ILCS 140 or as amended; and the Illinois Family Military Leave Act, 820 ILCS 151/1 et seq. or as amended from. An employee is required to provide evidence of military orders to the extent required by law.

8.5.1 - Family Military Leave - The Village will provide you with unpaid Family Military Leave in accordance with state and federal law if you have at least 12 months of employment with the Village and have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave.

8.5 An employee who is a spouse, parent or child of an individual who: a) is a member of a regular component of the Armed Forces deployed to a foreign country; or b) who is a member of a reserve component of the Armed Forces called or ordered to active duty and deployed to a foreign country under a call or order to active duty may be eligible for leave to attend to exigencies arising out of such active duty ("Non-Medical Family Military Leave") or to provide care for a service member ("Medical Family Military Leave"). An eligible employee who is the grandparent of a person called to military service lasting longer than 30 days pursuant to a state or federal deployment order may also be entitled to up to 15 days of unpaid family military leave during the time to the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

Unpaid Leaves -

8.5.2 - NON-MEDICAL FAMILY MILITARY LEAVE - An eligible employee may take up to twelve weeks of leave to attend to exigencies during deployment to a foreign country or a call or order for such deployment of a spouse, or a son, daughter, or parent, of the employee. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- a) If your need for leave is foreseeable, you must give the Village at least 14 days prior written notice if you are requesting leave for 5 or more days. Where the need for leave is not foreseeable or where you need to take fewer than 5 days of leave, you are expected to notify the Village of your need for time off as soon as you learn of such need, generally on the same day. Such leave may be taken intermittently or on a reduced schedule.
- b) The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may

result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov>).

- c) Employees will be required to use accrued vacation and personal time during Non-Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid. Also, Non-Medical Family Military Leave will be counted against your annual twelve week FMLA allotment as measured on a rolling backward basis. An employee will not be entitled to more than twelve weeks of Non-Medical Family Military or FMLA leave, paid or unpaid. During an approved Non-Medical Family Military Leave, you remain entitled to continue your group health insurance as if you continued to be actively employed. When your leave is unpaid, you must arrange to pay your portion of the health insurance premium, as your health coverage may cease if your premium payment is more than 30 days late. At the conclusion of Non-Medical Family Military Leave, you shall be restored to your same position with the Village or to an equivalent position. If you fail to return from leave, you may be required to reimburse the Village for the cost of the premiums it paid to continue your health insurance during leave, unless you cannot return to work due to circumstances beyond your control.

8.5.3 MEDICAL FAMILY MILITARY LEAVE - If you are eligible, you may take up to twenty-six (26) weeks to care for a spouse, parent, child or an individual for whom you are the nearest blood relative: a) who has a serious injury or illness that was incurred in or that existed prior to and was aggravated in the line of duty while on active military and that may render the service member medically unfit to perform the duties of his or her military position; or b) who is a veteran who undergoes medical treatment, recuperation or therapy for such a serious injury or illness during a 5-year period following discharge from duty. Such leave must be completed within 12 months from the first day Family Military Leave is taken. Such leave may be taken intermittently or on a reduced schedule subject to the employee providing appropriate notice of the need for leave and certification from the service member's health care provider.

- a) If your need for leave is foreseeable, you must give the Village at least 30 days prior written notice. Where the need for leave is not foreseeable, you are expected to notify the Village of your need for time off as soon as you learn of such need, generally on the same day. Such leave may be taken intermittently or on a reduced schedule.
- b) The Village will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov>).
- c) Employees will be required to use accrued vacation, personal and eligible sick time (as long as the reason for the absence is covered by the Village's sick leave policy) during Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid.
- d) Medical Family Military Leave may be counted against an employee's annual twelve

week FMLA allotment. An employee may take leave for other qualifying reasons under the FMLA during the twelve-month window that the employee is eligible for Medical Family Military Leave; however, combined leave under the FMLA is limited in two key regards: 1) an employee may not take more than twelve weeks of leave for any other reason than Medical Family Military Leave; and 2) any Medical Family Military Leave that is taken cannot exceed the difference between twenty-six weeks and the amount of leave taken within the employee's twelve-week allotment for other qualifying reasons. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

- e) During an approved Medical Family Military Leave, you remain entitled to continue your group health insurance as if you continued to be actively employed. When your leave is unpaid, you must arrange to pay your portion of the health insurance premium, as your health coverage may cease if your premium payment is more than 30 days late. At the conclusion of Medical Family Military Leave, you shall be restored to your same position with the Village or to an equivalent position. If you fail to return from leave, you may be required to reimburse the Village for the cost of the premiums it paid to continue your health insurance during leave, unless you cannot return to work due to circumstances beyond your control.

~~8.6~~ **8.6 UNPAID LEAVES.** Employees who have exhausted all paid leave and FMLA leave available to them may request an unpaid leave of absence for personal reasons. Such requests must be submitted to the Village Manager for review, and must state the reasons for the request and the length of the leave time requested. Requests for unpaid leave shall be considered on a case-by-case basis, and shall be granted or denied at the discretion of the Village Manager, based upon the best interests of the Village. Factors considered in reviewing requests for unpaid leave may include, but shall not be limited to, the employment record of the employee, the function of the employee's position during his absence, the need for replacement services, the length and time of year of the leave requested and the impact that a grant of such leave would have on the operations of the affected department. Employees on unpaid leave of absence are not able to accrue annual and sick leave benefits or floating holidays provided by the Village while on such leave. If an unpaid leave is granted, the employee shall be responsible for payment of any and all premiums for health care insurance coverage during the leave.

~~8.7~~ **Absence Without Leave - 8.7 ABSENCE WITHOUT LEAVE** - An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized shall be deemed to be an absence without leave. Any such absence shall be without pay and may be a subject for disciplinary action including termination.

Any employee who is absent without leave for three (3) consecutive work days shall be deemed to have resigned.

CHAPTER 9

EMPLOYEE CONDUCT

- 9.1 Principles of Service** **9.1 PRINCIPLES OF SERVICE** – The Village of Glen Ellyn recognizes the importance of courteous and respectful internal relationships between co-workers and external relationships between co-workers and the public have in providing services to the public. The interests of the public are best served when professional, courteous, constructive and cooperative relationships exist between municipal officials – even when differences of opinion exist- and that maintaining this type of relationship is essential to providing quality service to the public (Administrative Order No. 14). The public includes, but is not limited to, Glen Ellyn and non-Glen Ellyn citizens and business people, visitors to Glen Ellyn, vendors, customers, other government officials, the general public and co-workers. The words and actions of all employees are a reflection of oneself and the Village. The words and actions of a single employee can impact the performance and attitude of other employees, as well as the delivery of Village services. It is important that Village employees strive to conduct themselves in a professional and courteous manner at all times. Therefore, the Village of Glen Ellyn has established the following principles of services.
- 9.1.1** **9.1.1** **Fostering Teamwork** – The Village values its employees and seeks to foster a culture of teamwork. All employees should be committed to delivering and maintaining a relationship with fellow employees that is based on honesty, respect, trust and fairness.
- 9.1.2** **9.1.2** **Communicating Effectively** – Effective communication is an essential ingredient of successful organizations. Honest and clear communication helps to facilitate tasks, eliminate redundancy, provide direction, and promote understanding within the organization. Good communication – internally and externally – is a vital component of providing high quality services to the community.
- 9.1.3** **9.1.3** **Providing Quality Customer Service** – Employees shall consistently seek to provide services in a courteous manner. The Village prides itself in providing excellent services.
- 9.1.4** **9.1.4** **Preserving These Principles** – The Village is committed to cultivating and safeguarding these principles. Our ability to provide quality services to the public is jeopardized by unprofessional behaviors. Our ability to work effectively with one another also is dependent upon adherence to these principles of service. Conduct contrary to these principles is strongly discouraged and will not be tolerated.
- 9.1.5** - All employees are expected to observe these principles of service. Successful observance of

| adherence to these principles will be assessed during ~~the annual or other~~ performance
| evaluations. Failure to observe these principles may negatively affect performance
| evaluations and ~~or~~ lead to appropriate disciplinary action, including termination.

~~Conduct-~~

9.2 CONDUCT - All employees are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of the Village. Such conduct includes, but is not limited to:

~~A.9.1.1~~ Reporting to work punctually as scheduled and being at the work station, ready for work, at the assigned time.

~~B.9.1.2~~ Notifying the supervisor when the employee will be absent from work or is unable to report on time.

~~C.9.1.3~~ Complying with all Village safety regulations.

~~D.9.1.4~~ Wearing clothing appropriate to the work being performed.

~~E.9.1.5~~ Performing assigned tasks and other duties assigned by their supervisor effectively and efficiently.

~~F.9.1.6~~ Eating meals only during meal periods and only in designated areas.

~~G.9.1.7~~ Maintaining work place and work area cleanliness and orderliness.

~~H.9.1.8~~ Treating all persons in a courteous and respectful manner at all times.

~~I.9.1.9~~ Refraining from behavior or conduct deemed offensive or undesirable or which is subject to disciplinary action.

9.3 Prohibited Conduct - 9.3 PROHIBITED CONDUCT - The following conduct is prohibited and will subject the individual involved to disciplinary action up to and including termination. The following examples are illustrative of the type of conduct that is prohibited, but this list is not all-inclusive:

~~A.~~ **9.3.1** The use of alcoholic beverages or an illegal controlled substance on Village property, on Village business, at any time during the work day or reporting for work while under the influence of alcoholic beverages or an illegal controlled substance. The sale, manufacture, distribution or use of illegal, controlled substances under any circumstances is prohibited.

~~B.~~ **9.3.2** The use of profanity ~~or~~ abusive language, and/or discourteous actions directed toward fellow employees, supervisors, vendors, guests, or members of the public.

~~C.~~ **9.3.3** The unauthorized possession of firearms or other weapons on Village property.

- ~~D.~~ 9.3.4 Insubordination ~~is~~ the refusal by an employee to follow a supervisor's instruction concerning a job-related matter, and/or disrespect to a supervisor's appropriate authority.
- ~~E.~~ 9.3.5 Assault on a fellow employee or customer.
- ~~F.~~ 9.3.6 Misuse of Village property or of another's private property.
- ~~G.~~ 9.3.7 Gambling on Village property.
- ~~H.~~ 9.3.8 Falsifying or altering any Village record or report such as an application of employment, a production record, a time record, or any other employment, personnel, or Village record.
- ~~I.~~ ~~Incompetence or inefficiency in the performance of duties.~~
- 9.3.9 Unsatisfactory work performance, including failure to follow instructions or directions
- ~~J.~~ 9.3.10 Conviction of a criminal offense which involves moral turpitude or relates to the performance of an employee's duties.
- ~~K.~~ 9.3.11 Soliciting, inducing or attempting to induce an officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.
- ~~L.~~ 9.3.12 Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the capacity of an employee of the Village.
- ~~M.~~ 9.3.13 Conduct which brings discredit on the Village service.
- ~~N.~~ 9.3.14 Dishonesty in the performance of his/her duties.
- ~~O.~~ 9.3.15 Improper political activities during work hours. ~~(See Section 9.7 or failure to comply with Village Ethics Policy. (Ethics Policy/ Chapter 12))~~
- ~~P.~~ 9.3.16 Abuse of sick leave ~~or~~ other compensated absences, or break/lunch periods; any unauthorized absence without leave.
- ~~Q.~~ 9.3.17 Repeated failure/refusal to work overtime.
- ~~R.~~ 9.3.18 Verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile ~~environment~~environment.
- ~~S.~~ 9.3.19 Use by an employee of the Village's name to further personal interests, ~~without the express prior approval of the Village Manager.~~

~~7.~~ 9.3.20 Appropriation and/or use of Village property and resources for the personal gain of the employee, without prior notice to and approval of the Village Manager.

~~U.~~ 9.3.21 Failure to adhere to the rules of conduct for the position and/or as stated in this Manual ~~and the Ethics Policy.~~

~~9.4 Anti Sexual Harassment Policy~~ It is the policy of the Village of Glen Ellyn that sexual harassment of employees in the work place is unacceptable and shall not be tolerated.

~~9.3.22 Violating the Village's dress code;~~

~~9.3.23 Disclosing confidential records or information regarding, or in any way related to, the Village, its customers, or its vendors.~~

~~9.3.24 Unauthorized use of Village photocopying equipment.~~

~~9.3.25 Defacing, destroying or removing (without prior authorization) signs, notices, postings or other literature posted by Village management.~~

~~9.3.26 Sleeping during working time.~~

~~9.3.27 – Destroying, without prior authorization, Village documents, records, files, or data.~~

Commented [AS20]: Added per August 15, 2016 Board feedback.

9.4 PROHIBITION AGAINST SEXUAL HARASSMENT / DISCRIMINATION / HOSTILE WORK ENVIRONMENT - The Village of Glen Ellyn is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Village of Glen Ellyn expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. The Village of Glen Ellyn has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The Village of Glen Ellyn will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the Assistant Village Manager.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the Village of Glen Ellyn prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

9.4.1 Equal Employment Opportunity - It is the policy of the Village of Glen Ellyn to ensure equal employment opportunity without discrimination or harassment on the

basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. The Village of Glen Ellyn prohibits any such discrimination or harassment.

9.4.2 Retaliation/ Whistleblower Protection - The Village of Glen Ellyn encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Village of Glen Ellyn to promptly and thoroughly investigate such reports. The Village of Glen Ellyn prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

9.4.3 Sexual harassment - Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined as--as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature;" when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include such actions as repeated offenses of sexual flirtations, a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or propositions, continued or repeated requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature, graphic or degrading verbal; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments about an individual, about his or her appearance, or gestures; display in the workplace of sexually suggestive objects or pictures, or any offensive or abusive; and other physical, verbal or visual conduct of a sexual nature.

9.4.4 Harassment - Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the

workplace, on companyVillage time or using companyVillage equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means. Employees shall be aware that the use of language, humor, terms or phrases which may not seem offensive or derogatory in a context outside the workplace (such as at home, in music, in film and in comedy) can and will be taken as offensive by others in our work setting and employees shall refrain from using such language

9.4.5 Workplace Bullying – the Village defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” The purpose of this policy is to communicate to all employees, including supervisors, managers and elected and appointed officials, that the Village will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meeting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Village considers the following types of behavior examples of bullying:

a) Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Physical Conduct of this type is improper if: (a) submission to the conduct is either an explicit or implicit term or condition of employment; (b) submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved; or (c) the conduct has the purpose or effect of substantially interfering with an individual's work performance or environment.

It is also a violation of this policy to retaliate in any way against anyone because they have complained about sexual harassment or discrimination, whether that concern relates to harassment of, or discrimination against, either the individual raising the concern or another individual.

Any employee of the Village of Glen Ellyn who feels that he has been the victim of sexual harassment or retaliation in violation of this policy should notify his department manager or the Personnel Analyst. Such complaint shall be held in strict confidence to the fullest extent possible, although a full investigation including interviewing any witnesses will be conducted. The complaint shall be investigated to determine whether it is justified.

Management and/or supervisory personnel shall take appropriate action when they become aware of sexual harassment. Such action will include an investigation of the charges and may include discipline up to and including termination of the offending employee or employees.

b) bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

c) Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.

d) Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

9.4.5 – Workplace Anti-Bullying: The Village considers workplace bullying unacceptable and will not tolerate it under any circumstances. Any employee found in violation of this policy will be disciplined, up to and including immediate termination.

The Village defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise.

The Village promotes a healthy workplace culture where all employees are able to work with dignity and respect in an environment free of bullying behavior. The Village encourages all employees to report any instance of bullying behavior. Any reports of this type will be treated seriously, investigated promptly and impartially. The Village requires any supervisor who witnesses any bullying, irrespective of reporting relationship, to immediately report this conduct to the Assistant Village Manager. The Village will protect an employee who reports bullying conduct from retaliation or reprisal.

The Village considers the following types of behavior to constitute workplace bullying. Please note, this list is not meant to be exhaustive and is only offered by way of example:

- a) Deliberate exclusion from work-related activities, meetings, or communications without good reason;
- b) Manipulating the ability of someone to do his or her work (e.g. work-overload, unrealistic deadlines, deliberately withholding information, giving deliberately ambiguous instructions, inflicting menial tasks not in keeping with the normal job duties);
- c) Being held to arbitrary standards that differ from other similarly situated employees;
- d) Consistent ignoring or interrupting of an employee in front of co-workers;
- e) Personal attacks (angry outbursts, excessive profanity, obscene gestures, or name-calling);
- f) Encouragement of others to turn against the targeted employee;
- g) Sabotage of a employee's work product or undermining of his/her work performance;
- h) Stalking;

- i) Unwelcome/unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (e.g. defacing or marking up property)
- j) Staring, glaring or other nonverbal demonstrations of hostility;
- k) Invasion of another's person's personal space;
- l) Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- m) Public humiliation in any form
- n) Consistent ignoring or interrupting of an employee in front of co-workers
- o) Spreading rumors or gossip regarding individuals
- p) Encouraging others to disregard a supervisor's instructions
- q) Stealing credit for another person's work product or ideas
- r) Unreasonable interference with an employee's ability to do his or her work
- s) Conduct that a reasonable person would find hostile, offensive, and unrelated to the Village's legitimate business interests.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying. As such, the Village strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Village will make every effort to stop alleged workplace bullying, but can only do so with the cooperation of its employees.

Individuals who believe they have experienced conduct that they believe violates this policy, or who have concerns about such matters, should report their complaints verbally or in writing to his or her supervisor or the Assistant Village Manager.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that such behavior immediately stop.

Commented [AS21]: Amended language pursuant to August 15, 2016 Board feedback.

9.4.6 Violence in the Workplace - All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or member of the public will not be tolerated. Village resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Village treats threats coming from an abusive personal relationship as it does other forms of violence. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Department Director, and/or Human Resources. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. The Village encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates.

9.4.7 Individuals and Conduct Covered - These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the Village of Glen Ellyn (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during off site work, business trips, business meetings and business-related social events.

9.4.8 Reporting an Incident of Harassment, Discrimination or Retaliation - The Village of Glen Ellyn encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor first, or if the immediate supervisor cannot or will not assist, his or her supervisor. Individuals may alternatively discuss their concerns with human resources, the Village Manager, Village Attorney or Village Ethics Officer. See the complaint procedure described below. In addition, the Village of Glen Ellyn encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Village of Glen Ellyn recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

9.4.9 Complaint Procedure - Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor first, or if the immediate supervisor cannot or will not assist, his or her supervisor. Individuals may alternatively discuss their concerns with their Department Director, Assistant Village Manager, the Village Manager, Village Attorney and/or Village Ethics Officer.

- a) The Village of Glen Ellyn encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
- b) Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- c) Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- d) Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or

discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

- e) Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as the Village of Glen Ellyn believes appropriate under the circumstances.
- f) If a party to a complaint does not agree with its resolution, that party may appeal to the Village of Glen Ellyn's Village Manager. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Additional Information- In addition to the internal procedures described above, any employee who believes ~~he/she has~~they have been ~~subjected~~subject to sexual harassment, or retaliation for opposing such harassment, has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, ~~Illinois~~IL, 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission,

Suite 2800, 500 West Madison Street, Chicago, ~~Illinois~~IL, 60601; (312) 353-2713.

- g) The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident.

9.4.10 ~~Public Relations~~Non-Fraternization Policy - The Village prohibits employees who are in a romantic or consensual sexual relationship from serving in a supervisory capacity with respect to each other (an employee who reports directly or indirectly to that person), because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member him or herself as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, or coercion or exploitation undermines the spirit of trust and mutual respect which is essential to a healthy work environment. Accordingly, employees are expected to promptly report any such conflicts to the Department Director and/or Assistant Village Manager.

Once the relationship is made known to the Department Director, he/she must immediately report the situation to the Village Manager or his/her designee. The Village Manager or his/her designee will evaluate whether one or both parties need to be moved to another job or department in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.), and will determine whether one or both parties need to be moved to another job or department.

If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact the Assistant Village Manager, who will recommend to the Village Manager which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. The Village Manager or designee shall have the discretion in making the final determination if and to what extent one or both parties should be moved to another job or department.

If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

9.5 ATTIRE AND GROOMING - All employees are required to maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform and reflects favorably on the Village's image and identity. It is the responsibility of the Supervisors to monitor employees' dress, personal appearance and hygiene within their respective departments. An employee's immediate Supervisor will discuss the subject of personal appearance or personal hygiene with the employee if it is felt that appearance or hygiene does not positively reflect the image of the Village. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Violation of this policy may be considered cause for disciplinary action.

9.5 9.6 RESIDENT COMMUNICATION – Interaction between Village employees and citizens typically are based on the citizens need to access Village services or to address problems associated with established services or ordinances. Citizens' needs and concerns can be expressed in myriad ways, and employees are expected to treat all citizens in a courteous and professional manner. It is important that Village personnel consistently convey our desire and intent to provide quality service.

9.6.1 - In those instances when citizens are angry and express their displeasure, employees must recognize that complaints made by citizens are not always intended to be a personal attack. Rather, employees should listen to the citizen with a sincere focus on how best to resolve the problem. Responding to an angry citizen with respect a respectful and balanced discussion is the best way to diffuse a sensitive situation. However, if an employee is made to feel threatened, or if the situation escalates so that the employee feels safety is an issue, he/she should excuse him/herself and seek assistance from a supervisor, or call 911 if the situation dictates.

~~9.6 Media Relations~~ – The Village tries to cooperate with the media (radio, television, and newspapers) whenever possible. ~~Department Managers or their designee are instructed to be the spokesmen for their respective Departments, giving the media information and aid that the Department Managers feel is appropriate. Employees shall obtain permission from their Department Managers prior to filling speaking engagements or publishing articles as official representatives of the Departments. No employee shall discuss publicly, or for publication, matters pertaining to Village procedures or policies without prior approval of the Department Manager.~~

~~Political Activity~~ **9.7 MEDIA RELATIONS** – The following procedures and standards will be used by all departments as applicable to media relations within the Village of Glen Ellyn.

~~9.7.1 Spokesperson~~ – In most cases there will be one spokesperson designated for response to each inquiry. For village-wide inquiries, the spokesperson will most often be the Village Manager or the Communications Coordinator. For Department related issues, the spokesperson will most often be the ~~Department Head~~ Department Director. The spokesperson will work directly with the Communications Coordinator to insure that the information for specific media issues is communicated appropriately.

~~9.7.2 Primary Village Contact~~ – The Communications Coordinator will serve as the primary source of Village information, providing background, information about Village issues, projects and services.

9.7.3 Priority Attention – Priority attention should be given to all media inquiries. Every effort should be made to meet media deadlines and insure that all information released is accurate. Accuracy of information takes priority over media deadlines.

9.7.4 Routine Media Requests – Routine requests may be responded to by an employee if the response is of a factual, incidental or inconsequential nature.

9.7.5 Non Routine Media Requests – Non routine requests should be forwarded to the Communications Coordinator prior to response. These may include responses that require the interpretation of policy, employee information and emergency situations. In these cases, the Coordinator will work with the appropriate ~~Department Head~~ Department Director and the Village Manager in drafting a response.

9.7 9.8 POLITICAL ACTIVITY - In compliance with the requirements of 65 ILCS 5/10-1-27.1, the Village does not prohibit any employee from exercising his political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, providing the employee does not use his position with the Village to coerce or influence others and does not engage in these activities while he/she is on duty at work. (See Ethics Policy/ Chapter 12)

Conflicts of Interest

9.8 9.9 CONFLICTS OF INTEREST PROCEDURES - As a general rule, public employment requires a higher standard of conduct than does private employment. Potential conflicts of interest must always be considered, and situations which create an actual conflict of loyalty or interest or even the appearance of such a conflict must be scrupulously avoided. ~~For further information, please consult the Village's "Guidelines for Official Conduct," which is distributed to all regular employees of the Village.~~ (See Ethics Policy Chapter 12). The Ethics Officer will discuss the situation with relevant parties and determine if a conflict exists and if further action is required.

~~Drug and Alcohol Testing Program~~ – **9.10 DRUG AND ALCOHOL ABUSE POLICY** - The Village and its residents have the right to expect that individuals employed by the Village will not report to work under the influence of drugs or alcohol. Some departments are required to submit to random testing. If a Department Director suspects an employee of reporting to work intoxicated, they shall remove the employee from the work place and require that the employee submit to a drug/ alcohol test and/or other appropriate test. Such reasonable suspicion shall be investigated and documented with a copy provided to the employee within a reasonable time after such test is ordered.

9.10.1 Reasonable Suspicion Standard – Reasonable Suspicion shall be deemed to exist if the facts and circumstances warrant rational inferences by a supervisor that an employee is using and/or is physically or mentally impaired due to being under the influence of a controlled substance. Reasonable suspicion is based upon:

- a) When a trained supervisor observes that a reasonable suspicion exists based on specific, contemporaneous observations concerning the appearance, behavior, speech or body odors of the employee
- b) When a ~~Department Head~~ Department Director or another trained supervisor confirms the reasonable suspicion determination
- c) When an employee has been arrested or indicted for conduct involving illegal drug related activity on or off duty
- d) When an employee is involved in an on the job injury causing reasonable suspicion of drug or alcohol use

e) When an employee causes or contributes to an on duty accident resulting in damage to a Village vehicle, machinery, equipment, or property and/or resulting in injury (In these instances, the investigation and testing must take place within two (2) hours of the incident. Under no circumstances will the employee be allowed to drive.)

9.10.2 - If the employee refuses to undergo the test or if an employee's test confirms the use of an illegal controlled substance or alcohol, the Village will deal with the employee pursuant to Section 9 (Employee Conduct) of this ~~Employee Manual~~.

9.10.3 - Random Testing Program:

~~9.9a)~~ In order to comply with Federal requirements, any Village employee required to hold a commercial driver's license (CDL) as a condition of employment, shall be tested as set forth in the ~~model policy as prepared by Substance Abuse Management, Inc. in cooperation with the Intergovernmental Risk Management Agency (I.R.M.A.). This policy is~~ Safety Manual. All CDL licensed employees are subject to random testing.

adopted by reference, and is on file in the Personnel Division of the Village, and in each Village department.

Privacy Interests

- b) Due to the safety sensitive functions of these positions, the following positions are subject to random drug & alcohol testing on a quarterly basis: 1) Sworn Police Personnel 2) Community Service Officers 3) Glenbard Wastewater Authority operations employees, 4) Public Works CDL holders.

9.10.3 - Drug Free Workplace – The Village of Glen Ellyn 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 expected behavior of Village employees. The illegal use of drugs and alcohol and misuse of prescribed drugs subjects employees and Village residents to unacceptable safety risks.

9.10.4 - Alcoholism and Drug Dependency – Confirmed Alcoholism and Drug Dependency is acknowledged as a disease and may be treated as any other illness. An alcoholic or drug dependent employee compromises their safety and the safety of others. The employee or their supervisor may contact the Assistant Village Manager Office for assistance.

9.10.5 - Smoke Free Workplace

- (a)a) No Village staff member will be permitted to smoke in any Village building used by the public or as a place of work.
(b)b) No Village staff member will be permitted to smoke in any Village vehicle.
c) In accordance with state law, smoking areas for the public may be designated by those staff members responsible for the management of Village buildings.

~~9.10~~ **9.11 PRIVACY INTERESTS** - The Village provides various electronic, mechanical and other technical devices to facilitate employees' work for the Village. Such devices include, but are not limited to, computers, fax machines, ~~beepers/pagers~~, telephones, ~~computer disks~~ cell phones, copiers, flash drives, and the like. All Village-owned equipment is solely to be used by employees in the performance of their duties. The Village retains the right to monitor and inspect all Village property and its use, as well as any work product derived there from, including but not limited to computer ~~disks~~ drives, electronic files, electronic transmissions sent/received via Village devices, billing records in connection thereto, and the like. The Village retains all rights of ownership over Village equipment, as well as the right to inspect same from time to time, including but not limited to work spaces, desks, lockers, village vehicles, tool boxes, file cabinets, and the like with the sole exception of employees' personal, enclosed belongings (such as purses, handbags, and the like) stored in Village-owned desk drawers or lockers. Village employees are advised that they have no expectation of privacy in any piece of equipment, furniture, tool, electronic device or other piece of apparatus owned ~~---or paid for either in whole or in part---~~ by the Village. The Village retains duplicate sets of keys for all desks and cabinets. Employees are advised not to keep confidential and personal information, materials or belongings on Village property or stored in Village computers. Any use of Village equipment for personal reasons shall not be permissible unless the employee has received prior authorization from their ~~Department Manager~~ Department Director. Any unauthorized use of Village equipment or devices may result in employee discipline, up to and including discharge.

9.11.1 Freedom of Information Act Rules (FOIA) – The Freedom of Information Act provides an open process for access to records in the possession of public agencies, like the Village of Glen Ellyn. Reports, forms, emails, memos, letters, recordings and all other types of documentary materials pertaining to public business may be accessed by any private citizen or entity. Employees should refrain from electronic or any communication that denigrates or shows hostility to any individual or agency. Section 9.4 outlines prohibitive conduct, professional communication and correspondence. Employees should be aware that any inappropriate conduct that increases liability or discredits the Village will result in employee discipline. Some FOIA documents may be subject to confidentiality laws. The rules are found in the Illinois Administrative Code. All employees should understand that all communications at the workplace may be subject to FOIA. Upon request, employees shall tender either his/her assigned Village cell phone, or personal cell phone used under the Village's cell phone stipend policy, to the Village Manager or designee in order comply with FOIA.

Commented [AS22]: Updated per Board direction at August 15, 2016 meeting.

9.12 CONSUMER REPORTS - In compliance with the employee notice and consent provisions of the Fair Credit Reporting Act, please be advised that the Village may at any time request a consumer report in connection with your employment with the Village. This report from a consumer-reporting agency may include information bearing on your character, general reputation, personal characteristics, and mode of living. It is the Village's normal practice to limit the consumer report to driving records available from the Illinois Secretary of State.

9.12.1 In addition, the Village's insurance company may also request a consumer report on you. Again, this report would typically be limited to driving records available from the Illinois Secretary of State. The purpose of this request is for business insurance underwriting purposes. The insurance company is not your employer or prospective employer, and does not make any employment decision related to you. The Village will provide you notice of your rights under the Fair Credit Reporting Act, before requesting such a report. Please contact Human Resources if you have any questions.

9.13 LOSS OF PERSONAL PROPERTY - Employees should maintain control of their personal property at work at all times. Articles of personal property that are found should be returned to the property owner or turned in to your Supervisor. The Village assumes no responsibility for loss, damage to or theft of your personal belongings on Village premises. Employees are advised not to carry large sums of money or other valuables with them to work or while working.

9.13.1 Employees suffering damage or loss of personal belongings because of an on-the-job accident should report the incident immediately to their Supervisor. Determination of payment for costs incurred due to such accidents will be made on a case by case basis, in consultation with the Department Director, and approval of the Village Manager or his/her designee. Personal cell phones damaged on the job will generally not be replaced or paid for by the Village.

9.14 RETURN OF VILLAGE PROPERTY - An employee, who is separated from the Village service, whether voluntarily or involuntarily, will be held responsible for the return of all Village property, keys, cell phones, records and/or uniforms in his or her possession at the time of separation. Such property must be returned to the Department Director or Assistant Village Manager upon separation. Failure to return property may necessitate Village action for recovery.

CHAPTER 10

EMPLOYEE DISCIPLINE, PENALTIES AND SEPARATIONS~~SEPARATION~~Policy

~~10.1~~ **10.1 POLICY** - It is the policy of the Village that any regular full or part-time employee who violates any of the Village's standards of job performance and behavior for minor offenses may be afforded the benefit of progressive disciplinary action as set forth below as a means of encouraging proper employee behavior and job performance. To insure consistent and fair practice, all Supervisors should use the Village of Glen Ellyn Supervision Report form to document the date of the meeting, and those present, as well as the issue. The form is included in the Appendix of this manual.

- ~~A.~~ **A.** On the occasion of the first incident, the supervisor may take the following action:
- ~~1.~~ **1.** Meet with the employee to discuss the matter.
 - ~~2.~~ **2.** Inform the employee of the nature of the problem and the action necessary to correct it.
 - ~~3.~~ **3.** Prepare ~~a memorandum~~ written documentation for the supervisor's own records indicating ~~that the meeting has taken place, and verifying the result of the meeting~~ areas for improvement have been addressed
- ~~B.~~ **B.** Should a second incident occur, the supervisor may hold a second meeting with the employee at which time the following action may be taken:
- ~~1.~~ **1.** Issue a written reprimand to the employee.
 - ~~2.~~ **2.** Warn the employee that a third incident will result in severe disciplinary action, including the possibility of recommendation for a suspension without pay or termination.
 - ~~3.~~ **3.** Prepare and forward to the ~~Department~~ Village Manager and Assistant Village Manager a written report describing the first and second incidents and summarizing the action taken during this meeting with the employee.
- ~~C.~~ **C.** Should additional incidents occur, the supervisor, in conjunction with the ~~Department Manager~~ Department Director, may proceed as follows:
- ~~1.~~ **1.** Place the employee on Administrative Leave with or without pay prior to ~~the conduct of~~ conducting an informal, pre-~~discipline-disciplinary~~ hearing conducted by the Village Manager or ~~his~~ designee.

~~2.~~ 2. Recommend demotion, suspension, or termination of the employee and forward to the ~~Department Manager~~Department Director and the Village Manager a written report describing the violations, indicating the timing between the violations, and summarizing the action taken or recommended and the justifications.

~~3.~~ 3. The Village Manager or ~~his~~ designee ~~will~~may conduct an informal, ~~pre-discipline~~ hearing on a date determined by the Village Manager to provide an opportunity to the employee to present ~~his~~their version of any alleged incident(s) prior to disciplinary action. This may include, but shall not be limited to, meeting with an employee prior to administering discipline, informing the employee of the allegations against him, and allowing the employee to respond with his/her version of the facts.

~~D. The progressive disciplinary procedures described in Sections (A), (B), and (C) above may be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or conduct.~~

~~E. D.~~ D. In cases involving major offenses or serious misconduct, ~~and in all cases prior to termination, at a minimum the procedures contained in Sections 10.1(C)(3) above employee will be followed. The aforementioned progressive disciplinary policy is illustrative of guidelines to encourage proper employee behavior and job performance. It placed on paid or unpaid administrative leave. Prior to any suspension or termination decision an investigation will take place. This~~ is not all-inclusive, is not meant as an absolute procedure, and does not grant any rights to ~~any~~ "At-Will" employee, except those stated in Section 10.1(C)(3).

~~10.2 Demotion~~

10.2 DEMOTION

~~10.2.1~~ 10.2.1 A demotion is the involuntary or voluntary transfer of an employee from his current position to a lower work position. ~~A Department Manager~~Department Director may recommend to the Village Manager that the salary of an employee be reduced and/or that the responsibilities of the employee be reduced to a lower position.

~~10.2.2~~ 10.2.2 A written statement of the reasons for any contemplated demotion shall be furnished to the employee and a copy filed with the Village Manager. A demotion shall not be effective until confirmed by the Village Manager, ~~and only after an informal, pre-discipline hearing as stated in Section 10.1(C)(3).~~

10.3 Suspension10.3 SUSPENSION

10.3.1 _____ The Village Manager may suspend an employee without pay for disciplinary purposes as recommended by the ~~Department Manager~~Department Director. Such suspension will not be ordered until the Village Manager or his designee has conducted an informal, pre-discipline hearing with the employee as stated in Section 10.1(C)~~(3-)~~.

10.4 Layoffs10.4 LAYOFFS

10.4.1 _____ 10.4.1 The Department ~~Manager~~Director, with the approval of the Village Manager, may lay off an employee when ~~he deems it deemed~~ necessary by reason of shortage ~~of work~~ or Village funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. In addition, if an employee loses a credential necessary to perform his duties, (such as a driver's license) the employee may be assigned other appropriate work if available. If no such work is available, the employee may be laid off without pay until such credentials are restored.

10.4.2 _____ 10.4.2 The duties performed by the laid off employee may be reassigned to other _____ employees.

10.4.3 _____ 10.4.3 No temporary or permanent separation of an employee from Village service as a penalty or disciplinary action shall be considered as a layoff.

10.4.4 _____ 10.4.4 When conditions permit, employees on layoff status may be given consideration for reinstatement. Employees who are laid off for more than twelve (12) months will be considered terminated.

Termination10.510.5.1 TERMINATION / RESIGNATION

- A. A. _____ A probationary or an "At-Will" employee may be terminated at any time, for any reason, with or without notice or cause.
- B. ~~The Village Manager may terminate any A terminated employee, unless prohibited by law, at any time and may, at his discretion, terminate any employee by paying him will be paid only for work hours completed before their release.~~

C. ~~A regular~~An employee who is terminated may, upon request, be given written reasons for the action.

~~10.6D. Resignation~~—The Village requests that an employee, who wishes to resign, give ~~his~~their ~~Department Manager~~Department Director at least two (2) weeks written notice prior to resignation.

~~10.7 Grievances~~**10.6 GRIEVANCES** - Any employee who wishes to file a grievance regarding any aspect of employment should do so in writing to the ~~Department Manager~~Department Director no later than fourteen (14) calendar days following the incident. ~~The Department Manager~~Department Director should ~~respond~~immediately acknowledge receipt of the grievance and attempt to resolve the matter in Fourteen (14) calendar days. The Department ManagerDepartment Director should also file a grievance response to the employee in writing within fourteen (14) calendar days. If the grievance is not satisfactorily resolved, the employee may appeal the ~~Department Manager~~Department Director's decision to the Village Manager within fourteen (14) calendar days of the departmental decision. -The Village Manager should respond within fourteen (14) calendar days. The decision of the Village Manager is final. An employee may write a rebuttal letter for the file.

In any decision adverse to the employee, the employee has the right to seek a review of the final decision from the Village Manager in accordance with the Administrative Review Act.

CHAPTER 11

MISCELLANEOUS PROVISIONS

Personnel Records –

PERSONNEL ITEMS

~~11.1~~ 11.1 PERSONNEL RECORDS - Each employee's central Village personnel file will contain only such information as is needed by the Village in conducting its business or as required by law. This information normally will include, but is not limited to:

- ~~A.~~ A. Application form
- ~~B.~~ B. Performance appraisals
- ~~C.~~ C. Disciplinary records

D. Letters of Commendation

~~11.1.1~~ 11.1.1 Review of Personnel File - Each employee is allowed to inspect and retain copies of ~~his~~their personnel records. The employee is allowed access under the Employee Access to Personnel Records Act, P.A. 85-1393. A written request to do so should be directed to the ~~Personnel Analyst~~Assistant Village Manager, who will schedule a time for inspection that is convenient for both the employee

and ~~the Personnel Division. A reasonable charge may be made for any copies of records.~~ Assistant Village Manager or designee

~~11.1.2~~ 11.1.2 If after inspecting ~~his~~the personnel records, the employee believes that certain material is irrelevant, inaccurate, or obsolete, ~~he~~the employee may submit a written request to the ~~Personnel Analyst~~Assistant Village Manager to remove the material from the file. ~~The Personnel Analyst~~Assistant Village Manager will either remove the material or inform the employee why the material ~~should~~will remain in the file. ~~If the employee is not satisfied with the Personnel Analyst's decision, the employee shall be permitted to place a written statement of disagreement in the file and he may pursue the matter further using the regular grievance procedure.~~

~~11.1.3~~ 11.1.3 All requests from sources outside the Village for personnel information concerning applications for employment, current employees, and former employees shall be ~~directed to~~reviewed by the ~~Personnel Division.~~Village Attorney and the Assistant Village Manager. The ~~Personnel Division~~Assistant Village Manager or designee will release information to outsiders in response to written requests only after obtaining the written consent of the individual who is the subject of the inquiry.

However, the Personnel Division, Department Manager or Division Head may release the following information without first obtaining the consent of the individual involved:

- ~~A.~~ _____ A. Employment dates
- ~~B.~~ _____ B. Position held
- ~~C.~~ _____ C. Wage and salary information
- ~~D.~~ _____ D. Location of job site

~~11.1.4~~ 11.1.4 Personnel files are kept in the office of the ~~Personnel Analyst~~Village Assistant Manager and are locked when no one is present. Access to the files is on a need-~~to~~-know basis. Examples of individuals who would have a legitimate need to inspect personnel records include the Village Manager, the Assistant Village Manager, ~~the Personnel Analyst, and a Department Manager.~~Department Director.

~~11.3 Substance Abuse Testing. In order to help protect the public and co-employees by attempting to confirm that Village employees have the ability to perform duties, a Department Manager may require that employees submit to a urinalysis test and/or other appropriate drug or substance abuse test, upon reasonable suspicion that the employee is using illegal controlled substances or abusing legal drugs or alcohol. Such reasonable suspicion shall be documented and acopy provided to the employee within a reasonable time after such test is ordered.~~

If an employee's test confirms the use of an illegal controlled substance or alcohol, the Village will deal with the employee pursuant to Section 9.2 of the Code.

Employee Assistance Program medical records are kept separate from the personnel files as required by HIPAA legislation.

11.2 EMPLOYEE ASSISTANCE PROGRAM ("EAP") - The Village contracts with an Employee Assistance Program designed to assist employees ~~who are experiencing substance abuse~~ and their family members (spouse, children) with support for a wide range of ~~issues that they may encounter in their lives, such as substance abuse, legal/financial issues, emotional or personal/family problems which may adversely affect job performance. EAP can also provide assistance and resources related to child care/parenting needs, health and wellness, elder care, pet services, and personal finances. The EAP also offers a number of tools employees can use to strengthen professional and supervisory skills. There is no charge for an initial interview or conversation with the EAP.~~

11.4 ~~11.2.1~~ Employees are encouraged to voluntarily seek assistance from the EAP or other reputable ~~treatment program before a problem leads to disciplinary action. However, use of the EAP or another treatment program will not excuse an employee from adhering to customary job performance standards and employee conduct rules. An employee or family member who desires confidential assistance for a personal problem or concern should contact the employee assistance counselor. The counselor will either provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation.~~

~~11.2.2 - A supervisor may refer an employee to the EAP to help resolve a problem which is affecting his/her work performance. All contacts, verbal or written communications or reports between the employee or family member and the counselor will be held in strict confidence unless the employee or family member requests, through a signed waiver, that the Village be notified.~~

~~11.2.3~~ Requests for assistance and all treatment information will be kept confidential in accordance with state and federal laws. Employees who come forward to request assistance will not be subject to discipline for seeking such assistance, but employees may not escape discipline by first requesting assistance after being selected for testing or after violating Village rules and policies.

11.5 ~~Smoking Policy for Village Building and Work Places~~

- ~~(a)d) No Village staff member will be permitted to smoke in any Village building used by the public or as a place of work.~~
- ~~(b)e) No Village staff member will be permitted to smoke in any Village vehicle.~~
- ~~(c) Smoking areas for the public may be designated by those staff members responsible for the management of Village buildings.~~

-- END OF DOCUMENT --

11.3 NETWORK / COMPUTER USAGE POLICY - This policy applies to all employees that utilize the network/computer resources of the Village of Glen Ellyn.

Purpose

~~11.3.1 -The effective use of the Village of Glen Ellyn's Network/Computing resources is critical to the Village's mission to provide exceptional services to the residents of the community. The purpose of this policy administrative order is to provide policy guidelines which govern the use of these resources in a manner consistent with the Village's goals.~~

Policy

~~11.3.2 - On-the-job Internet access is a powerful tool that can help the employees of the Village of Glen Ellyn accomplish business objectives and achieve balance in their work and personal lives. In~~

that spirit, employees may use company Village network and computing resources for both business and certain non-business purposes subject to the following policy.

11.3.3 – Limited, non-business use of these resources must be governed by good judgment and restraint, and must be limited to non-work time. The Village's network and computing resources must be available for business use and to serve customers at all times. Management will limit non-business use if it interferes with the productivity of individual employees or the overall availability of network and computing resources.

11.3.4 - Use of these resources, whether in the office or at home, is not private. The Village company can and will monitor individual use of network services - including visits to specific web sites and individual email.

11.3.5 - Those who use the Village's resources to access web sites containing sexually explicit material or content that could be construed as hostile or inconsistent with the Village's values are subject to discipline, up to and including dismissal. Employees who question whether a particular site is prohibited should check with their management.

11.3.6 - These computer and network resources are business tools. As such, they must not be used to send or forward threatening or harassing messages or chain letters, or to express personal opinions on behalf of the village in on-line forums.

11.3.7 - All use of the Village of Glen Ellyn's network and computing resources, including access to the Internet, must comply with the Village's policies and with all applicable local, state and country laws. Failure to comply will subject the user to discipline, up to and including dismissal.

11.3.8 - If you have any questions concerning the use of this policy please contact your immediate supervisor for clarification.

11.4 CELL PHONE POLICY

Commented [AS23]: Added following Board feedback at 9/18/16 Workshop. This policy verbiage stems from the Village's existing Administrative Order No. 6.

11.4.1 - The Village of Glen Ellyn recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellular (cell) phone or a Smartphone. Employees whose positions require the use of a cell phone or Smartphone either participate in the Village-issued cell phone program or participate in the Village's Cell Phone Stipend Program. This policy provides guidelines for both of these programs.

11.4.2 - This policy establishes eligibility, accountability, employee rights and responsibilities. In addition to these purposes, this administrative order shall allow the Village to offer a fair and practical stipend plan for employees conducting Village business on personal cellular communication devices. This policy shall encourage employees to transition from handling multiple cell phone devices to a single device as an effort to improve efficiency in handling communication with both internal and external contacts.

11.4.3 Village-Issued Cell Phone Program

A. Eligibility

General eligibility requirements include:

1. The job function of an employee requires considerable time outside of his/her assigned office or work area and it is important to the Village that s/he is accessible during those times;
2. The job function of the employee requires him/her to have wireless data and internet access;
3. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours; or
4. The employee is designated as a "first responder" to emergencies in the Village.
5. Employees are encouraged to consult with their supervisor regarding their eligibility.

B. Plan

If an employee meets the eligibility requirements for a cell phone, as outlined above, a Village-issued cell phone or Smartphone may be requested via the employee's supervisor.

Once approved by the supervisor, the Village's I.T. Manager or his designee will supply the employee with a Village-issued phone.

The Village-issued cell phone is neither permanent nor guaranteed. The Village reserves the right to remove a participant from this plan and/or cancel the plan if there are insufficient budget resources to meet the plan costs.

C. Equipment

Depending on employee's position and need, the employee may have the option to choose a specific type of cell phone or Smartphone from an approved list of phones (phones provided free to the Village as part of a government plan). If the employee wishes to be issued a cell phone or Smartphone that is not part of the approved list, the requested phone may be issued with the permission of the I.T. Manager and the employee's supervisor. However, should the requested cell phone have an additional cost attached to its purchase, the employee will be required to pay any cost difference between the approved cell phone list and the requested cell phone.

D. Oversight, Approval, & Funding

Individual departments and department managers are responsible for identifying employees who hold positions that include the need for a cell phone. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication (i.e. land-lines, pagers, and/or mobile radios) when such alternatives would provide adequate and less costly service to the Village.

The department manager is responsible for overseeing employee cell phone needs and assessing each employee's continued need of a cell phone for business purposes. The need for a Village-issued cell phone stipend should be reviewed annually, to determine if existing cell phone provisions should be continued as-is, changed, or discontinued.

Village-issued cell phones will be funded by the department submitting the request.

E. Employee Rights and Responsibilities

Employees are required to keep Village-issued cell phones in good working order. Cell phones are not replaced unless a free upgrade is provided by the Village's cell phone provider. Should a Village-issued cell phone come into disrepair prior to the eligibility of free phone upgrade,

the Village will be responsible to issue the employee a new phone. However, the Village reserves the right to revoke this free cell phone provision if it deems it necessary due to excessive phone replacement.

The employee should use the Village-issued cell phone mainly for business purposes, however, from time to time, it is understood that a Village-issued cell phone may be used for personal purposes. While it is understandable that employees may occasionally need to make brief calls of a personal nature, it is expected that such calls will be kept to a minimum. Moreover, should the use of the cell phone for personal purposes result in additional cost to the Village, the employee may be responsible to cover this additional cost.

The Village's telephone, e-mail, computer, voice mail, Internet, smart phones, digital cameras, and other communication systems are not intended for personal use. The Village may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members of the public and each other are of the highest quality. By using the telephone, e-mail, voice mail, Internet or other modes of communication, you consent to such monitoring. With regard to the e-mail, computer, voice mail and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.

- 1) No Expectation of Privacy: Users have no expectation of privacy in the use of Village technology resources, including the creation, entry, receipt, storage or transmission of data. All data generated by, created, entered, received, stored or transmitted via the Village's technology resources is Village property, and the Village may, without prior notice, access, search, monitor, inspect, review or disclose all such data and use of technology resources. Users specifically consent to the access by and disclosure to the Village of information created, entered, transmitted or received via the Village's technology resources that is stored by a third-party electronic communication service or remote computing service, and have no expectation of privacy in such information.

Employees are advised that records related to electronic communications (i.e. calls, text messages, voicemails, or emails) sent from or to and electronic files (i.e. pictures or electronic files) stored on Village-owned mobile/cellular telephones or other electronic devices are public information. Information related to telephone numbers called, length of call, and time and date of call, emails, text messages, voicemails, instant messaging, or digital files or any other information generated by, created, entered, received, stored or transmitted via the Village's technology resources ordinarily may be obtained through the Freedom of Information Act except in narrowly defined circumstances. Even public records on personal electronic devices may be subject to disclosure under FOIA. Users are required to provide the Village with access to such devices upon request to facilitate compliance with the law, and, as such, shall tender such devices to the Village Manager immediately upon request. Employees shall not destroy any Village documents, records, data, or files. Employees are also advised that electronic mail is also discoverable and should use professional e-mail etiquette at all times.

- F. Security/Password Protection: Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to the IT Department as soon as possible.

Commented [AS24]: Updated per Board feedback at August 15, 2016 meeting.

Commented [AS25]: Updated per Board feedback at August 15, 2016 meeting.

G. Cancellation

Any Village-issued cell phone will be immediately retracted from the employee if the employee terminates employment with the Village. The Department Director and I.T. Manager will take reasonable measures to ensure Village-related electronic records residing on those devices is securely stored and archived. In case of a change in job positions, the employee's supervisor must review whether the new position requires the need of a Village-issued cell phone. If it does not, then the Village-issued cell phone will be retracted.

Commented [AS26]: Added per August 15, 2016 Board Feedback.

11.4.4 - Cell Phone Stipend Program

- A. General eligibility requirements include:
- B. The job function of an employee requires considerable time outside of his/her assigned office or work area and it is important to the Village that s/he is accessible during those times;
- C. The job function of the employee requires him/her to have wireless data and internet access;
- D. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours; or
- E. The employee is designated as a "first responder" to emergencies in the Village.
- F. Employees are encouraged to consult with their supervisor regarding their eligibility.

11.4.5 - Stipend Plan

- A. If an employee meets the eligibility requirements for a cell phone, as outlined above, a stipend may be requested using the *Cell Phone Stipend Agreement* form. The request may be made at any time during the fiscal year, and is only required to be submitted once.
- B. Once approved, the stipend amount will be added directly to the employee's compensation and wages (in effect, subject to applicable taxes), at a fixed amount. The Village will pay only the agreed upon amount, even if monthly costs exceed the stipend amount. The employee may be required to turn in their Village-issued cell phone to their Department Manager.
- C. The stipend allowance is neither permanent nor guaranteed. The Village reserves the right to remove a participant from this plan and/or cancel the plan if there are insufficient budget resources to meet the plan costs.

11.4.6 - Stipend Options

- A. Text/Voice/Data Plan Stipend: The amount of the stipend will be determined based on a reasonable basis to justify the minutes or data needed to perform an employee's job responsibilities. The Village has established a tiered model based on the current market rates that provide the following options:

<u>Cellular Service</u>	<u>Stipend</u>
<u>Text Messaging Only</u>	<u>\$10</u>
<u>Voice Only</u>	<u>\$20</u>

Voice/Data	\$50
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- B. Equipment Reimbursement: The Village may reimburse an employee for the net purchase cost of a cell phone device as a one-time incentive. This reimbursement will be a post-purchase reimbursement issued to the employee. The cell phone will belong to the employee, not the Village.
- C. The amount of the equipment reimbursement may not exceed \$100 for an employee with Voice/Data service or \$50 for an employee with Voice Only service. Activation fees, insurance, taxes, or other fees are not covered under this reimbursement. Employees must submit a bill or purchase receipt for their device in order to receive this reimbursement. The purchase of phone accessories (i.e. car charger, phone case, headphones, etc.) is not eligible for equipment reimbursement funding.
- D. The stipend and reimbursement amounts will be evaluated and adjusted periodically to align with market rates.

11.4.7 Oversight, Approval, & Funding:

- A. Individual departments and department managers are responsible for identifying employees who hold positions that include the need for a cell phone. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication (i.e. land-lines, pagers, and/or mobile radios) when such alternatives would provide adequate and less costly service to the Village.
- B. The department manager is responsible for overseeing employee cell phone needs and assessing each employee's continued need of a cell phone for business purposes. The need for a cell phone stipend should be reviewed annually, to determine if existing cell phone stipends should be continued as-is, changed, or discontinued.
- C. Stipends will be funded by the department submitting the request.

11.4.8 Employee Rights & Responsibilities

- A. The employee is responsible for purchasing a cell phone and establishing a service contract with the cell phone service provider of his/her choice. The employee is responsible for all payments to the service provider. The employee purchases cellular phone service and equipment, determines plan choices, service levels, calling areas, service and phone features, and accepts termination clauses and payment terms.
- B. The employee may use the phone for both business and personal purposes, as needed. The employee may, at his/her own expense, add extra services or equipment features, as desired.

If there are problems with service, the employee is expected to work directly with the carrier for resolution as soon as possible to minimize service disruption. The employee will be responsible for any costs or fees associated with these issues.

C. To ensure the stipend remains a reimbursement not subject to income tax deductions, an employee receiving a cell phone stipend must submit to the Finance Department, a copy of the summary monthly access plan charges at minimum on a quarterly basis. If the employee terminates the wireless contract at any point, s/he must notify his/her supervisor and Finance Department within five (5) business days to terminate the stipend.

D. The Village does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the phone in any manner contrary to local, state, or federal laws (i.e. usage of cellular devices while driving) will constitute misuse, and will result in immediate termination of the cell phone stipend.

11.4.9 ~~11.4.9~~ **No Expectation of Privacy:** Users have no expectation of privacy in the use of Village technology resources, including the creation, entry, receipt, storage or transmission of data. All data generated by, created, entered, received, stored or transmitted via the Village's technology resources is Village property, and the Village may, without prior notice, access, search, monitor, inspect, review or disclose all such data and use of technology resources. Users specifically consent to the access by and disclosure to the Village of information created, entered, transmitted or received via the Village's technology resources or that is stored by a third-party electronic communication service or remote computing service, and have no expectation of privacy in such information.

Employees are advised that Village/public records related to electronic communications (i.e. calls, text messages, voicemails, or emails) sent from or to and electronic files (i.e. pictures or electronic files) stored on the mobile/cellular telephone or other electronic devices are public information. Information related to telephone numbers called, length of call, and time and date of call, emails, text messages, voicemails, instant messaging, or digital files or any other information generated by, created, entered, received, stored or transmitted via the Village's technology resources ordinarily may be obtained through the Freedom of Information Act except in narrowly defined circumstances. **Even public records on personal electronic devices may be subject to disclosure under FOIA.** Users are required to provide the Village with access to such devices upon request to facilitate compliance with the law and, as such, shall tender such devices to the Village Manager immediately upon request. ~~Employees shall not destroy any Village documents, records, data, or files. Employees are also advised that electronic mail related to Village business is also discoverable and should use professional e-mail etiquette at all times.~~

Commented [AS27]: Updated per Board feedback at August 15, 2016 meeting.

Commented [AS28]: Updated per Board feedback at August 15, 2016 meeting.

11.4.10 Security/Password Protection: Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to the IT Department as soon as possible.

11.4.11 Employees are expected to delete all Village data from the cell phone when their employment with the Village expires, except when required to maintain the information in compliance with a litigation hold notice, statutes of limitations, or other applicable legal requirement.

11.4.12 Cancellation: Any stipend agreement will be immediately cancelled if an employee receiving a cell phone stipend terminates employment with the Village. Any such stipend will also be cancelled if an employee changes job positions. In case of a change in job positions, a new *Cell Phone Stipend Agreement* form must be re-submitted per the procedures outlined below to establish the continued business need for a cell phone. If, prior to the end of the cell phone contract, a voluntary decision by the employee, employee misconduct, or misuse of the phone results in the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation.

11.4.13 Cell Phone Stipend Procedure

- A. Employee submits request on the *Cell Phone Stipend Agreement* form to Department Manager or Supervisor along with a copy of the summary monthly access plan charges and/or bill.
- B. Department Manager or Supervisor grants or denies the request.
- C. The form for granted requests is sent to the IT Manager and Finance Director.
- D. Once approved, the IT Manager will work with the Employee to configure connectivity, issue test pages and/or emails, and update the employee's contact information in the Outlook staff directories.
- E. Upon confirmation that the employee is successfully receiving messages on their personal phone, the employee turns in their Village issued cell phone (If previously assigned) to their Department Manager.
- F. The Department Manager sees that the department's contact information for the employee is updated and notifies the necessary people in the department of the new number at which to contact the employee.
- G. Employee submits quarterly summary bill statements to the Finance Department.
- H. Relinquished Village-issued cell phones are sent to IT, which will retain or donate the phone and notify the Village's cell phone provider to cancel the telephone from the Village account.

11.4.14 Employee Conduct and Use of Electronic Devices: Use of Village telephone, e-mail, voice mail, computer or other electronic communication devices in a manner that does not comply with the Village's equal employment, harassment or other policies or standards of conduct is strictly prohibited. Any unauthorized or inappropriate use of electronic devices may result in disciplinary action, up to and including termination. Anyone using Village technology resources for defamatory, illegal, fraudulent or other inappropriate purposes may also be subject to civil liability or criminal prosecution, where appropriate. If you suspect an employee is misusing Village resources, you are responsible for immediately reporting the misuse to your Supervisor, Department Director, or Human Resources.

11.54 SOCIAL MEDIA - The Village will use Social Media to deliver information to residents and businesses in a timely, fact oriented and engaging manner. The Village of Glen Ellyn's website will be the primary internet source. Social Media outlets will be secondary.

11.5.1 Approval and AdministrationThe Village's Communication Coordinator will:

- a. Oversee and confirm decisions regarding social media sites including authorization of sites
- b. Evaluate requests for usage
- c. Verify staff being authorized to use social media tools
- d. Maintain a list of social media domains, active account logins and passwords
- e. Change passwords or administrative rights if an employee is terminated

11.5.2 Social Media RestrictionsSocial media administrators must not use social networking sites to include:

- a. Content in support or opposition of political campaigns or ballot issues
- b. Content that fosters discrimination of any type
- c. Content that supports illegal activity
- d. Information that compromises public safety
- e. Content that violates legal ownership interest
- f. Content that seeks gift support inconsistent with the Village Ethics Policy
- g. Personal opinion or subjective information
- h. Direct conversations of any type

11.5.3 Comment PolicyThe Village reserves the right to delete the kinds of comments noted in the list below. This list is not exhaustive, but representative of the types of comments that may be deemed inappropriate:

- a. Comments containing vulgar or threatening language;
- b. Personal attacks of any kind;
- c. Comments that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation;
- d. Comments not relevant to topic, or unintelligible comments;
- e. Spam or links to other sites;
- f. Comments that advocate illegal activity;
- g. Comments that promote particular services, products, or political organizations or causes;
- h. Comments that infringe on copyrights or trademarks;
- i. Comments that include personally identifiable medical information; or
- j. Comments that include information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

11.5.4 ComplianceAll authorized employees granted permission to post on these sites must be in compliance with all federal, state and local laws. This includes plagiarism and 1st Amendment privacy protections.11.5.5 – Employees' Personal Social Media PagesEmployees represent the Village of Glen Ellyn during and after work hours. Employees are allowed to have personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. Their use should be guided by Village policies and expectations. Careful consideration should be given to all posts and photos.

Village employees, during and after work hours, are representatives of the Village of Glen Ellyn. The Village's policy regarding the use of personal social media pages by employees is as follows:

- a) If an employee lists Village of Glen Ellyn as an employer on a private social media page, careful consideration should be given to posts and photos uploaded to pages.
- b) The Village logo may not be used by employees on personal social media pages.
- c) Employees should consider customizing their privacy settings to determine what and with whom personal comments are shared.
- d) All Village rules/policies apply to social media conduct, including any/all anti-harassment and prohibitions on releasing confidential information.
- e) Nothing in this policy shall be deemed or interpreted as governing the private activities of these individuals when using social media websites for their own personal and private use provided that it is clear from such use that they are acting in a personal and private capacity and not for or on behalf of the Village of Glen Ellyn.
- f) Employees are reminded that: Village rules and policies apply to social media conduct to the same extent as other off-duty conduct.
- g) Employees should never use their Village email account or password in conjunction with a personal social networking site.

Commented [AS29]: Updated per August 15, 2016 Board Feedback.

11.6 CONFIDENTIALITY

Like any business, the Village must maintain the confidentiality of various business records and information. All employees are strictly prohibited from using, copying, or disclosing confidential information except as necessary to perform their job duties for the Village. Confidential information includes all business and financial records or information regarding the Village; information or records regarding any of its past or present employees; correspondence or contracts with any manufacturers, distributors, or other entity; this Personnel Manual; or operating policies or procedures of the Village. All employees are expected to comply strictly with this important policy both during and after their employment with the Village.

11.6.1 IDENTITY PROTECTION POLICY

This policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 *et seq.*) to protect social security numbers from unauthorized disclosure.

PROHIBITED ACTS. No Village employee may do any of the following:

- (1) Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.
- (2) Print an individual's social security number on any card required for the individual to access products or services provided by the Village.
- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security

numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope's having been opened.

(5) Collect, use, or disclose a social security number from an individual, unless:

(i) required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;

(ii) the need and purpose for the social security number is documented before collection of the social security number; and

(iii) the social security number collected is relevant to the documented need and purpose

(6) Require an individual to use his or her social security number to access an internal website.

(7) Use the social security number for any purpose other than the purpose for which it was collected.

(8) Encode or embed a social security number in or on a card or document, including, But not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

11.6.2 EXCLUSIONS FROM PROHIBITIONS. The above-listed prohibitions do not apply in the following circumstances:

(1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.

(2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to correctional facilities, local

jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.

(4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

(5) The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

11.6.3 FREEDOM OF INFORMATION ACT REQUESTS. Consistent with the Illinois Freedom of Information Act, Village employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

11.6.4 APPLICABILITY. This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Village employee that complies with the federal law shall be deemed to be in compliance with this policy.

11.6.5 IDENTITY PROTECTION PROCEDURES. All Village employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Village employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Village is collecting and using the social security number shall be provided to the individual.

Chapter 12

ETHICS POLICY

12.1 PURPOSE OF THE GLEN ELLYN ETHICS POLICY - It is the policy of the Village of Glen Ellyn to uphold, promote, and demand the highest standards of ethical behavior from all elected and appointed civil servants. Accordingly, all elected officials, advisory commissioners and board members, appointed volunteers, employees, and others regulated in this chapter, shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties. All shall comply with all applicable laws, ordinances and policies, and never use their village position or powers improperly, or for personal or private gain. Undisclosed and unmanaged conflicts of interest are undesirable because they may lead to the appearance that a civil servant is placing his or her interests above the public interest.

The Village of Glen Ellyn and its civil servants share a commitment to ethical conduct in service to the community. The purpose of this ethics policy is to ensure that all persons associated with the Village as civil servants or others regulated in this chapter have clear guidance for carrying out their roles and responsibilities. (Ord. 5921, 2-28-2011)

12.2 APPLICATION OF LAWS AND POLICIES- All civil servants of the Village of Glen Ellyn, as defined herein, are subject to the provisions of this ethics policy and applicable state law addressing ethics. In addition, the actions of civil servants, to the extent applicable, shall be subject to the provisions of the Village of Glen Ellyn personnel manual and any other rules of operation and performance, including written contracts, applicable to the performance of their duties. (Ord. 5921, 2-28-2011)

12.3 DEFINITIONS- For purposes of this policy, the following definitions shall apply:

CIVIL SERVANT: Any individual who serves the Village of Glen Ellyn in an official capacity as

an elected or appointed official, member of advisory commissions and boards, appointed volunteer or employee.

FAMILY RELATIONSHIP OR FAMILY MEMBER: Any "relationship" defined as follows: spouse, domestic partner, parents, parents of spouse or domestic partner, siblings, siblings of spouse or domestic partner, children (including adopted), and children of spouse or domestic partner (including adopted).

FINANCIAL INTEREST: Any economic interest or relationship, whether by ownership, trust, purchase, sale, lease, contract, option, investment, employment, gift, fee or otherwise; whether present, promised or reasonably expected; whether direct or indirect, including interests as consultant, representative or other person receiving (or who may be receiving) remuneration, either directly or indirectly, as a result of a transaction; whether in the person itself or in a parent or subsidiary corporation, or in another subsidiary of the same parent; whether such interest is held directly or indirectly by the civil servant, the spouse or minor child of such civil servant, or any other person with a family relationship with such civil servant owning or sharing the same household as the civil servant. Interest shall not include: a) interest in a mutual fund or managed account; b) an ownership interest of less than five percent (5%) in any business entity; or c) an interest of general applicability affecting others in similar situations.

GIFT: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government civil servants or the official position of a civil servant.

NONFINANCIAL INTEREST: Any nonfinancial consideration that is substantial enough to affect a civil servant's judgment or that could lead to the appearance that the civil servant's judgment has been affected. Such interests may be direct or indirect, through business, investments, family or personal relationships.

PERSONAL RELATIONSHIP: Any personal relationship that would prevent an individual from acting with impartiality.

RECUSE: To refrain from participation in any official discussion, meeting or deliberation regarding a transaction and, where permitted to vote, to cast a vote of recusal when any vote is taken on such transaction.

TRANSACTION: Any matter, including, without limitation, contracts, work or business with the Village, the sale or purchase of real estate by the Village and any requests for zoning, development or subdivision approvals, including, without limitation, rezonings, variations and special use permits, licenses or other requests, pending before the Village, with respect to which a civil servant performs an official act or action. (Ord. 5921, 2-28-2011)

12.4 ETHICS OFFICER-

12.4.1 The position of ethics officer is hereby established for the Village. The ethics officer shall be appointed by the Village President subject to the confirmation by the Village Board. The ethics officer must have training in the establishment and performance of ethical standards. The ethics officer shall receive the salary that is established by motion at the time of appointment or set from time to time.

Should an ethics complaint be filed, the ethics officer will:

1. Determine whether or not the complaint presents a basis for investigation.
2. If the complaint is determined to not present a basis for investigation, no further action will be taken.
3. If the complaint is determined to present a basis for investigation, the ethics officer will conduct an investigation.
4. Upon the completion of the investigation, based on its findings, the ethics officer will either:
 - (a) Take no further action.
 - (b) Make a recommendation to the Village President and Village Board for consideration of one of the following courses of action:
 - (1) Referral of the matter to the Village Prosecutor for prosecution of violation(s) of local ordinances.
 - (2) Some lesser action deemed appropriate.

The Village Board shall determine whether the matter should be referred to the Village Prosecutor, or whether some lesser action is appropriate.

The ethics officer shall also reply to requests seeking an opinion as to whether a matter may represent a potential conflict of interest, or an actual conflict or other questions regarding this chapter. The ethics officer shall also carry out such other duties within the scope of this chapter as shall be specifically directed in writing by the Village President or action of the Village Board.

12.4.2 Any complaint that a violation of this chapter has taken place shall be in writing, shall be signed and shall be filed with the ethics officer. If any other civil servant should receive a written and signed complaint, which has been mistakenly given or sent, it shall be promptly filed with the ethics officer. (Ord. 5921, 2-28-2011)

12.5 CONFLICTS OF INTEREST - All civil servants shall avoid situations that present a conflict of interest, or a potential conflict of interest. It is the responsibility of all civil servants to solely serve the public interest of the Village of Glen Ellyn. To achieve that requirement it is necessary to avoid situations that present dual interests that can compromise, or appear to compromise the objectivity of decisions.

(A) Prohibited Transactions: No civil servant shall participate in any transaction in which: 1) a "financial interest" as defined in this chapter would present a conflict of interest or a potential conflict of interest, 2) a "nonfinancial interest" as defined in this chapter would present a conflict of interest or a potential conflict of interest, 3) participation would constitute a conflict of interest under the statutes or common law of the state of Illinois.

(B) Recusal: Any civil servant shall recuse himself or herself in connection with any transaction

that comes before such civil servant in the course of his or her duties, whenever such civil servant has: 1) any interest in the transaction; 2) any family relationship with a person having an interest in such transaction; or 3) any interest in an applicant appearing before the civil servant in an official capacity, even if the civil servant does not have an interest in the transaction itself.

(C) Notification: Upon becoming aware of any conflict of interest as described in subsection (A) of this section, any civil servant shall promptly provide written notification, within forty eight (48) hours, to the appropriate authority of such conflict and the civil servant's recusal from any official action with respect to the transaction, as follows:

1. Employees, appointed officers or appointed volunteers shall notify the Director of the Department and the Village Manager;
2. The Village Manager shall notify the Village President and the Board of Trustees;
3. Members of boards and commissions shall notify the chairperson of such board or commission;
4. Chairpersons of boards and commissions shall notify the Village Manager, Village President and the Board of Trustees;
5. The Village President shall notify the Village Manager and the Board of Trustees;
6. Any person serving in an elected position shall notify the Village President, Village Manager and the other members of the Board of Trustees.

(D) Nonappearance Before Same Board Or Commission: No civil servant required to recuse himself or herself in connection with a transaction shall appear before the board or commission of which he or she is a member with respect to such transaction.

(E) Nonparticipation And Disclosure Before Other Board Or Commission: Any civil servant who has actual knowledge that he or she, individually or through a family relationship, has an interest in a transaction pending before a board or commission on which the civil servant does not serve as a member, either: 1) shall not appear or participate personally before the other board or commission on which he or she does not serve relating to such transaction; or 2) shall disclose such interest on the record prior to participating in any proceeding before a village board or commission.

(F) Potential Conflict Of Interest: The Glen Ellyn community has a right to expect that the public interest will be served by all individuals involved in local government. To maintain the public trust it is imperative that civil servants present an image of objectivity and fairness in all official actions. Civil servants have the continual and ongoing obligation to promptly disclose not only any known conflicts of interest but also to identify any issues that may have the potential for a conflict of interest, and if they are in doubt to seek the opinion of the ethics

officer. When such advice is sought, the ethics officer will determine if the potential conflict requires the civil servant to take or refrain from taking some action. (Ord. 5921, 2-28-2011)

12.6 GIFT BAN- No civil servant or family member shall accept any prohibited gift, favor or consideration from any person or entity directly or indirectly involved in business dealings with the Village. Nor shall any civil servant accept any prohibited gift, favor or consideration of value that may influence, or has the appearance of influencing a civil servant in the performance of their public duties.

(A) Prohibited Gifts: Except as otherwise provided in this section, no civil servant shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. A prohibited source shall be any person or entity that is seeking an action or inaction from the village, is doing business or seeks to do business with the village, conducts activities regulated by the village or has interests that may be substantially affected by the performance or nonperformance of the civil servant. This ban applies to and includes the spouse of and immediate family living with the civil servant. No individual shall intentionally offer or make a gift that violates this section.

(B) Exceptions: The restrictions do not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the civil servant pays the market value.
3. Any contribution that is lawfully made under the election code or under this chapter or activities associated with a fundraising event in support of a political organization or candidate.
4. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
5. Anything provided by an individual based on a personal friendship unless the civil servant has reason to believe that, under the circumstances, the gift was provided because of the civil servant's position and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship the civil servant shall consider the circumstances under which the gift was offered, such as:
 - (a) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (b) Whether to the actual knowledge of the civil servant the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (c) Whether to the actual knowledge of the civil servant the individual who gave the gift also at the same time gave the same or similar gifts to other civil servants.

6. Intragovernmental and intergovernmental gifts. For the purpose of this section, "intragovernmental gift" means any gift given to a civil servant from another civil servant of the village, and "intergovernmental gift" means any gift given to a civil servant by an official of any other governmental entity.

7. If provided for in the village's budget, the recognition of a civil servant's life event such as birth, death, marriage, illness, or retirement such as flowers or a donation.

8. Bequests, inheritances, and other transfers at death.

9. Food or refreshments not exceeding seventy five dollars (\$75.00) per person in value on a single calendar day; provided that the food or refreshments are: a) consumed on the premises from which they were purchased or prepared or b) catered. For the purpose of this section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.

10. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one hundred dollars (\$100.00).

11. Each of the exceptions listed in this section is mutually exclusive and independent of one another.

(C) Gift Ban; Disposition Of Gifts: A civil servant does not violate this section if the civil servant promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under section 501(c)(3) of the internal revenue code of 1986, as now or hereafter amended, renumbered, or succeeded. (Ord. 5921, 2-28-2011)

12.7 POLITICAL ACTIVITY-

(A) Political Activities: Employees shall not intentionally perform any political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any village property or resources by engaging in any political activity for the benefit of any campaign for elective office or any political organization.

(B) Coerced Political Activity: At no time shall any elected civil servant or supervisory employee intentionally misappropriate the services of any employee by requiring that employee to perform any political activity as part of that employee's duties, as a condition of village employment, or during any time off that is compensated by the Village (such as vacation, personal, or compensatory time off).

(C) Compensated Political Activity: A Village employee shall not be required at any time to participate in any political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.

(D) Rewarded Political Activity: A Village employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any political activity, which is prohibited under subsection (A), (B) or (C) of this section.

(E) Exceptions: Nothing in this section prohibits activities that are otherwise appropriate for a Village employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law. (Ord. 5921, 2-28-2011)

12.8 TREATMENT OF CONFIDENTIAL AND SENSITIVE INFORMATION- No civil servant or former civil servant shall disclose or improperly utilize any confidential information learned during employment with the Village without prior authorization. Authorization for disclosure by elected civil servants and the Village Manager shall be provided by the Village President in writing. Authorization for disclosure by employees shall be provided by the Village Manager in writing.

"Confidential information" shall mean any nonpublic information, written or otherwise, including information exempt from disclosure pursuant to the open meetings act, the freedom of information act, or information exempt from disclosure pursuant to written agreement. (Ord. 5921, 2-28-2011)

12.9 USE OF AUTHORITY / INFLUENCE-

(A) Use Of Position To Influence Employment For Others: No elected civil servant shall directly or indirectly communicate with staff seeking to influence the hiring or termination of an employee or contractor. Such discussions shall be conducted with the Village President or Village Manager, or in accordance with the requirements of the open meetings act, with members of the Village Board.

(B) Use Of Position To Seek Favors For Self Or Others: No civil servant shall directly or indirectly obtain or seek to obtain preferential treatment for himself or herself or any other individual or entity. Civil servants shall follow the same rules, regulations and processes that are applicable to the general public. Village staff shall maintain a record of all written or oral communications from all elected officials and ~~department head~~ Department Directors in which the requester appears to be directly or indirectly seeking to obtain preferential treatment for himself or herself or any other individual or entity. The communications from ~~department head~~ Department Directors should always be reported when they involve requests unrelated to that individual's duties in the Village. All such requests should be reported to the Village President and to the Village Manager, who may choose to inquire from the ethics officer or the prosecutor whether the communication constitutes a violation of this chapter. Village staff may also transmit communications from other civil servants which they believe may violate this code.

(C) Use Of Position To Misrepresent Official Policy: No civil servant shall utilize his or her role to

intentionally misrepresent the policy or position of the Village of Glen Ellyn.

(D) Discrimination: No civil servant shall engage in discriminatory behavior based upon race, age, sex, sexual orientation, gender identity, religious affiliation, marital status or any other protected status under applicable law. (Ord. 5921, 2-28-2011)

12.10 STATEMENT OF ECONOMIC INTEREST- In accordance with state statutes, the Village Clerk annually prepares a list of civil servants who are required to file a statement of economic interest. All civil servants subject to the law are required to complete and file the statement in accordance with the deadlines established by the DuPage County Clerk. (Ord. 5921, 2-28-2011)

12.11 VENDORS - To the extent that vendors such as the supplier of goods or services to the Village perform tasks as representatives or agents of the village, they shall be subject to the provisions of this chapter, as if they were civil servants. Their exposure as persons whose actions would subject them to violations of this chapter shall be limited to the actual times when they supply goods, or perform services for the village and interact with persons or entities who are seeking or resisting municipal actions. (Ord. 5921, 2-28-2011)

12.12 GENERAL PENALTY- Any civil servant, excluding appointed volunteers, convicted of a violation of any section contained within this chapter shall be fined a sum of not more than seven hundred fifty dollars (\$750.00) for each violation. A violation committed shall be considered a separate offense each day. In addition, violations of the provisions of this chapter may be utilized to take disciplinary action up to and including discharge for civil servants who are employees, serve in appointed offices, or are appointed volunteers. Elected officials, who violate any provisions of this chapter, may, upon conviction, be fined as provided for in this section, and such violations may be utilized by the corporate authorities to determine whether that person's actions should be censured. (Ord. 5921, 2-28-2011)

Appendix A: EMPLOYEE BENEFITS ELIGIBILITY TABLE

<u>BENEFIT TYPE</u>	<u>FULL-TIME (EXEMPT AND NON-EXEMPT)</u>	<u>PART-TIME</u>	<u>SEASONAL/ TEMP</u>	<u>ELIGIBILITY DATE</u>	<u>APPLICATION DUE DATE</u>	<u>PAGE</u>
<u>Health Insurance</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year)</u>	<u>Not eligible</u>	<u>1st day of month following date of hire</u>	<u>Within 30 days from start date</u>	
<u>Dental Insurance</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year)</u>	<u>Not eligible</u>	<u>1st day of month following date of hire</u>	<u>Within 30 days from start date</u>	
<u>Paid Leave</u>	<u>Eligible</u>	<u>Not Eligible</u>	<u>Not eligible</u>	<u>As earned/accrued</u>	<u>n/a</u>	
<u>Life/ AD&D Insurance (\$50K)</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year)</u>	<u>Not eligible</u>	<u>First date of employment</u>	<u>Within 30 days from start date</u>	
<u>Pension Benefits</u>	<u>Eligible</u>	<u>Eligible – IMRF (>1,000 hrs/yr)</u> <u>Eligible - Sworn Police</u>	<u>Not eligible</u>	<u>First date of employment</u>	<u>Within 30 days from start date</u>	
<u>Safety Incentive Award</u>	<u>Eligible</u>	<u>Eligible</u>	<u>Not eligible</u>	<u>First date of employment</u>	<u>Within 30 days from start date</u>	
<u>Optional Benefits</u>	<u>Eligible</u>	<u>Must work >30hrs/week (i.e. 1,560 hrs/year). Some optional benefits are also available to part-time employees working <30 hrs/week.</u>	<u>Not eligible with certain exceptions</u>	<u>First date of employment(457b retirement plans, FSA, Credit Union, Group Universal Life & Accident Ins., IMRF Supplemental Term Life, IMRF-Voluntary Additional Contributions)</u>	<u>Anytime (457b retirement plans, Credit Union, & IMRF Voluntary Additional Contribution Plan); Within 30 days from start date (FSA, Group Universal Life) & Accident Ins.: Within 90 days from start date (IMRF Supp. Life)</u>	

<u>Continuation of Health Care (COBRA)</u>	<u>Eligible (must be enrolled in a health insurance plan)</u>	<u>Eligible (must be enrolled in a health insurance plan)</u>	<u>Not eligible</u>	<u>To be determined</u>	<u>Within 60 days of written notice</u>	
<u>Continuation of Statutory Health Care Retirement/ Disability</u>	<u>Eligible (must be enrolled in a health insurance plan and approved to receive retirement or disability benefits)</u>	<u>Eligible (must be enrolled in a health insurance plan and approved to receive retirement or disability benefits)</u>	<u>Not eligible</u>	<u>To be determined</u>	<u>Within 31 days of written notice</u>	

Appendix B: EMPLOYEE BENEFITS

The benefits outlined in this chapter are specific to the period of January 1, 2016 through December 31, 2016. The Village reserves the right to change or terminate vendors, policies or procedures, with or without notice. In all instances, the actual plan documents govern terms of participation and eligibility.

HEALTH CARE AND DENTAL BENEFITS

The Village provides a competitive health and dental insurance benefit plan for eligible employees. For information about each coverage type, plan highlights, summary plan descriptions, and insurance carrier contact information, please call Human Resources.

LIFE AND ACCIDENTAL DEATH/DISEMBLEMENT INSURANCE

Life and AD&D insurance is provided for all individuals employed by the Village on a full or part-time basis (at least 30 hours/week, 52 weeks/year). The amount of insurance is:

\$50,000 prior to age 65
\$37,500 age 65-69
\$25,000 age 70-74
\$17,500 age 75 plus

Coverage as an active employee ceases upon separation from Village service. The policy, however, is portable upon separation, with the individual responsible for 100 percent of the non-group rates. See Human Resources to obtain an information policy booklet.

PENSION BENEFITS AND SHORT/LONG-TERM DISABILITY

Employees (non-sworn) who work 1,000 hours per year or more (at least 20 hours/week, 52 weeks/year) are eligible for pension benefits through the Illinois Municipal Retirement Fund (IMRF). These benefits include retirement income, disability and death benefits and are payable to qualifying members. They are in addition to those provided by Social Security. Contributions are made by the individual and the Village. Employees are vested for pension benefits after eight (8) years of service credit for Tier 1, and ten (10) years for Tier 2 qualifying employees. The advantages of IMRF membership include:

- Guaranteed Return of 100 percent of member contributions (subject to early withdrawal penalties, if applicable);
- Retirement benefits based upon your final rate of earnings calculated over a defined period of time;
- Survivor benefits;
- Temporary/short-term disability benefits; and
- Total and permanent disability benefits.

For more information about the many benefits of IMRF participation, please contact IMRF directly. For pension and disability benefits of sworn Police employees, please contact your local Pension Board representative of the Police Pension Fund.

SERVICE RECOGNITION AWARDS

Regular full-time and part-time employees are eligible for periodic service awards based upon

years of service, according to the following schedule. Awards are paid to the employee in the form of Glen Ellyn Chamber of Commerce Gift Certificates.

<u>Years of Service</u>	<u>\$ (Gift Certificate)</u>
<u>5</u>	<u>50</u>
<u>10</u>	<u>75</u>
<u>15</u>	<u>100</u>
<u>20</u>	<u>125</u>
<u>25</u>	<u>150</u>
<u>30</u>	<u>175</u>
<u>35</u>	<u>200</u>
<u>40</u>	<u>225</u>

SAFETY INCENTIVE AWARDS PROGRAM:

The Village recognizes that its employees are key partners in the loss prevention equation. To evaluate and recognize employee's contributions to safety and loss prevention, the Village provides an incentive program, in which regular full-time and part-time employees are eligible to participate. The program is based upon a points system in which eligible employees may redeem for gifts/prizes via the Village's contract vendor. For further details, please contact the Assistant Village Manager.

OPTIONAL BENEFITS

The Village of Glen Ellyn offers the following optional programs that may be of benefit to you. These benefits are available to all full-time employee, and subset of these voluntary benefits are also made available for regular part-time employees. For more information and enrollment materials, please contact the Assistant Village Manager.

DEFINED CONTRIBUTION RETIREMENT SAVINGS PLAN (457 PLAN)

The Defined Contribution Retirement Plan is a voluntary program that allows you to invest today for your retirement. Your contributions are subject to Pension (Fire, Police or IMRF) and FICA withholding. Federal income taxes are deferred until your assets are withdrawn. Your contributions are not subject to Illinois state income taxes nor will you be required to pay Illinois state income taxes upon withdrawal. Upon separation, if you reside or move to another state, please contact the Village's 457 provider for specific state tax information.

Participation is handled through payroll deduction so your taxes are reduced each pay period. The 457 plan allows you to increase, decrease, stop and restart contributions as often as you wish. There is no minimum amount required. Under Section 457 of the Internal Revenue Code, you may defer each year a maximum of 100 percent of your "gross compensation" or an annual dollar limit, whichever is less. For current year contribution dollar limits, contact Human Resources.

- By participating in the 457 Plan, you have the advantage of:
 - Deferred taxes. You do not pay current Federal income taxes on money you defer. As a result, you pay less tax each year, and the money you would have paid in taxes is invested for your future security. You pay no taxes on the earnings in your account as they accrue.
 - A retirement plan. A deferred compensation plan serves as an excellent way to supplement other retirement savings programs.

- **A flexible investment program.** Deferred compensation is invested according to your choice of a variety of investment vehicles. Earnings, also tax deferred, are invested as accrued.
- **It's portable.** If you change jobs, you can consolidate your savings in another public sector employer's 457 plan, a qualified 401(k) plan, a tax-sheltered 403(b) annuity plan, or a Traditional IRA.
- If you retire or leave service early, **there is no penalty for withdrawals.** You will pay Federal income taxes but not Illinois state income taxes. If you reside or move to another state, please contact ICMA for specific state tax information.

PAYROLL ROTH IRA's

The Village's defined contribution retirement plan also offers the advantage of another savings tool for your overall retirement savings portfolio. An Individual Retirement Account, or IRA, is a special tax-advantaged account that allows you to build savings for your retirement. One of the primary benefits of an IRA is that your investment's earnings compound tax-deferred. Another benefit is that because you contribute to a Roth IRA on an after-tax basis, you have the opportunity to withdraw earnings on a tax-free basis, assuming certain conditions are met. For further information about this benefit, please contact Human Resources. The Village encourages employees to consult with a licensed investment or tax professional to learn more about the advantages and disadvantages of a Roth IRA.

FLEXIBLE SPENDING ACCOUNTS (FSA)

FSAs assist individuals in reducing the cost of dependent care expenses, uninsured medical costs and insurance premiums. Since your deposits are not subject to Federal income taxes, State income taxes or FICA, this is the most tax advantaged way to pay for qualifying medical expenses. The Village uses a third-party administrator (TPA); see *Appendix A* for contact information. Section 125 of the Internal Revenue Code allows individuals to deposit a portion of their salary into a special reimbursement account.

Plan Features:

- **Direct Deposit** – Wire transfers from the Village to the TPA speed up the reimbursement process. You may also request that the TPA direct deposit your reimbursement checks to your bank.
- **Flex Convenience Card** – It works like a debit card and can be used nationwide where MasterCard is accepted.
- **Online Access.** You can create your own account and be able to review account information such as claim and payment history. You can also change your personal information. Through your on-line account, you can view your year-to-date deposits, current balances, claims, dates of reimbursements and summary information.

During open enrollment, you may declare the amount per paycheck that you want deposited for child care/dependent care or medical expenses for the following plan year. Employee health insurance premium contributions are automatically deducted pre-tax via payroll, and are excluded from an employee's annual medical expense pledge amount.

The decision to participate in FSA may not be changed after the start of the year, unless there is a qualifying event. The amount will be taken out of each pay check and credited to your account(s). Pursuant to IRS regulations, you may elect up to a maximum of \$2,500 per year on the unreimbursed medical section of your FSA. You may elect up to \$5,000 per year for qualified dependent care expenses. For the money to be drawn out of your account, you must have already

paid for the services.

“Use it or Lose it”

Section 125 Internal Revenue code states, “Flexible spending accounts are ‘use-it-or-lose-it’ plans. This means that amounts in the account at the end of the plan year cannot be carried over to the next year. The Village is not permitted to refund any part of the balance to you. (More information regarding Section 125 regulations is available at <http://www.irs.gov/publications>).

Thus, it is important that your expenses for the plan year not be overestimated. If you do not actually have eligible expenses during the plan year that equal or exceed the amount you have on deposit, that money on deposit is lost. It cannot be drawn out to cover the next plan year’s expenses and it cannot be drawn out in cash.

However, the Village’s plan does provide for a grace period of up to 2½ months after the end of the plan year (January 1 – December 31). Any qualified medical expenses incurred in that period can be paid from any amounts left in the account at the end of the previous year. Claims can be incurred through March 15 of the following year. Deadline for submitting claims is April 30 of the following year. For more detailed information about this benefit, please refer to the Summary Plan Document, which may be obtained from the Assistant Village Manager’s Office.

CREDIT UNION MEMBERSHIP

Through Village employment, you are eligible for participation in one of two credit unions. Some of the advantages of membership in these member-owned institutions include:

- Effortless saving through payroll deduction;
- Low cost loans.

For contact information, please see Appendix or contact Assistant Village Manager’s Office.

GROUP UNIVERSAL LIFE, LONG-TERM CARE, AND ACCIDENT INSURANCE

The Village provides a voluntary life insurance program. Actual levels of coverage are determined by the participant, which affects the cost of the premium. Payments are made in the form of payroll deductions. Enrollment materials and coverage types can be obtained from Human Resources.

Each participant owns his or her policy. Should the individual leave the Village, the policy remains in effect at group rates and he or she will be billed directly at home. This program is based on group rates for the life insurance feature. The rates take into consideration the scope of occupational risks required by each employee’s duties for the Village.

IMRF SUPPLEMENTARY LIFE - IMRF MEMBERS ONLY

The Village offers voluntary life insurance coverage through the National Conference on Public Employees Retirement Systems (NCPERS). It is available to IMRF members only. The monthly participation fee and payments are made in the form of payroll deductions. The effective date for this plan is the first of the month following your first payroll deduction. Enrollment materials and costs can be obtained from Human Resources.

Among the highlights of the program are:

- The NCPERS Plan is an affordable plan, regardless of your age.
- Coverage for your eligible dependents is included in your premium amount.

- You do not need to answer any health questions or take a medical exam if you enroll during the open enrollment period.

VOLUNTARY ADDITIONAL CONTRIBUTION (VAC) RETIREMENT SAVINGS PROGRAM- IMRF MEMBERS ONLY

IMRF's Voluntary Additional Contribution (VAC) program is an easy way to help you save additional retirement income. Voluntary Additional Contributions:

- Are limited to a maximum of 10% of your IMRF reportable earnings, up to the Tier 2 wage cap.
- Are after tax, not tax-deferred.
- Are a separate individual account consisting only of your contributions and any interest you earn on them. **Employers do not make any contributions to your VA account.**
- Accrue interest differently than traditional saving accounts.
- Continue to earn interest for as long as they are left on deposit with IMRF

CONTINUATION OF HEALTH CARE COVERAGE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires most employers with group health plans to offer employees the opportunity to temporarily continue their group health care coverage under their employer's plan if their coverage otherwise would cease due to termination, layoff, or other change in employment status (referred to as "qualifying events"). Per Village policy, individuals electing COBRA coverage are required to pay 102 percent of the total premium.

1. Specific Events ("Triggering Events") that can be Qualifying Events:

The statute specifies six triggering events that, if they result in a loss of coverage, can be qualifying events:

- Death of the covered employee;
- Voluntary or involuntary termination of the covered employee's employment other than by reason of gross misconduct (note that a retirement is considered a termination of employment);
- Reduction in hours of the covered employee's employment;
- Divorce or legal separation of the covered employee from the employee's spouse;
- Dependent child ceasing to be a dependent child under the generally applicable requirements of the plan; and
- An employer's bankruptcy, but only with respect to health coverage for retirees and their families.

The employee must notify Human Resources within 31 days of the date of the following qualifying events:

- Death of a covered employee;

- Termination or reduction of hours of the covered employee;
- The covered employee becomes entitled to Medicare; and
- The commencement of a bankruptcy proceeding of the employer.

The "qualifying event" in this context means the date of the triggering event, not the date that coverage is lost.

2. Length of COBRA continuation coverage available to a qualified beneficiary:

- Up to 18 months for covered employees, as well as their spouses and their dependents, when workers otherwise would lose coverage because of a termination or reduction of hours.
- Up to 29 months for employees who are determined to have been disabled at any time during the first 60 days of COBRA coverage and applies as well to the disabled employee's non-disabled qualified beneficiaries.
- Up to 36 months for spouses and dependents facing a loss of employer-provided coverage due to an employee's death, a divorce or legal separation, or certain other "qualifying events."

Qualified Beneficiaries:

Under the statute, a qualified beneficiary is someone who "is a beneficiary under the plan" (i.e., is covered under the plan) immediately prior to the qualifying event and who is:

- The spouse or dependent child of a covered employee; or
- A covered employee (but only if the qualifying event is a termination or reduction in hours of the covered employee's employment).

CONTINUATION OF HEALTH INSURANCE FOR RETIREES/DISABILITY

In compliance with 215 ILCS 5/367j(b), at the time an employee becomes eligible for, or is approved to receive a pension, regardless of the commencement date of that pension, the employee becomes eligible to elect to continue coverage of one of the Village's health insurance plans at the employee's cost. Should the employee elect to continue coverage, coverage will remain in effect until the employee declines future coverage or fails to pay premiums when due. The election to continue or decline coverage must be made within 31 days after the effective date of retirement/disability. Once an individual declines enrollment, he/she shall be prohibited from future participation on the Village's group health plan.

Health Insurance Premium Payment in the Event of Disability/Sworn Police Personnel

Pursuant to the Public Safety Employee Benefits Act (820 IL CS 320/, section 10), and as amended, in the event that any sworn police officer of the Village of Glen Ellyn Police Department incurs a total permanent disability or is killed in the line of duty, the Village of Glen Ellyn will assume responsibility for payment of the entire premium of his/her Village sponsored health insurance coverage (individual or family) upon appropriate determination of eligibility by the Village based on the individual facts and circumstances of each injury. Such coverage will terminate if he/she becomes eligible for Medicare benefits, is able to return to work reasonably available to him/her, or dies. If the injured employee dies, the Village will continue to pay the entire health insurance premium for the surviving spouse until he or she remarries and for the dependent children, as defined by State statute. In any event, the Village of Glen Ellyn assumes no obligation to provide health insurance coverage should such coverage not be available through a Village-sponsored health insurance plan.

APPENDIX C : EMPLOYEE BENEFITS AND POLICIES OVERVIEW

<u>BENEFIT/POLICY</u>	<u>SUMMARY</u>	<u>CONTACT INFORMATION</u>	<u>PAGE</u>
<u>Bereavement Leave</u>	<u>Up to five (5) days of paid leave for the death of an immediate family member.</u> <u>Up to three (3) days of paid leave for the death of an extended family member.</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Compensatory Time</u>	<u>Eligible, non-exempt employees may take comp time in lieu of overtime. One hour of overtime is equivalent to 1.5 hours of comp time. Maximum of 40 hours.</u>	<u>Check with your Supervisor or the Asst. Village Manager for your eligibility status.</u>	
<u>Continuation of Health Care (COBRA)</u>	<u>Allows employees the opportunity to continue health coverage temporarily at full cost due to qualifying events such as termination, layoff, or other change in employment status.</u>	<u>Contact Asst. Village Manager or Designee</u>	
<u>Continuation of Health Care Retirement/ Disability</u>	<u>Allows retirees, or employees who become disabled, the opportunity to continue health coverage at full cost until Medicare eligible. At that time, they are eligible for a reduced rate.</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Credit Union</u>	<u>Membership benefits include saving through payroll deduction, low cost loans.</u>	<u>DuPage CU: 800-323-2611</u> <u>https://www.dupagecu.com/</u> <u>Central CU of Illinois: (708) 649-6400</u> <u>https://www.centralcu.org/</u>	
<u>Defined Contribution 457b Retirement Plan</u>	<u>Voluntary retirement savings plans provided through the ICMA Retirement Corporation (ICMA-RC) or AXA Equitable</u>	<u>ICMA-RC: 800-669-7400</u> <u>www.icmarc.org</u> <u>Village of Glen Ellyn</u> <u>457 Plan: 302277</u> <u>AXA:</u> <u>Contact ID 817483</u> <u>1-800-628-6673</u>	
<u>Dental Insurance</u>	<u>Eligible employees may enroll in the PPO plan for dental insurance coverage through MetLife</u>	<u>MetLife: 800-942-0854</u> <u>www.metlife.com</u> <u>Group# 308499</u>	

<u>BENEFIT/POLICY</u>	<u>SUMMARY</u>	<u>CONTACT INFORMATION</u>	<u>PAGE</u>
<u>Disability Pay</u>	<u>For Police sworn personnel, disability pay (i.e. salary protection coverage) is provided through the Police Pension Fund's Board. For eligible non-sworn employees, the benefit is provided through the Illinois Municipal Retirement Fund (IMRF). Must have at least 12 consecutive months of IMRF service credit; benefits begin after the first 30 calendar days of a disability.</u>	<u>Police Sworn: Contact the Police Chief's Office at 630-469-1187</u> <u>IMRF</u> <u>800-275-4673</u> <u>www.imrf.org</u> <u>IMRF Employer ID #: 03103</u>	
<u>Tuition Assistance Program (TAP)</u>	<u>Available to eligible full-time and part-time employees who have completed one full year of service. The Village will reimburse job related tuition expenses at either 50% or 100% level up to a maximum of \$2,400 annually (not to exceed \$200/credit hour).</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Employee Assistance Program (EAP)</u>	<u>24/7 professional assistance through the Village's contract vendor is available to all employees and their immediate families to help resolve difficult personal problems. This is a free service to all employees and is coordinated directly with the provider on a completely confidential basis.</u>	<u>Aetna Resources for Living</u> <u>800-843-1327</u> <u>www.mylifevalues.com</u> <u>U: village of glen Ellyn</u> <u>P: 8008431327</u> <u>Group #: Village of Glen Ellyn</u>	
<u>Flexible Spending Accounts (FSA)</u>	<u>Enables employees to place pre-tax dollars into a spending account for qualified medical or dependent care.</u>	<u>HR Simplified: (888) 318-7472</u> <u>www.hrsimplified.com</u> <u>Employer ID#:HRS Glen Ellyn</u>	
<u>Floating Holidays</u>	<u>To be used for personal reasons or holiday recognition not already provided for by the Village. Use or lose them; must be used during the year they are awarded.</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Health Insurance</u>	<u>Eligible employees have a choice between an HMO and PPO plans for health insurance coverage through Blue Cross/Shield.</u>	<u>HMO: (800) 892-2803</u> <u>PPO: (800) 458-6024</u> <u>www.bcbsil.com</u> <u>Group No:</u> <u>HMO: H15076-0026</u> <u>PPO: P 14772-100</u> <u>Express Scripts (Rx): IPBCRXG</u> <u>www.express-scripts.com</u>	
<u>IMRF's Voluntary Additional Contribution (VAC)</u>	<u>Voluntary retirement savings plan that is available to IMRF members that is distinct from the pension benefit plan.</u>	<u>IMRF</u> <u>800-275-4673</u>	

<u>BENEFIT/POLICY</u>	<u>SUMMARY</u>	<u>CONTACT INFORMATION</u>	<u>PAGE</u>
<u>Retirement Savings</u>	and is completely funded by the employee via payroll deductions.	www.imrf.org	
<u>Holidays</u>	The Village observes New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.	Contact Asst. Village Manager or designee	
<u>IMRF Supplementary Life</u>	This is available to IMRF members only. It is a voluntary supplementary life insurance coverage for employee, spouse and his/her dependent child(ren). Premiums are paid by employees via payroll deduction.	NCPERS: 877-202-5706 www.ncpers.org	
<u>Leave Allowances</u>	The Village offers a number of types of paid and unpaid leave allowances including jury duty, military leave, family military leave, leave to vote, and family and medical leave (FMLA)	Contact Asst. Village Manager or designee	
<u>Life and AD&D Insurance (IPBC)</u>	Standard \$50,000 coverage provided at no cost to eligible employees. Employee may also purchase additional life insurance for his/her qualifying dependent(s) at his/her own cost.	Contact Asst. Village Manager or designee Policy #: GL673892	
<u>Service Recognition Awards</u>	Eligible employees receive a recognition certificate and Glen Ellyn Chamber of Commerce gift card based upon years of service milestones.	Contact Asst. Village Manager or designee	
<u>Pension Benefits</u>	Police benefit awards are determined by the Village of Glen Ellyn Police Pension Fund Board under the provisions of the Illinois State Statutes governing the administration of Police pensions. Eligible non-sworn employees participate in the Illinois Municipal Retirement Fund (IMRF).	Police Pension Contact the Chief's Office 630-469-1187 IMRF 800-275-4673 www.imrf.org IMRF Employer ID #: 03103	
<u>Safety Incentive Award</u>	The Village provides an incentive program, in which regular full-time and part-time employees are eligible to participate. The program is based upon a points system in which employees may redeem for gifts/prizes based upon safe work practices.	Contact Asst. Village Manager or designee Program Vendor: C.A. Short Company www.cashort.com 800-535-5690	

<u>BENEFIT/POLICY</u>	<u>SUMMARY</u>	<u>CONTACT INFORMATION</u>	<u>PAGE</u>
<u>Sick Leave</u>	<u>Sick leave with pay may be taken in the event of an employee's off the job illness, injury, or medical disability that is longer term.</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Annual Leave (i.e. Vacation Leave)</u>	<u>Accrued by full-time employees based on years of service.</u>	<u>Contact Asst. Village Manager or designee</u>	
<u>Worker's Compensation</u>	<u>Available to employees injured on the job. For non-sworn employees, the Village will provide 100 percent of regular compensation (first 66 2/3 percent of pay is taxed) during this type of leave. For sworn employees, the Village will follow the PEDDA law. If the injury or illness is defined as a serious health condition under FMLA and the employee is eligible, the Workers' Comp. leave and FMLA will run concurrently.</u>	<u>Contact Asst. Village Manager or designee</u>	



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

Meeting: 09/12/16 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Contract
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 2397)

DOC ID: 2397 A

Approve award of a construction contract to Denler, Inc., of Mokena, Illinois, for the 2016 Asphalt Street Crack Sealing Program, in the amount of \$30,660, to be expensed to the Capital Projects Fund. (Public Works Director Hansen)

Background

Asphalt street maintenance includes a continuum of activities performed over the course of a roadway's life. Street sweeping, surface treatments, crack filling, patching, and resurfacing constitute the core maintenance activities utilized in Glen Ellyn.

While the Village has historically engaged in the aforementioned asphalt street maintenance activities, staff recently revisited its approach to asphalt roadway maintenance. Upon review, staff has identified improvements in roadway maintenance, particularly in the areas of inspections and maintenance planning.

In terms of inspections, the Village retains a consultant to perform quadrennial Pavement Condition Index (PCI) surveys to rate the condition of its roadways. Staff utilizes this information to plan roadway rehabilitation activities including patching, resurfacing, and reconstruction.

Moving forward, staff will supplement the PCI survey with a formal annual windshield survey to rate and monitor the condition of the Village roadway network. The annual windshield survey will be conducted in the spring and aid staff in planning critical maintenance activities that can prolong the life of pavement. Of particular emphasis with these inspections will be identifying areas in need of maintenance activities such as patching and crack sealing; in addition, the inspections will serve as checks and balances to identify any anomalies in the PCI survey data or drastic changes in pavement condition. Together, the PCI and windshield survey will place emphasis on planning maintenance activities as inspections dictate.

One of the maintenance activities planned for 2016 includes asphalt street crack sealing. Crack sealing is one of the most important maintenance activities as it serves to prevent the infiltration of incompressible materials and water into the pavement structure.

If incompressible materials are allowed into pavement cracks, thermal expansion and contraction of the pavement will impose stresses into the pavement and thereby cause further deterioration of the pavement adjacent to the crack. If water is allowed to freely flow into pavement cracks, it can cause failure of the pavement itself particularly during freeze-thaw cycles. In addition, if water is allowed in the underlying pavement base, it can be compromised and lead to failure of the pavement. Filling cracks with rubberized material seals the pavement from these items while allowing the pavement to contract and expand without undue stress.

Subject

In light of the aforementioned inspection and maintenance planning improvements, staff recently inspected asphalt streets paved within the last seven years and identified areas in need of crack sealing. Areas were targeted in terms of the ability to cost-effectively seal the pavement before excessive deterioration occurs.

The attached map depicts the locations proposed for this year's crack sealing program which includes approximately 70,000 feet of cracks to be routed, cleaned, and sealed. Staff developed a bid package and advertised the project for letting in the August 16 edition of the Daily Herald. Four bids were received and publicly opened on Friday, August 26. The detailed bid tabulation specifying the unit prices (per foot of crack routing and sealing), extensions, and total bids is attached for reference. A summary of the bids received is as follows:

Bidder	Bid Amount
Denler, Inc.	\$30,660
SKC Construction, Inc.	\$40,600
Patriot Pavement Maintenance	\$72,100
Quality Saw & Seal, Inc.	\$157,500

The low, responsible and responsive bidder for the project is Denler, Inc. of Mokena, Illinois in the amount of \$30,660. Staff checked contractor references and verified that Denler has satisfactorily completed recent similar projects for Carol Stream, Lombard, and Woodridge.

Budget Impact (Include Funding Source)

Sufficient funds are available in the CY16 budget to perform this work. The distribution and CY-16 account number is shown in the table below:

2016 Asphalt Street Crack Sealing Recommended Funding for Construction			
Project Item	Funding Source (CY-16)	Account Number	Amount
Crack Sealing	Capital Projects Fund	40000-520990	\$30,660

Recommendation

Staff recommends the Village Board of Trustees make the following motion at the September 12, 2016 Village Board Meeting:

1. Motion to approve award of a construction contract to Denler, Inc. of Mokena, Illinois, for the 2016 Asphalt Street Crack Sealing Program in the amount of \$30,660 to be expensed to the Capital Projects Fund.

Attachments

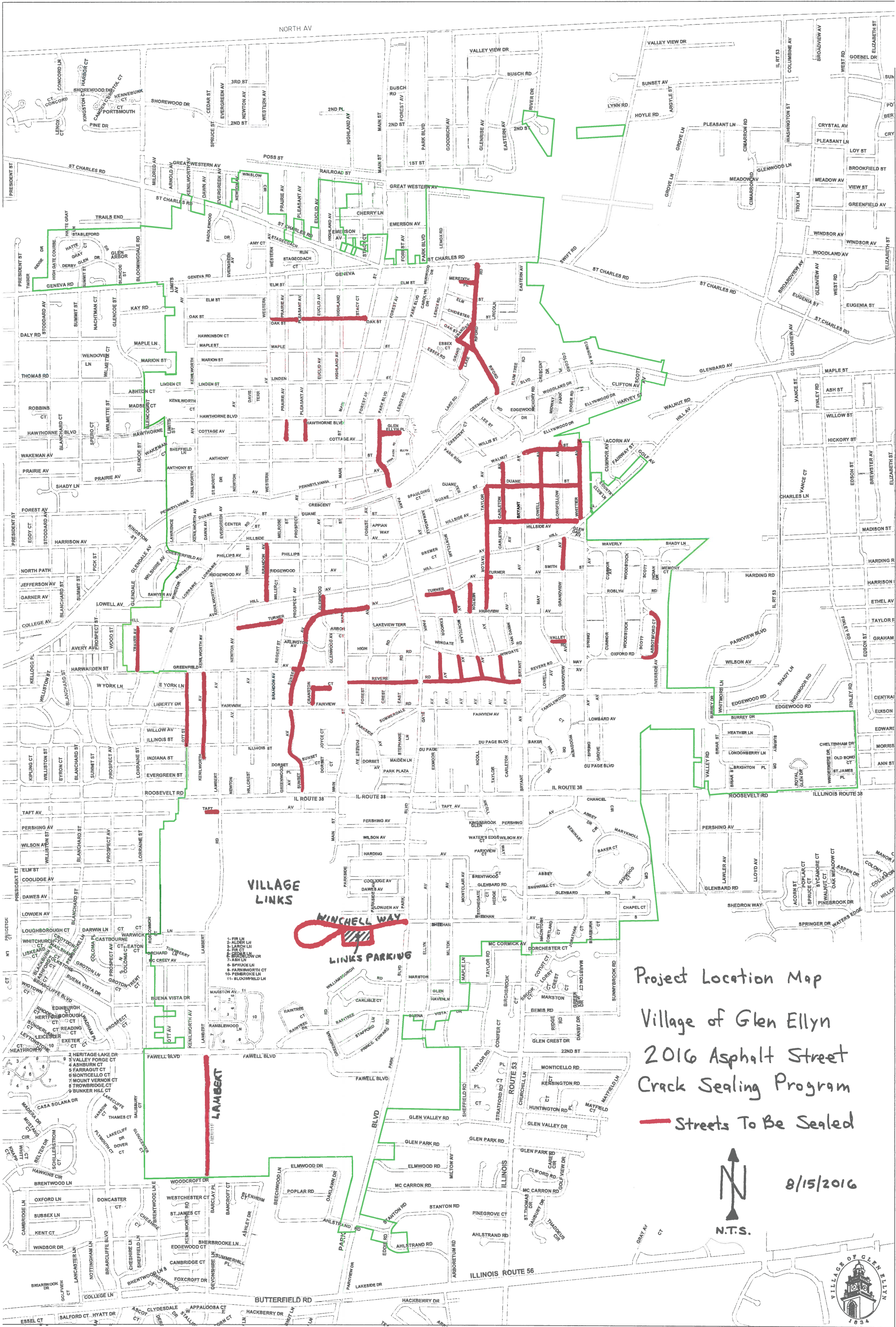
Project Location Map

Agenda Item (ID # 2397)

Meeting of September 12, 2016

ATTACHMENTS:

- Crack Sealing Project Location Map (PDF)
- 2016 Asphalt Street Crack Sealing As-Calculated Bid Tabulation(PDF)



Project Location Map
Village of Glen Ellyn
2016 Asphalt Street
Crack Sealing Program
— Streets To Be Sealed



8/15/2016

Village of Glen Ellyn Bid Tabulation For 2016 Asphalt Street Crack Sealing Program				Bidders							
				Denler, Inc. Mokena, Illinois		SKC Construction, Inc. West Dundee, Illinois		Patriot Pavement Maintenance Des Plaines, Illinois		Quality Saw & Seal, Inc. Bridgeview, Illinois	
Item #	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Crack Routing	Foot	70,000	\$0.01	\$700	\$0.01	\$700	\$0.03	\$2,100	\$0.88	\$61,600
2	Crack Filling	Foot	70,000	\$0.428	\$29,960	\$0.57	\$39,900	\$1.00	\$70,000	\$1.37	\$95,900
Total Bid				\$30,660		\$40,600		\$72,100		\$157,500	



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

Meeting: 09/12/16 07:00 PM
Department: Public Works
Department Head: Caroline Conlon
Category: Award
Prepared By: Jennifer Brown

SCHEDULED

AGENDA ITEM (ID # 2400)

DOC ID: 2400 A

Approve an award of a multi-year contract for parkway tree pruning for 2016 to 2018, to Nels J. Johnson Tree Experts, of Evanston, Illinois, to perform the annual pruning contract from the time of award on September 12, 2016, until the end of the contract on April 30, 2019, in an amount not to exceed \$162,177.50, to be expensed to the General Fund. (Public Works Director Hansen)

Background:

Each year the parkway trees in an area of the village are trimmed. Each tree scheduled to be pruned is individually inspected, evaluated and measured during a tree inventory. This typically takes place during the summer/fall time period ahead of the pruning program which takes place in the winter months.

Regular tree pruning removes potentially hazardous dead wood and reduces the probability of storm damage in high winds. Pruning also reduces conflicts with private property trees and promotes the future health and growth and form of the trees. This is a proactive measure and ensures all the trees in the village's urban forest are well maintained on a regular basis.

During the Parkway Tree Pruning Program, both the Forestry Division and a contractor prune parkway trees within an identified pruning area which is referred to as a "zone". There are five pruning zones within the Village. The upcoming pruning season is in Zone "A" thus beginning a new cycle.

The Village benefits in many ways with multi-year pruning contracts.

- We secure better prices because the contractor is assured of a longer working period.
- The contractor becomes better acquainted with the municipality's standards and procedures and in turn provides better service.
- The village and contractor are able to acquire a closer working relationship and as a result, the contractor becomes committed to the community.

Issues:

From 2015 until 2016, Steve Piper and Sons (Naperville, IL) completed pruning zones D and E for the Village after we terminated a three year contract for 2013 thru 2016 with Trees R Us due to performance reasons.

The current contract is to provide services for a three year period beginning October 1, 2016 and ending April 30, 2019. Based on yearly pricing, Public Works will determine the size (DBH) range of trees the contractor will prune. All other trees outside this determined range will be pruned by the Forestry

Division.

On August 9th, 2016 an invitation to bid for a Multi-year Parkway Tree Pruning contract for 2016 - 2018 was advertised in the *Daily Herald*. In addition, bid specifications were mailed to over twenty forestry contractors in the region. Attendance at the pre bid meeting on August 26, 2016 was mandatory for all interested contractors bidding on this contract. Seven contractors attended the pre bid meeting. Five of the seven contractors actually submitted bids resulting in four qualified bids. A summary of the four bids opened is shown below.

COMPANY NAME	PRUNING	COMMENTS
NELS J. JOHNSON		
1ST YEAR	\$59,298.00	
2ND YEAR	\$58,433.00	
3RD YEAR	\$44,446.50	
TOTAL	\$162,177.50	
STEVE PIPER		
1ST YEAR	\$68,787.25	
2ND YEAR	\$66,824.30	
3RD YEAR	\$50,888.95	addition correction
TOTAL	\$186,500.50	
HOMER TREE		
1ST YEAR	\$122,516.98	
2ND YEAR	\$105,919.50	
3RD YEAR	\$78,344.50	
TOTAL	\$306,780.98	
KRAMER TREE		
1ST YEAR	\$130,847.00	
2ND YEAR	\$126,296.00	
3RD YEAR	\$99,550.00	
TOTAL	\$356,693.00	
ARBORWORKS LLC		
1ST YEAR	UNQUALIFIED BID	
2ND YEAR		
3RD YEAR		
TOTAL		

Recommendation:

Nels J. Johnson Tree Experts (Evanston IL.) was the lowest responsible bidder of the four tree services that bid. We have checked their references and feel confident they can accomplish the work. It is our recommendation that the Village Board award the contract to Nels J. Johnson Tree Experts (912 Pitner Avenue, Evanston IL 60202) to perform the Multi Year Parkway Tree Pruning Program from the time of award in September 2016 until the end of the contract April 30, 2019 to be expensed to the corresponding fiscal year at the following yearly costs:

Year 2016/17	Zone A - \$59,298.00
Year 2017/18	Zone B - \$58,433.00
Year 2018/19	Zone C - \$44,446.50
Total Cost	\$162,177.50

Action Requested:

Motion to approve a multi year 2016-2018 Parkway Tree Pruning contract with Nels J. Johnson Tree Experts, Evanston IL. to perform the Annual Pruning contract from the time of award in September 2016 until the end of the contract April 30, 2019 to be expensed to the General Fund Forestry for an amount not to exceed \$162,177.50.

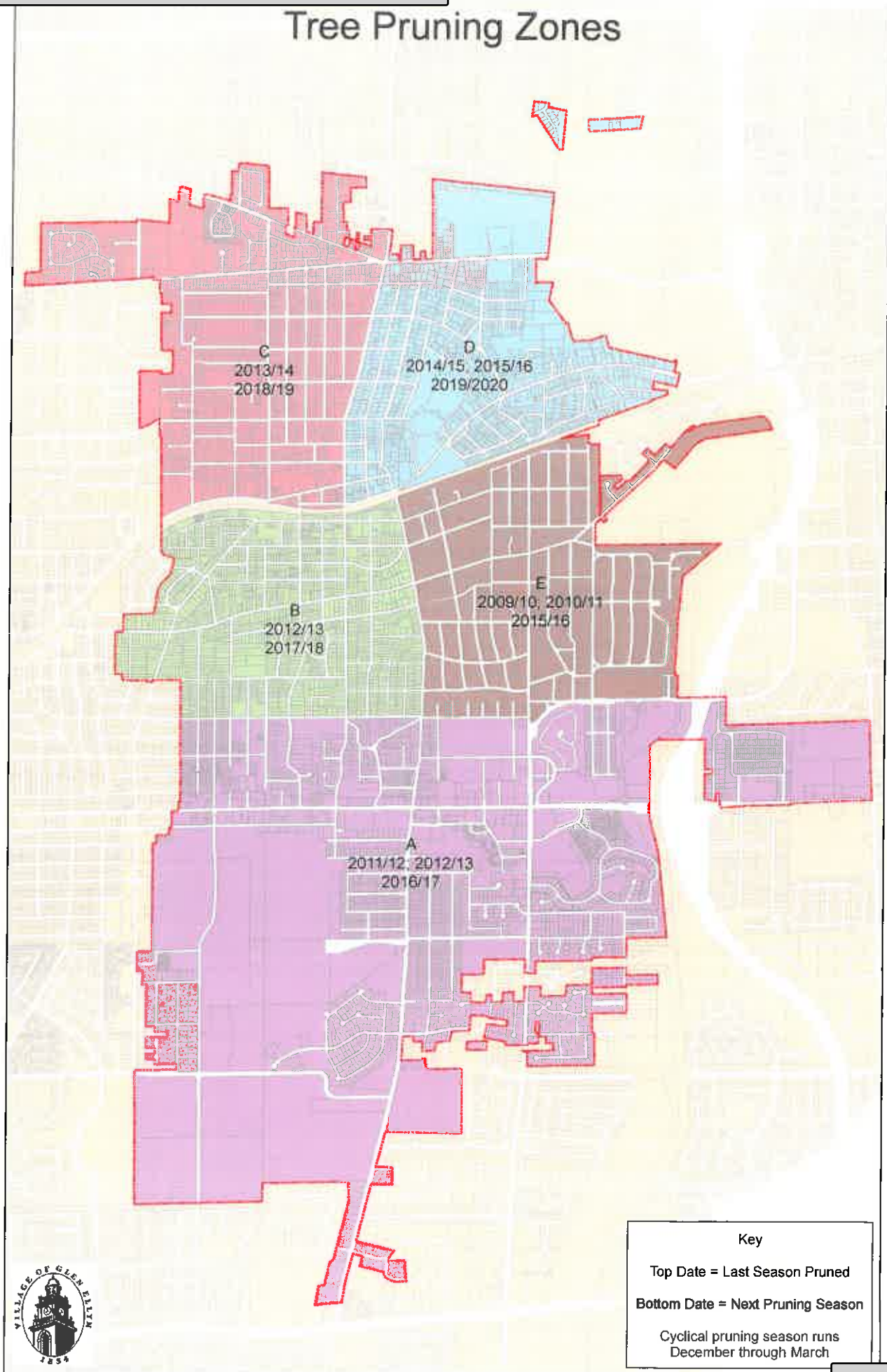
Attachments:

Tree pruning map

ATTACHMENTS:

- Pruning Map (PDF)

Tree Pruning Zones





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

Meeting: 09/12/16 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Ordinance
Prepared By: Cody Sheriff

SCHEDULED

ORDINANCE 6438

DOC ID: 2407

Ordinance No. 6438, An Ordinance Extending the Expiration Date of Ordinance No. 5567 Which Granted Approval of a Final Planned Unit Development, Final Plat of Subdivision and Subdivision Variations for Georgetown by the River Located on Property Commonly Known as 440 and 450 Swift Road. (Planning and Development Director Hulseberg)

Original Variation Request: Georgetown by the River, L.L.C., original owner of the property located on the west side of Swift Road between St. Charles Road and Lynn Road on property commonly known as 440 and 450 Swift Road, was granted various approvals by Ordinance 5567 (attached) on April 9, 2007, which expired (18) eighteen months later on October 9, 2008. The Ordinance grants approval of the following:

1. A Final Planned Unit Development in accordance with Section 10-10-15 of the Glen Ellyn Zoning Code.
2. A Final Plat of Subdivision in accordance with Section 304 of Subdivision Regulations Code Ordinance 5334.
3. The following variations from the Subdivision Regulations Code Ordinance 5334:
 - a. A variation from Section 407(1) to allow the existing overhead utility lines in the adjacent Swift Road right-of-way to remain above ground.
 - b. A variation from Section 408(2) to grant a waiver from the requirement to install parkway trees in the adjacent Swift Road right-of-way.

All to allow the construction of a 48-unit condominium development, named Georgetown by the River, on the subject property.

A letter dated August 4, 2016 is attached from Catherine Buck, President of Georgetown by the River Homeowner Association, indicating that the Georgetown by the River Homeowner Association accepts and agrees to work with RSS Homes, Inc. and Green Dot Builders L.L.C. as developer and general contractor for the remainder of the Georgetown by the River development. Also attached is a letter to Director of Planning and Development Hulseberg which states the intent of Green Dot Builders L.L.C. to build the remaining twenty-four (24) condominium buildings located on 1044-1050 Swift Road, Glen Ellyn, Illinois.

The property was purchased by Rubina Shakir who intends to build out the remaining portions of the development in full conformance with the plans approved by Ordinance 5567.

Village Board: Section Four of the original Ordinance 5567 indicates that “This grant of Variations shall expire . . . eighteen (18) months from the date of passage . . . unless a building permit . . . is applied for . . . and construction is . . . pursued.” Section Four of Ordinance 5567 allows the Village Board to extend the time frame without the requirement for a public hearing. A copy of the previous ordinance and selected plans are attached for the Village Board's consideration. There have been no changes in the Village of Glen Ellyn Zoning Code since Ordinance 5567 was approved on April 9, 2007 that would affect the proposed design or the granted variations. The Village Board is requested to consider approval of an extension to Ordinance 5567 to twenty-four (24) months from the date of passage.

Attachments:

- ☐ Draft Ordinance
- ☐ Georgetown By The River - Ordinance No. 5567 Approved April 9, 2007
- ☐ August 4, 2016 Letter from Catherine Buck, President of Georgetown by the River Homeowner Association
- ☐ Letter from Sam Shakir, Green Dot Builders L.L.C., dated August, 5, 2016

cc: Rubina Shakir
Sam Shakir
Catherine Buck, Georgetown By The River HOA

Ordinance No. _____*An Ordinance Extending the Expiration Date***of Ordinance No. 5567 Which Granted Approval of a Final Planned Unit Development, Final Plat of Subdivision and Subdivision Variations for Georgetown by the River Located on Property Commonly Known as 440 and 450 Swift Road**

Whereas, Georgetown by the River, L.L.C., original owner of 5.34-acres of property located on the west side of Swift Road between St. Charles Road and Lynn Road on property commonly known as 440 and 450 Swift Road, petitioned the President and Board of Trustees of the Village of Glen Ellyn for approval of the following:

1. A Final Planned Unit Development in accordance with Section 10-10-15 of the Glen Ellyn Zoning Code.
2. A Final Plat of Subdivision in accordance with Section 304 of Subdivision Regulations Code Ordinance 5334.
3. The following variations from the Subdivision Regulations Code Ordinance 5334:
 - a. A variation from Section 407(1) to allow the existing overhead utility lines in the adjacent Swift Road right-of-way to remain above ground.
 - b. A variation from Section 408(2) to grant a waiver from the requirement to install parkway trees in the adjacent Swift Road right-of-way.

all to allow the construction of a 48-unit condominium development, named Georgetown by the River, on the subject property, which is legally described as follows:

LOT 3 OF HOYLES ASSESSMENT PLAT OF PART OF LOT 3 OF THE PLAT ATTACHED TO THE LAST WILL AND TESTAMENT OF ISSAC BRADFORD CHURCHILL, BEING PART OF THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID ASSESSMENT PLAT RECORDED DECEMBER 18, 1943, AS DOCUMENT NUMBER 456996, IN DUPAGE COUNTY, ILLINOIS.

AND

LOT 2 IN HOYLES ASSESSMENT PLAT OF PART OF LOT 3 OF THE PLAT ATTACHED TO THE LAST WILL AND TESTAMENT OF ISSAC BRADFORD CHURCHILL, DECEASED, BEING A PART OF THE NORTHWEST ½ OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 18, 1943 AS DOCUMENT 456996, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.s: 05-01-107-030 and 05-01-107-031; and

Whereas, the Village President and Board of Trustees of the Village of Glen Ellyn passed Ordinance No. 5567 on April 9, 2007, which granted the approval of the Final Planned Unit Development, Final Plan of Subdivision, and Variations from the Subdivision Regulations Code Ordinance 5334; and

Whereas, Section Four in Ordinance No. 5567 indicates that the grant of variations shall become null and void eighteen (18) months from the date of passage, or October 9, 2008 and

Whereas, the original owner, Georgetown by the River, L.L.C., built two of the four condominium buildings and recently sold 440-450 Swift Road to Rubina Shakir, who would like to construct the unfinished half of the remaining condominiums; and

Whereas, Rubina Shakir intends to build out the remaining portions of the development in full conformance with the plans approved by Ordinance No. 5567; and

Whereas, Rubina Shakir, owner of the property located at 440-450 Swift Road, has requested an extension of the time frame for Ordinance 5567 to allow the construction of the remaining condominium units in the development; and

Whereas, the Village President and Board of Trustees have considered the request and have determined that good cause has been shown to grant an extension of the time frame for twenty-four (24) months from the date of passage.

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

Section One: The time frame for submission of a building permit to begin construction in compliance with the plans approved by Ordinance 5567 is hereby extended to twenty-four (24) months from the date of passage of this Ordinance, and construction must be continuous continuously and vigorously pursued.

Section Two: In the event a permit is not submitted for the construction as approved within the prescribed extended time frame, then the Village Board without the requirement for a public hearing may by motion grant an additional time extension.

Section Three: This Ordinance shall be in full force and effect 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 _____, 20_____.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20_____.

Village President

Attest:

Ordinance 6438

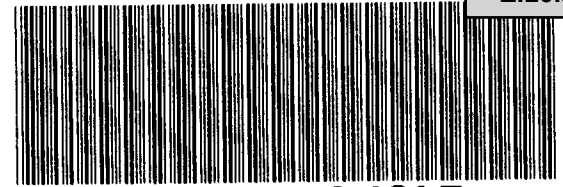
Meeting of September 12, 2016

Village Clerk

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

ATTACHMENTS:

- Georgetown By The River Ordinance 5567 Approved 4-9-2007 (PDF)
- Georgetown by the River Homeowners' Association Letter (PDF)
- Green Dot Letter (PDF)



FRED BUCHOLZ

DUPAGE COUNTY RECORDER

NOV.06,2007

1:38 PM

PLAT

05-01-107-030

~~022~~ PAGES

R2007-200026

21

Village Of Glen Ellyn

Ordinance No. 5567

An Ordinance Granting Approval of a
Final Planned Unit Development, Final Plat of Subdivision
and Subdivision Variations for Georgetown by the River
to be Located on Property Commonly Known as 440 and 450 Swift Road

(FKA

1N440 + 1N450)

Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 9 Day of April, 2007.

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this 11
day of April, 2007.

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 Duane Street
Glen Ellyn, IL 60137

Ordinance No. 5567

**An Ordinance Granting Approval of a
Final Planned Unit Development, Final Plat of Subdivision
and Subdivision Variations for Georgetown by the River
to be Located on Property Commonly Known as 440 and 450 Swift Road**

Whereas, Georgetown by the River, L.L.C., owner of 5.34-acres of property located on the west side of Swift Road between St. Charles Road and Lynn Road on property commonly known as 440 and 450 Swift Road, has petitioned the President and Board of Trustees of the Village of Glen Ellyn for approval of the following:

1. A Final Planned Unit Development in accordance with Section 10-10-15 of the Glen Ellyn Zoning Code.
2. A Final Plat of Subdivision in accordance with Section 304 of Subdivision Regulations Code Ordinance 5334.
3. The following variations from the Subdivision Regulations Code Ordinance 5334:
 - a. A variation from Section 407(1) to allow the existing overhead utility lines in the adjacent Swift Road right-of-way to remain above ground.
 - b. A variation from Section 408(2) to grant a waiver from the requirement to install parkway trees in the adjacent Swift Road right-of-way.

all to allow the construction of a 48-unit condominium development, named Georgetown by the River, on the subject property, which is legally described as follows:

LOT 3 OF HOYLES ASSESSMENT PLAT OF PART OF LOT 3 OF THE PLAT ATTACHED TO THE LAST WILL AND TESTAMENT OF ISSAC BRADFORD CHURCHILL, BEING PART OF THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID ASSESSMENT PLAT RECORDED DECEMBER 18, 1943, AS DOCUMENT NUMBER 456996, IN DUPAGE COUNTY, ILLINOIS.

AND

LOT 2 IN HOYLES ASSESSMENT PLAT OF PART OF LOT 3 OF THE PLAT ATTACHED TO THE LAST WILL AND TESTAMENT OF ISSAC BRADFORD CHURCHILL, DECEASED, BEING A PART OF THE NORTHWEST ½ OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 18, 1943 AS DOCUMENT 456996, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.s: 05-01-107-030 and 05-01-107-031; and

Whereas, on November 27, 2006, the Village Board passed Ordinance 5531, which approved a Zoning Map Amendment, a Special Use Permit for a Preliminary Planned Unit Development, a Preliminary Plat of Subdivision, a Subdivision Variation, Sign Variations and the Exterior Appearance for the project; and

Whereas, in accordance with Ordinance 5531 upon annexation of the property and approval of the Final Planned Unit Development, the property is to be zoned R4 Residential District; and

Whereas, following due and proper publication of notice in The Glen Ellyn News not less than fifteen (15) nor more than thirty (30) days prior thereto, the Plan Commission of the Village of Glen Ellyn conducted a public hearing on the requested subdivision variations at their on March 22, 2007 meeting, at which hearing, the petitioner presented evidence and testimony in support of the request and one person spoke and made general comments about the project; and

Whereas, at the March 22, 2007 Plan Commission meeting, the Plan Commission also considered the petitioner's requests for approval of a Final Planned Unit Development and a Final Plat of Subdivision; and

Whereas, after having considered the evidence presented, including the exhibits and materials presented at the March 22, 2007 Plan Commission public hearing and meeting, the Plan Commission made its findings of fact and recommendations as set forth in the March 22, 2007 minutes of the Glen Ellyn Plan Commission which are attached hereto as Exhibit "A" and by a vote

of six (6) “yes” and zero (0) “no”, recommended approval of the requested Final Planned Unit Development, Final Plat of Subdivision and Subdivision Variations; and

Whereas, the Village President and Board of Trustees have reviewed the evidence, exhibits, and materials presented at the March 22, 2007 public hearing and meeting of the Plan Commission and have considered the findings of fact and recommendations of the Plan Commission; and

Whereas, the President and Board of Trustees have determined that approving a Final Planned Unit Development for Georgetown by the River is consistent with Section 10-10-15(D) of the Glen Ellyn Zoning Code and the goals of the Glen Ellyn Comprehensive Plan and that the Final Planned Unit Development plans and Final Plat of Subdivision are substantially consistent with the conditions incorporated into Ordinance No. 5531, which approved a Special Use Permit for a Preliminary Planned Unit Development and Preliminary Plat of Subdivision for the project.

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

Section One: The March 22, 2007 minutes of the Glen Ellyn Plan Commission and the findings set forth therein, are hereby adopted as the findings of fact of the President and Board of Trustees.

Section Two: Based upon the recommendations of the Plan Commission, as adopted herein, and the findings of fact and conclusions set forth in the preambles above, a Final Planned Unit Development, a Final Plat of Subdivision and the requested Subdivision Variations are hereby granted to allow the construction of the Georgetown by the River condominium development to be located on property commonly known as 440 and 450 Swift Road, which property is legally described hereinabove.

Section Three: This approval of a Final Planned Unit Development, Final Plat of Subdivision and Subdivision Variations is subject to the following conditions:

A. Construction of the subject development shall be in substantial conformance with the testimony presented at the March 22, 2007 Plan Commission public hearing and meeting and the petitioner's application packet stamped received March 14, 2007, including the following plans and documents referenced below, as though they were attached to this Ordinance:

1. Annexation Application
2. Petition for Annexation signed March 22, 2006
3. Final Planned Unit Development Application signed January 19, 2007
4. Application for Permission to Subdivide signed March 23, 2006
5. Project Narrative
6. Site Data Table dated March 14, 2007
7. List of Requested Subdivision Variations dated March 13, 2007
8. Final Plats and Engineering Plans prepared by Engineering Resource Associates, Inc with a cover page revised March 12, 2007 and including the following:
 - a. Utility Plan (West) revised February 23, 2007
 - b. Utility Plan (East) revised February 23, 2007
 - c. Grading and Erosion Control Plan (East) revised February 23, 2007
 - d. Grading and Erosion Control Plan (West) revised February 23, 2007
 - e. Photometric Plan dated January 16, 2007
 - f. General Notes dated January, 2007
 - g. Details (Sheets 18, 19, 20, and 21) dated January, 2007
 - h. Plat of Survey dated February 23, 2007
 - i. Plat of Annexation dated February 23, 2007
 - j. Final Planned Unit Development Plan revised February 20, 2007 a reduced copy of which is attached hereto as Exhibit "B"
 - k. Geometric Plan (East) revised February 23, 2007
 - l. Geometric Plan (West) revised February 23, 2007
9. Final Plat of Subdivision dated March 12, 2007 a reduced copy of which is attached hereto as Exhibit "C"
10. Tree Survey
11. Tree Preservation Plan dated February 22, 2007
12. Landscape Plan for Site dated February 22, 2007
13. Typical Townhome Foundation Planting Plan dated January 16, 2007
14. Average Existing Grade Survey revised July 13, 2006
15. Open Space and Common Open Area Plan dated July 13, 2006
16. Stormwater Management Permit Application and Report revised February 23, 2007
17. Wetland and Riparian Environmental Submittal revised July 12, 2006

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

- B. The project shall be constructed in substantial conformance with the plans as submitted and the testimony presented at the March 22, 2007 Plan Commission public hearing and meeting.
- C. Prior to the issuance of a building permit, the petitioner shall pay the applicable cash contributions (developer's donations) to the Village of Glen Ellyn. The petitioner shall be exempt from paying these donations for one unit to compensate for the existing single-family home located on the property.
- | | |
|--------------------------|---|
| Glen Ellyn Library | \$477.83 per unit (total \$22,458.01) |
| Glen Ellyn Park District | \$2884.31 per unit (total \$133,709.29) |
| School District 41 | \$3010 per unit (total \$31,262) |
| School District 87 | \$133.55 per unit (\$10,120.69) |
| Glen Ellyn Fire Company | \$1,500.00 per unit (total \$70,500) |
- D. The landscaping shown on the property to the north on the February 27, 2007 landscape plan prepared by Gary R. Weber Associates, Inc. shall be relocated onto the petitioner's property in the area between the northern property line and the garages located along the northern property line.
- E. The petitioner shall comply with Conditions C1-C3 in Ordinance 5531 related to the exterior appearance of the project which are listed below:
1. Ridge vents shall be used on the roof of each building.
 2. The ash trees shown on the landscape plan shall be removed and substituted with another similar species of the same size.
 3. Any arborvitae shall be of single-stem variety.
- F. Prior to the issuance of any building permits, the items in the March 16, 2007 letter from Village Consulting Engineer's, Bill McGurr shall be addressed.

Section Four: The Building and Zoning Official is hereby authorized and directed to issue building permits for the subject property, consistent with the Final Planned Unit Development, Final Plat of Subdivision and Subdivision Variations approved herein, provided that all conditions set forth hereinabove have been met and all other applicable laws and ordinances are complied with. This grant of approval of a Final Planned Unit Development, Final Plat of Subdivision and Subdivision Variations shall expire and become null and void eighteen (18) months from the date of passage of this Ordinance unless building permits to begin construction are applied for within said

eighteen (18) month time period and construction is continuously and vigorously pursued provided, however, the Village Board, by motion, may extend the period during which permit application, construction and completion shall take place. Further, the Village Board may, for good cause shown, waive or modify any conditions set forth in this Ordinance without requiring that the matter return for a public hearing.

Section Five: The Village President is hereby authorized to sign the Final Plat of Subdivision a reduced copy of which is attached hereto as Exhibit "B" and the Village Clerk shall cause said Plat to be recorded with the DuPage County Recorder of Deeds.

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

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

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this
9 day of April, 2007.

Ayes: *Chapman, Lee, Armstrong, Gardner,*
 Nays: *-0-* *Horton, P. Pfefferman*
 Absent: *-0-*

Approved by the Village President of the Village of Glen Ellyn, Illinois, this 9 day of April, 2007.

Vicky Rose
Village President of the
Village of Glen Ellyn, Illinois

Attest:

Andrea Strath
Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the 11 day of April, 2007.)

X:\Plandev\PLANNING\PUD\Swift Road 440-450 (Georgetown by the River)\Ordinances\Final.doc

Exhibit "A"

PLAN COMMISSION
MINUTES
MARCH 22, 2007

The meeting was called to order by Chairman Jeffrey Mansfield at 7:32 p.m. Commissioners Linda Dykstra, Julie Fullerton, Ronald Lemme, Lenard Swanson and Ray Whalen were present. Commissioners Todd Buckton, Stephen Garwood, Phyllis Scanlan and Jay Strayer were excused. Also present were Trustee Liaison Mary Jane Chapman, Village Planners Michele Stegall and Tonja Stapleton and Village Consulting Engineer Bill McGurr.

Chairman Mansfield announced that three items were on the agenda: public hearings for a final Planned Unit Development for Georgetown by the River at 440-450 Swift Road, Potbelly Sandwich Works at 552 Roosevelt Road and T-Mobile antenna structures at the Cottage Avenue Water Tower.

Commissioner Whalen moved, seconded by Commissioner Fullerton, to approve the minutes of the February 22, 2007 Plan Commission meeting. The motion carried unanimously by voice vote.

PUBLIC HEARING – GEORGETOWN BY THE RIVER, 440-450 SWIFT ROAD
REQUESTS FOR APPROVAL OF A FINAL PLANNED UNIT DEVELOPMENT,
FINAL PLAT OF SUBDIVISION AND SUBDIVISION VARIATIONS ASSOCIATED
WITH A 48-UNIT CONDOMINIUM DEVELOPMENT ON 5.34 ACRES
COMMONLY KNOWN AS 440 AND 450 SWIFT ROAD. THAT PORTION OF THE
MEETING DURING WHICH THE SUBDIVISION VARIATIONS WILL BE
CONSIDERED WILL BE A PUBLIC HEARING.

(Kipling Homes)

Staff Introduction

Village Planner Michele Stegall stated that the petitioner, Kipling Homes, is requesting approval of a Final Planned Unit Development, a Final Plat of Subdivision and two Subdivision Variations for a 48-unit condominium development proposed at 440-450 Swift Road. The variations are to allow the existing overhead utility lines in the adjacent Swift Road right-of-way to remain above ground and to grant a waiver from the requirement to install parkway trees in the adjacent Swift Road right-of-way. Ms. Stegall indicated the subject site on a map. The property will be annexed to the Village of Glen Ellyn by way of the Deer Glen subdivision and jumping over utilities.

The proposed project received preliminary approval from the Village on November 27, 2006. At that time, a Zoning Map amendment was also approved that will rezone the property to the R4 Zoning District upon annexation.

Ms. Stegall displayed a landscape plan and site plan of the subject property. She stated that no substantial changes have been made to the final plans and reviewed the conditions of approval.

Petitioner's Presentation

Ed Maddox, President, Kipling Development Corporation, 611 West Jefferson Street, Shorewood, Illinois; Paul Giuntoli, Land Development Manager, Kipling Development, 611 West Jefferson Street, Shorewood, Illinois; and John Green, Site Civil Engineer, Engineering Resource Associates, 426 S. Third Street, Geneva, Illinois, were present.

Mr. Giuntoli distributed new information with color renderings that more closely match the proposed project than what the Commissioners received in their packets. Mr. Giuntoli stated that the subdivision variations being requested were at the request of DuPage County.

Responses to Questions from the Plan Commission

Mr. Giuntoli described the way they are handling the opaque screening situation with landscaping on their north property line.

Persons in Favor of or in Opposition to the Request

Barbara E. Petry, 1N480 Swift Road, Lombard, Illinois, stated that she originally had objected to the variances the petitioner requested because the petitioner wanted to plant trees and shrubs on 10 feet of her property. She stated that the petitioner was not interested in purchasing that 10 feet of her property and, therefore, had to change their variation request.

Comments from the Commission

The Plan Commission members were in favor of the petitioner's requests as all conditions of preliminary approval have been satisfied and the subdivision variation requests were requested by the County. Commissioner Swanson commented that he still has reservations about the configuration of the garages.

Motion

Commissioner Lemme moved, seconded by Commissioner Whalen, to recommend that the Village Board approve the following for the Georgetown by the River subdivision located at 440-450 Swift Road: A Final Planned Unit Development in accordance with Section 10-10-15 of the Glen Ellyn Zoning Code. B. A Final Plat of Subdivision in accordance with Section 304 of Subdivision Regulations Code Ordinance 5334. C. The following variations from the Subdivision Regulations Code Ordinance 5334: 1. A variation from Section 407(1) of the Subdivision Regulations Code to allow the existing overhead utility lines in the adjacent Swift Road right-of-way to remain above ground. 2.

PLAN COMMISSION

-3-

MARCH 22, 2007

A variation from Section 408(2) of the Subdivision Regulation Code to grant a variation from the requirement to install parkway trees in the adjacent Swift Road right-of-way.

The recommendation for approval of a Final Planned Unit Development and a Final Plat of Subdivision was based on the following findings of fact: A. The findings of fact for the Preliminary Planned Unit Development adopted by Ordinance 5531 have not changed. B. The proposed plans are in substantial conformance with the plans approved by Ordinance 5531. C. The conditions in Ordinance 5531, which were to be resolved prior to action on the final plans, have been addressed.

The recommendation for approval of the subdivision variations was based on the following findings of fact: A. Granting the requested variations will not be detrimental to the public safety, health or welfare or injurious to other property or improvements because the overhead utility lines are currently existing and no parkway trees are currently located in the adjacent right-of-way. B. The conditions upon which the requests are based are unique to the property for which the relief is sought, create substantial difficulty in developing the property and are not generally applicable to other property because the adjacent right-of-way is owned by DuPage County, and the County has objected to installation of any new obstructions in the right-of-way due to their plans to widen Swift Road in the future. C. Because of the particular surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out because the site is located adjacent to a Commonwealth Edison Facility and a large number of power poles are located to the south, southeast and west of the site and the right-of-way is owned by DuPage County and the County has objected to the installation of new obstructions in the right-of-way.

The recommendation for approval is subject to the following conditions: A. The project shall be constructed in substantial conformance with the plans as submitted and the testimony as presented at tonight's meeting. B. Prior to the issuance of any building permits, the petitioner shall pay applicable developer's donations to School District 41, School District 87, the Glen Ellyn Park District, the Glen Ellyn Volunteer Fire Company and the Glen Ellyn Public Library. C. The landscaping shown on a private easement on the property to the north shall be relocated onto the petitioner's property. D. The Exterior Appearance approval conditions in Section Three, Subsection C, of Ordinance 5531 shall be repeated in any Ordinance granting final approval of the project. E. Prior to the issuance of any building permits, the items in the March 9, 2007 letter from Village Consulting Engineer Bill McGurr must be addressed.

The motion carried unanimously with six "yes" votes.

PUBLIC HEARING – POTBELLY SANDWICH WORKS, 552 ROOSEVELT ROAD
A REQUEST FOR APPROVAL OF A SPECIAL USE PERMIT TO ALLOW A
DRIVE-IN COMMERCIAL FACILITY ASSOCIATED WITH A NEW POTBELLY
SANDWICH WORKS RESTAURANT THAT PLANS TO MOVE INTO THE
EXISTING BUILDING AT 552 ROOSEVELT ROAD. THE SUBJECT PROPERTY IS

LOCATED AT THE NORTHWEST CORNER OF ROOSEVELT ROAD AND PARKSIDE AVENUE IN THE C3 SERVICE COMMERCIAL DISTRICT.

Staff Introduction

Village Planner Michele Stegall stated that Potbelly Sandwich Works is requesting a Special Use Permit to allow a drive-in commercial facility at an existing building at 552 Roosevelt Road in the C3 Service Commercial District. Ms. Stegall displayed a location map and indicated the subject site at the northwest corner of Roosevelt Road and Parkside Avenue. She described the surrounding zoning and uses.

A right-turn only sign will be installed at the drive-thru exit. The petitioner will appear before the Architectural Review Commission for exterior appearance review.

Staff's recommendation is for approval of the Special Use Permit request with conditions.

Petitioners' Presentation

Edgar Cepuritis, 350 Laguna Drive, Northfield, Illinois, and Myrna Arevalo, 1624 N. Sawyer, Chicago, Illinois, spoke on behalf of the petition. Mr. Cepuritis stated that Potbelly will occupy the former Smokehouse restaurant. Potbelly intends to re-do the abandoned drive-thru to make it functional and improve the aesthetics of the exterior of the building.

Responses to questions from the Plan Commission

Ms. Stegall responded to Chairman Mansfield that the subject site is two lots but one zoning lot. Ms. Stegall suggested that the Plan Commission could consider requiring a plat of consolidation as a condition of approval. She also responded that Potbelly will be a lessee of the property. Mr. Cepuritis responded to Commissioner Fullerton that Potbelly would like to shorten a landscape island in order to meet the 25-foot drive aisle requirement behind parking spaces 31-34 rather than follow staff's suggestion to eliminate a parking space. Mr. Cepuritis added that staff's suggestion to add a curb at the end of a parking space would create a maintenance issue due to garbage trucks running over the curb on a regular basis. Mr. Cepuritis and Ms. Arevalo responded to Commissioner Whalen that the open area north of the building will be left open or may be used for parking or as a loading zone.

Commissioner Whalen asked if the exit could be reconfigured with, perhaps, a porkchop so that cars must exit right and it would not be possible for cars to enter the site from that exit. Mr. Cepuritis responded that IDOT would need to be consulted but that he believed the driveway is narrow and would not be inviting for traffic from Roosevelt Road to enter the site and also that sight lines and signage will be clear. Ms. Stegall stated that Deputy Police Chief Bill Holmer and Village Traffic Consultant Tom Adomshick did not have a

PLAN COMMISSION

-5-

MARCH 22, 2007

problem with the right-turn only exit from the site. Mr. McGurr added that the State will not permit a driveway return to go beyond the property line.

Persons in Favor of or in Opposition to the Petition

No persons spoke in favor of or in opposition to the petition.

Comments from the Plan Commission

The Plan Commissioners were in favor of the proposed project and were glad to see Potbelly come to Glen Ellyn. Their only concern was making sure that cars do not enter the site from the exit. Commissioner Whalen was in favor of a porkchop at the exit to direct traffic out to the right, however, the other Commissioners felt that the driveway could be reconfigured to discourage traffic from Roosevelt Road from entering the exit.

Motion

Commissioner Dykstra moved, seconded by Commissioner Swanson, to recommend that the Village Board approve the request for a Special Use Permit for a drive-in commercial facility in accordance with Section 10-4-11(B)8 of the Zoning Code to allow a drive-thru for Potbelly Sandwich Works who plans to move into the existing building at 552 Roosevelt Road based on the following findings of fact: 1. The proposed use will be harmonious with and in accordance with the general objectives of the Zoning Code because the establishment will provide a visually appealing building that is compatible with the community character. 2. The property will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and the use will not change the essential character of the area because the building and site will be improved in accordance with the Village's Appearance Review Guidelines. 3. The project will not be hazardous or disturbing to existing or future neighborhood uses because the petitioner is proposing to move into the existing building and use the existing parking lot. 4. The property would be adequately served by essential public facilities and services because the business will be moving into an existing building which already receives such services and the proposed use will not increase the need for these services. 5. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village because the business will be moving into an existing building which is currently served by public facilities and receives a number of public services. In addition, the establishment should have a positive effect on the economic welfare of the Village through the use and occupancy of a vacant underutilized building and site and the creation of employment opportunities. 6. The proposed use will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glares or odors because the petitioner will be using the existing access drives and is required to comply with the Performance Standards in the Zoning Code. 7. The use will not create undue interference with traffic on surrounding public streets because no new curb cuts are

proposed and there will be clear traffic directional signage visible along the adjacent public streets and within the site. 8. The proposed project will not cause a significant increase in the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the amount of impervious surface on the property will not be increasing. 9. The proposed project will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the community because no such features exist on the site.

The recommendation for approval was based on the following conditions: 1. The project use shall be operated in accordance with the testimony presented at this public hearing. 2. The drive aisle behind parking spaces 21 through 30 shall be narrowed in order to allow the length of parking spaces 14 through 30 to be extended to 19 feet. 3. Parking space 30 shall be eliminated and the landscape island located north of parking space 30 be moved further south and reconfigured so as to meet the requirement for a 25-foot drive aisle behind parking spaces 31 through 34. 4. The petitioner is encouraged to amend the plans to bring the parking lot dimensions into conformance with the Zoning Code prior to appearing before the ARC and the Village Board.

The motion carried unanimously with six (6) "yes" votes as follows: Commissioners Dykstra, Swanson, Fullerton, Lemme, Whalen and Chairman Mansfield voted "yes."

PUBLIC HEARING – T-MOBILE—COTTAGE AVENUE WATER TOWER
A REQUEST FOR APPROVAL OF A SPECIAL USE PERMIT TO ALLOW T-MOBILE TO INSTALL CELLULAR ANTENNAS ON THE COTTAGE AVENUE WATER TOWER. THE SUBJECT PROPERTY IS LOCATED ON COTTAGE AVENUE BETWEEN MAIN STREET AND WESTERN AVENUE IN THE R2 RESIDENTIAL DISTRICT.

(Mike Howley representing T-Mobile)

Staff Introduction

Village Planner Tonja Stapleton stated that T-Mobile is requesting a Special Use Permit to co-locate wireless equipment on the Cottage Avenue water tower and that a Special Use Permit is necessary because the tower exceeds the maximum height allowed per code. Ms. Stapleton indicated the subject site on a location map and described the surrounding uses. She reviewed T-Mobile's history regarding site location in Glen Ellyn and described the existing water tower, including antennas currently located on the tower.

Ms. Stapleton stated that the proposed antennae will be attached to a triangular pod which will extend to an overall height of 132 feet 5 inches. The proposed equipment will be located inside the tank. Ms. Stapleton reviewed staff's initial concerns and suggested conditions of approval to address those concerns.

In order to clarify the review process, Ms. Stapleton summarized the Telecommunications Act passed in 1996. One relevant point indicates that local government cannot consider environmental effects of radio frequency emissions as part of the zoning review

PLAN COMMISSION

-7-

MARCH 22, 2007

process as this issue is regulated by the FCC. Ms. Stapleton added that an RF emissions compliance report dated February 14, 2006 indicates that the proposed installation complies with Federal standards, and a statement dated March 21, 2007 prepared by Village Attorney Adam Simon was distributed prior to the meeting.

Ms. Stapleton stated that staff recommends approval of the proposed Special Use request because the proposed site was recommended by a third-party consultant as the best location to serve the central business district, locating an antenna at the proposed height would eliminate the need for two antenna structures for T-Mobile in the future, co-location on existing buildings in the downtown has the potential to affect the architectural integrity of the historic downtown, staff is opposed to free-standing cellular towers, and the proposed site has already been determined to meet the standards of approval as evidenced by the existing Verizon wireless antenna onsite.

Petitioners' Presentation

Mike Howley, representing T-Mobile Wireless, 9100 West Forest Drive, Hickory Hills, Illinois, Greg Lapin, consultant, 1206 Somerset Avenue, Deerfield, Illinois, and Sanjay Jaisingani, radio frequency technician, 850 West Bryn Mawr, Chicago, Illinois, were present to speak on behalf of T-Mobile.

Mr. Howley summarized the history of wireless technology, citing convenience and safety as the two main factors for the purchase of cell phones. He explained that height is an important factor in the placement of antenna structures for adequate coverage, especially if an area has topographical changes. The proposed antenna would be at approximately 50-55 feet. Mr. Howley distributed four (4) propagation exhibits to the Plan Commissioners and described areas of coverage. Mr. Howley quoted Village Cellular Consultant Allen Taflove's statement that T-Mobile's current service to its customers in the downtown area of Glen Ellyn is inadequate which can cause safety issues and that the water tower is a superior site to other locations in the area. Mr. Howley stated that the equipment proposed for the water tower will be contained inside the tank for aesthetic purposes and described the antennas that will be located on top of the tank. A technician will service the interior equipment approximately once per month. Engineers have determined that there will be no interference by T-Mobile with DuComm antennas, and Mr. Howley distributed a Collocation Study for T-Mobile dated March 20, 2007. Mr. Howley referred to correspondence from Dave Kunkel, a real estate appraiser, who determined that the proposed equipment on the tower will not have a negative impact on the value of the surrounding properties.

Although radio frequency emissions are not the purview of the Plan Commission, T-Mobile conducted an independent third-party study that analyzed proposed T-Mobile as compared to maximum permissible level as defined by the FCC. Mr. Howley distributed and reviewed the resume of Gregory D. Lapin, Ph.D., P.E., a radio frequency emissions consultant. Dr. Lapin reviewed the history of cell phone standards and stated that he has seen no evidence of danger regarding RFE's in any of the studies with which he is familiar.

Responses to Questions from the Plan Commission

Ms. Stapleton responded to Commissioner Lemme that T-Mobile approached the Village regarding utilizing the water tower for an antenna structure and if the antenna is approved, T-Mobile will pay rent to the Village. Mr. Howley responded to Commissioner Swanson that T-Mobile would remove their antenna structures if interference problems occurred with existing antennas. Mr. Howley stated that he is not aware of any interference issues regarding T-Mobile and co-existing antenna structures in other locations.

Persons in Favor of or in Opposition to the Petition

Chairman Mansfield summarized the review criteria of the Plan Commission for the proposed project.

Charles and Shannon Chejfec of 427 Cottage Avenue, Tom Coronelli of 457 Cottage Avenue, Bill Dillard of 452 Cottage Avenue and Jerry Zybko of 432 Anthony Street appeared in opposition to the proposed Special Use. Speaking as a representative of the group, Mr. Chejfec asked for a continuance of the public hearing to give them an opportunity to review materials distributed to the Plan Commission that they had not seen and to review existing Village records. Concerns included precedent-setting regarding allowing another antenna on the tower, the location of the antenna on the tower, alternative locations for the antenna, aesthetics, the reduced value of the residential homes in the area and the total number of radio frequency emissions generated by all antennas on the site, including the proposed T-Mobile structure. Ms. Stapleton stated that the statute requires that a local government body act on a request for authorization to construct a cellular tower within a reasonable period of time after a request is duly filed. Ms. Stapleton responded to Mr. Zybko that Verizon may be renegotiating their lease but she was unaware of details regarding the situation. Mr. Howley responded to the group that the underlying lease makes specific reference to future carriers that the combined radio frequency energies must be below a certain percentage. He also responded that design considerations would not allow another carrier in the Civic Center building.

Motion

Commissioner Swanson moved, seconded by Commissioner Fullerton, to continue the public hearing to May 24, 2007 to give residents in the vicinity of the water tower time to review materials distributed to the Plan Commission that they had not seen and to review existing Village records. The motion carried unanimously by voice vote.

Trustee Report

Trustee Chapman reviewed some aspects of the budget review process currently underway.

PLAN COMMISSION

-9-

MARCH 22, 2007

There being no further business before the Plan Commission, the meeting was adjourned at 9:51 p.m.

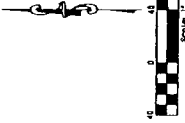
Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Barbara Utterback".

Barbara Utterback
Recording Secretary

PART OF THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUPAGE COUNTY, ILLINOIS.

PIN: 05-01-107-030
PIN: 05-01-107-031



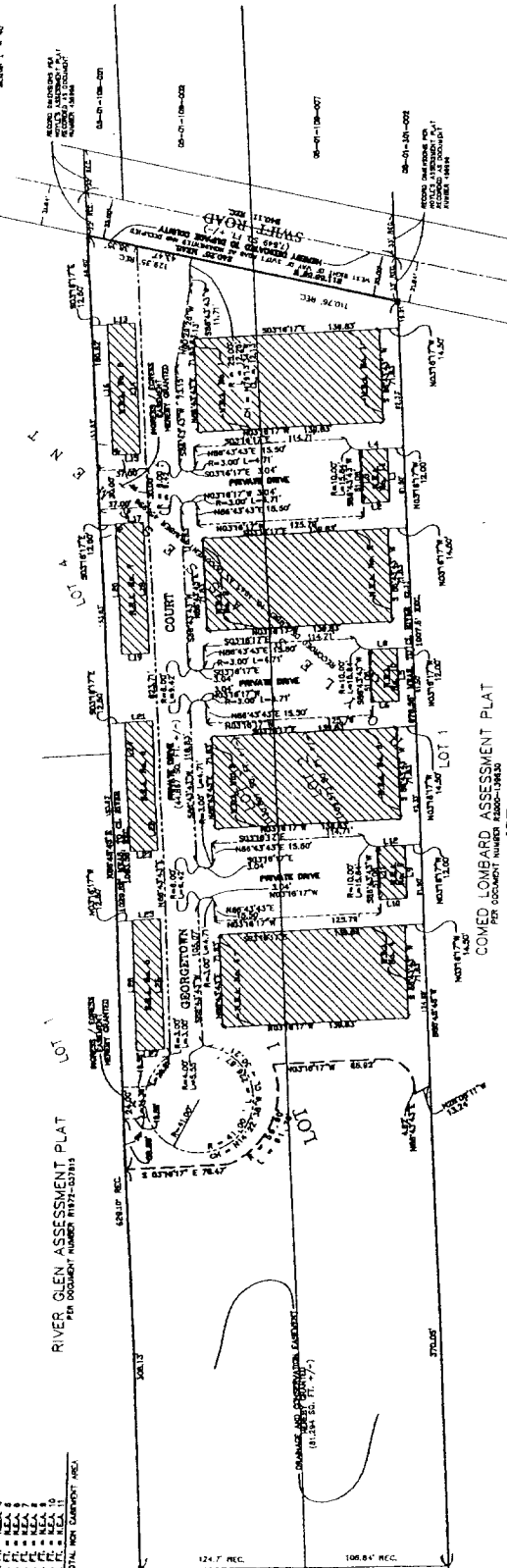
AREA TABLE

7,828	SQ. FT. (STREET ROAD) = R.O.W.
61,284	SQ. FT. = DRAINAGE EASEMENT
61,247	SQ. FT. = NON-EASEMENT AREA
132,341	SQ. FT. = LOT 1

NON-EASEMENT AREA TABLE

[illegible]

\$1,247 92 FT. TOTAL NON CASH INVEST ADCT



05-01-301-003
COMED LOMBARD ASSESSMENT PLAN
PER DOCUMENT NUMBER A2000-139630

LAND TABLE		
ROWNO	COLNO	PERCENT
1	1	1.00
1	2	1.00
1	3	1.00
1	4	1.00
1	5	1.00
1	6	1.00
1	7	1.00
1	8	1.00
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1	99	1.00
1	100	1.00

SURVEYORS NOTES:

- (A) ALL MEASUREMENTS AND DISTANCES ARE SHOWN IN FEET AND DECIMAL FRACTIONS THEREOF.
- (B) ALL DISTANCES ARE ALONG ALL CURVES.
- (C) BARS OF MEASUREMENT THE DISTANCES SHOWN ON THE PLAT MAP ARE NOT BASED ON ANY SYSTEM BUT DISCREET PLAT MEASURE RELATIONS.
- (D) ALL ELEMENTS ARE REQUIRED UNLESS OTHERWISE NOTED.
- (E) ALL ELEMENTS SHOWN ON THE PLAT MAP ARE FOR PUBLIC LIMITED AND CHAINAGE NUMBERS

PLAT SUBMITTED FOR RECORDING BY:
VILLAGE OF GLEN ELLYN
533 DUANE ST.
GLEN ELLYN, ILLINOIS 60137

[illegible]

Exhibit "C"
Page 1 of 2

CERTIFICATION

I, Andrea Draths, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is the true original copy of Ordinance No. 5567, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the Regular Meeting of said Board held on the 9 day of April, 2007, and that the same was signed and approved by the President of said Village on the 9 day of April, 2007.

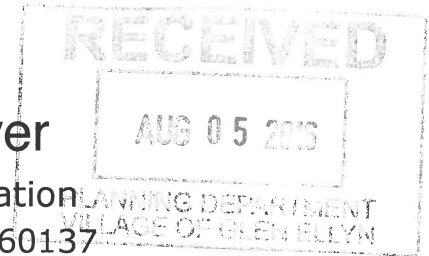
I do further certify that the original is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this 4 day of June, 2007.

Andrea Draths
Village Clerk

CORPORATE SEAL

Georgetown By The River
Condominium Homeowner Association
1032 Georgetown Ct., Glen Ellyn, IL. 60137



August 4, 2016

Ms. Staci Hulseberg, AICP, Director
VILLAGE OF GLEN ELLYN
Planning & Development Dept.
535 Duane St., Glen Ellyn, IL. 60137

Ms. Rubina Shakir, President
RSS Homes, Inc.
3760 Sunset Lane, Northbrook, IL. 60062

Mr. Sohail "Sam" Shakir, President
Green Dot Builders LLC
3760 Sunset Lane, Northbrook, IL. 60062

RE: Acceptance of RSS Homes Inc. to Develop Phase II of
Georgetown By The River Condominium, Glen Ellyn, IL.

Dear Friends,

We are writing to advise you that Georgetown By The River Condominium Association accepts and agrees to work with RSS Homes, Inc. and Green Dot Builders LLC as developer and general contractor, respectively, for the development of Phase II of Georgetown By The River Condominium.

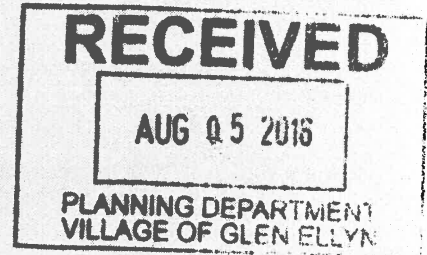
Very truly yours,

Ms. Catherine Buck, President
Georgetown By The River Condominium Homeowner Association.



GREEN DOT BUILDERS LLC

Staci Hulseberg,
Director
Planning & Developing Dept.



Dear Staci,

Green Dot Builders LLC will be doing the development of 24 condos in Georgetown located on 1044-1050 Swift Road, Glen Ellyn, Illinois. We have 20 years of experience building 16 gas stations, 238 units Apartment Complex in Noblesville Indiana, 250 TownHomes in Noblesville Indiana, 83 rooms Candlewood Suites in Crawfordsville Indiana. At present time we are doing a project in Lombard of 26 TownHomes.

Our company would appreciate if you give us the approval to move forward on this project.

Sincerely,

Sam Shakir

Developer



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

Meeting: 09/12/16 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Ordinance
Prepared By: Steve Witt

SCHEDULED

ORDINANCE 6439

DOC ID: 2401

Ordinance No. 6439, An Ordinance Approving a Variation from the Maximum Lot Coverage Ratio Requirements of the Zoning Code to Allow the Installation of a Box Bay Window and the Construction of a Front Porch to an Existing 2-Story Residence for the Property Located at 263 Sheffield Lane. (Planning and Development Director Hulseberg)

Background

The property owners, Glen and Susan Ferrell, are requesting approval of a variation from the Glen Ellyn Zoning Code to allow the installation of a box bay window in the front façade and the construction of a front porch to their existing single-family house, located at 263 Sheffield Lane, which will result in a lot coverage ratio of 21.71 percent in lieu of the maximum permitted ratio of 20.00 percent.

The property is an interior lot located in the R2 Zoning District on Sheffield Lane, west of North Kenilworth Avenue. The zoning and land use immediately surrounding the subject property are single-family residential. Notice of the public hearing was published in the Daily Herald on August 5, 2016. The Zoning Board of Appeals conducted a public hearing on the requested variation on Tuesday, August 23, 2016.

At the Zoning Board of Appeals public hearing on August 23, 2016, photographs of the existing house and architectural drawings were presented to indicate the scope of the proposed window installation and porch construction. The owners feel that constructing the front porch will provide a safer environment on their property for several reasons. First, the existing house does not have a window in the front elevation at the first floor level. Second, the lack of a covered porch at the entry door causes slip and fall conditions at the front stoop due to build-up of ice and snow in the cold weather. Additionally, rain water draining off the mansard roof above the front door is causing structural damage to the front stoop.

Issues

The existing house is non-compliant with respect to the permitted lot coverage ratio; however the proposed change adds less than 24 square feet to the lot area coverage. The Zoning Board of Appeals felt there is a hardship in that there exist safety issues related to not being able to readily see the front walk from the Living Room, and from ice and snow buildup on the uncovered front stoop. Damage to the front stoop due to the roof drainage pattern was also noted.

Recommendation

At the public hearing on August 23, 2016, the Zoning Board of Appeals voted on a motion to recommend approval of the requested variation which carried with five (5) “yes” votes and zero (0) “no” votes. In accordance with this recommendation for approval, staff has prepared an ordinance

Ordinance 6439

Meeting of September 12, 2016

to **approve** the requested variation.

Action Requested

It is requested that the Village Board consider the petitioners' 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 requested variation.

Ordinance No.

**An Ordinance Approving a Variation from the
Maximum Lot Coverage Ratio Requirements of the Zoning Code
to Allow the Installation of a Box Bay Window and
the Construction of a Front Porch to an Existing 2-Story Residence
for the Property Located at 263 Sheffield Lane,
in Glen Ellyn, Illinois**

Whereas, Glen and Susan Ferrell, owners of the property at 263 Sheffield Lane, Glen Ellyn, Illinois, which is legally described as follows:

LOT 4 IN HARRISON'S RESUBDIVISION, BEING A RESUBDIVISION OF LOT 2
(EXCEPT THE NORTH 87.0 FEET OF THE EAST 150.0 FEET THEREOF) IN
BLOCK 3 IN ROBERSON'S SEVENTH ADDITION TO GLEN ELLYN, IN THE
SOUTHEAST ¼ OF SECTION 10, TOWNSHIP 39 NORTH, RANGE 10, EAST OF
THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID
RESUBDIVISION RECORDED MARCH 18, 1968 AS DOCUMENT R68-9988, IN
DUPAGE COUNTY, ILLINOIS.

P.I.N.: 05-10-403-046-0000

have petitioned the President and Board of Trustees of the Village of Glen Ellyn for a variation from the following section of the Glen Ellyn Zoning Code:

1. Section 10-4-8 (E) to allow the installation of a box bay window and the construction of a front porch on an existing 2-story house resulting in a lot coverage ratio of 21.71 percent in lieu of the maximum permitted ratio of 20.00 percent; 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 23, 2016, at which the petitioners presented evidence, testimony, and exhibits in support of the variation request and three (3) persons appeared in favor of the variation and zero (0) persons appeared in opposition thereto; and

Whereas, based upon the evidence, testimony, and exhibits presented at the public hearing on August 23, 2016, the Zoning Board of Appeals adopted findings of fact and voted on a motion to approve the variation which carried by a unanimous vote of five (5) “yes” and zero (0) “no” votes, resulting in a recommendation for approval as set forth in its Draft Minutes dated August 23, 2016, appended hereto as Exhibit "A"; and

Whereas, the President and Board of Trustees have reviewed the exhibits and 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 plight of the owner is that the lack of a window in the front façade of the house at the first floor level creates a safety issue as the front walk is not readily visible from inside the house, the uncovered front stoop poses a slip and fall safety issue during inclement weather, particularly under ice and snow conditions, and rain water draining off the mansard roof above the front door is causing structural damage to the front stoop; and
- B. That the variation, if granted, will not alter the essential character of the locality as the variation will allow for construction of the window and front porch with a minimal change in lot coverage;
- C. That the conditions upon which the variation is based would not be applicable generally to other property within the same zoning district;

- D. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property since the applicants intend to make this improvement for their own personal use and have no desire to sell the property or move from the home;
- E. That the practical difficulty or particular hardship has not been created by any persons presently having an interest in the property;
- F. That the 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 use is permitted in the zoning district and the proposed work will be constructed in accordance with all applicable zoning code regulations other than the variation granted;
- G. That the 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 since the proposed work will be constructed in accordance with all applicable building code regulations;
- H. That the variation will not diminish or impair property values within the neighborhood since the variation allows a property improvement that will increase property values;
- I. That the variation will not unduly increase traffic congestion in the public streets and highway since no change to the existing driveway or parking pattern at the property is proposed;
- J. That the variation will not result in an increase in public expenditures or create a nuisance since this is an improvement to the existing code-compliant single-family residential use in a residential zoning district;
- K. That the variation is the minimum variation that will make possible the reasonable use of the land, building or structure; and

Whereas, the President and Board of Trustees, based on the aforementioned findings of

fact, find it appropriate to grant the variation request presented to 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 Draft Minutes of the August 23, 2016 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 following variation from the Zoning Code:

1. Section 10-4-8 (E) to allow the installation of a box bay window and the construction of a front porch on an existing 2-story house resulting in a lot coverage ratio of 21.71 percent in lieu of the maximum permitted ratio of 20.00 percent, for the property located at 263 Sheffield Lane, Glen Ellyn, Illinois, which is legally described as follows:

LOT 4 IN HARRISON'S RESUBDIVISION, BEING A RESUBDIVISION OF LOT 2 (EXCEPT THE NORTH 87.0 FEET OF THE EAST 150.0 FEET THEREOF) IN BLOCK 3 IN ROBERSON'S SEVENTH ADDITION TO GLEN ELLYN, IN THE SOUTHEAST ¼ OF SECTION 10, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID RESUBDIVISION RECORDED MARCH 18, 1968 AS DOCUMENT R68-9988, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 05-10-403-046-0000

Section Three: This grant of variation to install the box bay window and construct the

front porch is conditioned upon the construction being completed in substantial conformance with the Application for Variation received by the Planning & Development Department and signed on July 15, 2016, and the testimony and exhibits provided at the August 23, 2016 Zoning Board of Appeals public hearing.

Section Four: The Building and Zoning Official is hereby authorized and directed to issue building permits for the subject property, consistent with the variation granted herein, provided that all conditions set forth hereinabove have been met and that the proposed construction is in compliance with all other applicable laws and ordinances. This grant of variation shall expire and become null and void twenty-four (24) months from the date of passage of this Ordinance unless a building permit to begin construction in reliance on this variation is applied for within said twenty-four (24) month time period and construction is continuously and vigorously pursued provided, however, the Village Board, by motion, may extend the period during which permit application, construction, and completion shall take place.

Section Five: The Village Clerk is hereby authorized and directed to cause a copy of this Ordinance approving the variations 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 owner or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of 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.

Ordinance 6439

Meeting of September 12, 2016

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2016.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Village President

Attest:

Village Clerk

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

ATTACHMENTS:

- Exhibit A - Draft Minutes of ZBA Meeting dated August 23, 2016 (PDF)
- Exhibit B - Parcel Location Map (PDF)
- Exhibit C - Aerial View of Site and Surrounding Properties (PDF)
- Exhibit D - Topography Map (PDF)
- Exhibit E - Plat Of Survey (PDF)
- Exhibit F - Photograph of Existing House (PDF)
- Exhibit G - Proposed Floor Plan and Building Elevation (PDF)

EXHIBIT - A

DRAFT
ZONING BOARD OF APPEALS
MINUTES
AUGUST 23, 2016

The meeting was called to order by Chairperson Rick Garrity at 7:00 p.m. ZBA Members Gregory Constantino, Matthew Jones, John Micheli, Adam Miller and Thomas Whalls were present. ZBA Member Chip Miller was excused. Also present were Building and Zoning Official Steve Witt and Recording Secretary Barbara Utterback.

Chairperson Garrity explained the procedures of the Zoning Board of Appeals.

On the agenda was a public hearing regarding the property at 263 Sheffield Lane.

PUBLIC HEARING – 263 SHEFFIELD LANE

A REQUEST FOR APPROVAL OF VARIATIONS FROM THE GLEN ELLYN ZONING CODE AS FOLLOWS: 1. SECTION 10-4-8(E) TO ALLOW THE INSTALLATION OF A BOX BAY WINDOW AND THE CONSTRUCTION OF A FRONT PORCH ON AN EXISTING 2-STORY HOUSE RESULTING IN A LOT COVERAGE RATIO OF 21.71 PERCENT IN LIEU OF THE MAXIMUM PERMITTED RATIO OF 20.00 PERCENT. 2. ANY OTHER ZONING RELIEF NECESSARY TO CONSTRUCT THE PROJECT AS DEPICTED ON THE PLANS PRESENTED OR REVISED AT THE PUBLIC HEARING OR AT A PUBLIC MEETING OF THE VILLAGE BOARD.

(Glen and Susan Ferrell, owners)

Staff Presentation

Building and Zoning Official Steve Witt stated that the petitioners are Glen and Susan Ferrell, owners of the property located at 263 Sheffield Lane which is an exterior lot in the R2 Residential Zoning District. Mr. Witt displayed a map and stated that the subject property is west of North Kenilworth Avenue and that the zoning and land use surrounding the subject property is also single-family residential. Mr. Witt stated that the subject property is not located within an historic district nor is it landmarked. He also stated that the subject house is not a significant home designated by the Historic Preservation Commission or a home plaqued by the Historical Society.

Mr. Witt displayed a partial floor plan and elevation of the subject house. He stated that the property owners would like to install a box bay window on the front elevation of their house and indicated where that window would be located. He added that there are currently no windows on the front of the home at the first floor level. He stated that the petitioners would also like to create a small front porch to protect the front entry door by roofing in a portion of the porch.

Mr. Witt stated that the maximum allowable lot coverage for homes exceeding one story in height is 20 percent of the lot area. He added that the area of the subject lot is 9,835 square

ZONING BOARD OF APPEALS

-2-

AUGUST 23, 2016

feet and 20 percent of the lot would be 1,967 square feet. He also stated that the lot coverage of the existing home exceeds those figures at 2,135 square feet. He added that the areas of the proposed windows and porch are not exempt from the lot area coverage and they add a total of 23.58 square feet of lot coverage to an already existing nonconforming condition. Mr. Witt added that the two-sided open front porch bonus does not apply in this case so the full 24 plus or minus square feet must be accounted for. He stated that the property owners are requesting approval of a variation from Glen Ellyn Zoning Code Section 10-4-8(E) to allow the installation of a box bay window and the construction of a front porch on an existing 2-story house resulting in a lot coverage ratio of 21.71 percent in lieu of the maximum permitted ratio of 20 percent. Mr. Witt stated that notice of the public hearing was published in the August 5, 2016 edition of the Daily Herald, notice was mailed to property owners within 250 feet of the subject property and a placard with the meeting date and time was placed on the property.

Mr. Witt stated that from a permit history perspective, the Village indicates that many permits have previously been issued for this property, however, the proposed work is part of this variation request and does not affect any of the previously permitted work or vice versa. He added that Village records do not indicate any previous granting or issuance of any zoning variations for this property.

Responses to Questions from the Zoning Board of Appeals

Mr. Witt responded to ZBA Member Constantino that the current lot coverage ratio is slightly less than 21.37 percent and the combined lot coverage ratio would be 21.71 percent.

Petitioners' Presentation

Glen and Susan Ferrell, the petitioners and owners of the property at 263 Sheffield Lane, were present to speak on behalf of their variation request. Mr. Ferrell stated they are requesting a window variation because they have no way to see out of their house from the first story and as they get older, it makes sense for them to see what is going on in front of their home. Mr. Ferrell also stated that there are currently concrete blocks in front of their stoop to help with erosion of the stoop and there are gaps under the concrete. He added that the only way to resolve the issue is to extend the concrete blocks over the gap and close it off. Mr. Ferrell also stated that they have a relative who has difficulty walking and they would like to help her to more easily enter their home and be protected by coverage overhead. Ms. Ferrell added that the overhang on the second floor above the windows allows rain to pour down on the walk below which is uncomfortable and icy in the winter months. She added that she believes this is the reason that the concrete at that location deteriorates.

ZONING BOARD OF APPEALS

-3-

AUGUST 23, 2016

Persons in Favor of or in Opposition to the Proposed Request

Leland Lewis of 279 Sheffield Lane stated he is probably as affected as anyone in the neighborhood as he lives next door to the petitioners with approximately 20 feet between their homes. He stated he is familiar with the petitioners' issues and added that their ice situation is treacherous. Mr. Lewis stated that the proposed changes will be a great character improvement and the addition of a window in front will provide safety for the petitioners. He also felt that the variation request is very minimal and the neighbors are all in favor of the request. Mr. Lewis also hoped that the request will be approved as soon as possible so that the porch can be added before the winter months.

Bill Hajny of 245 Sheffield Lane seconded everything said by Mr. Lewis. He stated he is looking forward to seeing the new front of the subject home as it will be an excellent addition to their cul-de-sac. He added that he is 100 percent behind the proposed improvements.

Jeff Warmolts of 262 Sheffield Lane stated that he and his wife live across the street from the petitioners and strongly support their variation request. He stated he likes the proposed changes from an aesthetic standpoint and he believes the changes will improve the appearance of the house. He also supported the comments from their other neighbors who spoke at this meeting.

Findings of Fact

ZBA Member Constantino stated that Susan and Glen Ferrell, the petitioners and owners of 263 Sheffield Lane, are requesting permission to install a box bay window and construct a porch onto the front of their 2-story home which would result in a lot coverage ratio of 21.71 percent in lieu of the maximum permitted ratio of 20.00 percent. ZBA Member Constantino stated the property is an interior lot located in the R2 Residential zoning district and the zoning and land use surrounding the subject property is single-family residential. He stated that the petitioners would like to install a box bay window and create a small front porch with a roof to protect the front entry to their home.

ZBA Member Constantino stated that Steve Witt, Building and Zoning Official, described the subject property, the requested variance and the present zoning use. He stated that Mr. Witt said the project will involve an additional 23.58 square feet and after the construction is allowed would result in a lot coverage of 21.71 percent. ZBA Member Constantino stated that Glen and Susan Ferrell, the owners of the subject property, described the reasons for their variation requests which were a security issue as there is currently no way to see the front of their house when inside as well as a safety and maintenance issue for which they would like to install a porch to protect people entering the home from the elements. ZBA Member Constantino stated that three neighbors spoke in support of the petitioners' requests. Those

ZONING BOARD OF APPEALS

-4-

AUGUST 23, 2016

neighbors were Leland Lewis of 279 Sheffield Lane, Bill Hajny of 245 Sheffield Lane and Jeff Warmolts of 262 Sheffield Lane who confirmed the existence of the petitioners' conditions, were in favor of the alterations and felt the proposed changes would enhance the character and aesthetics of the neighborhood.

ZBA Member Whalls moved, seconded by ZBA Member Jones, to approve the findings of fact. The motion carried unanimously by voice vote.

Comments from the Zoning Board of Appeals

All of the ZBA Members were in favor of the requested variations. ZBA Member Constantino stated that the requested lot coverage ratio is minimal, safety issues are being addressed and all of the neighbors approve of the petitioners' request.

ZBA Member Whalls moved, seconded by ZBA Member Adam Miller, to close the public hearing. The motion carried unanimously by voice vote.

Motion

ZBA Member Micheli moved, seconded by ZBA Member Constantino, that after considering the application of Glen and Susan Ferrell and testimony presented at this public hearing, the Zoning Board of Appeals recommends approval of the zoning variation requested from Section 10-4-8(E) to allow the installation of a box bay window and the construction of a front porch on an existing 2-story house resulting in a lot coverage ratio of 21.71 percent in lieu of the maximum permitted ratio of 20.00 percent and any other zoning relief necessary to construct the project as depicted on the plans presented or revised at the public hearing or at a public meeting of the Village Board. The recommendation for approval is based on the need to modernize and update the property for basic functionality and safety reasons and, if granted, the variation will not alter the essential character of the subject property.

The motion carried unanimously with five (5) yes and zero (0) no votes as follows: ZBA Members Micheli, Constantino, Jones, Whalls and Chairman Garrity voted yes.

Trustee Report

No Trustee Liaison report was given.

Chairperson Report

No Chairman Report was given.

ZONING BOARD OF APPEALS

-5-

AUGUST 23, 2016

Staff Report

Building and Zoning Official Steve Witt stated that no zoning variations are currently upcoming.

The meeting was adjourned at 7:26 p.m.

Submitted by:

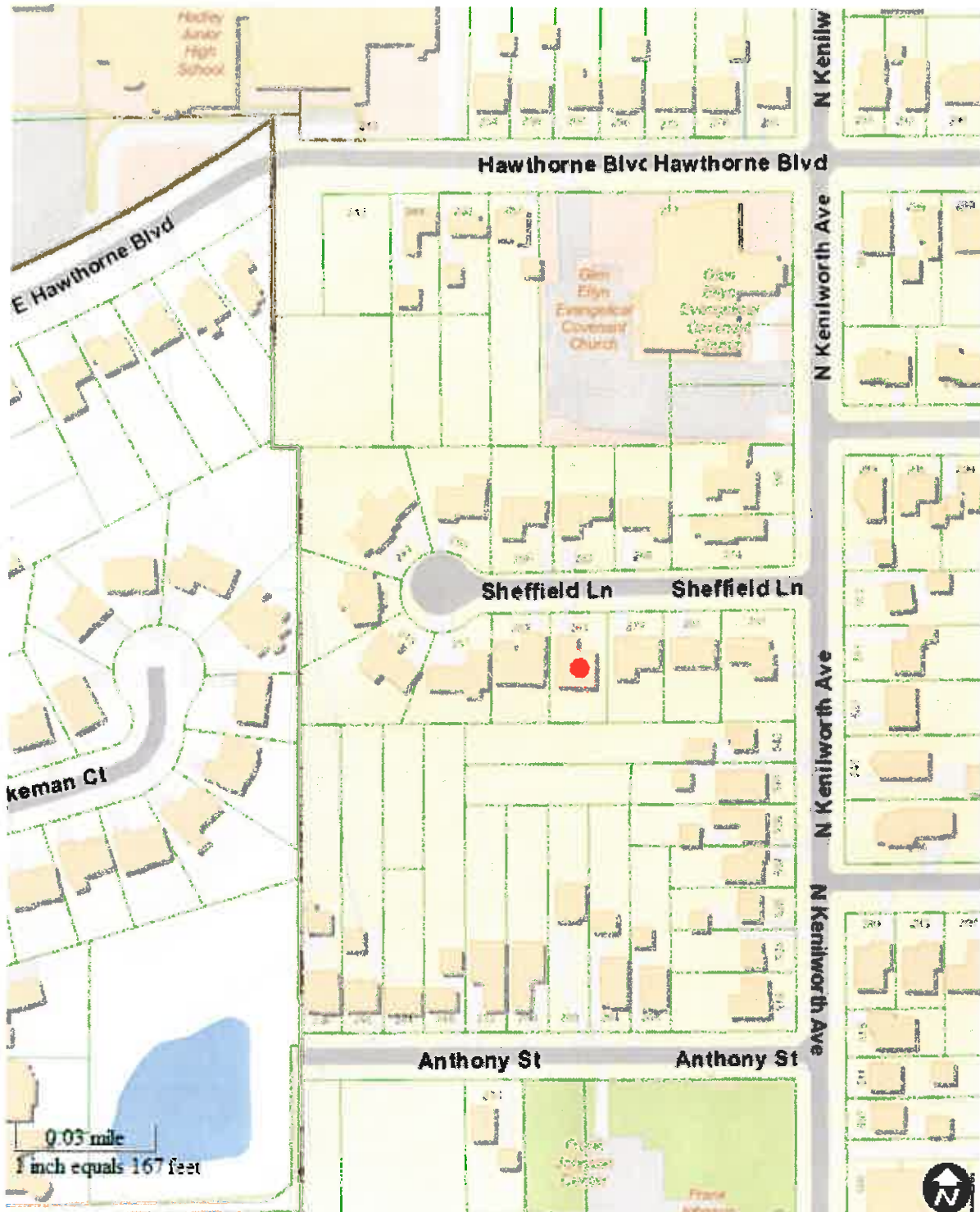
Barbara Utterback
Recording Secretary

Steve Witt
Building and Zoning Official

EXHIBIT - B



Parcel Location Map



Map created on August 17, 2016

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EXHIBIT - C



Aerial View - 263 Sheffield



Map created on August 17, 2016

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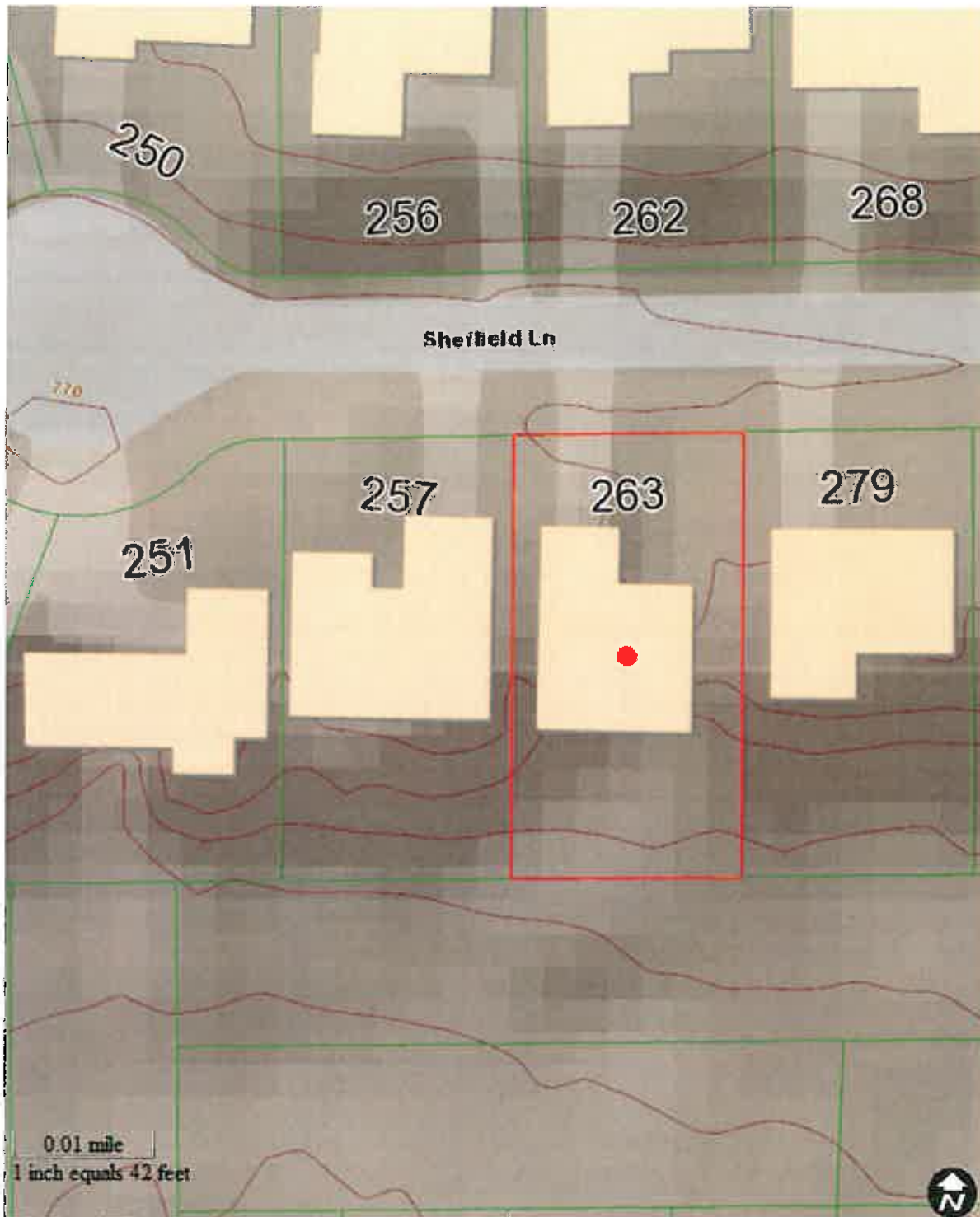
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EXHIBIT - D



Topography Map - 263 Sheffield



Map created on August 17, 2016

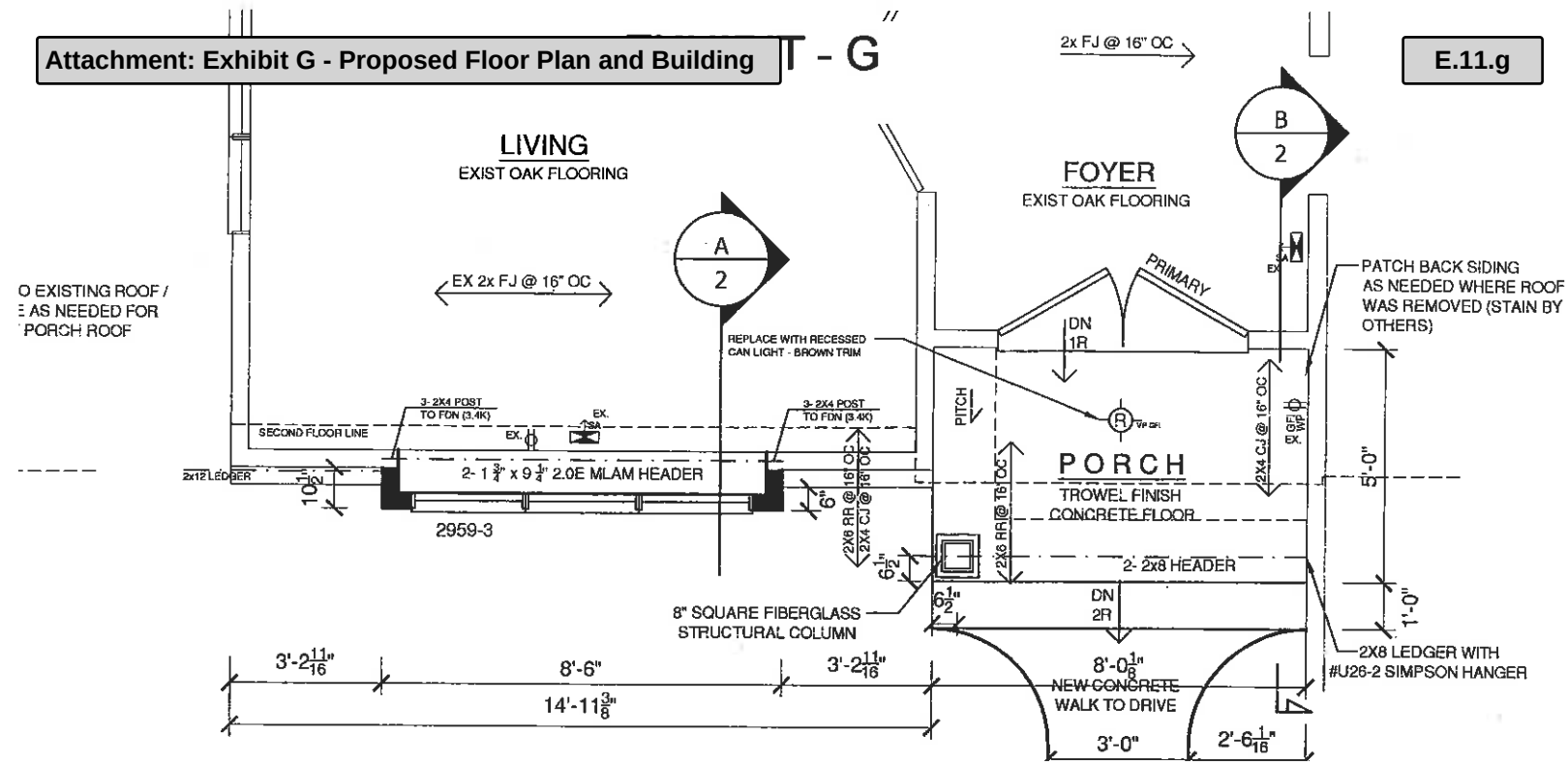
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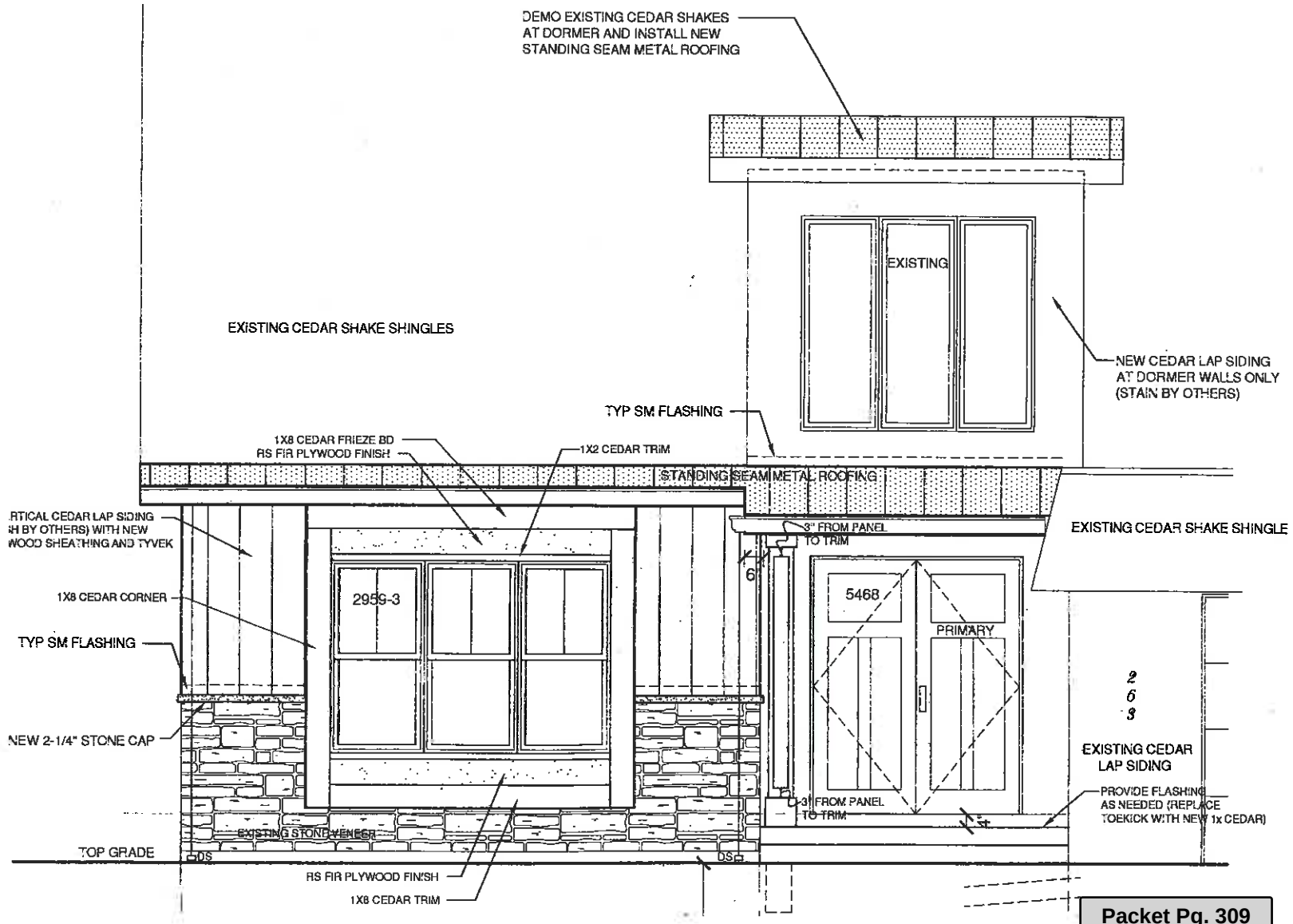
EXHIBIT - F





C-1 FIRST FLOOR PLAN

Scale: $1/4" = 1'-0"$





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

Meeting: 09/12/16 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Ordinance
Prepared By: Steve Witt

SCHEDULED

ORDINANCE 6440

DOC ID: 2405

Ordinance No. 6440, An Ordinance Approving Variations from the Front and Corner Side Yard, Height and Alteration Class Requirements of the Zoning Code to Allow the Expansion of the First Floor Level, the Construction of a Second Floor Addition, and the Installation of a Bay Window to an Existing 1-Story Residence for the Property Located at 401 Phillips Avenue. (Planning and Development Director Hulseberg)

Background

The property owners, Matt and Nicole Potoshnick, are requesting approval of variations from the Glen Ellyn Zoning Code to allow the expansion of the first floor level and construction of a second floor addition to their existing 1-story single-family house, located at 401 Phillips Avenue, which will result in:

1. A corner side yard setback of 14.15 feet in lieu of the required minimum 15.0 feet, and
2. A ridge height of 33'-0" in lieu of the maximum permitted height of 32'-0", and
3. An eave height of 23'-0" in lieu of the maximum permitted height of 22'-0", and
4. The alteration of 52.29% of the exterior walls and roof of a non-conforming single-family dwelling in lieu of the maximum permitted percentage of 49.99%, and
5. A bay window projecting 5.92 feet into the required front yard setback in lieu of the maximum permitted distance of 3.00 feet.

The property is a corner lot located at the southeast corner of the intersection of Phillips Avenue and Brandon Avenue in the R2 Zoning District. The zoning and land use immediately surrounding the subject property is single-family residential. Notice of the public hearing was published in the Daily Herald on July 23, 2016. The Zoning Board of Appeals conducted a public hearing on the requested variation on Tuesday, August 9, 2016.

At the Zoning Board of Appeals public hearing on August 9, 2016, photographs of the existing house and architectural drawings were presented to indicate the scope of the proposed expansion and addition. The petitioners are seeking to meet the needs of their family which has grown in size since they purchased the home nine years ago.

Issues

The existing house is non-compliant with respect to the corner side yard setback. The proposed first floor expansion and second floor level addition would follow the existing exterior wall line. The height variations are being sought due to the proposed roof profile and the first floor height being higher above grade than usual. The proposed front yard encroachment will be less than the neighbor's properties which are farther into the front yard setbacks.

The Zoning Board of Appeals felt that particular hardships include the size of the lot, the location of the structure on the lot which is not ideally located on the corner side yard as the lot width is only 50 feet in lieu of the 80 feet required, the elevation of the first floor level and the petitioners are trying to make changes to their existing house in lieu of building a new home.

Recommendation

At the public hearing on August 9, 2016, the Zoning Board of Appeals voted on a motion to recommend approval of the requested variation which carried with five (5) “yes” votes and one (1) “no” vote. In accordance with this recommendation for approval, staff has prepared an ordinance to **approve** the requested variation.

Action Requested

It is requested that the Village Board consider the petitioners’ 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 requested variation.

Ordinance No.

**An Ordinance Approving Variations from the
Front and Corner Side Yard, Height and Alteration Class Requirements of the Zoning Code
to Allow the Expansion of the First Floor Level, the Construction of a Second Floor
Addition, and the Installation of a Bay Window to an Existing 1-Story Residence
for the Property Located at 401 Phillips Avenue,
in Glen Ellyn, Illinois**

Whereas, Matt and Nicole Potoshnick, owners of the property at 401 Phillips Avenue, Glen Ellyn, Illinois, which is legally described as follows:

LOT 17 AND 18 IN BLOCK 2 IN PHILLIP'S THIRD ADDITION TO PROSPECT
PARK, BEING A SUBDIVISION OF PART OF THE NORTHWEST ¼ OF SECTION
14 AND THE NORTHEAST ¼ OF SECTION 15, TOWNSHIP 39 NORTH, RANGE
10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT
THEREOF RECORDED SEPTEMBER 19, 1887, AS DOCUMENT 38112, ALSO
THAT PART OF THE NORTH HALF OF VACATED ALLEY LYING SOUTH OF
AND ADJOINING AFORESAID LOTS 17 AND 18, IN DUPAGE COUNTY,
ILLINOIS.

P.I.N.: 05-14-105-001-0000

have petitioned the President and Board of Trustees of the Village of Glen Ellyn for variations from the following sections of the Glen Ellyn Zoning Code:

1. Section 10-4-8(D)4(b) to allow a 2-story addition at grade with a corner side yard setback of 14.15 feet in lieu of the required minimum 15.0 feet, and
2. Section 10-4-8(D)4(b) to allow a second floor addition with a corner side yard setback of 14.15 feet in lieu of the required minimum 15.0 feet, and
3. Section 10-4-8(F)1 to allow the construction of an addition with a ridge height of 33'-0"

- in lieu of the maximum permitted height of 32'-0", and
4. Section 10-4-8(F)1 to allow the construction of an addition with an eave height of 23'-0" in lieu of the maximum permitted height of 22'-0", and
 5. Section 10-8-6(B)3 to allow the alteration of 52.29% of the exterior walls and roof of a non-conforming single-family dwelling in lieu of the maximum permitted percentage of 49.99%, and
 6. Section 10-5-5, Table 10-5-5(B)4 to allow a bay window to project 5.92 feet into the required front yard setback in lieu of the maximum permitted distance of 3.00 feet.

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 9, 2016, at which the petitioners presented evidence, testimony, and exhibits in support of the variation requests and zero (0) persons appeared in favor of the variation and zero (0) persons appeared in opposition thereto; and

Whereas, based upon the evidence, testimony, and exhibits presented at the public hearing on August 9, 2016, the Zoning Board of Appeals adopted findings of fact and voted on a motion to approve the variations which carried by a vote of five (5) "yes" and one (1) "no" votes, resulting in a recommendation for approval as set forth in its Draft Minutes dated August 9, 2016, appended hereto as Exhibit "A"; and

Whereas, the President and Board of Trustees have reviewed the exhibits and 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 plight of the owner is due to the size of the lot, the location of the existing structure on the substandard sized lot, the elevation of the first floor level, and the petitioners trying to make changes to their existing house in lieu of building a new home;
- B. That the variations, if granted, will not alter the essential character of the locality as the adjacent residential structures are also two stories in height;
- C. That the conditions upon which the variations are based would not be applicable generally to other property within the same zoning district;
- D. That the purpose of the variations is not based exclusively upon a desire to make more money out of the property since the applicants intend to make this improvement for their own personal use and have no desire to sell the property or move from the home;
- E. That the practical difficulty or particular hardship has not been created by any persons presently having an interest in the property;
- F. That the variations 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 use is permitted in the zoning district and the proposed work will be constructed in accordance with all applicable zoning code regulations other than the variations granted;
- G. That the variations 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 since the proposed work will be constructed in accordance with all applicable building code regulations;
- H. That the variations will not diminish or impair property values within the neighborhood since the variations allow a property improvement that will increase property values;

I. That the variations will not unduly increase traffic congestion in the public streets and highway since no change in use of the property will occur nor to the existing driveway or parking pattern at the property;

J. That the variations will not result in an increase in public expenditures or create a nuisance since this is an improvement to the existing code-compliant single-family residential use in a residential zoning district;

K. That the variations are the minimum variations that will make possible the reasonable use of the land, building or structure; and

Whereas, the President and Board of Trustees, based on the aforementioned findings of fact, find it appropriate to grant the variation requests presented to 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 Draft Minutes of the August 9, 2016 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 following variations from the Zoning Code:

1. Section 10-4-8(D)4(b) to allow a 2-story addition at grade with a corner side yard setback of 14.15 feet in lieu of the required minimum 15.0 feet, and
2. Section 10-4-8(D)4(b) to allow a second floor addition with a corner side yard setback of 14.15 feet in lieu of the required minimum 15.0 feet, and
3. Section 10-4-8(F)1 to allow the construction of an addition with a ridge height of 33'-0"

in lieu of the maximum permitted height of 32'-0", and

4. Section 10-4-8(F)1 to allow the construction of an addition with an eave height of 23'-0" in lieu of the maximum permitted height of 22'-0", and
5. Section 10-8-6(B)3 to allow the alteration of 52.29% of the exterior walls and roof of a non-conforming single-family dwelling in lieu of the maximum permitted percentage of 49.99%, and
6. Section 10-5-5, Table 10-5-5(B)4 to allow a bay window to project 5.92 feet into the required front yard setback in lieu of the maximum permitted distance of 3.00 feet,

for the property located at 401 Phillips, Glen Ellyn, Illinois, which is legally described as follows:

LOT 17 AND 18 IN BLOCK 2 IN PHILLIP'S THIRD ADDITION TO PROSPECT PARK, BEING A SUBDIVISION OF PART OF THE NORTHWEST ¼ OF SECTION 14 AND THE NORTHEAST ¼ OF SECTION 15, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 19, 1887, AS DOCUMENT 38112, ALSO THAT PART OF THE NORTH HALF OF VACATED ALLEY LYING SOUTH OF AND ADJOINING AFORESAID LOTS 17 AND 18, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 05-14-105-001-0000

Section Three: This grant of variations to expand of the first floor level, construct a second floor addition, and install a bay window at the front façade is conditioned upon the construction being completed in substantial conformance with the Application for Variation received by the Planning & Development Department and signed on June 14, 2016, and the testimony and exhibits provided at the August 9, 2016 Zoning Board of Appeals public hearing.

Section Four: The Building and Zoning Official is hereby authorized and directed to issue building permits for the subject property, consistent with the variations granted herein, provided that all conditions set forth hereinabove have been met and that the proposed construction is in compliance with all other applicable laws and ordinances. This grant of variations shall expire and become null and void twenty-four (24) months from the date of passage of this Ordinance unless a building permit to begin construction in reliance on these variations is applied for within said twenty-four (24) month time period and construction is continuously and vigorously pursued provided, however, the Village Board, by motion, may extend the period during which permit application, construction, and completion shall take place.

Section Five: The Village Clerk is hereby authorized and directed to cause a copy of this Ordinance approving the variations 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 owner or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of 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 _____, 2016.

Ayes:

Nays:

Absent:

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

Ordinance 6440

Meeting of September 12, 2016

_____, 20_____.

Village President

Attest:

Village Clerk

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

ATTACHMENTS:

- Exhibit A - Draft Minutes of ZBA Meeting dated August 9, 2016 (PDF)
- Exhibit B - Parcel Location Map (PDF)
- Exhibit C - Aerial View of Site and Surrounding Properties (PDF)
- Exhibit D - Topographic Map (PDF)
- Exhibit E - Plat of Survey (PDF)
- Exhibit F - Photographs of Existing House (PDF)
- Exhibit G - Proposed Site Plan (PDF)
- Exhibit H - Proposed Floor Plans and Building Elevations (PDF)

EXHIBIT - A

DRAFT
ZONING BOARD OF APPEALS
MINUTES
AUGUST 9, 2016

The meeting was called to order by Chairperson Rick Garrity at 7:00 p.m. ZBA Members Gregory Constantino, Matthew Jones, John Micheli, Adam Miller (arrived at 7:08 p.m.), Chip Miller and Thomas Whalls were present. Also present were Trustee Liaison Peter Ladesic, Plans Examiner Paula Moritz and Recording Secretary Barbara Utterback.

Chairperson Garrity explained the procedures of the Zoning Board of Appeals.

On the agenda was a public hearing regarding the property at 401 Phillips Avenue.

PUBLIC HEARING - 401 PHILLIPS AVENUE

A REQUEST FOR APPROVAL OF VARIATIONS FROM THE GLEN ELLYN ZONING CODE AS FOLLOWS: 1. SECTION 10-4-8(D)4(b) TO ALLOW A 2-STORY ADDITION AT GRADE WITH A CORNER SIDE YARD SETBACK OF 14.15 FEET IN LIEU OF THE REQUIRED MINIMUM 15.0 FEET. 2. SECTION 10-4-8(D)4(b) TO ALLOW A SECOND FLOOR ADDITION WITH A CORNER SIDE YARD SETBACK OF 14.15 FEET IN LIEU OF THE REQUIRED MINIMUM 15.0 FEET. 3. SECTION 10-4-8(F)1 TO ALLOW THE CONSTRUCTION OF AN ADDITION WITH A RIDGE HEIGHT OF 33'-0" IN LIEU OF THE MAXIMUM PERMITTED HEIGHT OF 32'-0". 4. SECTION 10-4-8(F)1 TO ALLOW THE CONSTRUCTION OF AN ADDITION WITH AN EAVE HEIGHT OF 23'-0" IN LIEU OF THE MAXIMUM PERMITTED HEIGHT OF 22'-0". 5. SECTION 10-8-6(B)3 TO ALLOW THE ALTERATION OF 52.29% OF THE EXTERIOR WALLS AND ROOF OF A NON-CONFORMING SINGLE DWELLING IN LIEU OF THE MAXIMUM PERMITTED PERCENTAGE OF 49.99%. 6. SECTION 10-5-5, TABLE 10-5-5(B)4, TO ALLOW A BAY WINDOW TO PROJECT 5.92 FEET INTO THE REQUIRED FRONT YARD SETBACK IN LIEU OF THE MAXIMUM PERMITTED DISTANCE OF 3.00 FEET. 7. ANY OTHER ZONING RELIEF NECESSARY TO CONSTRUCT THE PROJECT AS DEPICTED ON THE PLANS PRESENTED OR REVISED AT THE PUBLIC HEARING OR AT A PUBLIC MEETING OF THE VILLAGE BOARD.

(Matt and Nicole Potoshnick, owners)

Staff Presentation

Plans Examiner Paula Moritz stated that the owners of the property at 401 Phillips Avenue are Matt and Nicole Potoshnick who were present with their architect, Rick Rearick, to present information to the Zoning Board of Appeals. Ms. Moritz stated staff learned today that a public hearing placard was not at the subject property when some ZBA members visited the site, however, she noted that the jurisdiction of the ZBA is still valid.

Ms. Moritz stated that the petitioners are requesting variations to allow a first floor expansion and a second floor addition to the subject property. Ms. Moritz stated that the subject property is located in the R2 Zoning District and is defined as a nonconforming corner lot due to its lot width being only 50 feet as opposed to a required 80-foot lot width for a corner lot. Ms.

ZONING BOARD OF APPEALS

-2-

AUGUST 9, 2016

Moritz stated that the subject property is located at the southeast intersection of Phillips Avenue and Brandon Avenue. She added that the zoning and land use surrounding the subject property is single-family residential and the property is not located within an historic district and is not landmarked or significant. Ms. Moritz stated that Village records indicate that four building permits have been issued for this property including the original house in 1925 and subsequent permits for a garage, electric work and a fence. Ms. Moritz stated that no records were located for variations for this property.

Ms. Moritz displayed a site plan of the subject property that indicated what the petitioners are proposing to build and added that six specific variations have been identified as being required to do this work. Ms. Moritz stated that one of the largest parts of their project is a two-story addition off the back of the house with a new footing that encroaches into the required side yard setback which is 15 feet. She added that their proposed setback is 14.15 feet to align with the existing wall of the home. She stated that would require a variation to Section 10-4-8(D)4(b) of the Zoning Code to allow a 2-story addition at grade with a corner side yard setback of 14.15 feet in lieu of the minimum required 15 feet. Ms. Moritz stated that the second variation being requested is to Section 10-4-8(D)4(b) of the Zoning Code to allow a second floor addition over an already existing nonconforming first floor with a corner side yard setback of 14.15 feet in lieu of the minimum 15 feet required. Ms. Moritz stated that the third variation being requested is to Section 10-4-8(F)1 of the Zoning Code to allow the construction of an addition with a ridge height of 33 feet in lieu of the maximum permitted ridge height of 32 feet. She stated that the petitioners are asking for this variation in hopes that the house they are adding onto is more in character with the neighborhood. Ms. Moritz stated that the petitioners are also asking for a variation to Section 10-4-8(F)1 of the Zoning Code to allow the eave height to be at 23 feet in lieu of the maximum eave height of 22 feet. Ms. Moritz stated that the petitioners are also requesting a variation from Section 10-8-6(B)3 of the Zoning Code to allow the alteration of 52.29% of the exterior walls and roof surfaces of a nonconforming single-family dwelling in lieu of the maximum permitted percentage of 49.99%. Ms. Moritz explained that alteration is defined as changes to the exterior structural surfaces. She added that the petitioners are removing the entire roof of the existing one-story house and adding a second floor which exceeds what the Village permits for a nonconforming condition. Ms. Moritz stated that their final request is for a variation from Section 10-5-5, Table 10-5-5(B)4, to allow a bay window to project 5.92 feet into the required front yard setback in lieu of the maximum permitted distance of 3.00 feet. She added that the required front yard setback is 30 feet for this property which is based on the adjacent property which is a nonconforming house. She added that a bay window would be permitted to encroach 3 feet into that required setback, therefore, 27 feet would be what could be permitted without a zoning variation. She added that because the front of the house is already nonconforming, the bay window requires a variation of 5.92 feet.

Two e-mails in support of the variation requests were distributed to the ZBA at the meeting.

ZONING BOARD OF APPEALS

-3-

AUGUST 9, 2016

Petitioners' Presentation

Nicole and Matt Potoshnick, owners of 401 Phillips Avenue, and Architect Rick Rearick of 155 N. Main Street, Glen Ellyn, Illinois were present to speak on the requested variations. Ms. Potoshnick stated her family moved to Glen Ellyn nine years ago before they had children. She stated they love their home and everything about Glen Ellyn, however, they now have three children in one bedroom. She stated they have spent time trying to make sure that their home will meet their needs for the long term. Mr. Potoshnick stated that their lot is nonconforming and they are trying to design a plan that will work with their 50-foot wide lot while keeping as much of the existing structure as possible. Mr. Potoshnick added that their hardships are the 50-foot wide lot, the placement of the existing structure on the lot and the height that they are working with. He also stated that they have gone through numerous iterations of design to their home but are trying to maintain as much of the existing structure as possible. He stated that although their home encroaches into the 30-foot setback, they would like to add a bay window in the front of their home to mirror a bay window on the side of their home. He stated that several homes in their neighborhood encroach 5 feet into the 30-foot front yard setback. Mr. Potoshnick stated they are starting up 4 feet above ground level and are trying to have an appropriate eave height above the windows so that the roof line will not come down over the windows. He added that they feel this design is the most pleasing design they could come up with. Mr. Potoshnick also stated that two neighbors sent letters to the ZBA in favor of the proposed variation requests.

Responses to Questions from the ZBA

Chairman Garrity stated that the petitioners' two neighbors to the east seem to have the same elevation to start with and the houses are tall. He asked Mr. Potoshnick why they feel they need a taller house than their neighbors' houses. Mr. Potoshnick responded that their neighbor immediately next to them has a low-pitched hip roof and the design aesthetic the Potoshnicks are looking for is not to use that type of roof. He added that they also wanted to be sure to get the appropriate height to match the character of the house. Mr. Rearick stated that they are going to run into some issues with the window head height and they are thinking of installing some windows there, however, they also want to keep some space between the windows to make it look more pleasing to the eye. He added that the home will be kept in character with other homes in the neighborhood. He stated that dropping the windows could cause issues with sill height and code issues. Mr. Rearick added that the subject house is also starting out quite a bit higher than other houses in the neighborhood and that other houses in the neighborhood are higher than the subject house. Mr. Rearick responded to ZBA Member Whalls that the first floor interior ceiling height is 8 feet 5 inches and the second floor interior ceiling height is 8 feet. Mr. Rearick responded to ZBA Member Micheli that the pitch of the roof is 12.9. ZBA Member Micheli asked what portion of the house would be left after the demolition, and Mr. Rearick responded that the whole roof and back porch will be removed.

ZONING BOARD OF APPEALS

-4-

AUGUST 9, 2016

Mr. Rearick responded to ZBA Member Micheli that the floor level is 52 inches above grade which is the reason for the height. Mr. Rearick responded to ZBA Member Micheli that they cannot build a full porch on the front of the home due to zoning restrictions. He also stated that they would like to add some architectural elements to the home to give it some character.

ZBA Member Chip Miller stated that the petitioners said the existing floor is approximately 52 inches above grade and he asked where the existing floor would be for a standard house. Mr. Rearick stated he would prefer two feet as it is easier to go up two steps to a porch instead of 12 steps. Mr. Rearick agreed with ZBA Member Chip Miller that the reason they are appearing before the ZBA is because the lot is a nonconforming 50-foot wide lot and the house is 52 inches above grade in lieu of 24 inches. Mr. Rearick stated that the placement of the house on the lot is also an issue as there are approximately 10 feet of space on the side, and ZBA Member Chip Miller added that the house is off center on the lot. Mr. Rearick also indicated the location of the sidewalk which makes the house look like it has a huge side yard. Mr. Rearick also stated that going straight up the back is the most economical approach to add onto the subject home.

Persons in Favor of or in Opposition to the Variation Requests

No persons spoke in favor of or in opposition to the variation requests.

Findings of Fact

ZBA Member Constantino stated that Matt and Nicole Potoshnick, owners of the property at 401 Phillips Avenue, would like to request variations generally from the side yard, corner side yard and front yard setbacks as well as height restrictions and the alteration of greater than 49.99 percent of the exterior walls and roof of the existing nonconforming structure.

ZBA Member Constantino stated that Plans Examiner Moritz said the subject lot is on the southeast corner of Phillips and Brandon and is zoned R2 Residential District. He also stated that the subject lot is a nonconforming lot with a 50-foot lot width versus a required 80-foot lot width required for a corner side yard. He stated that the subject property is not in an historic district, is not landmarked and there are no prior zoning variations for this property. ZBA Member Constantino stated that the owners desire to add a 2-story addition by extending the existing corner side yard encroachment to allow an addition to the first floor and add a two-story addition to the existing home as well as a new addition. He added that the construction would maintain the same footprint of the home as extended for the necessary addition which would extend the existing nonconforming encroachment. ZBA Member Constantino stated that two height variations are necessary to have an eave height of 23 feet versus a maximum of 22 feet allowed and a ridge height of 33 feet versus a maximum of 32 feet allowed. ZBA Member Constantino stated the petitioners are also seeking an alteration of 52.29 percent versus 49.99 percent maximum exterior of walls and roof alterations. He added that they finally requested

ZONING BOARD OF APPEALS

-5-

AUGUST 9, 2016

a bay window that would extend 5.92 feet into the front yard setback versus a maximum allowed encroachment of 3 feet.

ZBA Member Constantino stated that owner Nicole Potoshnick stated that they moved to Glen Ellyn nine years ago and enjoy the town and the location of their home. He stated that they are seeking the requested additions to meet the needs of their family and match the character of the neighborhood. Owner Matt Potoshnick stated that their existing nonconforming lot has a 50-foot width in lieu of 80 feet required. He stated that they would like to create a design to retain the existing structure and to match the neighborhood's character. He added that the proposed front yard encroachment will be less than the neighbors' properties which are farther into the front yard setbacks. He stated that numerous designs were considered for the height of the eave and ridge as they were trying to balance the required heights with the higher lot elevation that the existing home sits upon and tried to avoid the roof overhang blocking windows. He added that the roof is slightly higher because of the different roof style versus the neighbors' roof style. ZBA Member Constantino stated that the petitioners are trying to balance the aesthetics and functionality and consider the height requirement and the general character of the neighborhood. ZBA Member Constantino stated that Architect Rick Rearick spoke about the elevation of the lot and the elevation of the first floor which is higher than normal and the nonconformities of the existing house.

ZBA Member Jones moved, seconded by ZBA Member Micheli, to approve the findings of fact. The motion carried unanimously by voice vote.

Comments from the Zoning Board of Appeals

ZBA Member Whalls stated he liked the proposed project and felt that the one foot extra helps the look be not so rectangular. He also stated if they wanted it to be flatter, asphalt could be added. ZBA Member Adam Miller was supportive of the variation requests and felt that a hardship was caused by the house being built higher than normal above grade. ZBA Member Jones stated he agreed with ZBA Members Whalls and Miller and appreciated that the petitioners would like to fix up their home to keep its character rather than tear it down and build a new structure. ZBA Member Micheli stated he is in favor of salvaging buildings and working with them and would have been more open to just new porches and roofs. He also stated he would like to hold the ZBA members to cedar or cement board and double-hung windows that were proposed. Mr. Rearick requested adding "or a similar product" because he does not want to be too specific regarding materials that must be used by the petitioners. ZBA Member Chip Miller stated he initially had concerns regarding the number of variations being requested. He stated that if the petitioners conform to other homes in their neighborhood, their house will look like 30 different styles because there is no particular style there. He stated he likes the balance with the mirroring of the two windows and is in favor of the project as presented. ZBA Member Constantino stated that particular hardships include the size of the lot, the location of the structure on the lot which is not ideally located on the corner side yard,

ZONING BOARD OF APPEALS

-6-

AUGUST 9, 2016

the elevation of the first floor of the home is unusual and the petitioners are trying to make changes to their existing home instead of building a new home. He also stated that he understood and approved of the requested variations once they were explained by the petitioners and their architect. He added that the front bay window adds to the balance and character of the neighborhood.

ZBA Member Micheli stated that in the motion regarding variation(s) for 475 Hillside, included was the phrase "to use cedar and/or fiber cement siding" to keep the addition within the character of the neighborhood. The petitioners responded to ZBA Member Micheli that they do not want to have to keep that phrase in a motion as there may be other material options they can use. ZBA Member Micheli stated he would not support the variation requests.

ZBA Member Whalls moved, seconded by ZBA Member Jones, to close the public hearing. The motion carried unanimously by voice vote.

Motion

ZBA Member Chip Miller moved, seconded by ZBA Member Whalls, that the Zoning Board of Appeals recommend that the Village Board approve the variations as requested by the petitioners, Nicole and Matt Potoshnick, owners of 401 Phillips Avenue. The recommendation for approval was based on the findings of fact that the hardships include a nonconforming 50-foot wide lot, the house is 52 inches above grade at the existing floor level versus the standard 24 inches and the house is not optimally located on the lot due to the non-standard lot size.

The motion carried with five (5) yes votes and one (1) no vote as follows: ZBA Members Miller, Whalls, Constantino, Jones and Chairman Garrity voted yes; ZBA Member Micheli voted no.

Trustee Report

Trustee Liaison Ladesic had no report to present.

Staff Report

Plans Examiner Paula Moritz stated that the next regularly scheduled ZBA meeting will be held on August 23, 2016.

ZBA Member Adam Miller moved, seconded by ZBA Member Jones, to adjourn the meeting at 8:05 p.m. The motion carried unanimously by voice vote.

ZONING BOARD OF APPEALS

-7-

AUGUST 9, 2016

Submitted by:

Barbara Utterback
Recording Secretary

Paula Moritz
Plans Examiner

EXHIBIT - B



Map created on July 19, 2016

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EXHIBIT - C



Aerial Photograph



Map created on July 19, 2016

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EXHIBIT - D



Topographic Map



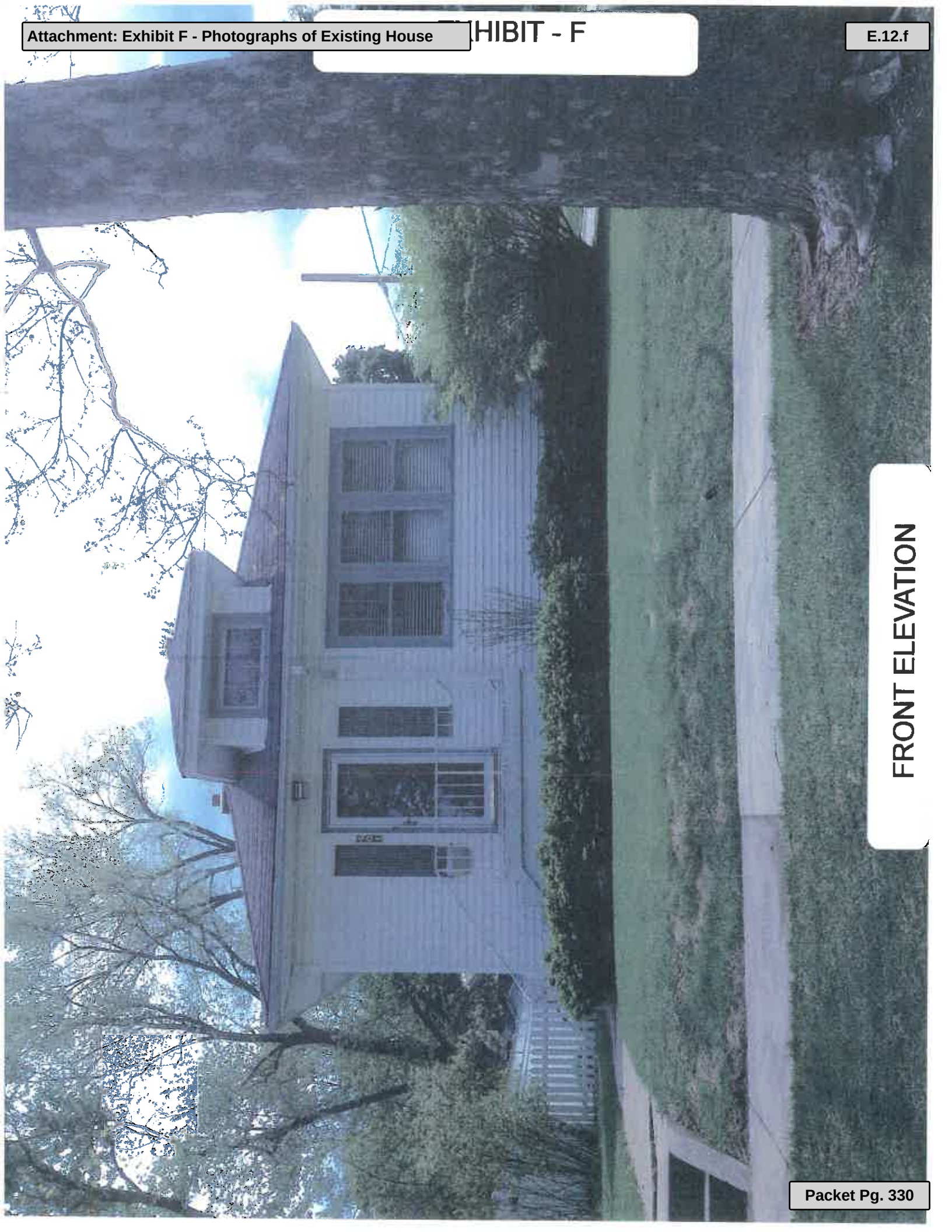
Map created on July 19, 2016

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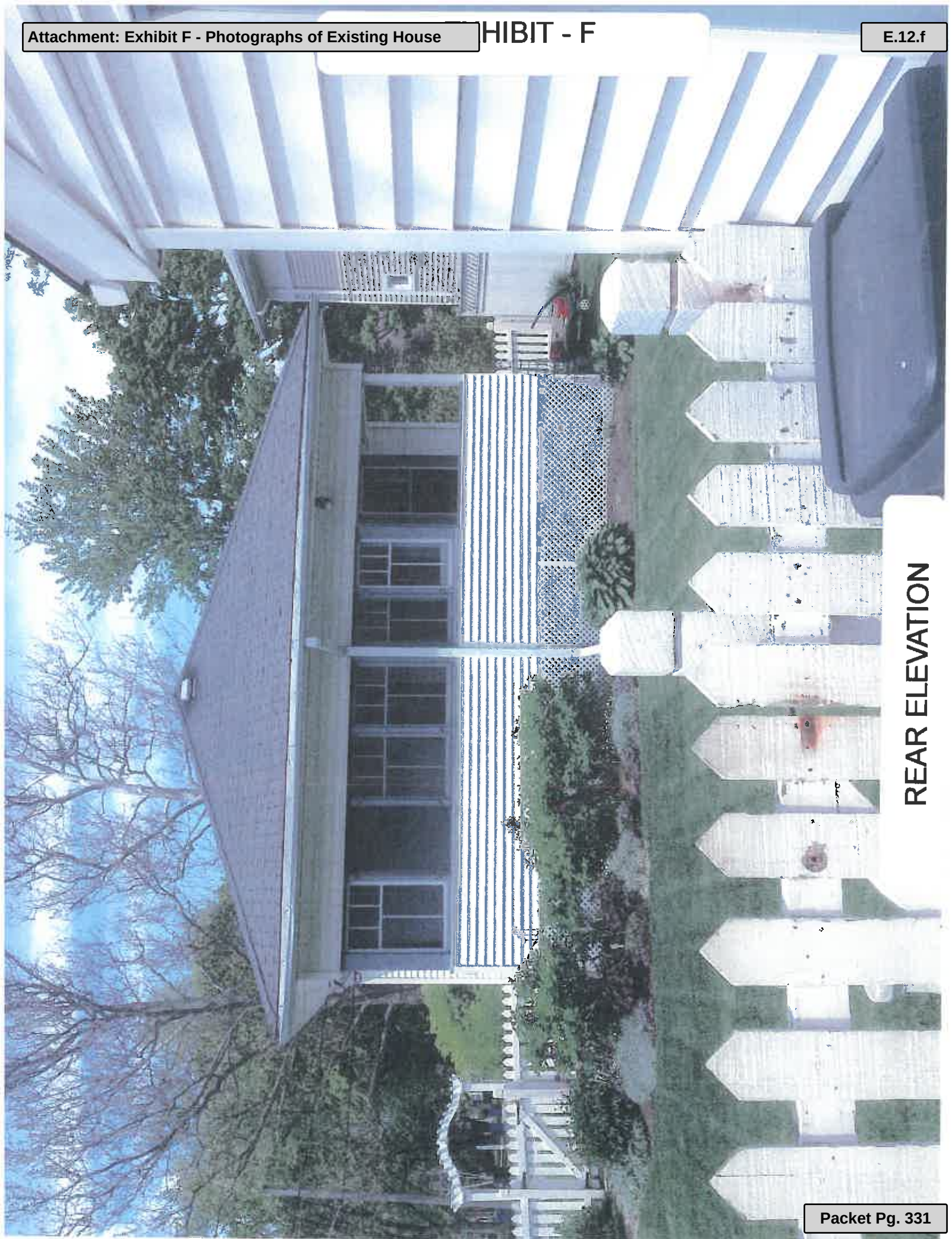
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FRONT ELEVATION

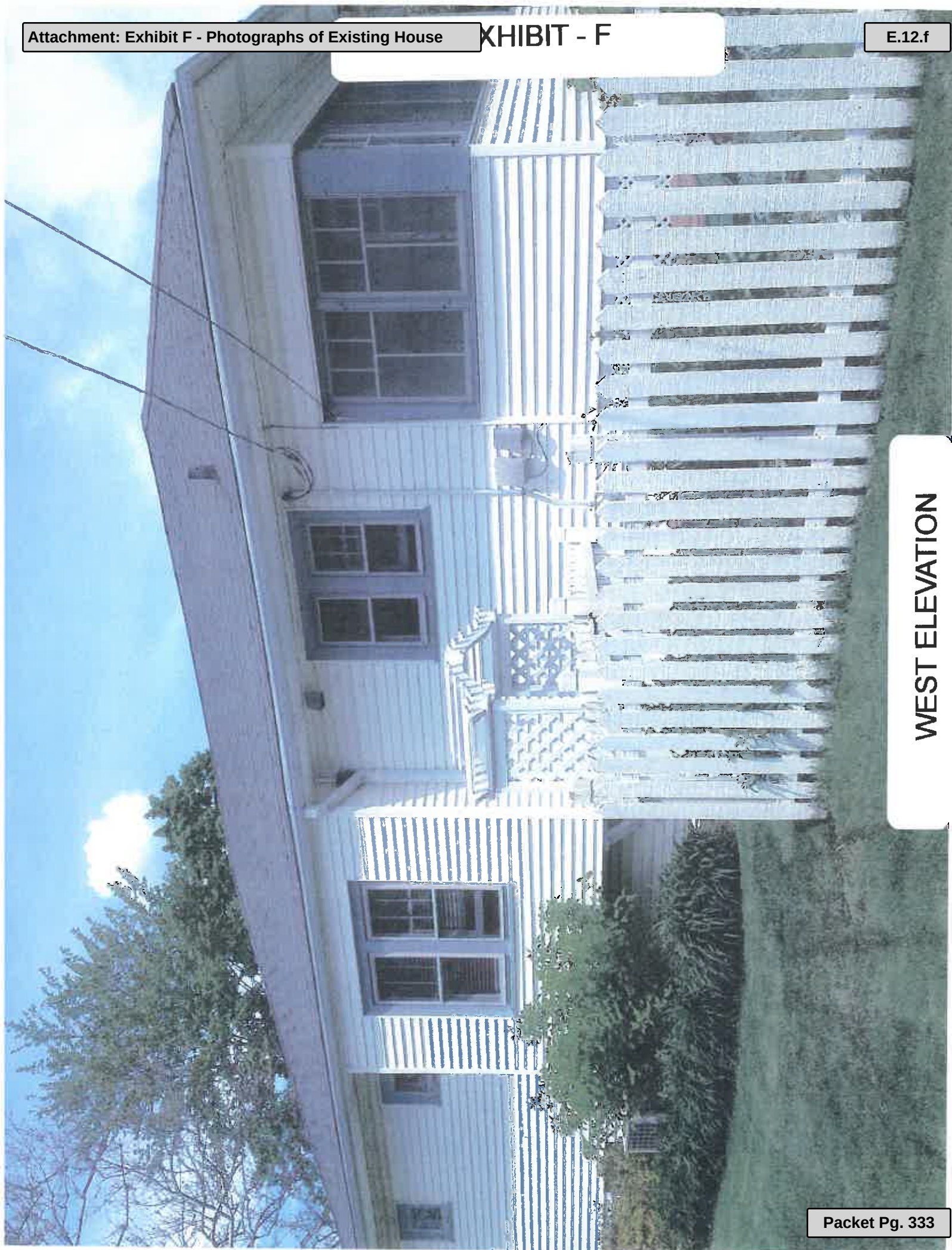


REAR ELEVATION

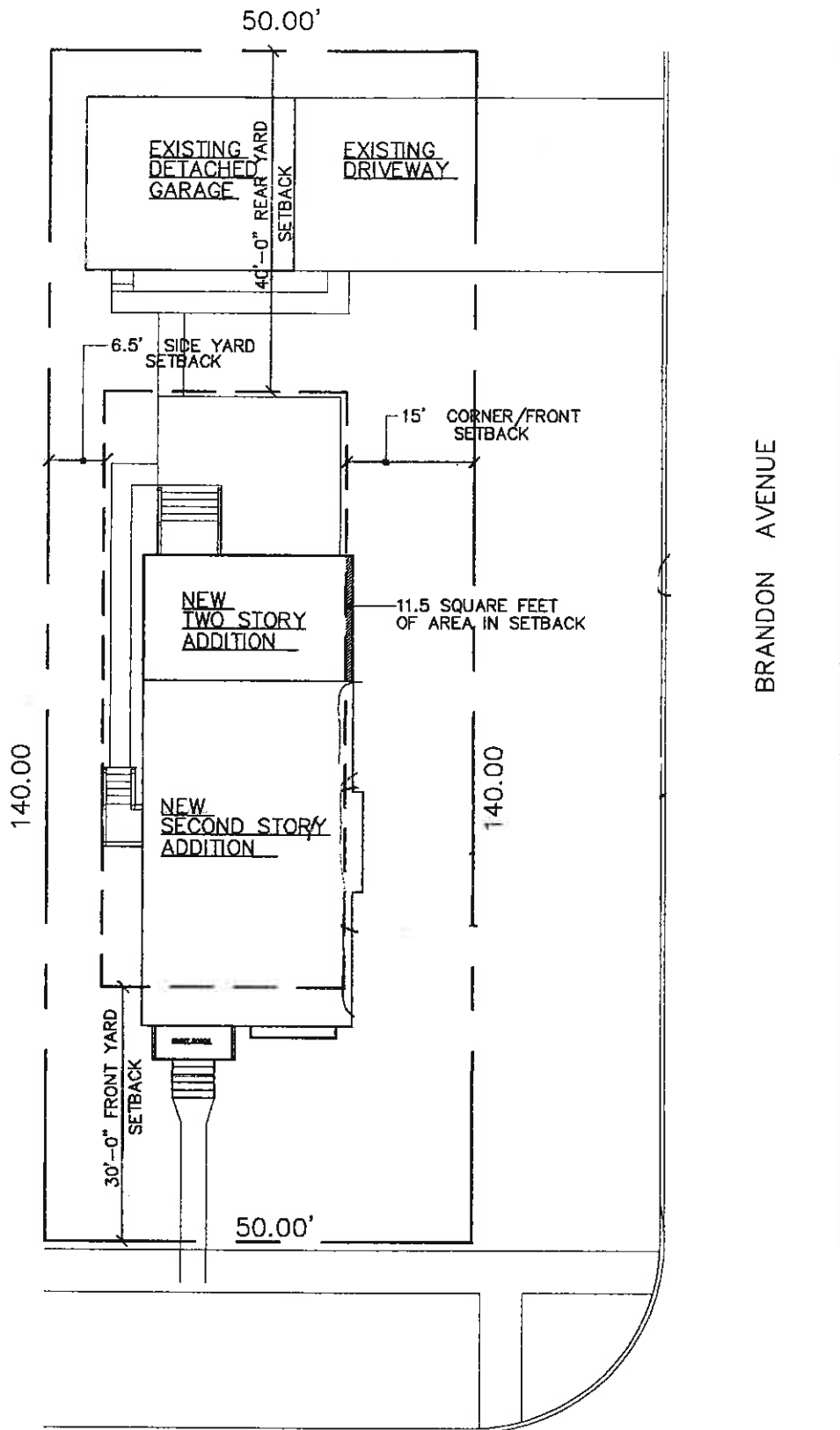




EAST ELEVATION



WEST ELEVATION

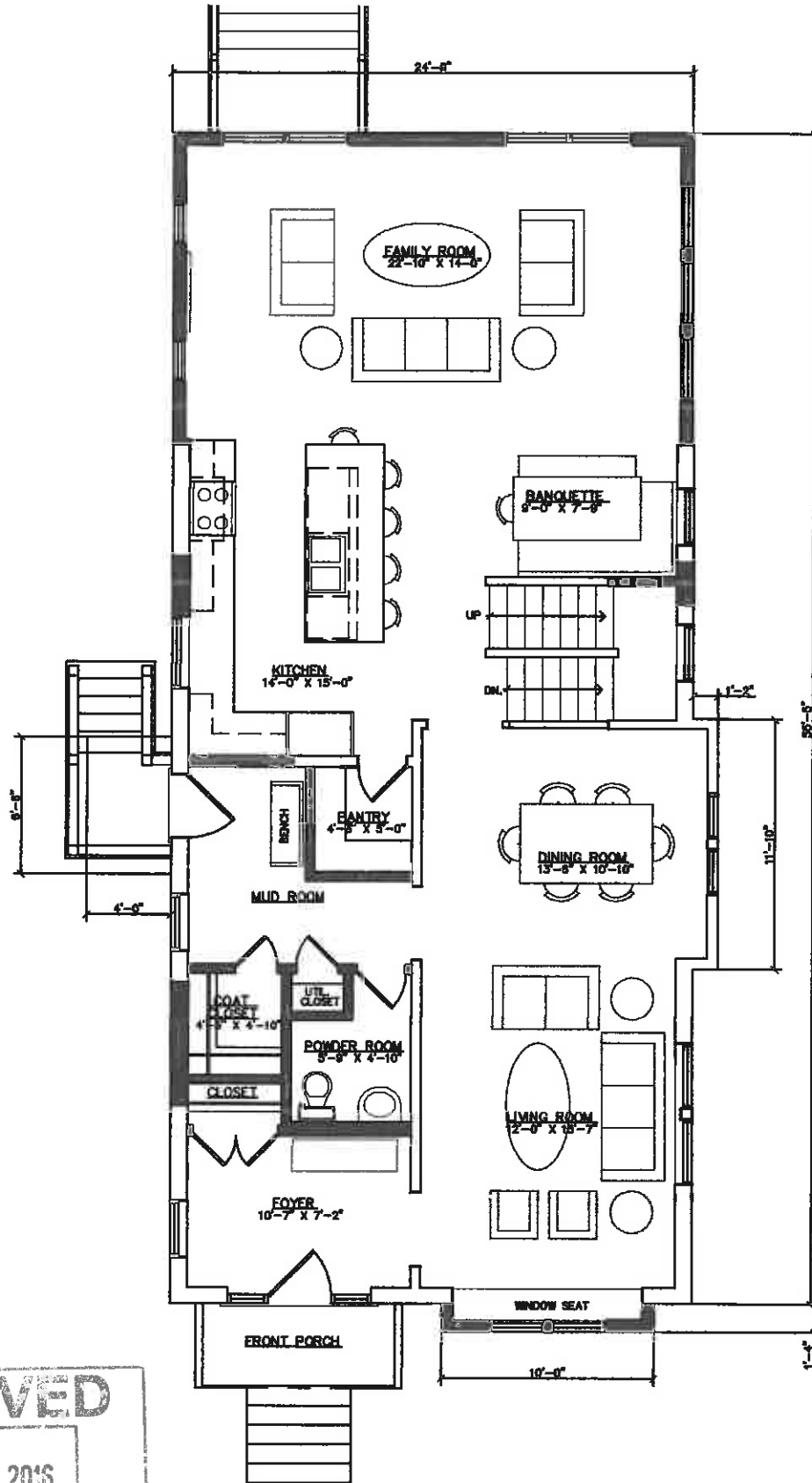
**PROPOSED
SITE PLAN**

SCALE: 1" = 20'-0"

6/13/16

401 PHILLIPS AVENUE





RECEIVED
JUL 12 2016
PLANNING DEPARTMENT
VILLAGE OF GLEN ELLYN

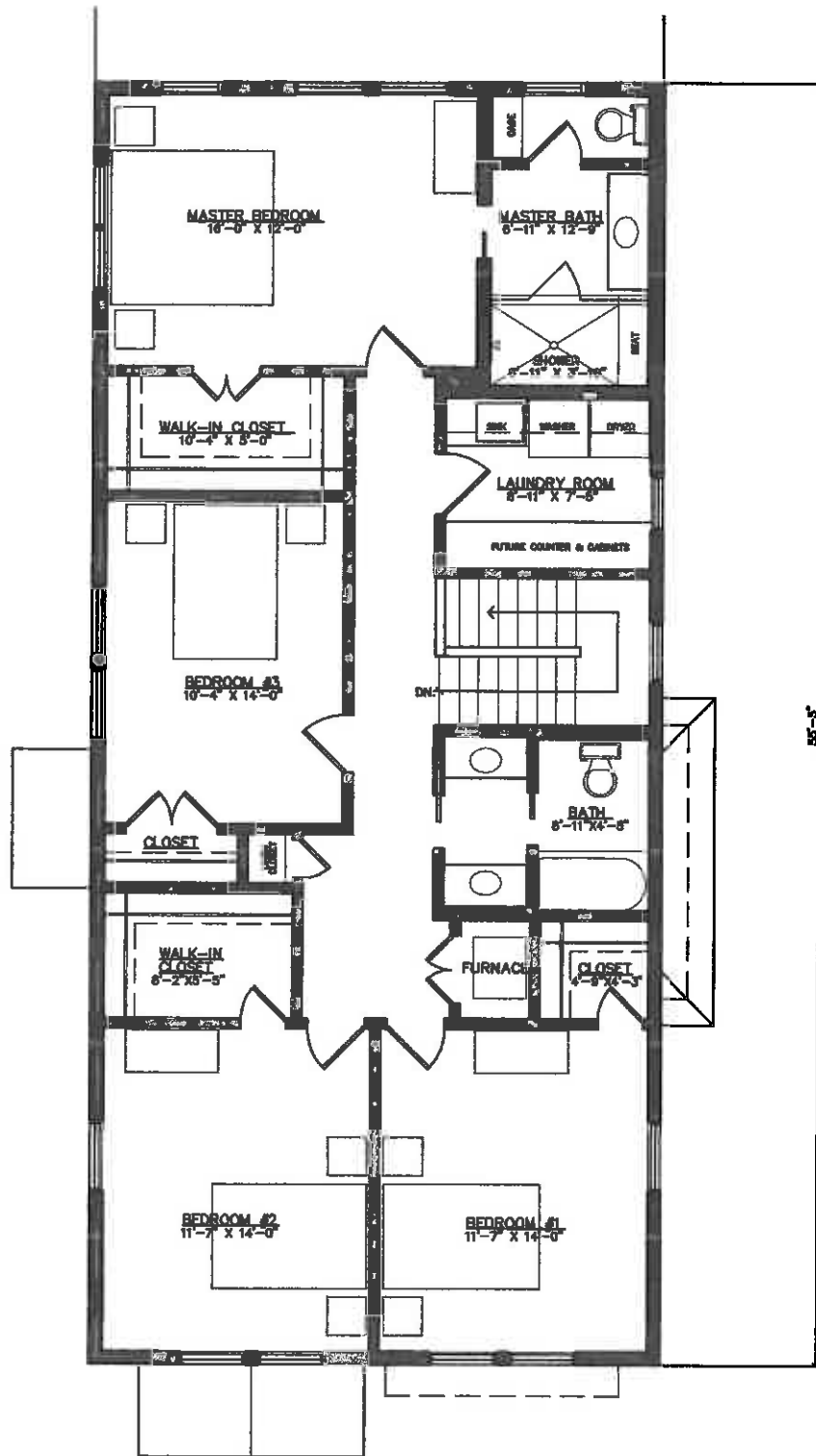
PROPOSED FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

1398.63 S.F.



401 PHILLIPS AVE.

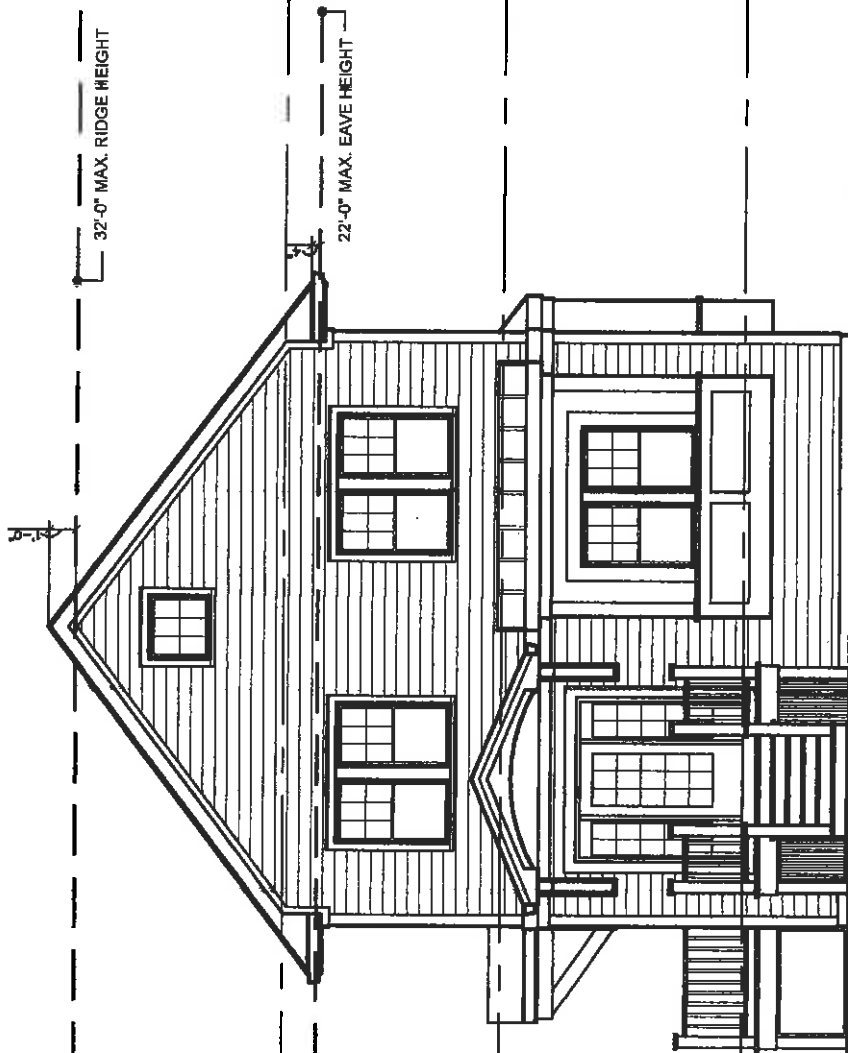


PROPOSED SECOND FLOOR PLAN

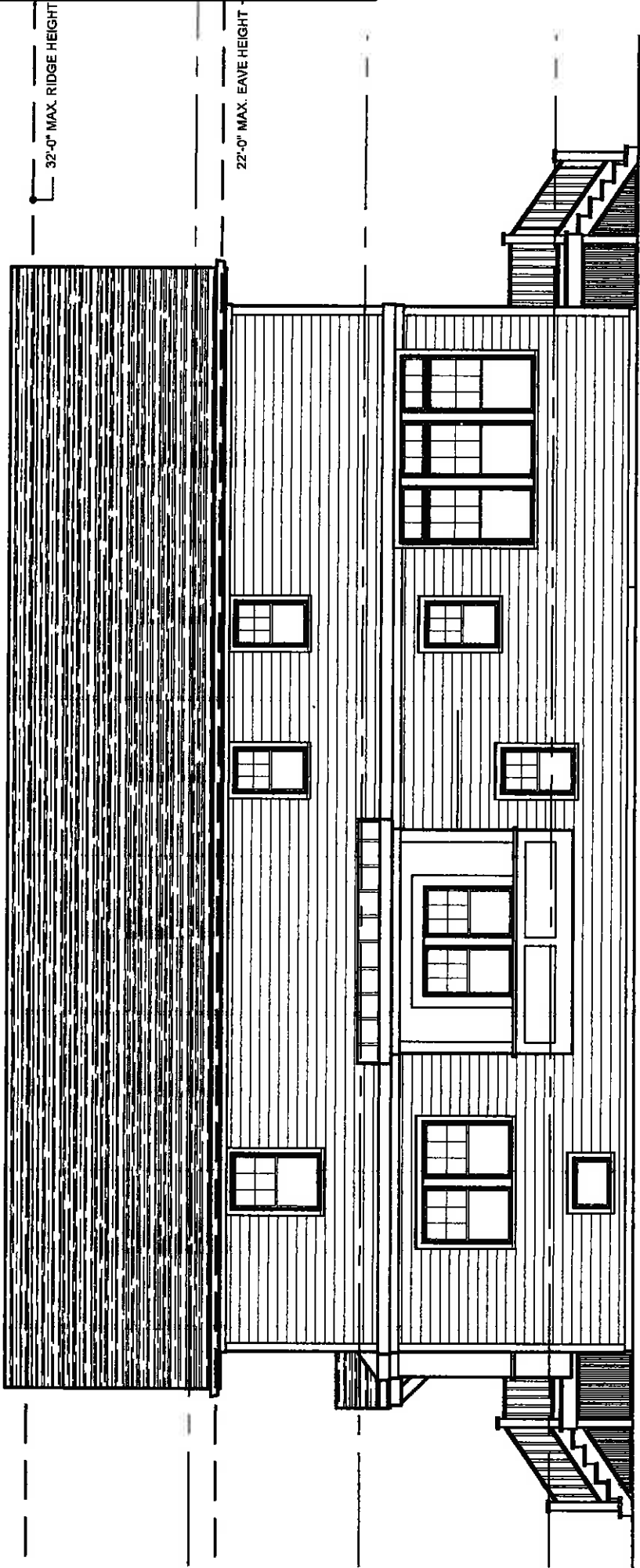
SCALE: 1/8" = 1'-0"

1365 S.F.





PROPOSED NORTH ELEVATION
SCALE: 1/8" = 1'-0"
8/13/16
401 PHILLIPS AVENUE



PROPOSED WEST ELEVATION
SCALE: 1/8" = 1'-0"
401 PHILLIPS AVENUE
6/13/16



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

Meeting: 09/12/16 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Ordinance
Prepared By: Caroline Conlon

SCHEDULED

ORDINANCE 6432

DOC ID: 2416

Ordinance No. 6432, An Ordinance Denying a Variation from the Permitted Obstructions in Required Yard Setback Requirements of the Zoning Code to Allow the Installation of a Basketball Hoop for an Existing Single-Family Residence Located at 390 Elm Street.

UPDATE

At the August 15, 2016 Special Village Board Meeting, the Village Board discussed this variation request and tabled the matter to the next regularly scheduled Board meeting. At the August 15th meeting, the petitioners and their neighbors at 798 Western Avenue both shared comments regarding the location of the basketball hoop. Since the August 15th meeting, it has been determined that building permits will not be required for basketball hoops in the future. However, it would be appropriate for the Village Board to have some further discussion regarding the setback requirement for basketball hoops in the Zoning Code. Therefore, staff intends to schedule further discussion regarding the regulation of basketball hoops for the September 19th Village Board Workshop meeting. Since there are compliant locations on the property where the basketball hoop can be relocated and based on the unanimous recommendation of the Zoning Board of Appeals, the attached Ordinance reflects a denial of the variation request.

The text of the previous memo is included below.

Background

The property owners, Ted and Tara Sheeley, are requesting approval of a variation from the Glen Ellyn Zoning Code to retroactively allow the installation of a basketball hoop in the front yard of their existing single-family house, located at 390 Elm Street, which will result in a setback of approximately 2.00 feet in lieu of the minimum required setback of 7.32 feet.

The property is an interior lot located in the R2 Zoning District at the northwest corner of Elm Street and Western Avenue. The zoning and land use immediately surrounding the subject property is single-family residential. Notice of the public hearing was published in the Daily Herald on June 24, 2016. The Zoning Board of Appeals conducted a public hearing on the requested variation on Tuesday, July 12, 2016.

At the Zoning Board of Appeals public hearing on July 12, 2016, a site plan and photographs of the existing house and basketball hoop were presented to indicate the location of the basketball hoop to the adjacent property to the north.

The owners installed the basketball hoop without a building permit and the location is too close to the property line. The neighbors immediately to the north have complained that errantly thrown balls have been damaging their landscaping. The same neighbors also complained that the proximity of the basketball hoop to the house causes a lot of noise to be heard inside the house and potential damage to their first floor bedroom window which is nearby.

Issues

The basketball hoop was installed over five feet closer to the property line than permitted. Efforts between the neighbors to bring this case to an amicable solution were to no avail even during discussions between the parties held at the Zoning Board of Appeals hearing held on July 12, 2016.

Recommendation

At the public hearing on July 12, 2016, the Zoning Board of Appeals found no hardship in this case which would cause them to approve the current location of the basketball hoop. The Zoning Board of Appeals voted on a motion to recommend denial of the requested variation which carried with five (5) “yes” votes and zero (0) “no” votes. In accordance with this recommendation for denial, staff has prepared an ordinance to **deny** the requested variation.

Action Requested

It is requested that the Village Board consider the petitioners’ 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 requested variation.

Attachments

- Ordinance
- Exhibit A - Draft Minutes of ZBA Meeting dated July 26, 2016
- Exhibit B - Parcel Location Map
- Exhibit C - Aerial View of Site and Surrounding Properties
- Exhibit D - Topographic Map
- Exhibit E - Plat of Survey/Site Plan
- Exhibit F - Photographs Submitted by Petitioners
- Exhibit G - Photographs Taken by Staff
- Exhibit H - Photographs Submitted by Neighbors

CC: Ted and Tara Sheeley, Owners

Ordinance No. _____

**An Ordinance Denying a Variation
from the Permitted Obstructions in Required Yard Setback Requirements
of the Zoning Code to Allow the Installation of a Basketball Hoop
for an Existing Single-Family Residence
Located at 390 Elm Street, Glen Ellyn, Illinois**

Whereas, Ted and Tara Sheeley, owners of the property at 390 Elm Street, Glen Ellyn, Illinois, which is legally described as follows:

ON LOT 2 IN CLEMENT'S AMENDED SUBDIVISION, BEING A SUBDIVISION
OF LOT 1 OF COUNTY CLERK'S SEVENTH ASSESSMENT DIVISION IN THE
EAST HALF OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 39
NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING
TO THE PLAT OF SAID CLEMENT'S AMENDED SUBDIVISION, RECORDED
JULY 7, 1924 AS DOCUMENT 179789, IN DU PAGE COUNTY, ILLINOIS.

P.I.N.: 05-10-206-029-0000

have petitioned the President and Board of Trustees of the Village of Glen Ellyn for a variation from Section 10-5-5(B)4 of the Glen Ellyn Zoning Code to allow the installation of a basketball hoop in the front yard of an existing 2-story single-family house with a setback from the north property line of approximately 2.00 feet in lieu of the required 7.32 feet, 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 July 12, 2016, at which the petitioners presented

evidence, testimony, and exhibits in support of the variation request and two (2) persons appeared in favor of the variation and two (2) persons appeared in opposition thereto; and

Whereas, based upon the evidence, testimony, and exhibits presented at the public hearing on July 12, 2016, the Zoning Board of Appeals adopted findings of fact and voted on a motion to deny the variation which carried by a unanimous vote of five (5) “yes” and zero (0) “no”, resulting in a recommendation for denial as set forth in its Draft Minutes dated July 12, 2016, appended hereto as Exhibit "A"; and

Whereas, the President and Board of Trustees have reviewed the exhibits and 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 plight of the owner is not due to unique circumstances that occur at the site;
- B. That the conditions upon which the variation is based are not unique and may be applicable generally to other property within the same zoning district;
- C. That there is no particular hardship proven in this case as the basketball hoop could be installed elsewhere on the property in full compliance with the provisions of the zoning code;
- D. That the variation, if granted, will 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 basketball hoop is located closer to the property line than permitted by the provisions of the zoning code; and

Whereas, the President and Board of Trustees, based on the aforementioned findings of fact, find it appropriate to deny the variation request presented to 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 Draft Minutes of the July 12, 2016 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 deny the variation from Section 10-5-5(B)4 of the Glen Ellyn Zoning Code to allow the installation of a basketball hoop in the front yard of an existing 2-story single-family house with a setback from the north property line of approximately 2.00 feet in lieu of the required 7.32 feet, for the property located at 390 Elm Street, Glen Ellyn, Illinois, which is legally described as follows:

ON LOT 2 IN CLEMENT'S AMENDED SUBDIVISION, BEING A SUBDIVISION OF LOT 1 OF COUNTY CLERK'S SEVENTH ASSESSMENT DIVISION IN THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID CLEMENT'S AMENDED SUBDIVISION, RECORDED JULY 7, 1924 AS DOCUMENT 179789, IN DU PAGE COUNTY, ILLINOIS.

P.I.N.: 05-10-206-029-0000

Section Three: The existing basketball hoop and all exposed portions of the anchor bolts shall be removed within seven (7) calendar days of the date of passage of this Ordinance. The existing foundation may remain as it does not extend upward beyond the adjacent surface of the driveway.

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

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

Section Six: Failure of the owner or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of 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 _____, 2016.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

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 _____).

ATTACHMENTS:

- Exhibit A - Draft Minutes of ZBA Meeting dated July 26, 2016 (PDF)
- Exhibit B - Parcel Location Map (PDF)
- Exhibit C - Aerial View of Site and Surrounding Properties (PDF)
- Exhibit D - Topographic Map (PDF)

Ordinance 6432

Meeting of September 12, 2016

- Exhibit E - Plat of Survey/Site Plan (PDF)
- Exhibit F - Photographs Submitted by Petitioners (PDF)
- Exhibit G - Photographs Taken by Staff (PDF)
- Exhibit H - Photographs Submitted by Neighbors (PDF)

DRAFT
ZONING BOARD OF APPEALS
MINUTES
JULY 12, 2016

The meeting was called to order by Chairperson Rick Garrity at 7:00 p.m. ZBA Members Matthew Jones, John Micheli, Chip Miller and Thomas Whalls were present. ZBA Members Gregory Constantino and Adam Miller were excused. Also present were Trustee Liaison Peter Ladesic, Building and Zoning Official Steve Witt and Recording Secretary Barbara Utterback.

Chairperson Garrity explained the procedures of the Zoning Board of Appeals.

ZBA Member Chip Miller moved, seconded by ZBA Member Jones, to approve the minutes of the June 24, 2016 Zoning Board of Appeals meeting. The motion carried unanimously by voice vote.

On the agenda was a public hearing regarding the property at 390 Elm Street.

PUBLIC HEARING - 390 ELM STREET

A REQUEST FOR APPROVAL OF VARIATIONS FROM THE GLEN ELLYN ZONING CODE AS FOLLOWS: 1. SECTION 10-5-5(B)4 TO ALLOW THE INSTALLATION OF A BASKETBALL HOOP IN THE FRONT YARD WITH A SETBACK FROM THE NORTH PROPERTY LINE OF APPROXIMATELY 2.0 FEET IN LIEU OF THE REQUIRED SETBACK OF 7.32 FEET. 2. ANY OTHER ZONING RELIEF NECESSARY TO CONSTRUCT THE PROJECT AS DEPICTED ON THE PLANS PRESENTED OR REVISED AT A PUBLIC HEARING OR AT A PUBLIC MEETING OF THE VILLAGE BOARD.

(Ted and Tara Sheeley, owners)

Staff Presentation

Building and Zoning Official Steve Witt stated that the owners of the property at 390 Elm Street are Ted and Tara Sheeley and they are requesting approval of variations from the Glen Ellyn Zoning Code to allow an existing basketball hoop to remain in its current location. Mr. Witt displayed an outdoor area of the petitioners' home and indicated the location of a basketball hoop at the edge of the pavement area for the driveway that was installed without the benefit of a building permit. Mr. Witt stated that the Zoning Code requires a basketball hoop to be installed at a minimum distance of 10 percent of the lot width from any property line, however, the petitioners are requesting a variation to allow the basketball hoop to remain in its current location. Mr. Witt stated that the neighbors to the north have suffered damage to their landscaping due to stray basketballs and would like to have the petitioners move the basketball hoop to a location where balls will not damage their property.

Mr. Witt stated that the variations being requested are from Section 10-5-5(B)4 and Table 10-5-5(B)4 of the Zoning Code to allow the installation of a basketball hoop in the front yard with a setback from the north property line of approximately 2 feet in lieu of what would normally be

ZONING BOARD OF APPEALS

-2-

JULY 12, 2016

required as 10 percent of the lot width or 7.32 feet. Mr. Witt stated that the subject property is a corner lot located in the R2 Zoning District at the northwest corner of Elm Street and Western Avenue. He added that the surrounding property is single-family residential. He added that the notice of public hearing was published in the May 28, 2016 edition of the Daily Herald and was mailed to surrounding property owners and a placard was placed on the property to notice the meeting. He stated that an existing house was demolished on the subject site in 2007 and a new house was constructed on the subject site in 2014. He added that there are no permits related to this property since the new house was built in 2014. Mr. Witt also stated there is no record of any zoning variations granted for this property and it is not in an historic area or depression zone.

Mr. Witt displayed a photograph submitted by the neighbors which indicates the location of the property line, the neighbors' floral garden and property, the basketball hoop and the Sheeleys' property.

Responses to Questions from the ZBA

Mr. Witt responded to ZBA Member Whalls that a basketball pole must be a minimum of 10 percent of the lot width away from any property line. He added that with a corner lot, the width of the lot is taken as the shorter dimension of the two dimensions of the property; therefore, the requirement in this case would be 7.32 feet. Mr. Witt responded to ZBA Member Jones that the petitioners could put the basketball hoop on the south side of their driveway with no problem and as north as the north edge of the garage. Mr. Witt responded to ZBA Member Micheli that a zoning variation goes with the land and would not be able to be removed by the Village. Mr. Witt also responded to ZBA Member Micheli that a moveable basketball hoop does not appear to be prohibited, however, would most likely need to be removed to the rear of the house when not in use.

Petitioners' Presentation

Tara and Ted Sheeley of 390 Elm Street, Glen Ellyn, Illinois spoke on behalf of their variation request to allow the installation of a basketball hoop in their front yard with a setback from the north property line of approximately 2.0 feet in lieu of the required setback of 732 feet. Mr. Sheeley apologized for not getting a permit for their basketball hoop and stated they did not realize a permit was necessary. He stated that they put the basketball hoop where it currently exists for safety reasons. He stated that 90 percent of missed balls are currently caught in patches of grass between the driveway, sidewalk and parkway before they go into Western Avenue. He added that if the basketball hoop was moved to the south side of the driveway, there is only cement at a slant between the basketball hoop and Western Avenue. Mr. Sheeley added that they are prepared to have plans in place to put a 4-foot high fence between the basketball hoop and the neighbors' yard to keep the balls from rolling into the neighbors' yard.

ZONING BOARD OF APPEALS

-3-

JULY 12, 2016

Chairman Garrity asked if the petitioners had room to put a fence in. Mr. Witt responded that fences of a 4-foot maximum are permitted in a front yard and the petitioners have room to put a maximum 4-foot high fence in the front yard. Mr. Sheeley added that they could put a net on the back of the pole that stretches 3 or 4 feet on each side. Mr. Witt responded that would not be permissible because it is considered to be recreational equipment and is limited to the same 10% of the lot width to the property line. Ms. Sheeley added that her family is trying to be as respectful to the neighbors as possible in preventing balls from going into their property line. She added that they believe a fence will do a good job of stopping balls and that they want to do whatever they can to keep the basketball hoop in its current location for safety reasons regarding cars driving by. Mr. Sheeley added that he had spoken to his neighbors, George and Karen Dailey, regarding their plans to add landscaping and trees to keep the balls from rolling into their yard, however, the neighbors told them not to spend any money on landscaping because they were in violation of a Village ordinance.

Additional Responses to Questions from the ZBA

ZBA Member Whalls asked for verification that the Sheeleys do not want to move the basketball hoop 5 feet to the south or move a temporary basketball structure when necessary. ZBA Member Whalls asked if any petitions from neighbors were available, and Ms. Sheeley responded that their neighbors have come to this meeting instead of signing petitions. Mr. Witt added that negative comments were received from the petitioners' neighbors to the north. ZBA Member Jones added that the basketball hoop is not to code and the petitioners are using their neighbors' yard. He added that St. Petronille has a portable gate that stretches out and keeps anyone or anything from going out onto Prospect Avenue and suggested that the petitioners consider such a gate to the south. Ms. Sheeley expressed concern that her children would have to be relied upon to set up the gate which she did not feel would always happen. ZBA Member Whalls asked if the petitioners would be willing to locate the hoop on their garage, and Mr. Sheeley responded it would be difficult to put up because of the overhang and gutters and that the two garage doors have windows. Mr. Witt responded to ZBA Member Whalls that fences are permitted in front, side and rear yards and that a fence can be 6 feet tall as long as it is no closer to the street than a principal structure on a lot which in this case would be the front of the house. He added that, in this case, that means the maximum height one could put a fence in the front yard would be 4 feet. ZBA Member Chip Miller stated that the petitioners' circumstance is not unique although he appreciated that the petitioners have a safety concern. He suggested locating the basketball hoop in the same spot in the middle of the driveway but moved up. Mr. Sheeley responded that they use that area as a turnaround for their cars in the driveway, however, Ms. Sheeley felt that would work.

Persons in Favor of or in Opposition to the Proposed Request

Michele Seagraves, 346 Marion, Glen Ellyn, Illinois displayed their basketball hoop which she stated is very similar to the Sheeleys' basketball hoop. She stated she received a permit from

ZONING BOARD OF APPEALS

-4-

JULY 12, 2016

the Village for the hoop and installed it along the property line. She added that their basketball never goes into the neighbors' yard because it is stopped by a net.

Dana Rice, 351 Elm Street, Glen Ellyn, Illinois stated he has children who play basketball with the Sheeleys and appreciates the safeness of the play area. He stated that if the concern is to prevent basketballs from going into the neighbors' yards, putting up a net and/or fence would be a good solution to this problem.

George and Karen Dailey, 798 Western Avenue, Glen Ellyn, Illinois stated they are 20-year residents of Glen Ellyn. Mr. Dailey stated that this installation is not allowed by the Village and they have asked that it not occur. He stated that the variation process states that the power of variances is to be used sparingly and exercised only in rare instances under exceptional circumstances peculiar in their nature and that the main purpose of the zoning ordinance is to preserve the property rights of others. Mr. Dailey then requested the denial of the requested variation. He stated that the setback is being violated and he and his wife originally objected to the location of the mobile hoop that was installed 3 feet off the property line, requesting that it be moved due to property damage occurring at that time to have a permanent hoop 7.32 feet from the property line only to have it re-installed 23 inches from the property line. He stated that his garden is located behind the backboard and is trampled by children retrieving balls from his property. He stated they installed a fence approximately 2-1/2 feet tall on their property to try to slow down damage from those playing basketball and stated that a 4-foot tall fence will not eliminate damage to his yard from basketballs. He added that installing tall vegetation would destroy his garden. Mr. Dailey added that the basketball hoop is approximately 10 yards from their first floor bedroom window and they did not appreciate noise from children playing basketball and walking by the Dailey's bedroom window to retrieve basketballs. He added that a hardship does not exist in this case because the situation is self-created by the Sheeleys'. He also stated that there is no hardship because there are other locations on the Sheeleys' property that can be used for the basketball hoop such as on the garage or on the opposite side of the driveway. He added that there are no unique circumstances that would require the basketball hoop to be located in a nonconforming location. ZBA Member Jones asked if the former temporary basketball hoop on the north side of the driveway on the Sheeleys' property was moved to the south side of the driveway because of balls going onto the Daileys' property, and Mr. Sheeley replied no, adding that they had requested it to be moved to the south side of the driveway. ZBA Member Micheli suggested that this meeting be continued until the end of the summer to see if this situation can be worked out. Ms. Dailey responded to ZBA Member Whalls that the hours the children are playing basketball are not late in the day as they are young.

Findings of Fact

ZBA Member Micheli stated that Building and Zoning Official Witt said that the petitioners, Tara and Ted Sheeley of 390 Elm Street, installed a basketball hoop without a permit in a

ZONING BOARD OF APPEALS

-5-

JULY 12, 2016

non-compliant location in their yard. He stated they are seeking a variation from Section 10-5-5(B)4 of the Zoning Code to allow the basketball hoop to remain set back approximately 2.0 feet in lieu of the required setback of 7.32 feet. Mr. Witt stated that the petitioners' neighbors, Mr. and Ms. Dailey, objected to the location of the basketball hoop and the Zoning Board of Appeals asked various questions regarding the variation request. ZBA Member Micheli stated that the petitioners then spoke and stated that they were unaware that a permit was required for the basketball hoop, however, feel the variation should be granted as this is a safety issue. He also stated that the petitioners then planned to install a 4-foot fence which Mr. Witt stated would be permitted. He also stated that a net could be installed to stop the basketballs from going out on the street, however, Mr. Witt was not certain that a net would be permitted. ZBA Member Micheli stated that alternate locations for the basketball hoop would be on the garage and at the end of the house line. He also stated that no hardships or unique circumstance were found regarding this request. Michele Seagraves, 346 Marion, Glen Ellyn, Illinois and Dana Rice, 351 Elm Street, Glen Ellyn, Illinois both were in favor of the proposed variation request. George and Karen Dailey, 798 Western Avenue, Glen Ellyn, Illinois were in opposition to the variation request as the basketballs and children were damaging their property.

ZBA Member Whalls moved, seconded by ZBA Member Miller, to approve the findings of fact. The motion carried unanimously by voice vote.

Comments from the Zoning Board of Appeals

ZBA Member Whalls stated he would like to see a resolution between the Sheeleys and the Daileys and added that the neighbors' safety is paramount. He also felt that the two parties could return to the ZBA in the future to work out the existing problems. ZBA Member Jones stated that without knowing how many basketballs go onto Western Avenue from either side of their property, it is hard to know what the savings is. He also stated that he is currently inclined to say no to the variation request. Chairman Garrity felt that a temporary fence on the south side by the driveway would resolve a lot of issues. He stated that variations that infringe upon a neighbor's property should not be granted and that the ZBA is very cautious regarding the approval of side yard variations. He added that in the subject case, there is not only a structure but an activity taking place as well and that the hours of the use of the basketball hoop will increase into the evening as the children grow older. He stated that he was not in favor of the subject variation request. ZBA Member Micheli stated he was sympathetic to both parties, however, could find no hardships or unique circumstances regarding this variation request. ZBA Member Chip Miller felt that neighbor disputes never go away and he was in favor of the neighbors trying to resolve this issue on their own. He was not supportive of a net on the driveway which he felt would be difficult to keep in place. He also stated that he appreciated the safety concerns but could not approve this request.

ZBA Member Jones moved, seconded by ZBA Member Whalls, to close the public hearing. The motion carried unanimously by voice vote.

ZONING BOARD OF APPEALS

-6-

JULY 12, 2016

Prior to the motion being made, Ms. Sheeley stated that they will remove the basketball hoop from its current location.

Motion

ZBA Member Miller moved, seconded by ZBA Member Micheli, that the Zoning Board of Appeals recommend denial of the variation request by Ted and Tara Sheeley of 390 Elm Street to allow the installation of a basketball hoop in the front yard with a setback from the north property line of approximately 2.0 feet in lieu of the required setback of 7.32 feet as the request does not meet a unique circumstance.

The motion to deny carried unanimously with five (5) “yes” votes as follows: ZBA Members Miller, Micheli, Jones, Whalls and Chairman Garrity voted yes.

Trustee Report

Trustee Liaison Ladesic stated that two events will take place this weekend in Glen Ellyn—the jazz fest and a bike race—and they are looking for volunteers to help with these events.

ZBA Member Micheli moved, seconded by ZBA Member Whalls, to adjourn the meeting at 8:30 p.m. The motion carried unanimously by voice vote.

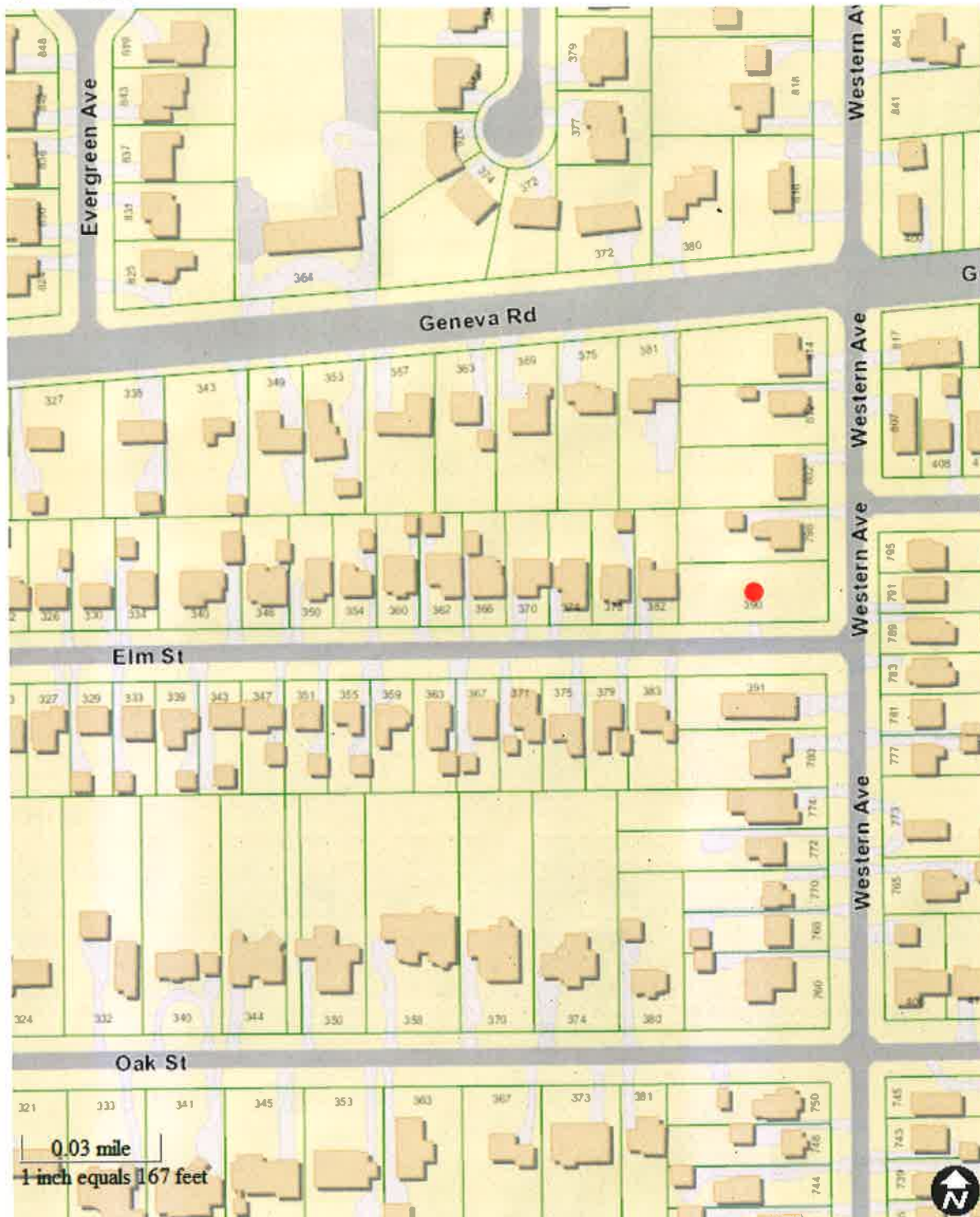
Submitted by:

Barbara Utterback
Recording Secretary

Steve Witt
Building and Zoning Official



Parcel Location Map



Map created on July 7, 2016

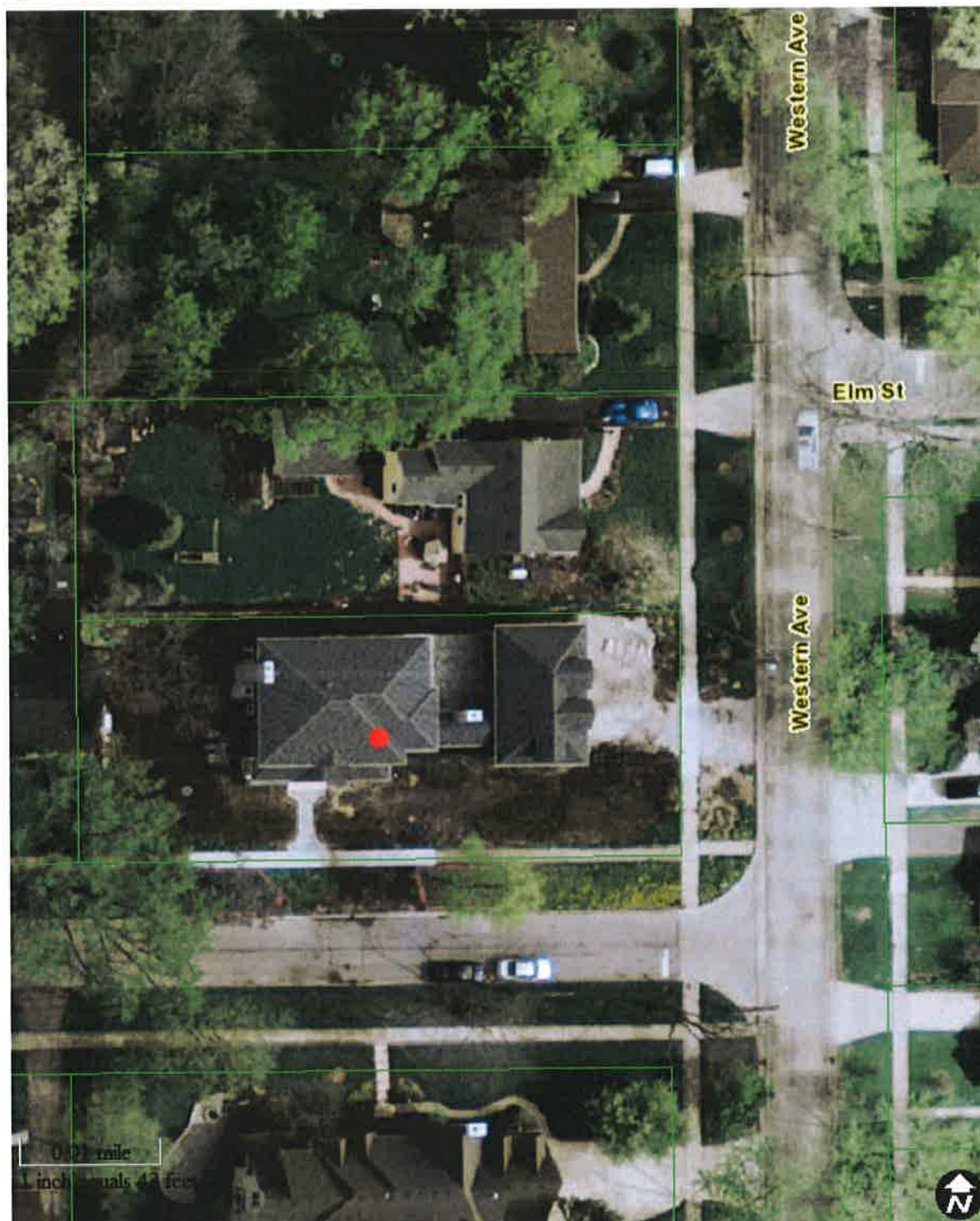
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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



Aerial Photograph



Map created on July 7, 2016.

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390 Elm - House Under Construction



Topographic Map - 2' Contours

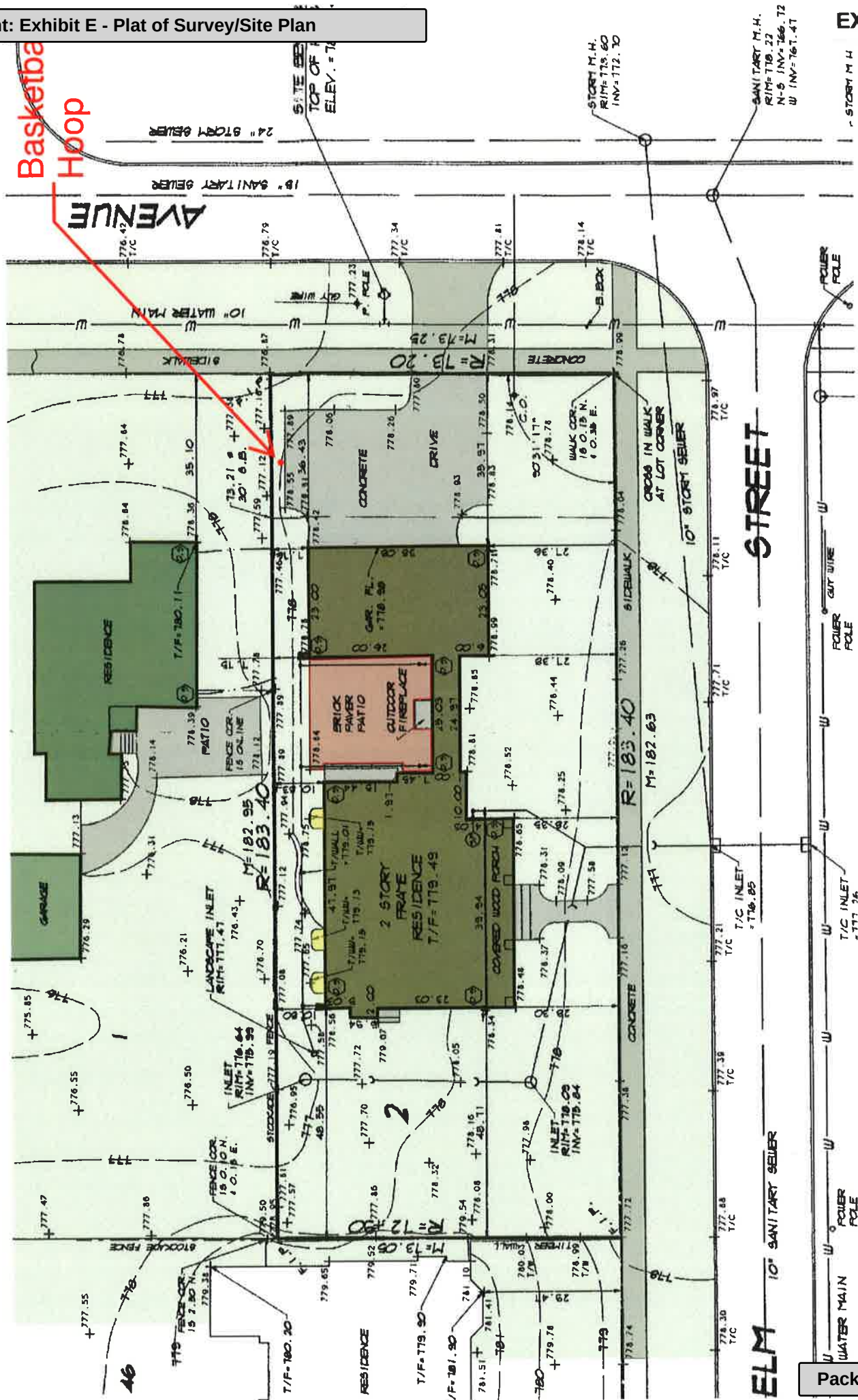


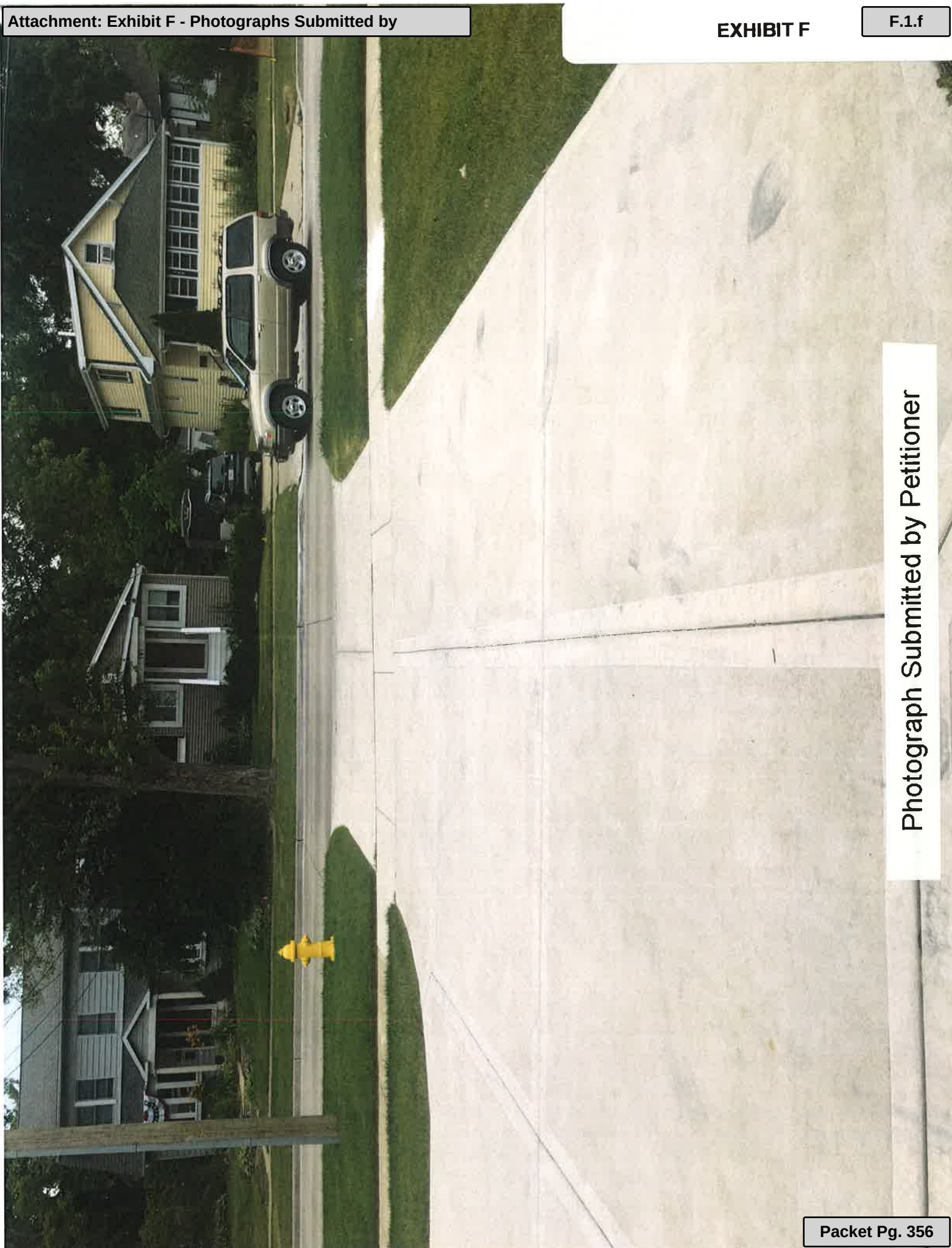
Map created on July 7, 2016.

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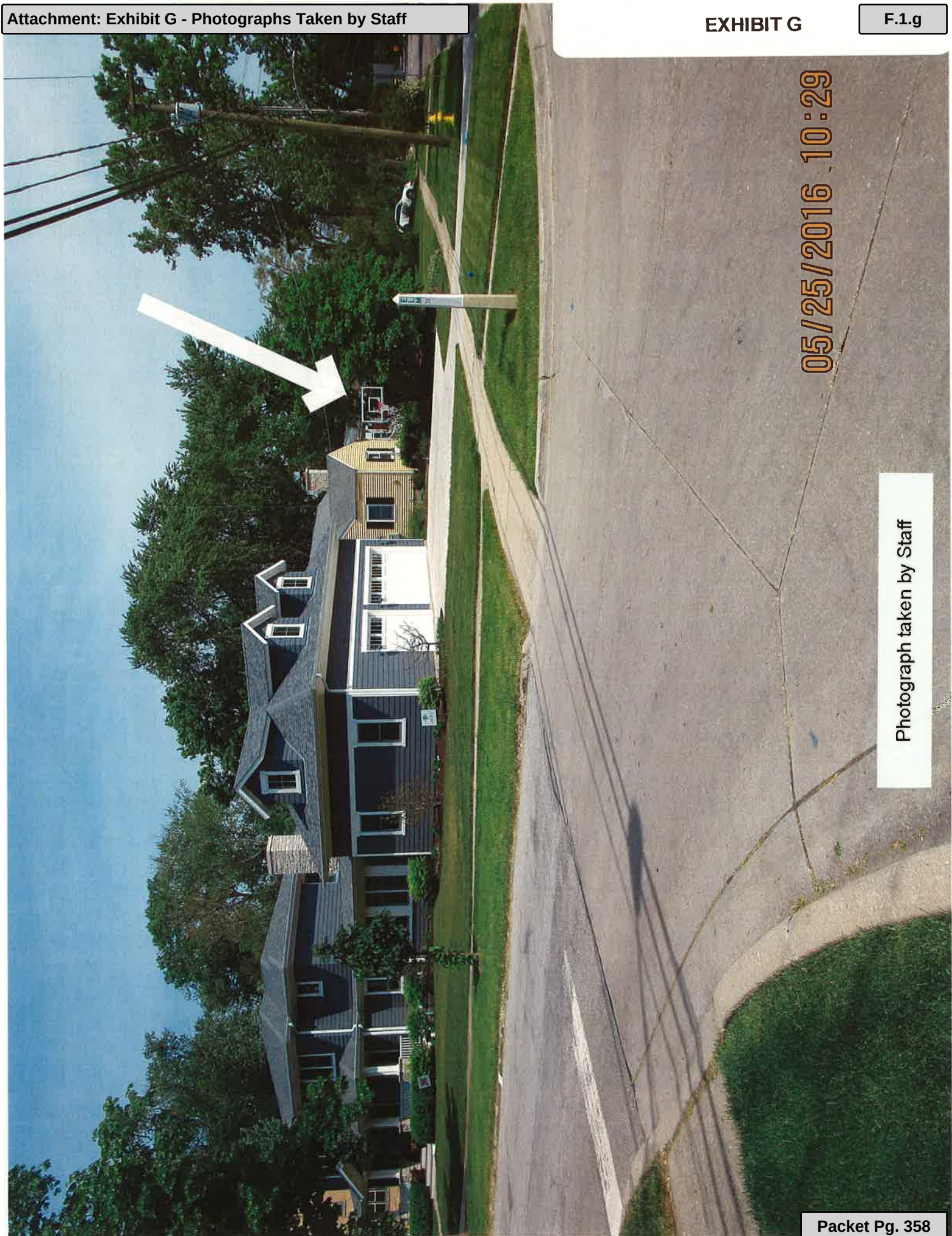




Photograph Submitted by Petitioner

Photograph Submitted by Petitioner





05/25/2016 10:29

Photograph taken by Staff



05/09/2016 13:48

Photograph taken by Staff



Photograph taken by Staff

Photograph Submitted by Neighbors

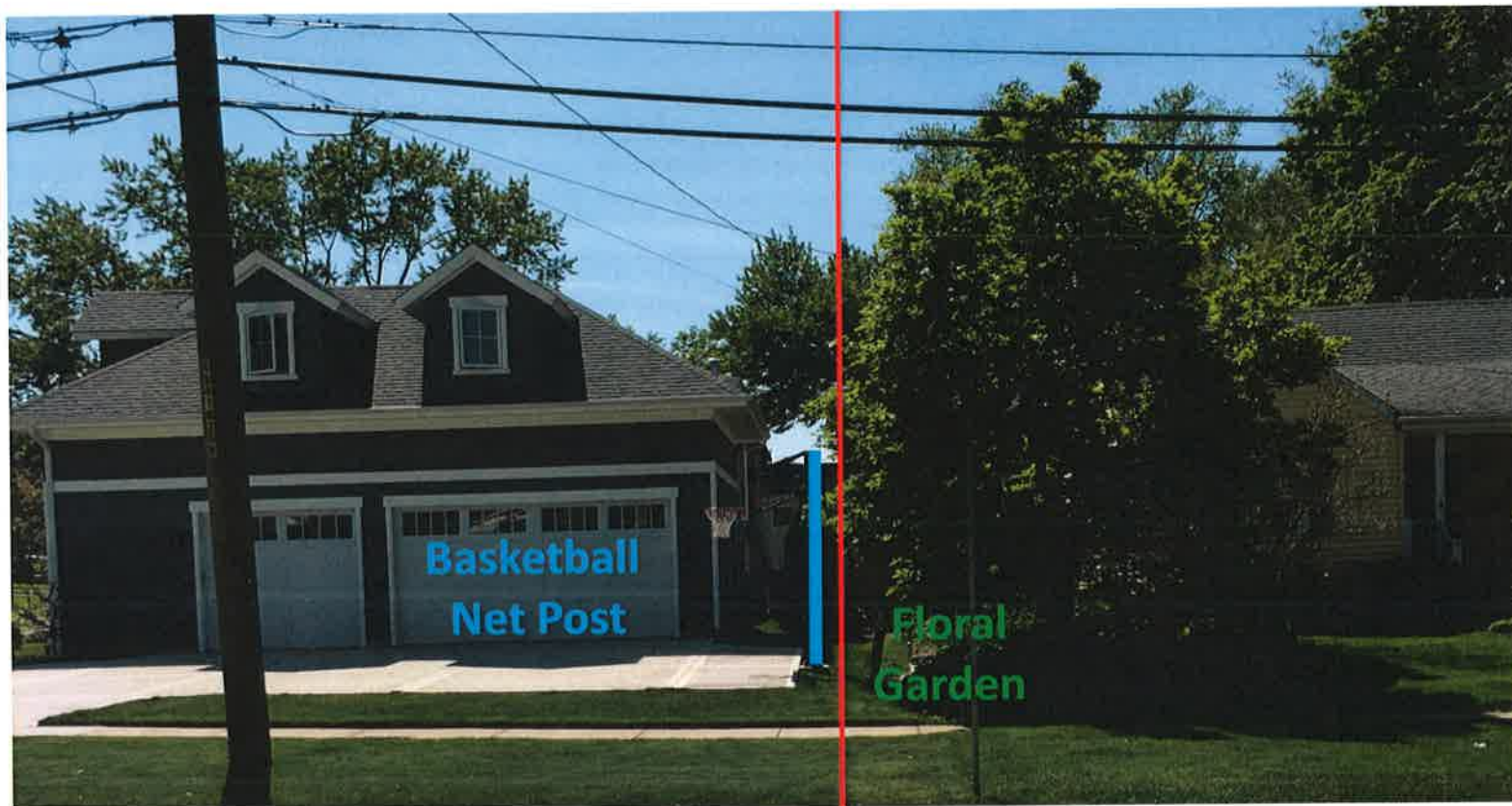


Figure 1: Properties at 390 Elm
and 798 Western

**Property
Line**

Photographs Submitted by Neighbors



Figure 4: The \$125 fence put up by the garden owner to reduce damage. Fence is already collapsing after a matter of weeks due to impacts



Figure 5: The 23 inch distance to the property line.

Photographs Submitted by Neighbors



Figure 2: The garden damaged by missed shots, rebounds, and trampling to retrieve balls.



Figure 3: The close proximity to a master bedroom window.



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

Meeting: 09/12/16 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Agreement
Prepared By: Kelly Purvis

SCHEDULED

AGENDA ITEM (ID # 2402)

DOC ID: 2402

Motion to consider to approve, approve with conditions or deny the petitioner's request for a license agreement at 196 Brandon Avenue to maintain a fence on the Greenfield Avenue right-of-way.

History: In May 2010 Joseph and Jennifer Iarrobino came before the Village Board to request a license agreement to build a fence in the right-of-way on Greenfield Avenue. The couple purchased their family home without realizing that the property line did not extend to the sidewalk. Upon hiring First Fence to install a fence around their property located at 196 Brandon Avenue, the couple was informed of the unusual property line that is approximately 5 feet short of the sidewalk. In order to keep the fence within their property limits they would have had to place the fence in the center of the yard. The Village Board decided to allow the Iarrobino's to install the fence and granted a license allowing the fence to remain in the right-of-way for 10 years or until the property is sold or rented, at which point the fence is to be removed.

Currently the property is in the process of being purchased by John and Jennifer Enders with an anticipated closing date of September 28, 2016. Mr. and Mrs. Enders are interested in keeping the fence in the right-of-way.

Request: John and Jennifer Enders, soon to be owners of 196 Brandon Avenue, are requesting approval of a new license agreement that will allow the existing fence located on the Greenfield Avenue right-of-way to remain in place. The property is a corner lot at the intersections of Greenfield Avenue and Brandon Avenue, with the requested licensing area located at the northern part of the property along Greenfield Avenue.

Village Board Action: The Village Board may approve, approve with conditions or deny the petitioner's request for a license agreement. Village Staff has prepared an updated license agreement in the case that the Village Board approves the request for consideration at the September 12, 2016 Village Board meeting.

Attachments:

- ☐ Property Photo
- ☐ Plat of Survey
- ☐ Legal Description
- ☐ Iarrobino License Agreement
- ☐ Draft License Agreement for Enders

cc: John and Jennifer Enders

ATTACHMENTS:

- Property Photo (PDF)

Agenda Item (ID # 2402)

Meeting of September 12, 2016

- Plat of Survey (PDF)
- Legal Description (PDF)
- Larrobino License Agreement (PDF)
- Draft License Agreement for Enders (PDF)



Packet Pg. 367

EXHIBIT B

Legal Description

That portion of the right-of-way of Greenfield Avenue located north of Block 1 in Glen Ellyn Manor, being a subdivision of part of the Southeast Quarter of Section 15, Township 39 North, Range 10 East of the Third Principal Meridian, recorded as Document 153289 in DuPage County, Illinois, described as follows:

Commencing at the northeast corner of said Block 1, said corner also being the southwest corner of Greenfield Avenue and Brandon Avenue; thence west 150 feet along the north line of said Block 1 to the northwest corner of Lot 1 in said Block 1 of Glen Ellyn Manor; thence north 5 feet along the west line of said Lot 1 extended north; thence east 150 feet along a line north of and parallel to the north line of said Block 1; thence south 5 feet to the point of beginning.

LICENSE AGREEMENT

THIS AGREEMENT made and entered into this 26TH day of JULY, 2010, effective the 27TH day of JULY, 2010, between the Village of Glen Ellyn ("Licensor"), and Jennifer and Joseph Larrobino ("Licensee") pertaining to property adjacent to 196 Brandon Avenue, Glen Ellyn, Illinois 60137.

1. License: Licensor hereby grants to Licensee, and Licensee hereby accepts, a License to install, maintain, operate and remove at the end of the term hereof, a 4 (four) foot wood picket fence at a location and of the specific type and size shown on the First Fence Contract and Plat of Survey, Group Exhibit "A" attached to and made a part of this License. The License area is part of the public right-of-way adjacent to 196 Brandon Avenue, legally described in Group Exhibit "B," attached to and made a part of this License.

2. Term and Fee: This Agreement shall expire ten (10) years from the date of its commencement unless terminated sooner. During the entire term, either the Licensee or the Licensor may terminate this Agreement for any reason upon thirty (30) days' prior written notice. Since this License is granted due to particular time-bound desires of the Licensee, it will terminate upon any sale or rental of the premises for use other than by the Licensee. If the home at 196 Brandon Avenue is rented or leased, the fence will be removed, and the area of the License restored before the sale is consummated. The Village will not be required to issue real estate transfer stamps until the fence is removed and the area of the License restored. In the event that the License is terminated, the Licensee shall remove the fence within the period of the 30-day notice and shall restore the property to its prior condition.

The Licensor anticipates that the License Agreement shall not be terminated by the Licensor unless the Licensee should breach the terms of the License Agreement, the area covered by the License shall be needed for some alternative public purpose, or repeated requests for similar Licenses should convince the Licensor that the License was imprudently granted. There shall be no fee for the grant of the License other than actual out-of-pocket costs incurred by the Village, which shall not exceed \$750.00 and shall be paid within thirty (30) days of billing. Licensee agrees to follow all applicable Village Codes and Ordinances related to the issuance of building permits and performance of building inspections. Licensee agrees to pay all applicable building permit fees charged in accordance with Village Code.

3. Condition of Property: Licensee agrees to maintain the licensed property in a clean, healthy and attractive condition and in compliance with all applicable Village Codes and Ordinances. If Licensee ceases to so maintain the area of the License, Licensor may terminate the License or charge the Licensee for maintenance costs. Such costs shall be paid within ten (10) days of billing.

4. Notice: Notice hereunder shall be in writing and affected either by personal delivery or by depositing the same in an official U.S. Mail receptacle addressed to:

If to Licensors:

Village Manager
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

If to Licensee:

Jennifer and Joseph Larrobino
196 Brandon Avenue
Glen Ellyn, Illinois 60137

Or to such other address as either party may, from time-to-time, designate. Any notice given under this Agreement shall be in writing and deemed received when personally delivered or, if mailed, three days after placing same in an official U.S. Mail receptacle.

5. Assignment: Licensee may not assign or transfer this License without prior written consent of Licensors. The Licensors may exercise full discretion and it is not anticipated that an assignment or transfer would be granted.

6. Restoration: Any time that the fence is removed, the area will be restored with sod so that it shall appear as closely as possible like the grass-covered portion of the right-of-way adjacent to the licensed area. Although the grant of this License shall not run with the land, the obligation to restore the property shall run with the land and shall be an obligation of any subsequent owner of the property at 196 Brandon Avenue, until such time as the area of the License, granted herein, shall have been initially restored as is herein required.

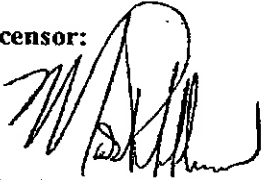
7. Defendant Hold Harmless: Licensee shall be required to hold harmless Licensors, its officers, employees, and independent contractors from any claim or demand or damage to property or injury, including death to persons which arise out of in any way the exercise by Licensee of its rights under this License. Licensee shall be required to pay for the cost of defense and hold harmless Licensors, its officers, employees and independent contractors against any judgment and to pay any settlement arising out of such claim or demand, including but not limited to the full costs of the defense of Licensors, its employees, officers and independent contractors through the employment of experts approved by the parties defended. Provided, however, such approval shall not be unreasonably withheld.

8. Liability Insurance: Licensee shall purchase and maintain comprehensive general liability insurance of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) for each occurrence. The insurance shall provide coverage for License and Licensors, specifically covering the licensed premises, from claims for damages because of bodily injury, death of any person or property damage resulting from the use of the License. Licensors, its officer, employees and agents shall be named by endorsement as additional insured on the policy with regard to the area of the License. The policy of insurance and certificates thereon shall contain provisions or endorsement, that the coverage reported will not be cancelled, materially changed, or renewal refused, until at least thirty (30) days' prior written notice shall be given by certified mail to the insured and Licensors. Licensee shall deliver a duplicate of the policy or Certificate of Insurance acceptable to Licensors within thirty (30) days after the execution of this document, and such certificate or duplicate shall be kept up-to-date.

9. Miscellaneous: (a) this Agreement constitutes the entire understanding of the parties and supersedes any prior written or oral negotiations or understandings; (b) it is the intention of the parties hereto that this License shall be construed and enforced in accordance with the laws of the State of Illinois; (c) if any provision of this License is held invalid or unenforceable, the remainder of this License shall not be affected thereby, and each other provision of this License shall be valid and enforceable to the fullest extent permitted by law.

DATED as of the date set forth above.

Licensors:



Mark Pfefferman, Village President

Licensees:



Joseph Larrobino



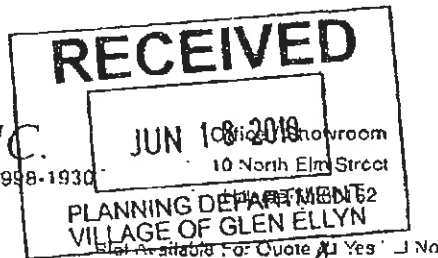
Jennifer Larrobino

S:\Village Board\Agenda Items\License Agreements\196 Brandon Avenue Fence License Agreement 6-7-10\Draft License Agreement 6-11-10.docx

EXHIBIT A
First Fence Inc. Contract

"Where
Quality and
Service Count"

FIRST FENCE INC.
Ph. 708-547-7555 • 630-553-9594 • 847-998-1930
Fax 708-547-7580



Date 11-24-09 J. ARROBINO

Customer Joe Arrobino Job site same

Address 196 Brandon Address

City Glen Ellyn State IL Zip 60137 City

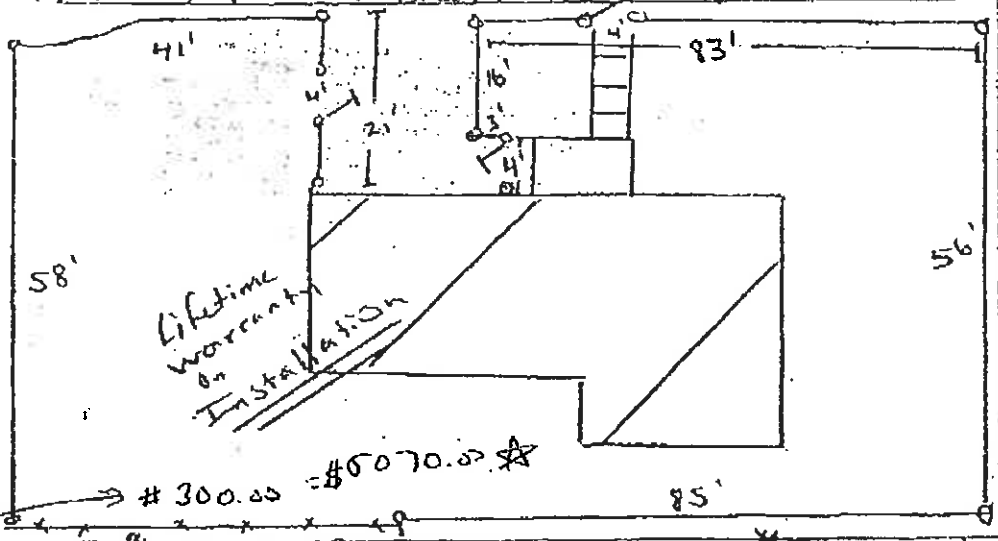
Phone 312-404-7674 Work = Job Site =

We hereby propose to furnish material and perform the labor necessary for the completion of the following:

Total footage	ft. <u>wood PVC 369</u>	ft. Chain link	ft. <u>wood Aluminum 369</u>
Height Style & Color	<u>4' picket</u>	<u>#1 Grade</u>	<u>4' "Ironwood"</u>
Picket Wire Size Spacing	<u>1" x 4" - 3" space</u>	<u>Western</u>	<u>2" x 2" - 4" space</u>
Gate Finish	<u>flat dogear</u>	<u>Red Cedar</u>	<u>flat or spear</u>
Rails Number and Size	<u>2-2" x 4"</u>		<u>2-2" x 4"</u>
Gates	<u>3-4'</u>		<u>3-4'</u>
Terminal Post Sizes	<u>4" x 4" x 7'</u>	<u>Stainless</u>	<u>4" x 4" x 7'</u>
Intermediate Post Size	<u>4" x 4" x 7'</u>	<u>steel nails</u>	<u>4" x 4" x 7'</u>

Take Down	<u>0</u>	ft.
Haul Away	<u>0</u>	ft.
Haul Dr.	<u>0</u>	
Soil Pulls	<u>0</u>	
Concrete Breaks	<u>0</u>	
Asphalt Breaks	<u>0</u>	
Underground Utilities	<u>0</u>	
Trim Bushes	<u>0</u>	
Follow Ground	<u>yes</u>	
Straight	<u>Stepped</u>	

Additional Work



Contract Price 4' picket - \$4,135.00 4' Ironwood - \$1,730.00
 Payments as follows: 50% Deposit Balance Due On Completion Invoice Net 30 Days Financed 90 Days
 Deposit \$ Check Balance Due \$ Visa/Master Card/Discover Express

All prices and terms are subject to local ordinances. Purchaser agrees to accept and pay for said terms. The undersigned Purchaser hereby assumes full responsibility for installation of the fence upon which all materials to be installed and agrees to hold FIRST FENCE INC. harmless from all claims arising from questions of safety of said property or said property line. FIRST FENCE INC. is hereby obligated by this contract. Once quote is for normal installation therefore any additional items such as concrete or asphalt breaks or such as a driveway or any other non-standard conditions extra labor costs additional costs are hereby authorized unless already noted. Customer hereby assumes responsibility for any stolen material or vandalism to the fence or any other damage. CUSTOMER ASSUMES FULL RESPONSIBILITY FOR ALL PRIVATE ELECTRICAL LINES, SPRINKLER SYSTEMS AND GAS LINES.
 The undersigned Purchaser shall accept and warrant and further FIRST FENCE INC. shall have the right to remove from Purchaser's property all fence installed by virtue of this contract and all other payments shall be forfeited and applied to handling damages but without any FIRST FENCE INC. from securing further payments as may be required. Purchaser also agrees to pay for all repair and maintenance costs and collection costs incurred by FIRST FENCE INC. in collecting any money due. A 25% HANDLING CHARGE WILL BE \$5.00 PER HOUR ON ALL COLLECTIONS. All material guaranteed for one year or as per manufacturer, except paint or stain finishes or any locking mechanism. Installation guaranteed for the life of the fence system, and all work subject to inspection with warranty, other than gates. Installation of gates guaranteed for one year.

ACCEPTANCE AND AGREEMENT TO PAY

The above prices, specifications and conditions are estimations and are hereby accepted. FIRST FENCE INC. is authorized to commence work and Purchaser will provide payment as required. A late charge of 1 1/2% per month (18% per year) on any unpaid balance, in the event the amount is not approved by FIRST FENCE INC. Engineering and Credit department and all other charges shall be returned to the customer and that proposal shall become null and void.

Supplier's Signature [Signature] Date 12/21/09 Company Representative Adam Randinelli

VISA: 4264-5200-2572-3610 exp. 01/12 Code 390

EXHIBIT B

Legal Description

That portion of the right-of-way of Greenfield Avenue located north of Block 1 in Glen Ellyn Manor, being a subdivision of part of the Southeast Quarter of Section 15, Township 39 North, Range 10 East of the Third Principal Meridian, recorded as Document 153289 in DuPage County, Illinois, described as follows:

Commencing at the northeast corner of said Block 1, said corner also being the southwest corner of Greenfield Avenue and Brandon Avenue; thence west 150 feet along the north line of said Block 1 to the northwest corner of Lot 1 in said Block 1 of Glen Ellyn Manor; thence north 5 feet along the west line of said Lot 1 extended north; thence east 150 feet along a line north of and parallel to the north line of said Block 1; thence south 5 feet to the point of beginning.

EXHIBIT B

Map of Licensed Premises

ARS**SURVEYING SERVICES, LLC**

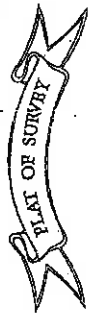
108 LEE LANE

BOLINGBROOK, ILLINOIS 60440

PH: (630) 226-9200 FAX: (630) 226-9234

AREA OF SURVEY:

"CONTAINING 7.510 SQ. FT. 0.17 ACRES MORE OR LESS"



WEST LINE OF BRANDON AVENUE AS MONUMENTED AND
OCCUPIED PER RECORDED SUBDIVISION PLAT.
N 00°35'04"E (R)

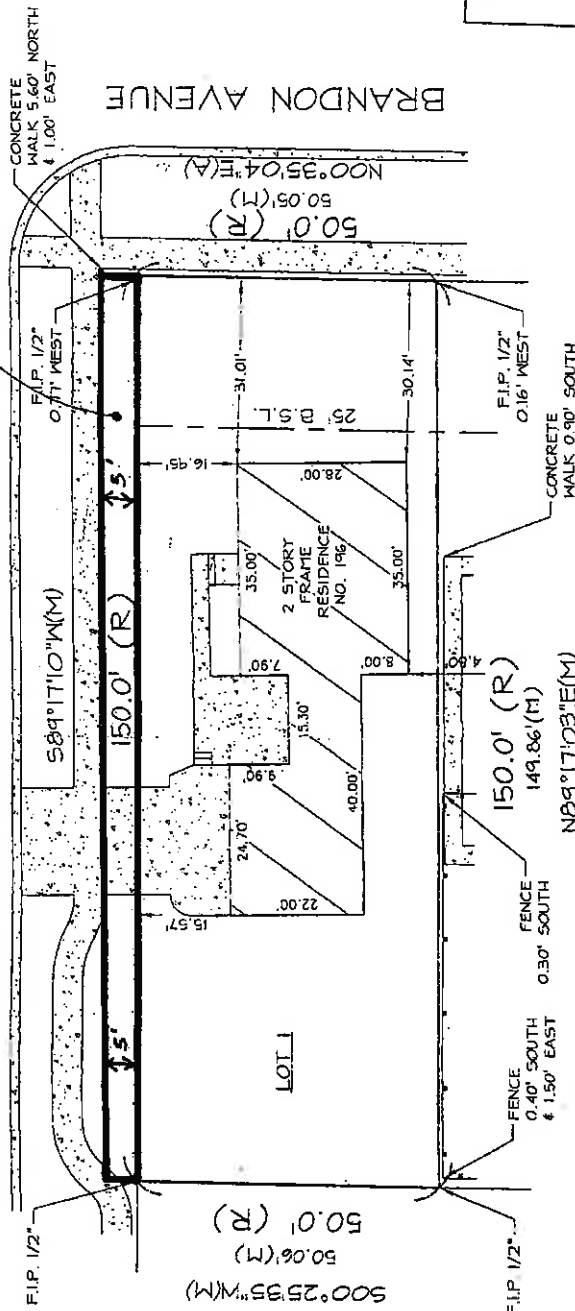


SCALE: 1"=20'

LOT 1 IN BLOCK 1 IN GLEN ELLYN MANOR, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE
THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 16, 1922 AS DOCUMENT 153289, IN DUPAGE COUNTY, ILLINOIS.

GREENFIELD AVENUE

LICENSED PREMISES



NOTE:
POSSIBLE 8' P.U.E. ALONG WEST LINE
OF PROPERTY AS SUGGESTED BY
EXISTING EASEMENT ALONG WEST LINE
OF LOTS 3, 4 & 5 OF BLOCK 1 PER
DOCUMENT 821543.

STATE OF ILLINOIS

COUNTY OF WILL

I, THE UNDERSIGNED, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT "THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY," AND
THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY.

DATED, THIS 17TH DAY OF JUNE, A.D., 2009, AT BOLINGBROOK, ILLINOIS.

Mark A. Lindstrom

CLIENT

TRIA

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 635 3492

JOB NO.

96843-09

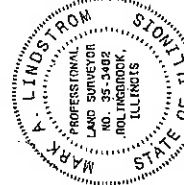
ILLINOIS PROFESSIONAL DESIGN FIRM NO. 184-2961

FIELDWORK DATE.

06-16-09

RECEIVED

MAR 25 2010

PLANNING DEPARTMENT
VILLAGE OF GLEN ELLYN

LICENSE EXPIRES ON NOVEMBER 30, 2010

LEGEND	
(R) = RECORD	(NW) = NORTHWESTERLY
(M) = MEASURED	(NE) = NORTHEASTERLY
(D) = DEED	(SW) = SOUTHWESTERLY
(C) = CALCULATED	(SE) = SOUTHEASTERLY
(L) = ARC LENGTH	(RAQ) = RADIUS
(CH) = CHORD	(A) = ASSUMED
(R.O.W.) = RIGHT OF WAY	(F.I.P.) = FOUND IRON PIPE
	(F.I.R.) = FOUND IRON ROD
	P.U. & D.E. = PUBLIC UTILITY & DRAINAGE EASEMENT
	8.S.L. = BUILDING SETBACK LINE
	CH = CHAIN LINK FENCE
	W = WIRE FENCE
	W = WOOD FENCE
	S = SPLIT RAIL FENCE
	I = WHOLE IRON FENCE

LICENSE AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 2016, effective the ____ day of _____, 2016, between the Village of Glen Ellyn ("Licensor"), and John R. and Jennifer Z. Enders ("Licensee") pertaining to property adjacent to 196 Brandon Avenue, Glen Ellyn, Illinois 60137.

1. **License:** Licensor hereby grants to Licensee, and Licensee hereby accepts, a License to install, maintain, operate and remove at the end of the term hereof, a 4 (four) foot wood picket fence at a location and of the specific type and size shown on the First Fence Contract and Plat of Survey, Group Exhibit "A" attached to and made a part of this License. The License area is part of the public right-of-way adjacent to 196 Brandon Avenue, legally described in Group Exhibit "B," attached to and made a part of this License.

2. **Term and Fee:** This Agreement shall expire ten (10) years from the date of its commencement unless terminated sooner. During the entire term, either the Licensee or the Licensor may terminate this Agreement for any reason upon thirty (30) days' prior written notice. Since this License is granted due to particular time-bound desires of the Licensee, it will terminate upon any sale or rental of the premises for use other than by the Licensee. Prior to the home at 196 Brandon Avenue being listed or offered for rent, lease, or sale, the fence will be removed, and the area of the License restored. The Village will not be required to issue real estate transfer stamps until the fence is removed and the area of the License restored. In the event that the License is terminated, the Licensee shall remove the fence within the period of the 30-day notice and shall restore the property to its prior condition.

The Licensor anticipates that the License Agreement shall not be terminated by the Licensor unless the Licensee should breach the terms of the License Agreement, the area covered by the License shall be needed for some alternative public purpose, or repeated requests for similar Licenses should convince the Licensor that the License was imprudently granted. There shall be a \$150.00 fee for the grant of the License which shall be due upon execution of the License Agreement.

3. **Condition of Property:** Licensee agrees to maintain the licensed property in a clean, healthy and attractive condition and in compliance with all applicable Village Codes and Ordinances. If Licensee ceases to so maintain the area of the License, Licensor may terminate the License or charge the Licensee for maintenance costs. Such costs shall be paid within ten (10) days of billing.

4. **Notice:** Notice hereunder shall be in writing and affected either by personal delivery or by depositing the same in an official U.S. Mail receptacle addressed to:

If to Licensor:

Village Manager

If to Licensee:

John and Jennifer Enders

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

196 Brandon Avenue
Glen Ellyn, Illinois 60137

Or to such other address as either party may, from time-to-time, designate. Any notice given under this Agreement shall be in writing and deemed received when personally delivered or, if mailed, three days after placing same in an official U.S. Mail receptacle.

5. Assignment: Licensee may not assign or transfer this License without prior written consent of Licensor. The Licensor may exercise full discretion and it is not anticipated that an assignment or transfer would be granted.

6. Restoration: Any time that the fence is removed, the area will be restored with sod so that it shall appear as closely as possible like the grass-covered portion of the right-of-way adjacent to the licensed area. Although the grant of this License shall not run with the land, the obligation to restore the property shall run with the land and shall be an obligation of any subsequent owner of the property at 196 Brandon Avenue, until such time as the area of the License, granted herein, shall have been initially restored as is herein required.

7. Defendant Hold Harmless: Licensee shall be required to hold harmless Licensor, its officers, employees, and independent contractors from any claim or demand or damage to property or injury, including death to persons which arise out of in any way the exercise by Licensee of its rights under this License. Licensee shall be required to pay for the cost of defense and hold harmless Licensor, its officers, employees and independent contractors against any judgment and to pay any settlement arising out of such claim or demand, including but not limited to the full costs of the defense of Licensor, its employees, officers and independent contractors through the employment of experts approved by the parties defended. Provided, however, such approval shall not be unreasonably withheld.

8. Liability Insurance: Licensee shall purchase and maintain comprehensive general liability insurance of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) for each occurrence. The insurance shall provide coverage for License and Licensor, specifically covering the licensed premises, from claims for damages because of bodily injury, death of any person or property damage resulting from the use of the License. Licensor, its officer, employees and agents shall be named by endorsement as additional insured on the policy with regard to the area of the License. The policy of insurance and certificates thereon shall contain provisions or endorsement, that the coverage reported will not be cancelled, materially changed, or renewal refused, until at least thirty (30) days' prior written notice shall be given by certified mail to the insured and Licensor. Licensee shall deliver a duplicate of the policy or Certificate of Insurance acceptable to Licensor within thirty (30) days after the execution of this document, and such certificate or duplicate shall be kept up-to-date.

9. Miscellaneous: (a) this Agreement constitutes the entire understanding of the parties and supersedes any prior written or oral negotiations or understandings; (b) it is the intention of the parties hereto that this License shall be construed and enforced in accordance with the laws of the State of Illinois; (c) if any provision of this License is held invalid or

unenforceable, the remainder of this License shall not be affected thereby, and each other provision of this License shall be valid and enforceable to the fullest extent permitted by law.

DATED as of the date set forth above.

Licensors:

Licensee:

Village President

John R. Enders

Jennifer Z. Enders



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

Meeting: 09/12/16 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Resolution
Prepared By: Bob Minix

SCHEDULED

RESOLUTION 16-12

DOC ID: 2404

Motion to increase the original appropriation from the Water Fund by \$63,465, and to credit the Sanitary Sewer Fund in the amount of \$51,752, to rectify funding with actual expenditure categories associated with the Glenwood-Arbor-Ridgewood Improvements Project. 2. Resolution No. 16-12, A Resolution Concerning the Determination of the Glen Ellyn Village Board that Change Order Number One - Final with Swallow Construction Corporation for an increase \$22,718 is required for the Glenwood-Arbor-Ridgewood Improvements Project, for a revised and final contract cost of \$3,171,283.

The purpose of this memorandum is to convey the appropriate paperwork - including a change order form with final pay estimate spreadsheet and Resolution for Village Board action - to provide the details necessary to close out the Glenwood-Arbor-Ridgewood (GAR) Improvements Project constructed in 2015. Change Order No. 1 (Final) for the project would **increase** the contract price by **\$22,718** from the original \$3,148,565 for a revised and final cost of **\$3,171,283**, less than 1% above the original contract bid price, but within the original Board authorization of \$3,245,000. As the amount of change exceeds \$20,000 Village Board action is mandated for approval of the change order and a written determination is required. Included in the action will be an adjustment of funding sources for the project to properly allocate water and sanitary sewer costs into the proper funds.

CONSTRUCTION PROJECT OVERVIEW

The **Glenwood-Arbor-Ridgewood Improvements Project** involved complete roadway reconstruction and other improvements on two sections of Glenwood between Greenfield and Turner and Hill and Hillside, Arbor Court between Glenwood and Main, and Ridgewood between Brandon and Main. A total of about 4,000 feet of roadway improvements were performed in the project area. Underground improvements included new water main and services on most sections of Glenwood and Ridgewood; sanitary sewer upgrades on all corridors with an emphasis on new service line connections; and storm sewer extensions and other associated drainage improvements throughout the work area. Engineering design services were provided by Hampton, Lenzini and Renwick. Construction engineering services were provided by Rempe-Sharpe Engineers.

Swallow Construction Corporation of Downers Grove submitted the lowest of five bids received at the April 30, 2015 bid opening in the amount of \$3,148,565. The Village Board authorized total funding in the amount of \$3,245,000 of Water, Sanitary Sewer and Capital Projects funds upon project award, providing a contingency of 3%.

Installation of improvements occurred during the 2015 construction season. Overall project

construction was completed in the late fall of 2015. Final agreement on quantities was reached this year and the project is now ready for close-out. It should be noted some landscaping and final correction work will be performed this fall at various locations under warranty, based on past and continuing corridor observations.

CHANGE ORDER NO. 1 (FINAL)

The change order covers two principal items: The final balancing between original and as-constructed quantities for the 93 original bid items (resulting in a **decrease** of **\$39,179**) and the accounting of 14 contract extras (amounting to an **increase** of **\$61,897**). Hence, the net overall change in the contract cost was an increase of \$22,718 and constitutes the amount of the change order.

Original Contract Items

Many of the individual original contract pay items can be grouped into similar or related categories of work. The following **Quantity Balancing** table provides a summary review of the final contract status for an individual item or related group, based on the final pay estimate spreadsheet.

GLENWOOD-ARBOR-RIDGEWOOD IMPROVEMENTS PROJECT BALANCING OF ORIGINAL CONTRACT QUANTITIES			
Category of Work	Original Contract Cost	Costs in Excess of Original Contract Amounts	Costs Less Than Original Contract Amounts
General Project Lump Sum Items (Traffic Control, Preconstruction Video, Layout)	\$317,500	\$0	\$0
Tree Protection / Removals	\$18,012	\$6,637	
Temporary Ramps / Surfaces	\$18,925		\$2,450
Erosion and Dust Control	\$41,325		\$12,325
Water Main Items	\$766,575	\$73,166	
Sanitary Sewer	\$366,118		\$67,084
Storm Sewer	\$329,079	\$18,987	
Roadway Undercuts	\$55,200	\$12,144	
General Road Construction	\$333,023		\$6,552
Concrete Construction	\$441,431		\$4,898
Asphalt Pavement Construction	\$306,834		\$7,175
Sod / Restorations / Walls	\$154,543		\$49,629
Subtotals	\$3,148,565	\$110,934	\$150,113
Net Decrease in Cost			\$39,179

Generally speaking, project work was performed as expected, with only one significant issue arising during

construction involving the configuration of the Arlington water main near Glenwood and reflected in the water main group costs. The need for a revised connection arose when the water main tie-in between the new main on Glenwood and the existing main on Arlington. It was anticipated that the 4" Arlington water main would be located near the south curb line of the curving street at the intersection; however, the alignment of the existing 4" main was actually found to run tangentially, leaving the public right of way to pass through private property, including underneath the attached garage at 483 Arlington. To address this situation, the new Glenwood 8" water main was extended to the west in the south parkway of Arlington a distance of about 180 ft. and connected to the existing main. The Arlington main would thus be entirely in the public right-of-way, eliminating the anomalous alignment and potentially dangerous situation of a live main underneath a structure. Roughly speaking this change cost about \$50,000.

Based on field conditions, a number of segments of storm sewer were extended to provide connection points for resident connections. Also, more roadway under-cutting was performed than anticipated to remove and replace poor underlying soils.

Reductions in quantities generally resulted from overestimates of the original work items by the design engineers or items not needed to perform the work based on field conditions, or substitution of some original items with new contract items.

New Contract Items

Fourteen **new contract items** were required through the course of construction, as summarized in the following table:

GLENWOOD-ARBOR-RIDGEWOOD IMPROVEMENTS PROJECT NEW ITEMS REQUIRED TO MEET FIELD / PROJECT CONDITIONS		
Item	Description	Cost
X-1	Tee-Wye Replacement on 10" Sanitary Main	\$15,000
X-2	10" PVC Sanitary Sewer	\$280
X-3	12" Water Main Quality PVC Storm Sewer	\$17,365
X-4	Stump Removal	\$1,763
X-5	2" Connections for Water Main Flushing	\$5,000
X-6	16" Ductile Iron Storm Sewer	\$676
X-7	Sanitary Sewer Drop Manhole	\$2,678
X-8	10" Sanitary Sewer Spot Repair	\$980
X-9	16" Water Main Quality PVC Storm Sewer	\$0
X-10	12" Ductile Iron Storm Sewer	\$1,875
X-11	8" Ductile Iron Storm Sewer	\$4,940
X-12	Brush Removal	\$400
X-13	Water Main Exploratory Investigations at Arlington and Glenwood	\$8,724
X-14	Cobble Wall Reconstruction at Glenwood and Phillips	\$2,216
	TOTAL ADDITIONAL ITEMS	\$61,897

Items were added to the contract to provide a pay item for 10-inch sanitary sewer work and a specialty manhole on Ridgewood; storm sewer pipe required for special separation or higher strength installations; larger flushing ports on stub water main connections to insure adequate pipe cleaning prior to disinfection; stump and brush removal; the exploratory work at Arlington and Glenwood to determine the Arlington main alignment; and to reconstruct an existing rough rock wall at 366 Glenwood.

BOARD ACTIONS

In addition to the normal action of approving Change Order No. 1 - Final for the GAR Project, it is requested that the Village Board approve a modification to project funding between the Water and Sanitary Sewer funds. There was not sufficient contingency in the available Water Fund allocation to the project of \$790,000 to cover the costs of the water main connection extension on Arlington west of Glenwood when partial payments were made. As an interim measure to pay for the additional water main work, available dollars from the Sanitary Sewer Fund project allocation were tapped. To rectify this, it is proposed that additional Water Fund dollars in the amount of \$63,465 be approved by the Board for the project with the \$51,752 "borrowed" from the Sanitary Sewer Fund restored. Final project funding would be thus:

GLENWOOD-ARBOR-RIDGEWOOD IMPROVEMENTS PROJECT FINAL PROJECT ACCOUNTING			
Funding Source	Account No.	Original Approved Amounts	Final Project Costs
Water Fund	50100-580100-14005	\$790,000	\$853,465
Sanitary Sewer Fund	50200-580100-14005	\$370,000	\$317,872
Capital Projects	40000-580160-14005	\$2,085,000	\$1,999,946
TOTAL		\$3,245,000	\$3,171,283

**A Resolution Concerning the Determination of the Glen Ellyn Village Board that
Change Order Number One - Final with Swallow Construction Corporation
For an Increase of \$22,718 Is Required for the
Glenwood-Arbor-Ridgewood Improvements Project
For a Revised and Final Contract Cost of \$3,171,283**

Whereas, Chapter 720, Section 5/33-E-9 of the Illinois Compiled Statutes 2002 requires change orders on public contracts involving total cumulative changes of more than Ten Thousand Dollars (\$10,000) in value or a cumulative total of thirty (30) days in time to be made by written determination; and

Whereas, it has been determined that it would be beneficial to the Village to make adjustments to current contract unit quantities to match as-constructed amounts and to compensate the contractor for additional work performed on the project;

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

Section One: The Corporate Authorities of the Village make the written determination that the circumstances necessitating the change were not within the contemplation of the contract as signed and that this change order is in the best interest of the Village.

Section Two: The change order which this determination involves relates to the following contract: Glenwood-Arbor-Ridgewood Improvements Project, Swallow Construction Corporation. The nature of Change Order Number One - Final and the amount of change is as follows: Adjust original contract quantities for current contract items to reflect actual installed and measured amounts and to account for 14 new items, including: 10-inch sanitary sewer repairs; sanitary sewer drop manhole; PVC and ductile-iron storm sewers; stump and brush removals; 2-inch water main

spigots; special exploratory digging to determine the configuration of the Arlington water main near Glenwood; and cobble wall construction, all for a net cost increase of twenty-two thousand seven hundred eighteen dollars (\$22,718), for a revised and final contract price of three million one hundred seventy-one thousand two hundred eighty-three dollars (\$3,171,283). All extra work was performed as directed by the project engineering team.

Section Three: This written determination shall be preserved and in a permanent project file that is open to the public.

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

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this day of _____, 2016.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2016.

Village President of the Village
of Glen Ellyn, Illinois

Attest:

Village Clerk of the Village
of Glen Ellyn, Illinois

Resolution 16-12

Meeting of September 12, 2016

ATTACHMENTS:

- GAR Project - CO#1-Final (PDF)

CHANGE ORDER

Order No.: 1 (Final)

Date: September 12, 2016

Agreement Date: May 11, 2015

NAME OF PROJECT: GLENWOOD-ARBOR-RIDGEWOOD IMPROVEMENTS PROJECT

OWNER: VILLAGE OF GLEN ELLYN

CONTRACTOR: SWALLOW CONSTRUCTION CORPORATION

The following changes are hereby made to the **CONTRACT DOCUMENTS**:

Attached hereto is a spreadsheet dated September 2, 2016 showing the original and revised contract quantities for 93 original contract items and 14 new items. These balancing adjustments (a net decrease of \$39,178.46) and new items (net increase of \$61,896.49) are the result of field changes and circumstances encountered during project construction. All extra work was performed as directed by the project engineering team.

Change to **CONTRACT PRICE**:Current **CONTRACT PRICE**: \$3,148,564.90The **CONTRACT PRICE** due to this **CHANGE ORDER** will be **INCREASED** by: **\$22,718.03**The new **CONTRACT PRICE** including this **CHANGE ORDER** will be **\$3,171,282.93**Change to **CONTRACT TIME**:Original **CONTRACT TIME**: Project Completion: November 1, 2015The **CONTRACT TIME** due to this **CHANGE ORDER** will be **not be modified****APPROVALS:**

Approved by Village Board on: September 12, 2016

Requested by: Village of Glen Ellyn

Recommended by: Village of Glen Ellyn

Approved by: Village of Glen Ellyn

Accepted by: Swallow Construction Corporation

2-Sep-16

Project: Glenwood-Arbor-Ridgewood Improvements Project
 Contractor: Swallow Construction Corporation
 Design Engineer: Hampton-Lenzini-Renwick, Inc.
 Construction Engineer: Rempe-Sharpe & Associates

Original Contract Bid Price:

\$3,148,564.90

Village Board Authorized Amount:

\$3,245,000.00

Approved: May 11, 2015

Change Order No. 1 - Final

\$22,718.03

ADDITION

Revised Contract Amount:

\$3,171,282.93

0.72% ABOVE Original Contract Amount

Item	Description	Unit	Quantity	Unit Cost	Est. No. 6 - Final	Total to Date	Est. No. 6 - Final	Total to Date	Contract	(Over) or Under Contract
	Original Contract									
1	PRE-CONSTRUCTION VIDEO TAPING	L.SUM	1	\$20,000.00	0.0	1.0	0.0	\$20,000.00	\$20,000.00	\$0.00
2	TREE REMOVAL	UNIT	50	\$30.00	0.0	202.0	0.0	\$6,060.00	\$1,500.00	(\$4,560.00)
3	INSTALLATION AND MAINTENANCE OF PROTECTIVE TREE FENCE	FOOT	6,000	\$0.95	0.0	5,353.0	0.0	\$5,085.35	\$5,700.00	\$614.65
4	EARTH SAW CUT OF TREE ROOTS	FOOT	2,000	\$3.30	0.0	3,241.0	0.0	\$10,695.30	\$6,600.00	(\$4,095.30)
5	SPECIAL EXCAVATION	CU.YD.	4,647	\$45.00	0.0	4,758.0	0.0	\$214,110.00	\$209,115.00	(\$4,995.00)
6	SODDING, SPECIAL	SQ.YD.	12,168	\$9.50	0.0	8,500.0	0.0	\$80,750.00	\$115,596.00	\$34,846.00
7	SUPPLEMENTAL WATERING	UNIT	365	\$1.00			0.0	\$365.00	\$365.00	\$0.00
8	DUST CONTROL SPECIAL	GALLON	2,200	\$1.00			0.0	\$2,200.00	\$2,200.00	\$0.00
9	BITUMINOUS MATERIALS (PRIME COAT)	GALLON	882	\$0.01	0.0	1,860.0	0.0	\$18.60	\$8.82	(\$9.78)
10	AGGREGATE (PRIME COAT)	TON	35	\$0.01	0.0	3.99	0.0	\$0.04	\$0.35	\$0.31
11	HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50	TON	3,229	\$69.00	0.0	3,161.15	0.0	\$218,119.35	\$222,801.00	\$4,681.65
12	HOT-MIX ASPHALT SURFACE COURSE, MIX "D", N50	TON	1,076	\$74.00	0.0	1,016.9	0.0	\$75,250.60	\$79,624.00	\$4,373.40
13	SUBBASE GRANULAR MATERIAL, TYPE B	TON	3,140	\$37.00	0.0	2,809.0	0.0	\$103,933.00	\$116,180.00	\$12,247.00
14	PROTECTIVE COAT	SQ.YD.	7,443	\$0.01			0.0	\$74.43	\$74.43	\$0.00
15	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT	SQ.YD.	2,984	\$51.00	0.0	3,054.0	0.0	\$155,754.00	\$152,184.00	(\$3,570.00)
16	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SQ.FT.	18,128	\$5.75	0.0	15,620.0	0.0	\$89,815.00	\$104,236.00	\$14,421.00
17	NEW PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SQ. FT.	6,135	\$6.25	0.0	6,205.0	0.0	\$38,781.25	\$38,343.75	(\$437.50)
18	DRIVEWAY PAVEMENT REMOVAL	SQ.YD.	1,858	\$4.00	0.0	2,536.0	0.0	\$10,144.00	\$7,432.00	(\$2,712.00)
19	SIDEWALK REMOVAL	SQ.FT.	18,413	\$0.85	0.0	15,722.0	0.0	\$13,363.70	\$15,651.05	\$2,287.35
20	COMBINATION CONCRETE CURB AND GUTTER REMOVAL	FOOT	100	\$5.00			0.0	\$500.00	\$500.00	\$0.00
21	PAVEMENT RESTORATION	SQ. YD.	31	\$130.00	0.0	53.0	0.0	\$6,890.00	\$4,030.00	(\$2,860.00)
22	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	7,932	\$15.00	0.0	8,119.0	0.0	\$121,785.00	\$118,980.00	(\$2,805.00)
23	TRAFFIC CONTROL AND PROTECTION	L.SUM	1	\$250,000.00	0.0	1.00	0.0	\$250,000.00	\$250,000.00	\$0.00
24	TEMPORARY AGGREGATE	TON	500	\$1.00	0.0	500.0	0.0	\$500.00	\$500.00	\$0.00
25	EXPLORATORY EXCAVATION	CU.YD.	100	\$60.00			0.0	\$6,000.00	\$6,000.00	\$0.00
26	POROUS GRANULAR EMBANKMENT, SUBGRADE	CU.YD.	2,400	\$13.00	0.0	2,928.0	0.0	\$38,064.00	\$31,200.00	(\$6,864.00)
27	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SQ.YD.	8,970	\$0.75	0.0	11,237.0	0.0	\$8,427.75	\$6,727.50	(\$1,700.25)
28	STREET SWEEPING	DAY	30	\$1,000.00	0.0	23.0	0.0	\$23,000.00	\$30,000.00	\$7,000.00
29	CONSTRUCTION LAYOUT	L.SUM	1	\$47,500.00	0.0	1.00	0.0	\$47,500.00	\$47,500.00	\$0.00
30	TREE MULCHING	EACH	117	\$36.00	0.0	78.0	0.0	\$2,808.00	\$4,212.00	\$1,404.00
31	INTERSECTION RAMP	EACH	19	\$300.00	0.0	13.0	0.0	\$3,900.00	\$5,700.00	\$1,800.00
32	DRIVEWAY RAMP	EACH	67	\$175.00	0.0	69.0	0.0	\$12,075.00	\$11,725.00	(\$350.00)

Item	Description	Unit	Quantity	Unit Cost	Est. No. 6 - Final	Total to Date	Est. No. 6 - Final	Total to Date	Contract	(Over) or Under Contract
33	BRICK/STONE DRIVEWAY REMOVAL AND REINSTALLATION	SQ.YD.	50	\$145.00	0.0	14.0	\$0.00	\$2,030.00	\$7,250.00	\$5,220.00
34	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU.YD.	2,400	\$10.00	0.0	2,928.0	\$0.00	\$29,280.00	\$24,000.00	(\$5,280.00)
35	UNDERCUTTING FOR UTILITIES	CU.YD.	200	\$25.00	0.0	4.0	\$0.00	\$100.00	\$5,000.00	\$4,900.00
36	EMBANKMENT SPECIAL	CU.YD.	200	\$5.00			\$0.00	\$0.00	\$1,000.00	\$1,000.00
37	TEMPORARY SURFACE	SQ.YD.	200	\$5.00			\$0.00	\$0.00	\$1,000.00	\$1,000.00
38	SEGMENTAL CONCRETE BLOCK WALL	SQ. FT.	746	\$42.00	0.0	527.0	\$0.00	\$22,134.00	\$31,332.00	\$9,198.00
39	HOT MIX ASPHALT DRIVEWAY PAVEMENT	SQ.YD.	100	\$44.00	72.5	142.5	\$3,190.00	\$6,270.00	\$4,400.00	(\$1,870.00)
40	PERIMETER EROSION BARRIER	FOOT	500	\$3.50			\$0.00	\$0.00	\$1,750.00	\$1,750.00
41	STORM SEWERS, 12" RCP, TYPE 1	FOOT	793	\$80.00	0.0	572.0	\$0.00	\$45,760.00	\$63,440.00	\$17,680.00
42	STORM SEWERS, 12" RCP, TYPE 2	FOOT	838	\$90.00	0.0	669.0	\$0.00	\$53,520.00	\$67,040.00	\$13,520.00
43	STORM SEWERS, 15" RCP, TYPE 2	FOOT	49	\$80.00	0.0	278.0	\$0.00	\$25,020.00	\$4,410.00	(\$20,610.00)
44	STORM SEWERS, 8" PVC SDR-26 (ASTM D-2241)	FOOT	413	\$74.00	0.0	533.0	\$0.00	\$39,442.00	\$30,562.00	(\$8,880.00)
45	STORM SEWERS, 6" PVC SDR-26 (ASTM D-2241)	FOOT	500	\$65.00	0.0	730.0	\$0.00	\$47,450.00	\$32,500.00	(\$14,950.00)
46	STORM SEWER REMOVAL	FOOT	206	\$6.25	0.0	50.0	\$0.00	\$312.50	\$1,287.50	\$975.00
47	INLETS, TYPE A, 7000, T1, M1	EACH	7	\$1,275.00	0.0	12.0	\$0.00	\$15,300.00	\$8,925.00	(\$6,375.00)
48	INLETS, TYPE A, 7000, M3	EACH	4	\$1,275.00	0.0	5.0	\$0.00	\$6,375.00	\$5,100.00	(\$1,275.00)
49	INLETS, TYPE A, TYPE 1 FRAME AND OPEN LID	EACH	9	\$1,000.00	0.0	9.0	\$0.00	\$9,000.00	\$9,000.00	\$0.00
50	CATCH BASIN, TYPE C, 7000, T1, M1	EACH	18	\$1,650.00	0.0	14.0	\$0.00	\$23,100.00	\$29,700.00	\$6,600.00
51	CATCH BASIN, TYPE C, 7000, M3	EACH	3	\$1,650.00	0.0	8.0	\$0.00	\$13,200.00	\$4,950.00	(\$8,250.00)
52	CATCH BASIN, TYPE A, 4' DIA., 7000, T1, M1	EACH	2	\$3,300.00	0.0	3.0	\$0.00	\$9,900.00	\$6,600.00	(\$3,300.00)
53	CATCH BASIN, TYPE A, 4' DIA., 7000, M3	EACH	1	\$3,300.00	0.0	1.0	\$0.00	\$3,300.00	\$3,300.00	\$0.00
54	STORM MANHOLES, TYPE A, 4' DIA., TYPE 1 FRAME, CLOSED LID	EACH	3	\$2,600.00	0.0	4.0	\$0.00	\$10,400.00	\$7,800.00	(\$2,600.00)
55	STORM MANHOLES, TYPE A, 4' DIA., TYPE 1 FRAME, OPEN LID	EACH	1	\$2,600.00			\$0.00	\$0.00	\$2,600.00	\$2,600.00
56	STORM MANHOLES, TYPE A, 4' DIA., 7000, T1, M1	EACH	1	\$2,750.00	0.0	1.0	\$0.00	\$2,750.00	\$2,750.00	\$0.00
57	STORM MANHOLES, TYPE A, 4' DIA., 7000, M3	EACH	1	\$2,750.00			\$0.00	\$0.00	\$2,750.00	\$2,750.00
58	ADJUST STORM STRUCTURE WITH NEW FRAME AND GRATE	EACH	9	\$650.00	1.0	2.0	\$650.00	\$1,300.00	\$5,850.00	\$4,550.00
59	ADJUST STORM STRUCTURE	EACH	11	\$300.00	0.0	13.0	\$0.00	\$3,900.00	\$3,300.00	(\$600.00)
60	STRUCTURE REMOVAL	EACH	12	\$70.00	0.0	11.0	\$0.00	\$770.00	\$840.00	\$70.00
61	TELEVISION OF STORM SEWERS	FOOT	2,100	\$2.75	0.0	2,134.0	\$0.00	\$5,868.50	\$5,775.00	(\$93.50)
62	INLET AND PIPE PROTECTION	EACH	59	\$125.00	0.0	48.0	\$0.00	\$6,000.00	\$7,375.00	\$1,375.00
63	CONNECTION OF 6" STORM SEWER	EACH	20	\$300.00	0.0	19.0	\$0.00	\$5,700.00	\$6,000.00	\$300.00
64	PIPE UNDERDRAIN 4"	FOOT	525	\$40.00	0.0	500.0	\$0.00	\$20,000.00	\$21,000.00	\$1,000.00
65	CONNECT TO EXISTING STRUCTURE/PIPE	EACH	12	\$300.00	0.0	19.0	\$0.00	\$5,700.00	\$3,600.00	(\$2,100.00)
66	SANITARY MANHOLES, TYPE A, 4' DIA., FRAME WITH CLOSED LID	EACH	2	\$6,500.00	0.0	2.0	\$0.00	\$13,000.00	\$13,000.00	\$0.00
67	SANITARY SEWER, 8" PVC, SDR 26	FOOT	72	\$110.00	0.0	74.0	\$0.00	\$8,140.00	\$7,920.00	(\$220.00)
68	SANITARY SEWER SPOT REPAIR	FOOT	50	\$260.00	0.0	83.0	\$0.00	\$21,580.00	\$13,000.00	(\$8,580.00)
69	ADDITIONAL SANITARY SEWER MAIN, 8" PVC, SDR 26	FOOT	100	\$110.00	0.0	15.0	\$0.00	\$1,650.00	\$11,000.00	\$9,350.00
70	ADJUST SANITARY MANHOLE WITH NEW FRAME AND CLOSED LID	EACH	10	\$500.00	0.0	14.0	\$0.00	\$7,000.00	\$5,000.00	(\$2,000.00)
71	RECONSTRUCT SANITARY MANHOLE WITH NEW FRAME AND CLOSED LID	EACH	3	\$1,000.00	0.0	1.0	\$0.00	\$1,000.00	\$3,000.00	\$2,000.00
72	SANITARY SERVICE EXPLORATION	EACH	16	\$300.00	0.0	44.0	\$0.00	\$13,200.00	\$4,800.00	(\$8,400.00)
73	TEE/WYE REPLACEMENT (8" MAIN)	EACH	66	\$2,250.00	0.0	50.0	\$0.00	\$112,500.00	\$148,500.00	\$36,000.00
74	SANITARY SEWER SERVICE PIPE	FOOT	1,400	\$33.00	0.0	1,137.0	\$0.00	\$37,521.00	\$46,200.00	\$8,679.00
75	SANITARY SERVICE CLEANOUT	EACH	66	\$1,400.00	0.0	53.0	\$0.00	\$74,200.00	\$92,400.00	\$18,200.00
76	SANITARY SEWER REMOVAL	FOOT	55	\$21.00			\$0.00	\$0.00	\$1,155.00	\$1,155.00

Item	Description	Unit	Quantity	Unit Cost	Est. No. 6 - Final	Total to Date	Est. No. 6 - Final	Contract	(Over) or Under Contract
77	TELEVISION OF SANITARY SEWERS	FOOT	3,657	\$2.50	0.0	3,657.0	\$0.00	\$9,142.50	\$0.00
78	FIRE HYDRANT WITH AUXILIARY VALVE AND VALVE BOX	EACH	11	\$7,500.00	0.0	11.0	\$0.00	\$82,500.00	\$0.00
79	WATER MAIN, 8", DUCTILE IRON PIPE, CLASS 52 & FITTINGS	FOOT	2,829	\$95.00	0.0	2,770.0	\$0.00	\$268,755.00	\$5,605.00
80	WATER MAIN, 6", DUCTILE IRON PIPE, CLASS 52 & FITTINGS	FOOT	125	\$110.00	0.0	141.0	\$0.00	\$13,750.00	(\$1,760.00)
81	WATER MAIN, 4", DUCTILE IRON PIPE, CLASS 52 & FITTINGS	FOOT	68	\$125.00	0.0	110.0	\$0.00	\$8,500.00	(\$5,250.00)
82	WATER MAIN BORED IN PLACE, 8" DUCTILE IRON PIPE	FOOT	260	\$250.00	0.0	421.0	\$0.00	\$65,000.00	(\$40,250.00)
83	8" GATE VALVE AND 5' DIA. VALVE VAULT	EACH	10	\$5,500.00	0.0	11.0	\$0.00	\$55,000.00	(\$5,500.00)
84	6" GATE VALVE AND 5' DIA. VALVE VAULT	EACH	1	\$4,500.00	0.0	1.0	\$0.00	\$4,500.00	\$0.00
85	CUT AND PLUG EXISTING WATER MAIN	EACH	8	\$3,000.00	0.0	8.0	\$0.00	\$24,000.00	\$0.00
86	1-1/2" DIAMETER WATER SERVICE CONNECTION (SHORT SIDE)	EACH	32	\$2,500.00	0.0	36.0	\$0.00	\$80,000.00	(\$10,000.00)
87	1-1/2" DIAMETER WATER SERVICE CONNECTION (LONG SIDE)	EACH	32	\$3,750.00	0.0	33.0	\$0.00	\$120,000.00	(\$3,750.00)
88	ADDITIONAL WATER SERVICE LINE	FOOT	250	\$7.00	0.0	73.0	\$0.00	\$1,750.00	\$1,239.00
89	CONNECTION TO EXISTING WATER MAIN	EACH	10	\$3,500.00	0.0	14.0	\$0.00	\$35,000.00	(\$14,000.00)
90	FIRE HYDRANTS TO BE REMOVED	EACH	5	\$600.00	0.0	5.0	\$0.00	\$3,000.00	\$0.00
91	VALVE TO BE ABANDONED	EACH	4	\$80.00	0.0	4.0	\$0.00	\$320.00	\$0.00
92	ADJUST VALVE VAULT	EACH	3	\$250.00	0.0	1.0	\$0.00	\$750.00	\$500.00
93	STEEL SLEEVE, OPEN CUT	FOOT	30	\$125.00	0.0	30.0	\$0.00	\$3,750.00	\$0.00
TOTAL (ORIGINAL PROJECT)						\$3,840.00	\$3,109,386.44	\$3,148,564.90	\$39,178.46

Extra Items

X-1	TEE/WYE REPLACEMENT - 10" MAIN	EACH	0	\$2,500.00	0.0	6.0	\$0.00	\$15,000.00	(\$15,000.00)
X-2	SANITARY SEWER, 10" PVC	FOOT	0	\$140.00	0.0	2.0	\$0.00	\$280.00	(\$280.00)
X-3	STORM SEWER, 12" WATERMAIN PVC	FOOT	0	\$115.00	0.0	151.0	\$0.00	\$17,365.00	(\$17,365.00)
X-4	STUMP REMOVAL	EACH	0	\$15.00	0.0	117.5	\$0.00	\$1,762.50	(\$1,762.50)
X-5	2" TEST WHIPS	EACH	0	\$1,000.00	0.0	5.0	\$0.00	\$5,000.00	(\$5,000.00)
X-6	STORM SEWER, 16", DIP	FOOT	0	\$169.00	0.0	4.0	\$0.00	\$676.00	(\$676.00)
X-7	MANHOLE DROP ASSEMBLY RECONSTRUCTION	EACH	0	\$2,678.11	0.0	1.0	\$0.00	\$2,678.11	(\$2,678.11)
X-8	SANITARY SEWER SPOT REPAIR, 10"	FOOT	0	\$140.00	0.0	7.0	\$0.00	\$980.00	(\$980.00)
X-9	STORM SEWER, 16" WATERMAIN PVC	FOOT	0				\$0.00	\$0.00	\$0.00
X-10	STORM SEWER, 12" DIP	FOOT	0	\$125.00	0.0	15.0	\$0.00	\$1,875.00	(\$1,875.00)
X-11	STORM SEWER, 8" DIP	FOOT	0	\$95.00	0.0	52.0	\$0.00	\$4,940.00	(\$4,940.00)
X-12	BRUSH REMOVAL	L SUM	0	\$400.00	0.0	1.0	\$0.00	\$400.00	(\$400.00)
X-13	WATERMAIN EXPLORATION @ ARLINGTON	L SUM	0	\$8,723.88	0.0	1.0	\$0.00	\$8,723.88	(\$8,723.88)
X-14	RECONSTRUCT COBBLEWALL	L SUM	0	\$2,216.00	0.0	1.0	\$0.00	\$2,216.00	(\$2,216.00)
TOTAL (EXTRA ITEMS)						\$0.00	\$61,896.49	\$0.00	(\$61,896.49)
TOTAL PROJECT						\$3,840.00	\$3,171,282.93	\$3,148,564.90	(\$22,718.03)

Item	Description	Unit	Quantity	Unit Cost	Est. No. 6 - Final	Total to Date	Est. No. 6 - Final	Total to Date	Contract	(Over) or Under Contract
TOTAL PROJECT										
	RETAINAGE (0%)					\$3,171,282.93	\$3,840.00	\$3,171,282.93		
	LESS PREVIOUS PAYMENTS					\$0.00	-\$31,674.43	\$0.00		
	TOTAL PARTIAL PAYMENT					\$35,514.43	\$35,514.43	\$35,514.43		
PAYOUT HISTORY										
	PAY ESTIMATE NO. 1					\$299,246.45				
	PAY ESTIMATE NO. 2					\$714,916.80				
	PAY ESTIMATE NO. 3					\$645,571.98				
	PAY ESTIMATE NO. 4					\$968,097.33				
	PAY ESTIMATE NO. 5					\$507,935.94				
	PAY ESTIMATE NO. 6 - Final					\$35,514.43				
	TOTAL					\$3,171,282.93				
WATER FUND (50100-580100-14005)										
	RETAINAGE (0%)			Appropriation = \$790,000		\$853,464.88	\$0.00	\$853,464.88		
	LESS PREVIOUS PAYMENTS			Supplemental Appropriation - CO#1 = \$63,465		\$0.00		\$0.00		
	TOTAL PARTIAL PAYMENT					\$63,464.88	\$63,464.88	\$63,464.88		
SANITARY SEWER FUND (50200-580100-14005)										
	RETAINAGE (0%)			Appropriation = \$370,000		\$317,871.61	\$0.00	\$317,871.61		
	LESS PREVIOUS PAYMENTS					\$0.00		\$0.00		
	TOTAL PARTIAL PAYMENT					-\$51,751.51	-\$51,751.51	-\$51,751.51		
CAPITAL PROJ. STREET FUND (40000-580160-14005)										
	RETAINAGE (0%)			Appropriation = \$2,085,000		\$1,999,946.44	\$3,840.00	\$1,999,946.44		
	LESS PREVIOUS PAYMENTS					\$0.00	-\$19,961.06	\$0.00		
	TOTAL PARTIAL PAYMENT					\$1,976,145.38	\$23,801.06	\$1,976,145.38		
	TOTAL PARTIAL PAYMENT					\$23,801.06	\$23,801.06	\$23,801.06		
	PAY ESTIMATE NO. 6 - FINAL AMOUNT					\$35,514.43	\$35,514.43	\$35,514.43		



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

Meeting: 09/12/16 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Resolution
Prepared By: Bob Minix

SCHEDULED

RESOLUTION (ID # 2403)

DOC ID: 2403

Resolution No. 16-13, A Resolution Concerning the Determination of the Glen Ellyn Village Board that Change Order Number One - Final with R. W. Dunteman Company for an decrease of \$104,051 (including a \$12,000 deduct for extra engineering expenses) is required for the Chidester-Elm-Lenox-Linden (CELL)

Improvements Project for a revised and final contract cost of \$3,318,902. 2. Motion to increase the appropriation for construction phase engineering services associated with the CELL Improvements Project provided by Civiltech Engineering, Inc. in the amount of \$24,000 for a revised total appropriation of \$263,000 to be expensed to the Capital Projects Fund. 3. Motion to approve Amendment No. 1 to the services agreement with Civiltech Engineering, Inc. for the CELL Improvements Project for additional construction engineering expenses in the amount of \$24,000 resulting in a total not-to-exceed fee of \$263,000 for the work.

Included in the project closeout package described herein are a change order form and Resolution for Village Board consideration in support of a final and balancing change order for the **Chidester-Elm-Lenox-Linden (CELL) Improvements Project**. Construction was initiated in June 2014 and substantially completed in late 2014, with certain improvements - mainly punchlist items and some minor additional landscaping work - completed in 2015 by R. W. Dunteman Company of Addison. Agreement on final quantities was reached after negotiations between staff and contractor in an ongoing discussion over the past year, with a major issue being compensation for extra engineering expenses. The final Dunteman contract cost reflects a deduction of \$12,000 to defray additional engineering costs incurred because the original project substantial completion date of October 31, 2014 and final completion date of November 14, 2014 were not achieved.

In May 2014 the Village Board approved award of a \$3,487,150 contract (including contingency) to R. W. Dunteman Company for improvements to approximately 4,400 ft. of roadways at four locations. Work included reconstruction of Elm and Chidester between Lenox and Riford; reconstruction of Lenox Road between Hawthorne and Oak; and enhanced resurfacing of Linden between Main and Lenox. Proposed underground improvements included new water main on the reconstruction streets as well as replacement of sanitary sewer service lines into the parkway areas. Lenox was widened in accordance with Board decisions rendered in 2013 to provide a dedicated parking lane adjacent to Lake Ellyn Park.

The project was configured with a base bid covering the project essentials. Two alternate bids were

provided for an upgraded brick paver treatment at the intersection of Lenox and Linden and, at the Park District's discretion and expense, a paver upgrade to the proposed sidewalk in and near Lake Ellyn Park adjacent to Lenox Road. The original Board award included the base bid and both alternatives. The Lake Ellyn Park sidewalk on the east side of Lenox was not constructed with the project due to the inability to reach a consensus on the appropriate methods and materials of construction. This sidewalk is planned to be installed in 2017 as a typical concrete sidewalk in conjunction with a concrete walk upgrade to the existing limestone screenings path on the east side of the Park adjacent to Lake Road.

Duntelman submitted the lowest of seven bids received with their proposed total cost of \$3,422,954, about 14% below the engineer's estimate for the work. Change Order No. 1 will be the final and balancing change order for the project. As final contract quantities are now established, this change order documents the balancing of items for existing contract items and addresses out-of-scope work items performed on the project. The extent of balancing between current and final contract quantities and a listing of the new items are contained in the change order form documentation and will be discussed further herein.

Change Order No. 1 - Final would **decrease** the value of the contract by **\$104,051** resulting in a change in the current contract price from \$3,422,954 to a **final cost of \$3,318,903**. As the amount of change exceeds \$10,000, Village Board action is mandated for approval of the change order.

This memorandum also requests approval of an amendment to the construction engineering services agreement with Civiltech Engineering, Inc. for additional construction management expenses associated with oversight of the project. **Additional funding of \$24,000** is sought to partially compensate the consultant for their extra project services of approximately \$55,000, of which **\$12,000** will come from the deduction in the Duntelman contract.

CHANGE ORDER NO. 1 - FINAL

In addition to the information presented with the attached Change Order form for CO #1, this memorandum will provide more background and justification for the project work items. Modifications to the existing contract are required to accurately reflect actual project needs and field conditions. The change order covers two principal items: The final balancing between original and as-constructed quantities for the 116 original bid items and the accounting of 27 contract extras resulted in a net change in the contract cost of a **decrease of \$104,015** and constitutes the amount of the change order.

Original Contract Items

Many of the individual original contract pay items shown in the detailed spreadsheet for CO #1 can be grouped into similar or related categories of work. The following **Quantity Balancing** table provides a summary review of the final contract status for an individual item or related group, based on the final project quantity and cost spreadsheet.

CELL IMPROVEMENTS PROJECT BALANCING OF CONTRACT QUANTITIES			
Category of Work	Original Contract Cost	Costs in Excess of Original Contract	Costs Less Than Original Contract

		Amounts	Amounts
General Project Lump Sum Items (Traffic Control, Preconstruction Video, Layout, Record Info)	\$325,416		\$13,000
Tree Protection / Removals	\$32,190		\$3,935
Erosion and Dust Control	\$60,568		\$46,440
Water Main Items	\$507,725		\$4,490
Sanitary Sewer	\$326,519	\$4	
Storm Sewer	\$571,994		\$25,698
Roadway Undercuts	\$39,615		\$6,288
General Road Construction	\$458,763	\$14,474	
Concrete Construction	\$403,952		\$50,479
Asphalt Pavement Construction	\$268,916	\$45,699	
Brick Paver Treatments	\$323,180		\$88,821
Sod / Restorations	\$104,115		\$5,881
Subtotals	\$3,422,953	\$60,177	\$245,032
Net Decrease in Cost			\$184,855

As displayed in the table, the project experienced basically typical under-runs or over-runs in most classes of work. A special note on hot mix asphalt paving items: The project experienced a greater-than-usual modification in the asphalt paving items, mostly due to how the engineers originally specified the payment units. Field conditions required changes in some of the thicknesses of courses and a clarification was required for one of the proposed mixes. Generally speaking, slightly thicker courses were placed with the Linden overlay significantly upgraded based on field observations and adjustments recommended by Civiltech. The numbers in the above table reflect the net increases in the HMA items for both original contract and revised / new contract items. Reductions in quantities generally resulted from overestimates of the original work items by the design engineers or items not needed to perform the work based on field decisions by the engineering team. Most of the reduction in the brick paver treatment category was due to the deletion of the Lake Ellyn Park sidewalk.

New Contract Items

New contract items, listed individually in the CO#1 spreadsheet, were required through the course of construction, as summarized in the following table:

CELL IMPROVEMENTS PROJECT NEW ITEMS REQUIRED TO MEET FIELD / PROJECT CONDITIONS		
Item	Description	Cost
107	Yard Inlet Installation	\$750
108-110 112-113	Hot Mix Asphalt Pavement Modifications - Accounted for in Table Above	
111	16" PVC Storm Sewer	\$3,089
114	Additional Sanitary Main Repair on Elm	\$5,215
115, 128	Tree Mulch Rings and Miscellaneous Mulch Placement	\$14,003
116	Sanitary Sewer Service Exploration behind 670 Lenox	\$1,235

117, 130	Lenox & Linden Storm Junction Box Repair	\$8,940
118	Handling of Existing Pavers	\$866
119, 120	Lenox and Essex Sidewalk Ramp - Special Work	\$7,042
121-123	Brick Paver Sidewalk Work at Various Locations	\$12,136
124-127. 132	Landscaping Treatments at Various Locations	\$21,250
129, 131	Retaining Wall Installations	\$18,278
133	Deduct - Contractor contribution for extra Resident Engineering Fees incurred due to continued project work into November 2014	(\$12,000)
	Total Additional Items	\$80,804

Of particular note are the following items:

- ❑ Tree Mulching - These items were placed in the field as directed by the engineering team on a time and material basis as a pay item was not originally included and additional mulching work was performed as directed.
- ❑ Junction Box Repair - The existing storm sewer junction box on the southwest corner of Lenox and Linden was found to be in disrepair during the project, requiring the replacement of the concrete box roof.
- ❑ Sidewalk Ramp at Lenox and Essex - Because no new sidewalk was installed on the east side of Lenox between Essex and Oak per Board direction, staff wanted to improve the very steep pedestrian ramp that crosses Lenox at Essex. Additional excavation, retaining walls and work on private property connecting sidewalks were required to properly install this connection
- ❑ Private Property Walls, Pavers, Grading, Etc. - The installation of new sidewalk on Elm and Chidester was challenging in many locations due to steep grades and abrupt transitions between properties. Also, there are numerous residences on Lenox that required special landscaping treatments. The team worked with property owners to provide repairs and solutions, tailoring the work to the specific and reasonable needs of the individual properties.
- ❑ Extra Engineering Services - The deduct for extra engineering expenses and the extension of the specified contract completion dates for the project by five working days will be explained in conjunction with the following discussion regarding the request for additional field engineer compensation for the project.

CIVILTECH AGREEMENT AMENDMENT

In late May 2014, the Village Board also approved a services agreement with Civiltech Engineering, Inc. for construction oversight of the CELL Improvements Project based on a review of seven consultant proposals and a resulting staff recommendation. The fixed price contract amount was \$239,000. The consultant based their fees on the specified contract completion dates of October 31, 2014 for substantial completion and November 14, 2014 for final completion.

During the course of construction, project progress was generally reasonable; however, the project lagged past the original project completion dates as the roadway construction on Lenox was stymied by delays in the timely construction of concrete and brick paver work and the general tardiness of certain contractors to wrap up all project matters in a timely fashion. In November and December 2014 and throughout the remaining active portions of the project in 2015, Civiltech continued to provide full-time construction engineering services even as their expenses grew well beyond their contract limit. The total of post-November 1, 2014 expenses incurred by Civiltech is estimated to be approximately \$55,000 all told.

The entirety of Civiltech extra costs certainly cannot be attributed to contractor delays, but at least a portion of those expenses should be borne by the contractor. Initially, Dunteman was unwilling to discuss this issue at all; finally in a meeting conducted earlier this year, Dunteman and the Village negotiated a contract deduct in the amount of \$12,000. I propose that the Village match this concession, with the balance of engineering costs absorbed by Civiltech.

As part of the agreement with Dunteman, the contract times for the project were increased by five working days to account for legitimate extra work performed in the course of construction.

The proposed amendment to the Civiltech Engineering, Inc. agreement would increase the firm's compensation from \$239,000 to **\$263,000**. The additional fee of **\$24,000** would be funded from the Capital Projects Fund, Account No. 40000-580160-13003.

Closeout of the Civiltech Agreement for Construction Services associated with the CELL Improvements Project requires two Board actions, first to approve additional funding in the amount of \$24,000 and second, to approve Amendment No. 1 to the Civiltech Engineering, Inc. Agreement in the amount of \$24,000 to increase the approved engineering fee to the recommended \$263,000 level.

Resolution No. _____

**A Resolution Concerning the Determination of the Glen Ellyn Village Board that
Change Order Number One - Final with R. W. Dunteman Company
For an Decrease of \$104,051 Is Required for the
Chidester-Elm-Lenox-Linden Improvements Project
For a Revised and Final Contract Cost of \$3,318,903**

Whereas, Chapter 720, Section 5/33-E-9 of the Illinois Compiled Statutes 2002 requires change orders on public contracts involving total cumulative changes of more than Ten Thousand Dollars (\$10,000) in value or a cumulative total of thirty (30) days in time to be made by written determination; and

Whereas, it has been determined that it would be beneficial to the Village to make adjustments to current contract unit quantities to match as-constructed amounts and to compensate the contractor for additional work performed on the project;

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

Section One: The Corporate Authorities of the Village make the written determination that the circumstances necessitating the change were not within the contemplation of the contract as signed and that this change order is in the best interest of the Village.

Section Two: The change order which this determination involves relates to the following contract: Chidester-Elm-Lenox-Linden Improvements Project, R. W. Dunteman Company. The nature of Change Order Number One - Final and the amount of change is as follows: Adjust original contract quantities for current contract items to reflect actual installed and measured amounts and to account for 27 new items, including: additional yard inlets and storm sewers;

revised hot mix asphalt specifications and thicknesses; various time and material charges for additional sanitary sewer repairs, tree mulch rings, structure repairs, various landscaping treatments, wall construction and special sidewalk work; and additional engineering expenses incurred after the contract substantial and final completion dates, all for a net cost decrease of one hundred four thousand fifty-one dollars (\$104,051), for a revised and final contract price of three million three hundred eighteen thousand nine hundred three dollars (\$3,318,903). All extra work was performed as directed by the project engineering team. Contract completion dates are extended by five working days, resulting in revised substantial and final completion dates of November 7, 2014 and November 21, 2014 respectively.

Section Three: This written determination shall be preserved and in a permanent project file that is open to the public.

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

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this day of _____, 2016.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2016.

Village President of the Village
of Glen Ellyn, Illinois

Resolution (ID # 2403)

Meeting of September 12, 2016

Attest:

Village Clerk of the Village
of Glen Ellyn, Illinois

ATTACHMENTS:

- CELL Project CO#1 - Final (PDF)

CHANGE ORDER

Order No.: 1 (Final)

Date: September 12, 2016

Agreement Date: May 19, 2014

NAME OF PROJECT: CHIDESTER-ELM-LENOX-LINDEN IMPROVEMENTS PROJECT

OWNER: VILLAGE OF GLEN ELLYN

CONTRACTOR: R. W. DUNTEMAN COMPANY

The following changes are hereby made to the **CONTRACT DOCUMENTS**:

Attached hereto is a spreadsheet dated September 2, 2016 showing the original and revised contract quantities for 116 original contract items (Base Bid + Alternate 1 + Alternate 2) and 27 new items. These balancing adjustments (a net decrease of \$480,201.49) and new items (net increase of \$376,150.08) are the result of field changes and circumstances encountered during project construction. All extra work was performed as directed by the project engineering team.

Change to **CONTRACT PRICE**:Current **CONTRACT PRICE**: \$3,422,953.59The **CONTRACT PRICE** due to this **CHANGE ORDER** will be **DECREASED** by: **\$104,051.35**The new **CONTRACT PRICE** including this **CHANGE ORDER** will be **\$3,318,902.24**Change to **CONTRACT TIME**:

Original CONTRACT TIME :	Substantial Completion:	October 31, 2014
	Final Completion:	November 14, 2014

The **CONTRACT TIME** due to this **CHANGE ORDER** will be **INCREASED** by **5 working days**

The new CONTRACT TIME will be:	Substantial Completion:	November 7, 2014
	Final Completion:	November 21, 2014

APPROVALS:

Approved by Village Board on: September 12, 2016

Requested by: Village of Glen Ellyn

Recommended by: Village of Glen Ellyn

Approved by: Village of Glen Ellyn

Accepted by: R. W. Duntelman Company

2-Sep-1

Project: Chidester-Elm-Lenox-Linden (CELL) Improvements
 Contractor: R. W. Duntman Company
 Design Engineer: RHMG Engineers
 Construction Engineer: Civiltech Engineering

Original Contract Bid Price: Base Bid + Alt 1 + Alt 2

\$3,422,953.59

Approved by Village Board on May 19, 2014

Village Board Authorized Amount:

\$3,487,150.00

Change Order No. 1 - Final

-\$104,051.35

DEDUCTION

Revised Contract Amount:

\$3,318,902.24

-3.04% BELOW Original Contract Amount

Item	Description	Unit	Quantity	Unit Cost	Est. No. 9 - Final	Total to Date	Est. No. 9 - Final	Total to Date	Contract	(Over) or Under Contract
	BASE BID - ORIGINAL CONTRACT									
1	Earth Excavation to Subgrade Depth for Road Reconstruction	CY	6,450.0	\$48.71	0.0	6,820.5	\$0.00	\$332,226.56	\$314,179.50	(\$18,047.06)
2	Driveway Pavement Removal	SY	2,450.0	\$10.10	0.00	1,956.89	\$0.00	\$19,764.59	\$24,745.00	\$4,980.41
3	Shoulder Removal, to Subgrade Depth For Widening, 12-Inch Depth Minimum	SY	96.0	\$19.18	0.0	95.4	\$0.00	\$1,829.77	\$1,841.28	\$11.51
4	Hot Mix Asphalt Surface Removal - Linden Street	SY	2,874.0	\$4.77	0.0	2,915.3	\$0.00	\$13,905.98	\$13,708.98	(\$197.00)
5	Pavement Removal for Butt Joints/Matches, 2-Inch Depth, Nominal	SY	485.0	\$9.43	0.00	91.71	\$0.00	\$864.83	\$4,573.55	\$3,708.72
6	Curb and Gutter Removal, Variable Profile	LF	4,333.0	\$2.65	0.0	4,221.1	\$0.00	\$11,185.92	\$11,482.45	\$296.53
7	Curb and Gutter and Concrete Removal, Linden Street	LF	2,330.0	\$4.33	0.0	2,350.0	\$0.00	\$10,175.50	\$10,088.90	(\$86.60)
8	Structure Abandonment	EA	5.0	\$124.80			\$0.00	\$624.00	\$624.00	\$0.00
9	Pipe Abandonment	LF	50.0	\$29.60			\$0.00	\$1,480.00	\$1,480.00	\$0.00
10	Structure Removal and Disposal	EA	5.0	\$187.80	0.0	26.0	\$0.00	\$4,882.80	\$939.00	(\$3,943.80)
11	Pipe Removal and Disposal	LF	159.0	\$20.60	0.00	359.25	\$0.00	\$7,400.55	\$3,275.40	(\$4,125.15)
12	Fire Hydrant Assembly Removal and Disposal	EA	5.0	\$553.00	0.0	3.0	\$0.00	\$1,659.00	\$2,765.00	\$1,106.00
13	Removal and Disposal - Unsuitable Material	CY	950.0	\$21.41	0.00	799.20	\$0.00	\$17,110.87	\$20,339.50	\$3,228.63
14	Aggregate Base Course, Type B, CA-1, 8-Inch Thickness - Chidester/Elm/Lenox	SY	6,500.0	\$8.01	0.00	6,660.67	\$0.00	\$53,351.97	\$52,065.00	(\$1,286.97)
15	Aggregate Base Course, Type B, CA-6, Grade 8, 6-Inch - Chidester/Elm	SY	2,045.0	\$7.40	0.00	6,643.60	\$0.00	\$49,162.64	\$15,133.00	(\$34,029.64)
16	Aggregate Base Course, Type B, CA-6, Grade 8, 4-Inch Thickness	SY	4,153.0	\$6.65			\$0.00	\$27,617.45	\$27,617.45	\$0.00
17	HMA Polymerized Leveling Binder, IL-4.75, N50, 3/4-Inch Thickness	TON	125.0	\$148.68			\$0.00	\$0.00	\$18,585.00	\$18,585.00
18	HMA Binder Course, IL-19.0, N50, 4-Inch Thickness - Chidester/Elm	SY	2,045.0	\$25.04	0.00	0.00	\$0.00	\$0.00	\$51,206.80	\$51,206.80
19	HMA Binder Course, IL-19.0, N50, 6-Inch Thickness - Lenox	SY	4,153.0	\$27.03			\$0.00	\$112,255.59	\$112,255.59	\$0.00
20	HMA Surface Course, IL-19.0, N50, 2-1/4-Inch Thickness - All Streets	SY	9,189.0	\$5.54			\$0.00	\$0.00	\$50,907.06	\$50,907.06
	Asphalt Patch, Class D: 12-Inch CA-6, 6-Inch IL-19.0, N50 Binder, 2-Inch IL-19.5, N50 Surface	SY	30.0	\$80.46	0.00	50.62	\$0.00	\$4,072.89	\$2,413.80	(\$1,659.09)
	Concrete Patch, Type B: 6-Inch CA-6, 8-Inch Concrete, Dowel Bars per Specifications - Hawthorn Road, Linden Road, Essex Road	SY	575.0	\$45.47	0.00	20.58	\$0.00	\$935.77	\$26,145.25	\$25,209.48

Item	Description	Unit	Quantity	Unit Cost	Est. No. 9 - Final	Total to Date	Est. No. 9 - Final	Total to Date	Contract	(Over) or Under Contract
23	Combination Concrete Curb and Gutter, Type B-6.12 – Chidester, Elm and Lenox	LF	5,385.0	\$14.70	0.00	5,397.10	\$0.00	\$79,337.37	\$79,159.50	(\$177.87)
24	Combination Concrete Curb and Gutter, Type B-6.12, with Dowel Bars - Linden Street	LF	2,325.0	\$14.81	0.0	2,304.4	\$0.00	\$34,128.16	\$34,433.25	\$305.09
25	Concrete Ribbon, 1' Width	LF	1,496.0	\$11.85	0.00	1,440.25	\$0.00	\$17,066.96	\$17,727.60	\$660.64
26	Concrete Ribbon, 8" Width	LF	115.0	\$11.85	0.0	67.6	\$0.00	\$801.06	\$1,362.75	\$561.69
27	Concrete Curb, B-6 Barrier Curb	LF	1,810.0	\$14.60	0.00	1,340.90	\$0.00	\$19,577.14	\$26,426.00	\$6,848.86
28	Aggregate Base Course for Perm. Pavement, Type B, CA-1, 15.75 Inch Thickness, Washed of All Fines	SY	1,485.0	\$20.29	0.00	1,537.84	\$0.00	\$31,202.77	\$30,130.65	(\$1,072.12)
29	Aggregate Base Course for Perm. Pavement, Type B, CA-7, 4-Inch Thickness, Washed of All Fines	SY	1,485.0	\$6.43	0.00	1,442.84	\$0.00	\$9,277.46	\$9,548.55	\$271.09
30	Aggregate Base Course, Type B, CA-16, 1.50-Inch Thickness	SY	1,485.0	\$5.50	0.00	1,671.66	\$0.00	\$9,194.13	\$8,167.50	(\$1,026.63)
31	Permeable Interlocking Unit Pavers	SY	1,485.0	\$100.00	0.00	1,351.71	\$0.00	\$135,171.00	\$148,500.00	\$13,329.00
32	Subbase Granular Material, Type C, CA-1, Grade 8	CY	950.0	\$20.29	0.00	799.20	\$0.00	\$16,215.77	\$19,275.50	\$3,059.73
33	Geogrid for Ground Stabilization	SY	3,000.0	\$0.25	0.00		\$0.00	\$0.00	\$750.00	\$750.00
34	Geotechnical Fabric	SY	9,042.0	\$1.80	0.00	7,986.15	\$0.00	\$14,375.07	\$16,275.60	\$1,900.53
35	Non-Woven Geotextile for Permeable Unit Pavers	SY	1,484.0	\$2.02	0.00	1,782.06	\$0.00	\$3,599.76	\$2,997.68	(\$602.08)
36	Driveway - Portland Cement Concrete Pavement, 6-Inch	SY	1,450.0	\$34.75	0.00	1,824.46	\$0.00	\$63,399.99	\$50,387.50	(\$13,012.49)
37	Driveway - HMA Pavement, 3-Inch	SY	580.0	\$26.32	0.00	16.16	\$0.00	\$425.33	\$15,265.60	\$14,840.27
38	Driveway - Paver/Brick	SY	100.0	\$90.00	0.00	47.54	\$0.00	\$4,278.60	\$9,000.00	\$4,721.40
39	Driveway - Permeable Interlocking Unit Paver	SY	52.0	\$90.00	0.00	52.09	\$0.00	\$4,688.10	\$4,680.00	(\$8.10)
40	Portland Cement Concrete Sidewalk, 5-Inch, Complete	SF	15,500.0	\$5.46	0.0	12,748.8	\$0.00	\$69,608.45	\$84,630.00	\$15,021.55
41	Sidewalk Detectable Warnings	SF	260.0	\$27.00	0.0	224.0	\$0.00	\$6,048.00	\$7,020.00	\$972.00
42	Portland Cement Concrete Sidewalk, 5-Inch within Lake Elllyn Park, Complete	SF	7,250.0	\$3.78			\$0.00	\$0.00	\$27,405.00	\$27,405.00
43	Portland Cement Concrete Sidewalk Removal and Replacement, 5-Inch	SF	8,000.0	\$5.45	0.00	11,132.63	\$0.00	\$60,672.83	\$43,600.00	(\$17,072.83)
44	Temporary Aggregate	TON	750.0	\$6.44	0.0	144.3	\$0.00	\$929.29	\$4,830.00	\$3,900.71
45	Granular Trench Backfill, CA-6	LF	6,685.0	\$40.25	0.00	5,943.10	\$0.00	\$239,209.78	\$269,071.25	\$29,861.48
46	Underdrain, 4-Inch Diameter	LF	2,089.0	\$26.25	0.0	490.8	\$0.00	\$12,883.50	\$54,836.25	\$41,952.75
47	Storm Sewer, 6-Inch PVC SDR 26 ASTM D2241, Open Cut	LF	500.0	\$46.50	0.00	669.90	\$0.00	\$31,150.35	\$23,250.00	(\$7,900.35)
48	Storm Sewer, 8-Inch PVC SDR 26 ASTM D2241, Open Cut	LF	79.0	\$48.55	0.0	7.7	\$0.00	\$373.84	\$3,835.45	\$3,461.62
49	Storm Sewer, 10-Inch, PVC ASTM D-2241, Open Cut	LF	188.0	\$53.35	0.00	507.25	\$0.00	\$27,061.79	\$10,029.80	(\$17,031.99)
50	Storm Sewer, 10-Inch RCP, O-Ring Gaskets, Open Cut	LF	692.0	\$54.20	0.00	618.55	\$0.00	\$33,525.41	\$37,506.40	\$3,980.99
51	Storm Sewer, 12-Inch RCP, O-Ring Gaskets, Open Cut	LF	617.0	\$56.65	0.0	1,081.8	\$0.00	\$61,283.97	\$34,953.05	(\$26,330.92)
52	Storm Sewer, 12-Inch PVC, ASTM D2241, Open Cut	EA	10.0	\$734.95	0.0	21.0	\$0.00	\$15,433.95	\$7,349.50	(\$8,084.45)
53	Connect 6-inch PVC Pipe to Storm Sewer or Structure	EA	14.0	\$2,465.00	0.0	12.0	\$0.00	\$29,580.00	\$34,510.00	\$4,930.00
54	Catch Basin, 48 Inch Diameter, O.L.	EA	14.0	\$1,725.00	0.0	13.0	\$0.00	\$22,425.00	\$24,150.00	\$1,725.00
55	Catch Basin, Type C, O.L.	EA	14.0	\$2,050.00	0.0	5.0	\$0.00	\$10,250.00	\$6,150.00	(\$4,100.00)
56	Storm Manhole, Type A, 48 Inch Diameter, OL	EA	3.0	\$2,067.00	0.0	6.0	\$0.00	\$12,402.00	\$4,134.00	(\$8,268.00)
57	Storm Manhole, Type A, 48 Inch Diameter, CL	EA	2.0	\$1,428.00	0.0	19.0	\$0.00	\$27,132.00	\$18,564.00	(\$8,568.00)
58	Inlet, Type A, OL	EA	14.0	\$1,190.00	0.0		\$0.00	\$0.00	\$16,660.00	\$16,660.00
	Permeable Pavement Outlet Assembly	LF	45.0	\$86.15	0.0	54.9	\$0.00	\$4,729.64	\$3,876.75	(\$852.89)
	Watermain, 6-Inch DIP, Open Cut, Including Bends and Fittings	LF	2,488.0	\$63.90	0.0	2,495.0	\$0.00	\$159,430.50	\$158,983.20	(\$447.30)
	Watermain, 8-Inch DIP, Open Cut, Including Bends and Fittings	LF								
	Watermain, 8-Inch PVC C-900, DR-14, Horizontal Directional Drill, Fittings	LF	760.0	\$83.35	0.0	745.7	\$0.00	\$62,154.10	\$63,346.00	\$1,191.90

Item	Description	Unit	Quantity	Unit Cost	Est. No. 9 - Final	Total to Date	Est. No. 9 - Final	Total to Date	Contract	(Over) or Under Contract
63	Watermain Encasement, 16-Inch PVC, Including Fittings, with 8-Inch Carrier Pipe	LF	122.0	\$120.30	0.0	113.7	\$0.00	\$13,678.11	\$14,676.60	\$998.49
64	Water Service Encasement, 4-Inch PVC, Including Fittings, with 1-1/2 Inch Carrier Pipe	LF	265.0	\$19.35	0.0	76.0	\$0.00	\$1,470.60	\$5,127.75	\$3,657.15
65	6-inch Gate Valve, 60 Inch Diameter Vault - Lake Ellyn Park Service	EA	1.0	\$3,271.00	0.0	1.0	\$0.00	\$3,271.00	\$3,271.00	\$0.00
66	8-inch Gate Valve, 60 Inch Diameter Vault	EA	4.0	\$3,675.00	0.0	6.0	\$0.00	\$22,050.00	\$14,700.00	(\$7,350.00)
67	8-Inch Gate Valve in Existing Vault	EA	1.0	\$3,504.00			\$0.00	\$0.00	\$3,504.00	\$3,504.00
68	8-inch Gate Valve and Tapping Sleeve, 60 Inch Diameter Vault	EA	1.0	\$5,394.00			\$0.00	\$0.00	\$5,394.00	\$5,394.00
69	Connection to Existing Watermain	EA	7.0	\$2,731.00	0.0	7.0	\$0.00	\$19,117.00	\$19,117.00	\$0.00
70	Fire Hydrant with Auxiliary Valve, Valve Box, Connecting Piping	EA	10.0	\$5,225.00	0.0	10.0	\$0.00	\$52,250.00	\$52,250.00	\$0.00
71	Water Service Replacement - 1 1/2-Inch Type K Copper Tubing	LF	1,040.0	\$23.90	0.0	1,120.4	\$0.00	\$26,777.56	\$24,856.00	(\$1,921.56)
72	Water Service Replacement - Connections and Fittings per Service	EA	51.0	\$2,356.00	0.0	58.0	\$0.00	\$136,648.00	\$120,156.00	(\$16,492.00)
73	Sanitary Service Replacement - 6-Inch PVC SDR 26, ASTM D2241	LF	1,625.0	\$88.20	0.00	1,655.10	\$0.00	\$145,979.82	\$143,325.00	(\$2,654.82)
74	Sanitary Sewer, 8-Inch PVC SDR 26, ASTM D2241, Open Cut	LF	238.0	\$70.00	0.00	267.45	\$0.00	\$18,721.50	\$16,660.00	(\$2,061.50)
75	Sanitary Sewer, 10-Inch PVC SDR 26, ASTM D2241, Open Cut	LF	350.0	\$71.00	0.00	356.45	\$0.00	\$25,307.95	\$24,850.00	(\$457.95)
76	Sanitary Sewer, 12-Inch PVC SDR 26, ASTM D2241, Open Cut	LF	32.0	\$83.65	0.00	56.25	\$0.00	\$4,705.31	\$2,676.80	(\$2,028.51)
77	Sanitary Sewer, 15-Inch PVC SDR 26, ASTM D2241, Open Cut	LF	52.0	\$100.25	0.0	14.0	\$0.00	\$1,403.50	\$5,213.00	\$3,809.50
78	Sanitary Service Cleanout	EA	60.0	\$211.00	0.0	57.0	\$0.00	\$12,027.00	\$12,660.00	\$633.00
79	Sanitary Service Tee Replacement	EA	65.0	\$718.00	0.0	61.0	\$0.00	\$43,798.00	\$46,670.00	\$2,872.00
80	Sanitary Sewer Mainline Repair at Tees	LF	260.0	\$109.50	0.00	344.75	\$0.00	\$37,750.13	\$28,470.00	(\$9,280.13)
81	Sanitary Manhole	EA	5.0	\$4,446.00	0.0	7.0	\$0.00	\$31,122.00	\$22,230.00	(\$8,892.00)
82	Adjust - Inlet	EA	18.0	\$351.00	0.0	15.0	\$0.00	\$5,265.00	\$6,318.00	\$1,053.00
83	Adjust - Valve Vault	EA	2.0	\$351.00			\$0.00	\$0.00	\$702.00	\$702.00
84	Adjust - Sanitary Manhole	EA	8.0	\$656.00	0.0	8.0	\$0.00	\$5,248.00	\$5,248.00	\$0.00
85	Adjust - Storm Manhole	EA	10.0	\$352.00	0.0	11.0	\$0.00	\$3,872.00	\$3,520.00	(\$352.00)
86	Structure Reconstruct	EA	7.0	\$1,082.00	0.0	2.0	\$0.00	\$2,164.00	\$7,574.00	\$5,410.00
87	Bypass Pumping	LS	1.0	\$116.10			\$0.00	\$0.00	\$116.10	\$116.10
88	Inlet Filters	EA	55.0	\$166.00	0.0	27.0	\$0.00	\$4,482.00	\$9,130.00	\$4,648.00
89	Exploratory Digging	HR	80.0	\$230.00	0.0	2.0	\$0.00	\$460.00	\$18,400.00	\$17,940.00
90	Tree Removal, Up to 15 Inch Diameter	EA	18.0	\$300.00	0.0	3.0	\$0.00	\$900.00	\$5,400.00	\$4,500.00
91	Tree Removal, 15 Inch Diameter or larger	EA	2.0	\$800.00	0.0	4.0	\$0.00	\$3,200.00	\$1,600.00	(\$1,600.00)
92	Earth Saw Cut of Tree Roots	LF	4,500.0	\$2.75	0.0	2,970.0	\$0.00	\$8,167.50	\$12,375.00	\$4,207.50
93	Perimeter Erosion Barrier	LF	3,150.0	\$3.00	0.0	1,216.5	\$0.00	\$3,649.50	\$9,450.00	\$5,800.50
94	Protective Tree Fencing	LF	4,660.0	\$2.75	0.0	5,813.5	\$0.00	\$15,987.13	\$12,815.00	(\$3,172.13)
95	Portable Sediment Containment System	LS	1.0	\$6,400.00			\$0.00	\$0.00	\$6,400.00	\$6,400.00
96	Traffic Control and Protection	LS	1.0	\$175,415.68	0.000	1.000	\$0.00	\$175,415.68	\$175,415.68	\$0.00
97	Dust Control Mechanical Sweeping	EA	32.0	\$799.63	0.0	7.0	\$0.00	\$5,597.41	\$25,588.16	\$19,990.75
98	Undiluted Dust Control Agent	GAL	2,500.0	\$4.00	0.0	100.0	\$0.00	\$400.00	\$10,000.00	\$9,600.00
99	Construction Layout	LS	1.0	\$134,000.00	0.000	1.000	\$0.00	\$134,000.00	\$134,000.00	\$0.00
	Preconstruction Digital Video Disc Documentation	LS	1.0	\$3,000.00	0.0	1.0	\$0.00	\$3,000.00	\$3,000.00	\$0.00
	Repair of Existing Watermain Leaks/Breaks not Caused by Contractor's Negligence	EA	3.0	\$5,000.00			\$0.00	\$0.00	\$15,000.00	\$15,000.00
	Landscape Restoration - 4" Topsoil and Sod	SY	8,335.0	\$10.85	0.00	8,227.38	\$0.00	\$89,267.07	\$90,434.75	\$1,167.68

Item	Description	Unit	Quantity	Unit Cost	Est. No. 9 - Final	Total to Date	Est. No. 9 - Final	Total to Date	Contract	(Over) or Under Contract
103	Record Drawing Information	LS	1.0	\$13,000.00			\$0.00	\$0.00	\$13,000.00	\$13,000.00
104	Special Waste Disposal	CY	150.0	\$10.00			\$0.00	\$0.00	\$1,500.00	\$1,500.00
105	Non-Special Waste Disposal	CY	150.0	\$10.00			\$0.00	\$0.00	\$1,500.00	\$1,500.00
106	Hazardous Waste Disposal	CY	150.0	\$10.00			\$0.00	\$0.00	\$1,500.00	\$1,500.00
	TOTAL BASE BID AMOUNT:						\$0.00	\$2,914,705.45	\$3,318,207.98	\$403,502.5
	ALTERNATE 1 - ALTERNATE INTERSECTION PAVEMENT - LENOX RD. AND LINDEN ST.									
A1.1	Concrete Interlocking Unit Pavers	SY	261.0	\$100.00	0.00	267.86	\$0.00	\$26,786.00	\$26,100.00	(\$686.00)
A1.2	Portland Cement Concrete Ribbon, 2' Width	LF	66.0	\$19.00	0.00	66.35	\$0.00	\$1,260.65	\$1,254.00	(\$6.65)
A1.3	Aggregate Base Course, Type B, CA-16, 1.50-Inch Thickness	SY	261.0	\$7.02			\$0.00	\$0.00	\$1,832.22	\$1,832.22
A1.4	Aggregate Base Course, Type B, CA-6, 6-Inch Thickness	SY	261.0	\$14.86			\$0.00	\$0.00	\$3,878.46	\$3,878.46
A1.5	4-Inch PVC Underdrain	LF	152.0	\$26.25			\$0.00	\$0.00	\$3,990.00	\$3,990.00
A1.6	DEDUCT - HMA Surface Course, IL-19.0, N50, 2-1/4-Inch Thickness	SY	261.0	(\$4.08)			\$0.00	\$0.00	-\$1,064.88	(\$1,064.88)
A1.7	DEDUCT - HMA Binder Course, IL-19.0, N50, 6-Inch Thickness	SY	261.0	(\$27.57)			\$0.00	\$0.00	-\$7,195.77	(\$7,195.77)
A1.8	DEDUCT - Aggregate Base Course, Type B, CA-6, 4-Inch Thickness	SY	261.0	(\$6.22)			\$0.00	\$0.00	-\$1,623.42	(\$1,623.42)
	TOTAL ALTERNATE 1 AMOUNT:						\$0.00	\$28,046.65	\$27,170.61	-\$876.0
	ALTERNATE 2 - LAKE ELLYN PERMEABLE INTERLOCKING UNIT PAVER SIDEWALK									
A2.1	Permeable Unit Paver Sidewalk within Elllyn Park - COMPLETE - Per Detail/Typical Section	SF	7,250.0	\$14.00			\$0.00	\$0.00	\$101,500.00	\$101,500.00
A2.2	DEDUCT Portland Cement Concrete Sidewalk, 5-inch within Lake Elllyn Park - Includes 4" CA-6 Grade 8	SF	7,250.0	(\$3.30)			\$0.00	\$0.00	-\$23,925.00	(\$23,925.00)
	TOTAL ALTERNATE 2 AMOUNT:						\$0.00	\$0.00	\$77,575.00	\$77,575.00
TOTAL (ORIGINAL PROJECT): BASE BID + ALTERNATE 1 + ALTERNATE 2										
					\$0.00	\$2,942,752.10	\$0.00	\$2,942,752.10	\$3,422,953.59	\$480,201.49

Item	Description	Unit	Quantity	Unit Cost	Est. No. 9 - Final	Total to Date	Est. No. 9 - Final	Total to Date	Contract	(Over) or Under Contract
EXTRA ITEMS										
107	Yard Inlet, Special	EA	0	\$750.00	0		1	\$750.00	\$0.00	(\$750.00)
108	HMA Surface Course, IL-9.5, N50, 2-1/4" Thickness	SY	0	\$7.65	0.00	6,404.93	0.00	\$48,997.71	\$0.00	(\$48,997.71)
109	HMA Binder, IL-19.0, N50, 4-1/4" Thickness - Elm & Chid.	SY	0	\$26.61	0.00	2,092.76	0.00	\$55,688.34	\$0.00	(\$55,688.34)
110	HMA Binder Course, IL-19.0, N50, 6-1/4" Thickness - Lenox	SY	0	\$28.16	0.00	4,192.21	0.00	\$118,052.63	\$0.00	(\$118,052.63)
111	Storm Sewer, 16" PVC, ASTM D2241, Open Cut	LF	0	\$87.00	0.00	35.50	0.00	\$3,088.50	\$0.00	(\$3,088.50)
112	HMA Binder Course, IL-19.0, N50, 3-1/2" Thickness - Linden	SY	0	\$21.91	0.00	2,623.62	0.00	\$57,483.51	\$0.00	(\$57,483.51)
113	HMA Surface Course, IL-9.5, N50, 1-1/2" Thickness	SY	0	\$5.75	0.00	2,630.30	0.00	\$15,124.23	\$0.00	(\$15,124.23)
114	T & M for Additional Sanitary Main Repair on Elm, Sta 3 + 50	LS	0	\$5,215.33	0.00	1.00	0.00	\$5,215.33	\$0.00	(\$5,215.33)
115	T & M for Misc. Work on Elm, Chidester & Linden Mulch Rings	LS	0	\$11,298.71	0.00	1.00	0.00	\$11,298.71	\$0.00	(\$11,298.71)
116	T & M, Hand Dig Sanitary Sewer Service behind 670 Lenox	LS	0	\$1,235.00	0.00	1.00	0.00	\$1,235.00	\$0.00	(\$1,235.00)
117	T & M, Remove Cast-in-Place Concrete Structure Top in Walk	LS	0	\$1,149.54	0.00	1.00	0.00	\$1,149.54	\$0.00	(\$1,149.54)
118	T & M, Remove & Stockpile Pavers at 644 Essex & 734 Lenox	LS	0	\$865.86	0.00	1.00	0.00	\$865.86	\$0.00	(\$865.86)
119	T & M, Hand Utility Exploration for Sidewalk at Lenox & Essex	LS	0	\$192.41	0.00	1.00	0.00	\$192.41	\$0.00	(\$192.41)
120	T & M, Excavation & Haul-out for Sidewalk at Lenox & Essex	LS	0	\$6,849.21	0.00	1.00	0.00	\$6,849.21	\$0.00	(\$6,849.21)
121	T & M, Replacement of Brick Paver Sidewalk at 638 Lenox	LS	0	\$1,699.19	0.00	1.00	0.00	\$1,699.19	\$0.00	(\$1,699.19)
122	T & M, Parkway Brick Work at 644 Essex	LS	0	\$4,859.46	0.00	1.00	0.00	\$4,859.46	\$0.00	(\$4,859.46)
123	T & M, Brick Sidewalk at 644 Essex and Wall at 708 Lenox	LS	0	\$5,577.84	0.00	1.00	0.00	\$5,577.84	\$0.00	(\$5,577.84)
124	T & M, Landscaping at Lenox & Oak and Wall at 713 Elm	LS	0	\$6,610.47	0.00	1.00	0.00	\$6,610.47	\$0.00	(\$6,610.47)
125	T & M, Walls at 713 Elm & 698 Chidester; Pavers at 655 Park	LS	0	\$6,832.25	0.00	1.00	0.00	\$6,832.25	\$0.00	(\$6,832.25)
126	T & M, Grading at 698 Chidester; Pavers at 660 & 670 Lenox	LS	0	\$2,634.67	0.00	1.00	0.00	\$2,634.67	\$0.00	(\$2,634.67)
127	T & M, Pavers at 660 Lenox; Mulch Rings on Lenox & Linden	LS	0	\$4,098.13	0.00	1.00	0.00	\$4,098.13	\$0.00	(\$4,098.13)
128	T & M, Mulch Rings on Lenox & Linden	LS	0	\$2,704.68	0.00	1.00	0.00	\$2,704.68	\$0.00	(\$2,704.68)
129	T & M, Complete Wall at 698 Chidester	LS	0	\$15,430.70	0.00	1.00	0.00	\$15,430.70	\$0.00	(\$15,430.70)
130	Reconstruction of Junction Box Structure at Lenox & Linden	LS	0	\$7,789.94	0.00	1.00	0.00	\$7,789.94	\$0.00	(\$7,789.94)
131	T & M, Limestone Retaining Wall at 740 Grand next to Driveway	LS	0	\$2,847.72	0.00	1.00	0.00	\$2,847.72	\$0.00	(\$2,847.72)
132	T & M, Ground Cover Installation at 644 Essex	LS	0	\$1,074.04	0.00	1.00	0.00	\$1,074.04	\$0.00	(\$1,074.04)
133	Backcharge for Extra Engineering Services	LS	1	(\$12,000.00)	1.0	1.0	(\$12,000.00)	(\$12,000.00)	\$0.00	\$12,000.00
TOTAL (EXTRA ITEMS)						\$376,150.08	(\$12,000.00)	\$376,150.08	\$0.00	(\$376,150.08)
TOTAL PROJECT						\$3,318,902.18	(12,000.00)	\$3,318,902.18	\$3,422,953.59	\$104,051.41

Item	Description	Unit	Quantity	Unit Cost	Est. No. 9 - Final	Total to Date	Est. No. 9 - Final	Total to Date	Contract	(Over) or Under Contract
	TOTAL PROJECT					(\$12,000.00)		\$3,318,902.18		
	RETAINAGE (0%)					(\$16,654.51)		\$0.00		
	LESS PREVIOUS PAYMENTS					-		\$3,314,247.67		
	TOTAL PARTIAL PAYMENT					\$4,654.51		\$4,654.51		
	PAYOUT HISTORY									
					PAY ESTIMATE NO. 1			\$192,162.54		
					PAY ESTIMATE NO. 2			\$492,255.76		
					PAY ESTIMATE NO. 3			\$653,651.83		
					PAY ESTIMATE NO. 4			\$688,207.17		
					PAY ESTIMATE NO. 5			\$521,402.69		
					PAY ESTIMATE NO. 6			\$642,575.59		
					PAY ESTIMATE NO. 7			\$61,540.96		
					PAY ESTIMATE NO. 8			\$62,451.13		
					PAY ESTIMATE NO. 9 - Final			\$4,654.57		
					TOTAL			\$3,318,902.24		

WATER FUND (50100-580100-13003)	Appropriation = \$630,000	\$594,365.21
RETAINAGE (0%)		\$0.00
LESS PREVIOUS PAYMENTS		\$591,393.39
TOTAL PARTIAL PAYMENT		\$2,971.82
SANITARY SEWER FUND (50200-580100-13003)	Appropriation = \$397,150	\$2,971.82
RETAINAGE (0%)		\$392,082.18
LESS PREVIOUS PAYMENTS		\$0.00
TOTAL PARTIAL PAYMENT		\$391,273.30
		\$808.88
		\$808.88
CAPITAL PROJ. STREET FUND (40000-580160-13003)	Appropriation = \$2,460,000	\$2,332,454.79
RETAINAGE (0%)		\$0.00
LESS PREVIOUS PAYMENTS		\$2,331,580.98
TOTAL PARTIAL PAYMENT		\$873.81
		\$873.87
		\$4,654.51
		\$4,654.57 Match Invoice Amount
PAY ESTIMATE NO. 9 - FINAL AMOUNT		



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

Meeting: 09/12/16 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Purchase
Prepared By: Julius Hansen

SCHEDULED

AGENDA ITEM (ID # 2399)

DOC ID: 2399 A

Motion to waive competitive bidding for the purchase of 295 LED luminaires, in the amount of \$424,505, for the custom-made convertible Sternberg luminaires; and the installation of the luminaires by Utility Dynamics, of Oswego, Illinois, in the amount of \$100,300, and \$35,000 in electrical materials, for a total project amount of \$559,805, to be expensed in FY2016 and FY2017 to the Parking and Capital Funds; --OR-- 2. Motion to re-bid the stock dark sky compliant LED streetlights based on the holophane design and specifications.

Background:

The existing street lights in the Central Business District ("CBD") were installed in 1985 and the luminaires are near the end of the useful life with repairs becoming more difficult. These lights are a high pressure sodium ("HPS") system that consumes 188 watts total per luminaire while producing 1.5 foot candles of 2000 Kelvin producing amber colored light. The lights cost more to operate and maintain than Light Emitting Diode ("LED") street lights using only 50 watts total per luminaire that produce 2.5 foot candles of 3000 Kelvin soft white colored light.

The implementation of LED is an environmentally friendly initiative since reducing energy consumption reduces air pollution created with the generation of electricity. This single project would remove 193,000 pounds of Carbon Dioxide annually. That is equal to planting 20 acres of trees. The project would include 295 street lights in the CBD. Consequently, public works is seeking the Village Board's decision on the choice of the LED decorative luminaire to purchase for the CBD in order to reduce maintenance costs and electricity consumption.

LED street lighting uses 75% less electricity than the HPS street lighting the Village currently uses. Aside from the reduced electricity costs and overall benefits to the environment, less electrical consumption would also free up electricity capacity that the Village could use for other purposes in the CBD, such as for holidays and special events. Recall that the current electrical infrastructure in the CBD has limited capacity and adding more electrical demand to the existing circuits(s) would likely lead to overload. Changing to LED's would free up some much needed capacity in the short-term. For the long-term, additional electrical work would still need to be completed on the separate circuit that powers the 120 volt duplex receptacles to make the system more robust. Such work would include more duplex receptacles.

This project has been identified in the Capital Improvement Plan (CIP) for the last few years and was budgeted this year to begin the program. Meetings were held with the Capital Improvement Commission and Environmental Commission and both commissions agreed to recommend the Holophane Full Cut Off dark sky compliant design. A meeting was also attended with the Historical

Preservation Commission last year and they did not endorse the contemporary design of the Holophane luminaire. They recommended a historically correct replica of the existing design with LED in 2200 kelvin to reproduce the amber glow of the current lighting to maintain the established ambiance of the downtown.

Subject:

A bid opening was conducted on March 10, 2016 for a luminaire specified as being Dark Sky compliant as recommended by the Capital Improvement Commission and Environmental Commission. Bids were also received for the installation of the luminaires. The Holophane luminaire was the lowest bid along with the contractor Utility Dynamics. The bids were rejected by the Village Board to pursue the concept of a "convertible" Dark Sky and non-Dark Sky option with a historically correct style of the existing luminaire.

Public Works has researched decorative LED street lighting to find a "convertible" Dark Sky and non-Dark Sky option for the replacement of the street lights in the (CBD). The research led to the collaboration and successful creation of a custom made convertible LED luminaire produced by Sternberg. The expectations of the Historical Preservation Commission have been met with the Sternberg luminaire, since it is a replica of the existing luminaire style. This custom convertible Sternberg luminaire cost more than the low bid Dark Sky Holophane model that is a stock item.

Fixture Options

At the August 15, 2016 Board Workshop several convertible luminaire options were presented to the Board. The choices were narrowed down with the Board selecting two favorite luminaires. The Holophane Dark Sky compliant luminaire originally recommended by the Capital Improvement Commission and the Sternberg historic replica luminaire with up-lighting that is convertible to be Dark Sky compliant. A decision between these two excellent choices will result in the purchase of the selected luminaire and the installation of the project by Utility Dynamics (previous low bidder at \$100,300 that will honor their bid). The cost of a new LED luminaire from Holophane is \$983 and the cost from Sternberg is \$1439.

Company	Location	Type	Kelvin	Warranty	Dark Sky	Lights Only
Holophane	SW Corner of Duane and Main	New Luminaire	3000 K	10 Years	Yes	\$ 289,985
Sternberg	Main St., across the street from Flower Clock	New Luminaire	3000 K	7 Years	Convertible	\$ 424,505

The maximum effective life of the new luminaires should last at least 30 years based on the life span of our existing lights. Note: It can be difficult to know how long LED lights will last as this is somewhat newer technology in the street lighting context, but the two vendors nonetheless offer 7 to 10 year warranties. The ROI is estimated at between 14 for Holophane and 18 years for Sternberg. The ultimate cost of this proposed lighting conversion is driven by which of these two LED luminaire choices the Village Board selects for this project.

CBD Street Light LED Prototypes Display (See map attachment for location)

To help facilitate this decision, Public Works has both choices currently on display. Option A is located just south of the SW corner of Duane and Main. Option B is located across the street from the Flower Clock. **Public Works is seeking the Board's evaluation of these two LED luminaires on display, and is requesting that the Board observe both lighting options prior to the Board meeting if at all possible.**

Fixture/Luminaire Sample Types: (see attachment)

The location numbers listed 1-8 below are also shown on the map for easy identification of the location of each described LED Street light on display. The two options selected at the workshop include the Holphane at location #4 and the Sternberg at location #8. The map and numbering system starts with location #1 at the alley west of 503 Duane on the North side of Duane west of Main St. From there you can walk to the East then making a right face before crossing Main Street head south ending at the parking lot exit at location #6. The other locations start directly across Main Street with #7 located next 419 Main Street with #8 to the North.

Location #1: This choice was eliminated at the 8/15/ 16 Workshop.

Spring City is the same company that in 1985 manufactured the current street lights in the CBD. This Spring City luminaire on display is a custom made LED reproduction of the existing CBD streetlights. The additional custom feature allows it to be converted to non-Dark Sky. This is the Dark Sky version. The Historical Preservation Commission recommends this style of luminaire design with the amber color of 2200k to keep the downtown lighting historically accurate. The light on display is currently specified with 3000k for that is the preferred light color of the majority of people that have given feedback. The light was modified with a custom etched plexiglass panel to cover the diodes to reduce the glare of light by diffusing the concentration of light from the diodes. The LED components are made by CREE. The Capital Improvements Commission is opposed to this luminaire because of the antiquated style. The Historical Preservation Commission liked the replica style. The amount of wattage and light output can be adjusted and the dimmer switch is displayed on maximum. The cost is \$1550 per luminaire.

Location #2: This choice was eliminated at the 8/15/ 16 Workshop.

This is the same custom **Spring City** LED reproduction of the existing CBD luminaire with an additional custom feature allowing it to be converted to be Dark Sky. This is the non-dark sky version. The added feature was requested by the Board after rejecting the bids of a Dark Sky compliant light recommended by the Capital Improvements Commission and the Environmental Commission. This feature provides up-lighting to illuminate the buildings and trees in the CBD. The amount of wattage and light output can be adjusted and the dimmer switch is displayed on maximum. The cost is \$1550 per luminaire.

Location #3: This choice was eliminated at the 8/15/ 16 Workshop.

This is the modified **Holophane** (Acuty) as specified by the Capital Improvements Commission with adjustable wattage from 28w to 70w currently set at 50 watts & 3000K, producing 2.8 foot candles. The custom modifications reduced the glare of light from the diodes with an etched glass

panel to diffuse the concentration of light, and the light output was also reduced with a dimmer module to control wattage. LED's used in this fixture are from Nichia, a market leader like CREE. This luminaire is dark sky compliant (without floodlight). The Environmental Commission was supportive of this option. The Historical Preservation Commission is opposed to it. **The cost is \$983.00 per luminaire.**

The additional feature added to this street light is the accentuating floodlight to illuminate buildings and trees as requested by the Board. This additional feature cost \$450 per light. As many of these flood lights as needed could be installed to provide the required illumination. Public Works estimates 50 floodlights would achieve the Boards objective. The flood lights can be adjusted with a dimmer switch per location as needed. To convert this street light to be Dark Sky compliant the flood light is removed.

Location #4: (Now Option A) This choice was selected at the 8/15/ 16 Workshop.

This is the modified **Holophane** (Acuity) as specified by the Capital Improvements Commission with adjustable wattage from 28w to 70w currently set at 50 watts & 3000K, producing 2.8 foot candles. The custom modifications reduced the glare of light from the diodes with an etched glass panel to diffuse the concentration of light, and the light output was also reduced with a dimmer module to control wattage. LED's used in this fixture are from Nichia, a market leader like CREE. This luminaire is dark sky compliant (without floodlight). The Environmental Commission was supportive of this option. The Historical Preservation Commission is opposed to it. The cost is \$983.00 per luminaire.

Location #5: This choice was eliminated at the 8/15/ 16 Workshop. This is a stock **Holophane** (Acuity) street light with the glass acorn style luminaire. It is 40 watts and 3000k. The LED components are Nichia. It has a metal cover on top of the glass to be Dark Sky compliant. The cost is \$845.00

Location #6: This choice was eliminated at the 8/15/ 16 Workshop.

This is a stock **Holophane** (Acuity) street light with the glass acorn style luminaire as described above. This example has the metal cover on top removed to allow up-lighting for buildings and trees. The cover on top of the glass converts the street light back to being Dark Sky compliant. The cost is \$775.00.

Location #7: This choice was eliminated at the 8/15/ 16 Workshop.

The **Sternberg** street light is the custom made LED reproduction of the existing CBD street lights. This example has **etched glass** to hide the internal components and reduce the glare of the LED. It is 58 watts that can be adjusted with the LED components made by CREE. It has the added up-lighting feature. This example is non Dark Sky compliant as displayed but a switch control can turn off the upper light making it Dark Sky compliant. The Historical Preservation Commission liked the replica style. The amount of light output can be adjusted and the dimmer switch is on maximum. The cost is \$1439.

Location #8: (Now Option B) This choice was selected as an option at the 8/15/ 16

Workshop. This **Sternberg** street light is the custom made convertible LED replica of the existing CBD street lights, but it has the added up-lighting feature. This example has **clear glass** and a etched glass cover over the diodes to reduce glare. It has adjustable wattage with 58 watts maximum

as displayed.. This example is non Dark Sky compliant but a switch control can turn off the upper light making it Dark Sky compliant. The amount of light output can be adjusted and the dimmer switch is on maximum. **The cost is \$1439.**

Grant Funding

Early last year, public works received notice from the Illinois Clean Energy Community (ICE) Foundation that the grant application submitted for converting the Central Business District's HPS street lighting to an LED system, was approved for the maximum amount of \$25,000. Public works had accepted the grant on behalf of the Village, based on having money budgeted for the project. An extension of the deadline was requested early this year and it was approved. These funds must be allocated by November 1, 2016. The Department of Commerce and Economic Opportunity (DCEO) has offered a grant that the Village could be eligible for, but some predict those funds will no longer be available from the State of Illinois. Total available from DCEO could be up to \$20,000, but the last time it was awarded was in 2014.

Budget Impact:

Estimated ROI of LED's: (See Attachment): Total cost for this project is estimated to range from \$425,285 to \$559,805; including installation (\$100,300) and electrical materials (\$35,000); depending the selection of luminaire. The Village currently spends on average \$16,000 annually (estimated at \$240,000 over 15 years) for parts and labor to maintain the 295 street lights in the CBD. Total electrical costs on average is \$15,000 annual (\$225,000 over 15 years). Electricity savings should total \$170,000 over 15 years, given that LED uses 75% less electricity equaling \$56,000 compared to \$225,000. Therefore, ROI is approximate 15.5 years with the Holophane light and 20.4 years with the Sternberg light.

The capital cost to change from HPS to LED street lights in the CBD is estimated to range from \$425,285 (Holophane choice) to \$559,805 (Sternberg choice). The Village has budgeted \$105,000 in 2016 Capital Projects Fund and \$30,000 in the Parking Fund for this project. The project would be completed in 2017, over two calendar years as proposed. The following table illustrates a concept two-year project budget (\$559,805) using the more expensive Sternberg luminaire cost installed by Utility Dynamics.

CONCEPT PROJECT BUDGET *PROPOSED

Cost Type	CY2016	CY2017	TOTAL
LIGHTS	\$142,500	\$291,150	\$424,505
ELECTRICAL SUPPLIES	\$17,500	\$17,500	\$35,000
UTILITY DYNAMICS	\$50,000	\$50,300	\$100,300
TOTAL	\$210,000	\$358,950	\$559,805
REVENUES	CY2016	CY2017*	TOTAL
CAPITAL FUND- BUDGETED	\$105,000	\$349,805	\$454,805
CAPITAL FUND-BUDGETED AMEND.*	\$50,000	0	\$50,000
PARKING FUND	\$30,000	0	\$30,000

GRANT	\$25,000	0	\$25,000
TOTAL	\$210,000	\$349,805	\$559,805

Strategic Plan:

Strategic Issue V: INFRASTRUCTURE and Strategic Issue VI: FINANCIAL SUSTAINABILITY

Updating the lighting in the CBD, utilizing new LED technology, improving the look and feel of downtown, being more environmental conscious by reducing electricity use and taking advantage of some nominal grant funding, are all reasons for the village to update the CBD street lighting. In addition, there is a significant upside if LED lights have extended life cycles, as the annual savings would continue and improve overall ROI.

Action Requested:

Waive competitive bidding for the purchase of 295 LED luminaires in the amount of \$424,505 for the custom made convertible Sternberg luminaires and the installation of the luminaires by Utility Dynamics for \$100,300 including \$35,000 in electrical materials for a total project amount of \$559,805 to be expensed in the 2016 and 2017 fiscal years.

-OR-

Re-bid the stock Dark Sky Compliant LED streetlights based on the Holophane design and specifications.

ATTACHMENTS:

- Sternberg example (PDF)
- Utility Dynamics (PDF)
- ROI LED Comparing H and S (PDF)
- Map of Display Locations (PDF)
- HPS yellow light compared to LED white light (PDF)
- Holophane Full Cut Off (PDF)
- Manufacturer Comparison of Top Choices (PDF)



UTILITY DYNAMICS CORPORATION

23 COMMERCE DRIVE
OSWEGO, ILLINOIS 60543
e-mail: contact@utilitydynamicscorp.com

PHONE:
(630) 554-1722
FAX (630) 554-1195

ELECTRICAL CONTRACTORS • OVERHEAD LINE CONSTRUCTION • UNDERGROUND DISTRIBUTION SYSTEMS

August 25, 2016

Glen Ellyn Public Works
30 S. Lambert Rd.
Glen Ellyn, IL 60137

RE: Luminaire Change Out

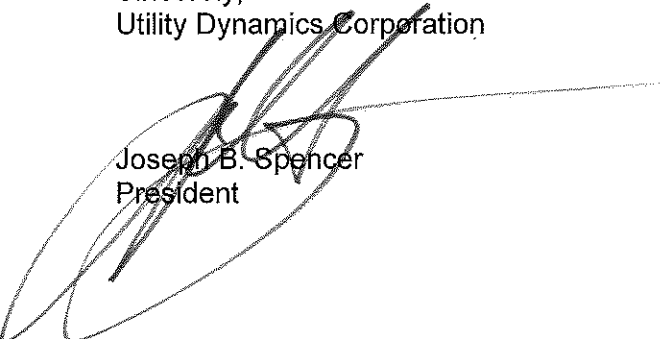
Attn: Julius Hansen
Director of Public Works

Dear Sir:

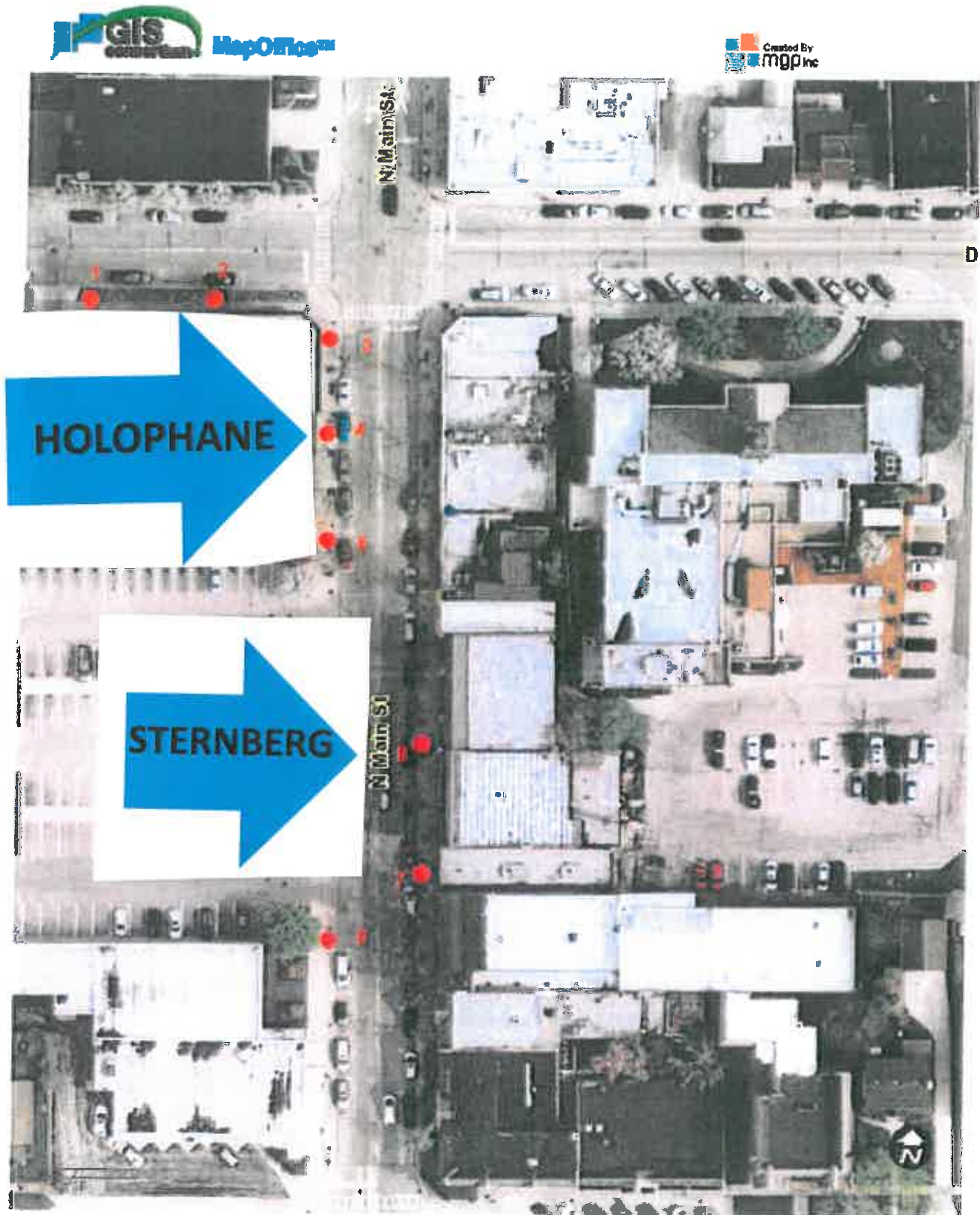
Please use this correspondence as verification of my voicemail. Utility Dynamics Corporation will honor our pricing as submitted on the above referenced project, bid March 10, 2016. Please let us know on how we are to proceed.

Utility Dynamics Corporation values the Village of Glen Ellyn as a customer and we look forward to working with you on this project.

Sincerely,
Utility Dynamics Corporation


Joseph B. Spencer
President

Return on Investment (ROI) Analysis			
	<u>Current HPC Lights</u>	<u>Sternberg</u>	<u>Holophane</u>
Bulbs	\$ 31,231.65	\$ -	\$ -
Ballast	\$ 178,938.15	\$ -	\$ -
Fuse	\$ 31,417.50	\$ -	\$ -
Electricity	\$ 225,000.00	\$ 56,250.00	\$ 56,250.00
Maintenance Costs (over 15 years)	\$ 466,587.30	\$ 56,250.00	\$ 56,250.00
New LED Luminaires	N/A	\$ 424,505.00	\$ 289,985.00
Installation & Materials for New Luminaires	N/A	\$ 135,300.00	\$ 135,300.00
Total Cost	N/A	\$ 559,805.00	\$ 425,285.00
Return on Investment (in years)	N/A	20.46	15.55
Note: New LED Luminaires have a manufacturer specified life of 30 years.			



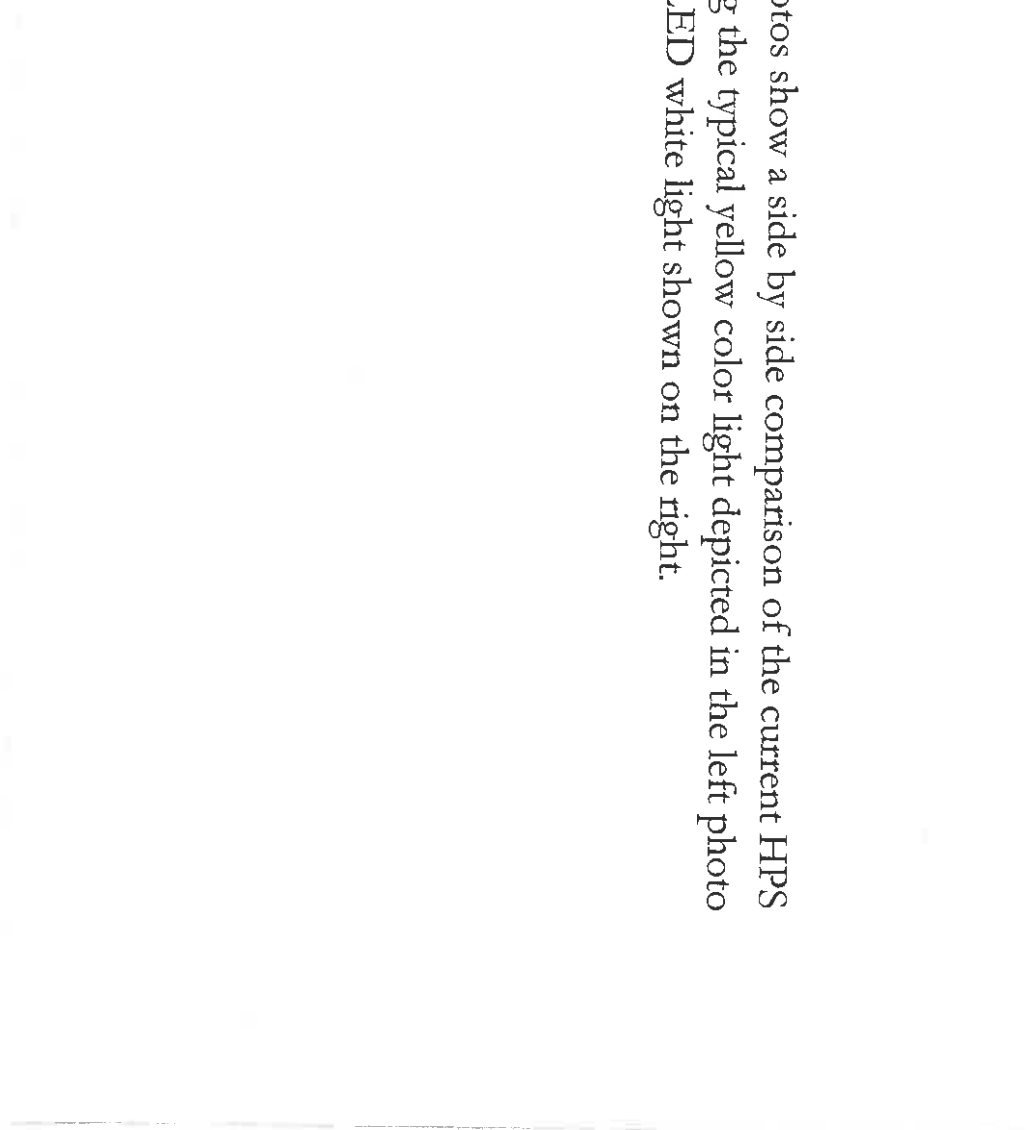
Map created on August 4, 2016.

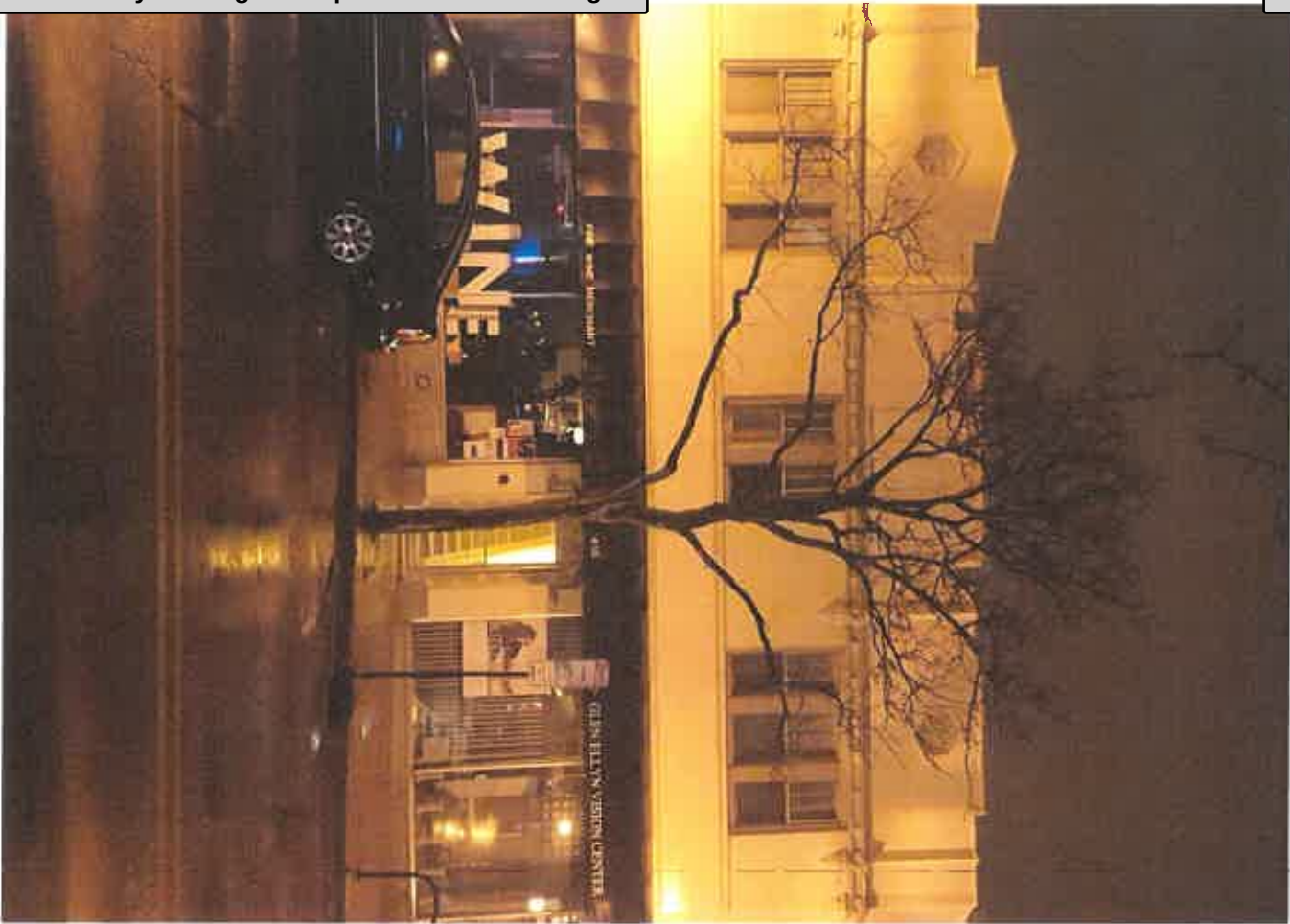
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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

The following photos show a side by side comparison of the current HPS street lights casting the typical yellow color light depicted in the left photo compared to the LED white light shown on the right.













Location #4 Holophane Full Cut Off Style Dark Sky



Manufacturer Comparison of Top Choices

LOCATION ON STREET	COMPANY	TYPE	KELVIN	WARRANTY	DARK SKY COMPLIANT	ESTIMATED UNIT COST/ PROJECT COST
4). SEE MAP	Holophane	New Luminaire (Stock Item Full Cut- Off)	3000k	10 years	Yes, Always.	\$983/\$289,985 <u>\$100,000 contract labor</u> \$389,985
8). SEE MAP	Sternberg	New Luminaire (Custom Replica of existing with clear glass)	3000k	7 years (possible 10)	Yes, when up- lighting is turned off (Convertible)	\$1439/\$424,505 <u>\$100,300 contract labor</u> \$524,805