



Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, March 20, 2017
5:30 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact 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. 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. Proposed Partnership with DuPage Foundation: (Assistant Village Manager Stonitsch) (Discussion Only) (5:30-5:50pm)

1. Assistant Village Manager Al Stonitsch will present information regarding the Glen Ellyn Fund and DuPage Foundation Memorandum of Understanding.

F. Pennsylvania Avenue Sidewalk Widening Request: (Professional Engineer Daubert) (Discussion Only) (5:50-6:10pm)

1. Professional Engineer Rich Daubert will discuss a request for widened sidewalks along Pennsylvania Avenue.

G. Proposed Private Property Drainage Improvements Cost Share Program: (Professional Engineer Daubert) (Discussion Only) (6:10-6:30pm)

1. Public Works Director Julius Hansen will present information regarding the proposed Private Property Drainage Improvements Cost Share Program.

H. Park Boulevard Rehabilitation Project: (Professional Engineer Daubert) (Discussion Only) (6:30-6:40pm)

1. Professional Engineer Rich Daubert will discuss the Park Boulevard Rehabilitation Project.

I. 2017 Kenilworth - Alley Reconstruction Project: (Professional Engineer Daubert) (Discussion Only) (6:40-6:50pm)

1. Professional Engineer Rich Daubert will review the bids received for the 2017 Kenilworth - Alley Reconstruction Project, which is scheduled on the March 20, 2017 Special Village Board Meeting Agenda Item G-1.

J. Other Items

K. Adjournment



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

Meeting: 03/20/17 05:30 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Al Stonitsch

SCHEDULED

AGENDA ITEM (ID # 2648)

DOC ID: 2648

Assistant Village Manager Al Stonitsch will present information regarding the Glen Ellyn Fund and DuPage Foundation Memorandum of Understanding.

Background:

In late 2015, the Environmental Commission (“the Commission”) started efforts to identify alternative funding sources, outside of Village revenues, for some of its desired projects and initiatives. The Commission and Village staff initially evaluated the cost/benefit of the Village establishing its own 501c3 non-profit to use as a fundraising apparatus for the Commission’s priorities. After further review, staff and the Commission agreed that the on-going costs, management, and legal requirements involved in establishing and operating a 501c3 would be impractical.

As part of its continued efforts in identifying alternative funding sources, the Commission made a connection with the DuPage Foundation (“the Foundation”), and began having very informal discussions with their staff about the feasibility of a partnership. The Foundation is Downers Grove-based 501c3 public charity serving the DuPage County through philanthropy (**Attachment #1**). As parts of its mission, the Foundation strives to help area residents and organizations realize their unique charitable goals; provide impactful support to DuPage County not-for-profits; and foster key partnerships to address critical issues affecting the broader DuPage community and help raise the quality of life throughout the County. Since its inception over 30 years ago, the Foundation has built its assets to approximately \$64 million, and awarded more than \$26 million in grants to not-for-profits serving the residents of DuPage County and beyond.

These initial conversations with the Foundation lead to the Commission identifying this potential partnership as one of its priorities in its Strategic Alignment Plan (**Attachment #2**). After further dialogue with the Commission, Foundation officials expressed a keen interest in the possibilities that could come with funding not only environmental initiatives, but also establishing a fund dedicated specifically to the Glen Ellyn community that would include a broad mix of important community projects or programs that could appeal to prospective donors that conceptually could entail the following:

I. Arts and Cultural Programming

- ☐ 4th of July Celebration, Jazz Up Glen Ellyn, The Taste, etc.
- ☐ Permanent and Seasonal Public Art Installations
- ☐ Enhancement of Sister City Partnership and Cultural Exchanges

II. Social and Recreational Programs

- ☐ Enhanced Senior Services Initiatives or Programs

- ☐ Opportunities to support the Glen Ellyn Public Library's Initiatives

III. Environmental Sustainability

- ☐ Tree Preservation and Reforestation Programs
- ☐ Community Recycling Programs
- ☐ Environmental Outreach and Education Initiatives
- ☐ Sustainable Landscaping Initiatives and Programs

IV. Green Space/Open Space

- ☐ Enhancements to Downtown Pocket Parks, Plazas, Bike Trails
- ☐ Enhancements to Panfish Park and/or Lambert Lake
- ☐ Opportunities to Support Glen Ellyn Park District Initiatives

V. Infrastructure and Capital Improvements

- ☐ Enhancements to Stacy's Tavern and/or other historic buildings
- ☐ New Senior Center to Encourage Community Engagement and an Active Lifestyle
- ☐ Downtown Streetscape Beautification and Pedestrian Enhancements
- ☐ Bicycle-friendly Infrastructure Improvements

In January 2016, an initial was held between the DuPage Foundation senior staff and several of its Board members, along with Village Trustee Senak, Environmental Commission Chairman Adam Kreuzer, Environmental Commissioner Mike Malone, and Assistant Village Manager Stonitsch. Following this meeting both organizations expressed mutual support towards continuing an on-going dialogue with an eye toward formally establishing a funding vehicle that would merry community projects and programs with philanthropically-minded Glen Ellyn residents. A follow up meeting between the parties was held in May 2016 to discuss how the parties would structure and memorialize this potential partnership between the Village and the DuPage Foundation.

Initially, the parties discussed a hybrid model in which Village staff (and elected or appointed officials) would actively assist with marketing, promotion, and donor solicitation activities as well as the administrative support functions. In turn, the Foundation would be responsible for managing the donor funds in accordance with IRS regulations and assisting with marketing, promotion, and solicitation efforts. Upon reviewing the matter with the Village Attorney, staff identified various concerns with having staff and/or Village officials directly involved in fundraising efforts while acting in their official Village capacity. First, there was concern about the feasibility of the Village being able to dedicate the necessary staffing resources that would be needed to support the day-to-day support functions. Additionally, Village staff and the Foundation shared equal concern about the challenges of being able to maintain the confidentiality of a prospective donor's private and personal information given the open records laws. If Village employees or officials were conducting fundraising activities as an agent of the Village, any correspondence, documents, and information that is received from or provided to the Village becomes a matter of public record due to the Freedom of Information Act requirements.

Needless to say, both the Village and Foundation agreed that the public disclosure of an individual's private information could have a chilling effect on a donor's willingness to participate in funding

community initiatives. As a result, the parties agreed that for this concept to be viable, an alternative staffing arrangement would be required that did not include Village staff or officials providing direct support. After further deliberations, the Foundation expressed a willingness to take on and absorb more of the direct and indirect administrative support for this effort in order to maintain the privacy and confidentiality of donor information. Additionally, the parties agreed that the Foundation would be solely responsible for appointing volunteer members of the Advisory Committee and overseeing the Committee's efforts. This structure provided a clear and distinct bifurcation between the Village's and the Foundation's roles, responsibilities, and legal obligations.

Issues:

Following subsequent meetings between the parties, Village staff and Foundation representatives discussed the idea of memorializing the potential partnership by way of a Memorandum of Understanding ("MOU") that spells out the general terms and conditions of this arrangement, including roles and responsibilities (**Attachment #3**). Key characteristics of the proposed MOU include:

Foundation Responsibilities:

- ☐ Solely responsible for facilitating, managing, and administering the charitable giving program and exclusively receive, deposit, manage, and administer and provide acknowledgement for all charitable contributions in compliance with Internal Revenue Service regulations.
- ☐ Provide donors with the following fund options for their charitable gifts:
 - i. Field of Interest Funds (Endowed)
 - ii. Designated Funds (Endowed/Pass-Through)
 - iii. Donor-Advised Funds (Endowed/Pass-Through)
- ☐ Establish an ad hoc Advisory Committee that would be dedicated to the Glen Ellyn Fund Initiative ("the Initiative"), and be focused on promoting charitable giving opportunities within the Glen Ellyn Community.
- ☐ Appoint standing members to the Committee, whose make up shall consist of:
 - ☐ (2) DuPage Foundation Trustees
 - ☐ (5) Glen Ellyn residents and/or Glen Ellyn community leaders
 - ☐ Ex-official-DuPage Foundation Senior Management Official (e.g. V.P. for Advancement)
- ☐ Provide direct and indirect assistance to the Advisory Committee in identifying, qualifying, soliciting, and facilitating charitable gifts

Village Responsibilities:

- ☐ Assist with passive forms of marketing and solicitation, such as promoting the Initiative generally, and fundraising events or activities specifically, by making available the Village's existing communication vehicles.
- ☐ Allow the Foundation and Advisory Committee the use of the Village's corporate name and logo for marketing and promotional purposes as it relates to the Initiative
- ☐ Endeavor to facilitate, as necessary, the timely review and consideration of any projects,

initiatives or other opportunities proposed by prospective donors through the Initiative.

- ☐ Appoint a representative to serve as the primary point of contact with the Foundation and Advisory Committee.
- ☐ Develop and authorize an annual budget for the Initiative that the Advisory Committee can utilize to develop marketing materials and host fundraising and promotional events. *Note:* Each year the Village Board, in its sole discretion, would approve the annual budget.
- ☐ Assuming Board adoption of an annual budget, the Village would agree to pay for any and all direct expenses (within the allotted budget) associated with the marketing and promotion of the Initiative provided the Village Manager has pre-authorized, in writing, such expenditures.

Termination Clause:

In the event that either party wishes to dissolve the partnership, there is a 30-day written notice requirement. If the parties terminate the MOU, the following shall occur:

- ☐ Endowed funds shall continue on for their designated purposes (primary or contingent) pursuant to the terms of the fund agreements governing them.
- ☐ Non-endowed funds shall also continue to be utilized for their designated purposes (primary or contingent) pursuant to the terms of their fund agreements until they are spent down.
- ☐ Remaining, unused marketing funds that were budgeted by the Village as part of this Agreement, will remain available for the Advisory Committee to use under the same terms and conditions of the MOU, until such funds are exhausted or the Village's fiscal year has ended, whichever comes first.

Budget Impact:

If the Village Board is receptive to moving forward with the adoption of the MOU, it would be necessary for the Village to appropriate budget dollars (est. \$8,000) to provide initial "start-up" funds that the Foundation's Advisory Committee could use in order to effectively solicit and promote the Glen Ellyn Fund to prospective philanthropic residents.

Strategic Plan Initiative(s):

- ☐ Strategic Issue **III. ATTRACTIONS.** Encourage a variety of events and shopping and dining options, and provide amenities that attract visitors to the Village and produce resident and visitor presence downtown, day and evening, weekdays and weekends.
- ☐ Strategic Issue **IV. COMMUNICATIONS AND INVOLVEMENT.** Communicate with, educate and involve the community and volunteers to support and act on the Village's high priority needs and opportunities.
- ☐ Strategic issue **V: INFRASTRUCTURE.** Invest in infrastructure to meet key Village needs.
- ☐ 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.

Action Requested:

Staff is requesting Village Board feedback and direction on the proposed partnership with the DuPage Foundation and the draft Memorandum of Understanding ("MOU").

Attachments:

1. Background Information on the DuPage Foundation
2. Environmental Commission Strategic Alignment Plan
3. Draft Memorandum of Understanding (MOU) between Village and DuPage Foundation

ATTACHMENTS:

- ATT 1 - DuPage Foundation Background Information (PDF)
- ATT 2 - Environmental Commission Strategic Alignment Plan (PDF)
- ATT 3 - Draft Memorandum of Understanding (MOU) (DOCX)


☐ Web ☒ Site


Tax ID #36-3978733

[Home](#) [About Us](#) [Community Impact](#) [Apply](#) [Give](#) [For Advisors](#) [Leadership Initiatives](#) [News & Events](#) [Contact Us](#)

[About Us](#)

March 14, 2017

About Us

What Is the DuPage Foundation?

The DuPage Foundation is a grantmaking foundation created in 1986 to benefit the people of DuPage County, Illinois. Our unrestricted and field-of-interest funds are used to address community needs while our donor-advised and other restricted funds accomplish the charitable goals of their creators throughout DuPage County and beyond. Because the Foundation is a public charity, donors enjoy maximum tax advantages.

The Foundation's strength and character come from its distinctive qualities:

1. A flexible, yet permanent, collection of funds supported by a wide range of donors.
2. The expertise to determine the best use of those funds to meet community needs in the areas of arts and culture, education, environment, health and human services. The Foundation has awarded grants totaling more than \$24 million to agencies servicing the residents of DuPage County and beyond.
3. A Board of Trustees representing the community and serving the public interest.
4. An organizational commitment to provide leadership on current and emerging community problems such as basic human needs, the environment, and children and youth.
5. A commitment to create funds and distribute proceeds in accordance with donors' intentions.
6. The adherence to a sense of "community" that cooperates with individual interests and objectives.

DuPage Community Foundation



Who Does the DuPage Foundation Serve?

Donors

We offer several vehicles for giving.

- Named or anonymous
- Permanent or pass-through
- General or specific interest
- Active participation or less-direct involvement

We offer resources for estate planning.

- Various options for making deferred gifts
- Potential to involve family members
- Contacts for discussing philanthropic objectives

Charities

We offer immediate program support.

- Community Needs grants from the Foundation Board
- Partners in community-wide initiatives seeded by the Foundation
- Recipients of designated funds established by donors

We are partners in building charitable capital.

- Able to establish agency endowments at the Foundation
- Able to collaborate in assessing needs

Communities

The community is the beneficiary of charitable capital.

- Can obtain local support for initiatives sponsored by local groups
- Can meet emergency needs and manage them locally
- Can be a neutral convener to address local issues
- We maintain a community endowment to ensure future support



[Home](#) | [About Us](#) | [Community Impact](#) | [Apply](#) | [Give](#) | [For Advisors](#) | [Leadership Initiatives](#) | [News & Events](#) | [Contact Us](#)

The DuPage Community Foundation, d/b/a the DuPage Foundation, is a 501(c)(3) not-for-profit corporation.

© 2016 by the DuPage Foundation [Terms Of Use](#) [Privacy Statement](#) [LOGIN](#)



An Initiative of the DuPage Foundation

☐ Web ☒ Site



Tax ID #36-3978733

[Home](#) [About Us](#) [Community Impact](#) [Apply](#) [Give](#) [For Advisors](#) [Leadership Initiatives](#) [News & Events](#) [Contact Us](#)

**"The DuPage Community Foundation
offers everything on the menu for your clients
when it comes to philanthropy."**
- Richard W. Kuhn, Attorney, Kuhn, Heap & Monson and DCF Trustee

[Community Impact](#) [Past Grant Recipients](#)

March 14, 2017

Past Grant Recipients

Grants listed are awarded from general endowment and field-of-interest funds. The list does not include grants made from designated or donor-advised funds.

1,2,3

[360 Youth Services](#)

A – B

[Acappellago](#)

[Access DuPage](#)

Actors Center of DuPage

[Addison Center for the Arts](#)

[Addison Community Switchboard](#)

Addison Student Participation Center

[Adult Christian Care](#)

Advent House of Wheaton, Inc.

Advocates of the Winfield Riverwalk

[Anima - Glen Ellyn Children's Chorus](#)

[Army Trail Elementary School](#)

[ArranmoreArts](#)

[Assistance League of Chicago and West](#)

[The Awakenings Project](#)

[Bartlett Park District](#)

[Benedictine University](#)

[Bensenville Park District](#)

Bensenville-Wood Dale Food Pantry

[Bluestem Housing Partners](#)

Bottomless Closet

[Bridge Communities, Inc.](#)

[B.R. Ryall YMCA](#)

[Go to Top](#)

C

Canticle Ministries

Care and Counseling Center

[Care For Cars](#)

[CareLink Foundation](#)

[Caret Pregnancy Services of DuPage](#)

[CASA of DuPage County, Inc.](#)

[Catholic Charities, Joliet Diocese](#)

[Center for Speech and Language Disorders](#)

[Central DuPage Pastoral Counseling Center](#)

[Charlie's Gift Autism Center](#)

[Chicago Sinfonietta](#)

Child Friendly Courts Foundation

[Child's Voice School](#)

[Churchville Middle School/Elmhurst District 205](#)

[Citizen Advocacy Center](#)

[City of Warrenville](#)

[Clarendon Hills Park District](#)

[College of DuPage](#)

[Community Adult Day Care](#)

Community Art Partners

[Community Career Center](#)

[The Community House](#)

[Community Housing Association of DuPage](#)

[Community School of the Arts](#)

[The Conservation Foundation](#)

[Conservation Research Institute](#)

[Cosley Zoo](#)

Crisis Line of DuPage

[*Go to Top*](#)

D

[Dare to Dream: Get Educated!](#)

Disciples Food Pantry

[District 4 Educational Foundation \(Dare to Dream Conference\)](#)

[District 181 Foundation](#)

[Donka, Inc.](#)

[Downers Grove Choral Society](#)

[Downers Grove Park District](#)

[DuPage Art League and School](#)

[DuPage Center for Independent Living](#)

[DuPage Children's Museum](#)

DuPage Clean and Beautiful

[DuPage Community Clinic](#)

[DuPage County Extension \(4H\)](#)

[DuPage County Historical Society](#)

[DuPage County Historical Museum Association](#)

DuPage Environmental Awareness Center

[DuPage Federation on Human Services Reform](#)

[DuPage Graue Mill Corporation](#)

[DuPage Habitat for Humanity](#)

[DuPage Homeownership Center](#)

DuPage Legal Assistance Foundation

DuPage Multi-Cultural Dance Troupe

[DuPage Pads](#)

[DuPage Senior Citizens Council](#)

[DuPage Symphony Orchestra](#)

[DuPage Workforce Board](#)

[Go to Top](#)

E - F

[Easter Seals DuPage and the Fox Valley Region](#)

Ecumenical Adult Care

[Educare of West DuPage](#)

[Elmhurst Art Museum](#)

[Elmhurst Choral Union](#)

[Elmhurst College](#)

[Elmhurst Family YMCA](#)

[Elmhurst Historical Society](#)

[Elmhurst Symphony Orchestra](#)

[Elmhurst Walk-In Ministry](#)

[Elmhurst/Yorkfield Food Pantry](#)

[ESSE Adult Day Services](#)

[Evangelical Child and Family Agency](#)

[Exodus World Service](#)

[Fair Lady Productions, Inc. Kidz Kabaret Children's Theater](#)

Faith House

[Family Focus, Inc.](#)

[Family Shelter Service](#)

Feeding Northwest DuPage (formerly Northwest DuPage Walk-In Ministry)

[Fermilab Natural Areas](#)

[First Folio Shakespeare Theatre](#)

[Forest Preserve District of DuPage County](#)

[Franciscan Ministries, Inc.](#)

[Friends for Therapeutic Equine Activities](#)

[Go to Top](#)

G - H

[Gender Equity Fund of AAUW](#)

[Giant Steps Illinois, Inc.](#)

[Girl Scouts of Greater Chicago and Northwest Indiana](#)

Girl Scouts of DuPage County Council

[Glenbard South High School](#)

[Glen Ellyn Children's Chorus](#)

[Glen Ellyn Children's Resource Center](#)

[Glen Ellyn Community Resource Center](#)

[Glen Ellyn Food Pantry](#)

[Glen Ellyn Historical Society](#)

[Glen Ellyn Park District](#)

[Glen Ellyn Youth & Family Counseling Service](#)

[Glen Ellyn-Wheaton Chorale](#)

[Graue Mill and Museum](#)

[Green Earth Institute](#)

[Grove Players](#)

[Hamdard Center for Health and Human Services](#)

[Hands of Hope Food Pantry](#)

[Heritage YMCA](#)

Hinsdale Center for the Arts

[HCS Family Services](#)

[Hinsdale Historical Society](#)

[HOPE Fair Housing Center](#)

[Hope's Front Door](#) (formerly Walk-In Ministry of Hope)

[Humanitarian Service Project](#)

[*Go to Top*](#)

I - J - K

[Illinois Branch of The Orton Dyslexia Society](#)

Illinois Independent Living Center

[Illinois Prairie Council of Campfire Boys & Girls](#)

[Indian Boundary YMCA](#)

Interfaith Food Pantry

[Itasca Walk-In Ministry](#)

[JUST of DuPage](#)

[Junior Achievement of Chicago](#)

[Kalapriya Foundation](#)

Keep DuPage Beautiful

[KidsMatter](#)

[Kids Teen Rider](#)

[Kiwanis Club of Wheaton](#)

[Kline Creek Farm](#)

[*Go to Top*](#)

L - M

[Learning Ally](#) (formerly Recording for the Blind and Dyslexic)

Lifelink Corporation

Literacy in Action-DuPage

[Literacy DuPage](#)

[Little Friends](#)

[Lizzadro Museum of Lapidary Art](#)

[Loaves and Fishes Community Services](#)

[Lombard Historical Society](#)

Lombard/Villa Park Food Pantry

Lombard Youth Services Coalition

[LOVE Christian Clearinghouse](#)

[Lutheran Child and Family Services of Illinois](#)

[Lutheran Social Services of Illinois](#)

[Maple Street Chapel Preservation Society, Inc.](#)

[Marianjoy Foundation](#)

[Marklund Charities](#)

[Metropolitan Family Services DuPage](#)

[Midwest Shelter for Homeless Veterans](#)

[The Morton Arboretum](#)

[*Go to Top*](#)

N[Naperville Area Humane Society](#)[Naperville Area Recycling Center](#)[Naperville Art League](#)[Naperville Cares](#)[Naperville Chorus](#)[Naperville Community TV](#)[Naperville Heritage Society](#)[Naperville Men's Glee Club](#)[Naperville Park District](#)[Naperville Youth Development Coalition – dba KidsMatter](#)[National Alliance on Mental Illness DuPage](#)[National Louis University](#)[Neighborhood Food Pantries](#)[New World Repertory Theater](#)[North Central College](#)[Northeast DuPage Special Recreation Association](#)[Northeastern Illinois Area Agency on Aging](#)[Northern Illinois Food Bank](#)[Go to Top](#)**O - P - Q - R**[Oakbrook Terrace Community Park District](#)[One Voice - An Outreach Choir](#)[Open Door for Teens](#)[Our Children's Homestead](#)[Outreach Community Ministries](#)[The Outreach House](#)[Parents Alliance Employment Project](#)[Pathways for Achievement](#)[People Plus Pets](#)[People's Resource Center](#)[Prairie State Legal Services, Inc.](#)[Project HELP](#)[Quad Counties Urban League](#)[RRAF](#)[Ray Graham Association for People with Disabilities](#)[Recording for the Blind and Dyslexic](#)[Repeat Boutique Center](#)[Robert Crown Center for Health Education](#)[Ronald McDonald House Charities of Chicagoland and Northwest Indiana](#)[Go to Top](#)**S - T**[Salt Creek Ballet](#)[Salt Creek Watershed Network](#)[Samaritan Interfaith Counseling Center](#)[SCARCE](#)[School and Tutors on Wheels](#)[SciTech](#)

[Senior Home Sharing, Inc.](#)

[Senior Suburban Orchestra](#)

[Serenity House, Inc.](#)

[Sharing Connections Furniture Bank](#)

[Society of St. Vincent de Paul at St. Philip the Apostle Church](#)

[South East Association for Special Parks and Recreation](#)

[Special Kids Day](#)

[Spectrios Institute](#) (formally Deicke Center for Visual Rehabilitation)

[Spirito! Singers](#)

[Spring Brook Nature Center](#)

[Stepping Stones for Women of Domestic Violence](#)

[Storycatchers Theatre](#)

[Tate Woods Elementary School](#)

[Teen Parent Connection \(Formerly Greater DuPage MYM\)](#)

[The Salvation Army Family and Community Services](#)

[The SHARE Program of Leyden Family Services](#)

The Thursday Evening Club

Theatre Eclectic

[The Wetlands Initiative](#)

[Three Fires Council of the Boy Scouts of America](#)

[Tri-Town YMCA](#)

[*Go to Top*](#)

U - W - X - Y - Z

[Waubonsie Valley High School](#)

[Wayne/Winfield Area Youth and Family Services](#)

[We Grow Dreams, Inc.](#)

[Wellness House](#)

West DuPage Community Resource Center

[West Suburban Community Pantry](#) (Formally Woodridge Community Pantry)

[West Suburban Jobs Council](#)

[Western DuPage Special Recreation Association](#)

Wheaton Band Festival

[Wheaton Drama, Inc.](#)

[Wheaton Historic Preservation Council](#)

[Wheaton North High School](#)

[Wheaton Park District](#)

[Wheaton Warrenville South High School](#)

[Willowbrook Wildlife Foundation](#)

[Winfield Historical Society](#)

[Winfield Park District](#)

[Wood Dale Public Library](#)

[World Relief DuPage](#)

[Xilin Foundation](#)

[Yellow River Performing Arts](#)

[YMCA of Metropolitan Chicago](#)

[Yorkfield Presbyterian Church Food Pantry](#)

[Young Naperville Singers](#)

[Youth Outlook](#)

[Youth Jazz Ensemble of DuPage](#)

[Youth Symphony of DuPage](#)[YWCA/DuPage District](#)[Go to Top](#)

3000 Woodcreek Dr., Suite 310
Downers Grove, IL 60515-5408
Phone: 630-665-5556
Fax: 630-598-5276

Confirmed in Compliance
with National Standards for
U.S. Community Foundations



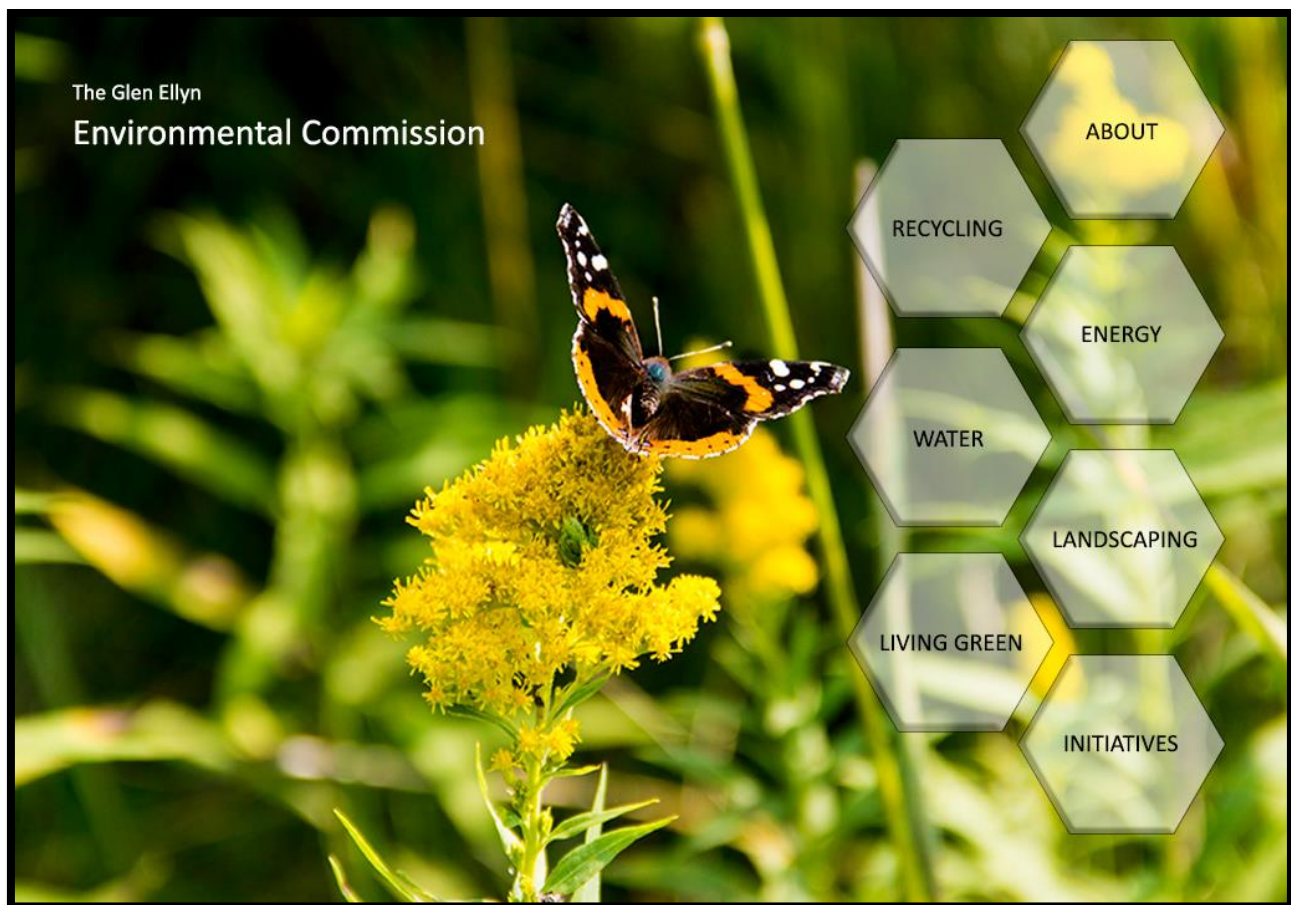
[Home](#) | [About Us](#) | [Community Impact](#) | [Apply](#) | [Give](#) | [For Advisors](#) | [Leadership Initiatives](#) | [News & Events](#) | [Contact Us](#)

The DuPage Community Foundation, d/b/a the DuPage Foundation, is a 501(c)(3) not-for-profit corporation.

© 2016 by the DuPage Foundation [Terms Of Use](#) [Privacy Statement](#) [LOGIN](#)

GLEN ELLYN ENVIRONMENTAL COMMISSION

Strategic Alignment Plan



August 15, 2016



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development

Strategic Alignment

Recently, the Village of Glen Ellyn generated its 2014-2017 Vision and Strategies Plan (September 2013). The Glen Ellyn Environmental Commission (EC) would like to build on the Vision and Strategies Plan and align the work of the Commission with these efforts as well as examine additional opportunities for the future.



The Commission works with Village staff and Village residents and businesses on environmental issues and opportunities, as well as encourages conservation practices through hands-on activities within the community. As it relates to Village practices, the Commission reviews Village ordinances and contracts when they have an environmental impact, in order to suggest areas of improvement. In order to better serve the Village, the residents and businesses, and the environment, the Commission asked Northern Illinois University's (NIU) Center for Governmental Studies (CGS) to design a strategic alignment session focused on establishing a vision, mission, and goals/strategies for the EC that will support the Village's most recent plan. The outcome is a proposed action plan based on a vision and mission for the Glen Ellyn Environmental Commission.

Strategic Alignment

- The process of bringing the actions of an organization's divisions and staff members into line with the organization's planned objectives.
- Ability of an organization to achieve strategic goals benefit from performing a comprehensive strategic alignment assuring all divisions are jointly working towards the stated goals.



NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Regional Development

Survey of Environmental Commission Members

To make the most of the alignment session, a pre-session survey was sent out to all members of the EC to gather input on the current vision, mission, and Village goal alignment possibilities. All EC members participated. The survey results were then used in the first planning session as a starting point for discussions. The first session was held on February 18, 2016 with a second follow-up session held on February 24, 2016 to finalize the vision, mission, and goal alignment strategies. The information presented next is the result of the two planning sessions.

Strategic Alignment Planning Sessions

At the first session on February 18, 2016, after introductions, the attendees moved on to discussing and reaching consensus on the best mission and vision for the EC. The facilitator discussed first what components a vision needs in order to be strong and meaningful.

Vision

- **Defines the optimal desired future state - the mental picture - of what an organization wants to achieve over time;**
- **Provides guidance and inspiration as to what an organization is focused on achieving in five + years.**
- **Is written succinctly in an inspirational manner that makes it easy for all employees to repeat.**

The facilitator then shared a draft vision statement based on input from the survey. After discussion at both sessions, the vision was modified and agreed upon by the EC.

Glen Ellyn Environmental Commission Vision

Glen Ellyn is an environmentally and culturally rich village that is regarded as one of America's best places to live, work, learn and play through its commitment to sustainable practices in all aspects of community development.



After the vision was discussed, the EC focused on writing a mission statement. Again, the facilitator discussed what a mission statement should include.

Mission

- Defines the present state or purpose of an organization;
- Answers three questions about why an organization exists -
 - WHAT it does; WHO it does it for; and HOW it does what it does.
- Is written succinctly in the form of a sentence or two, but for a shorter timeframe (1-3 years).

The facilitator then shared a draft mission statement based on input from the survey. After discussion at both sessions, the mission was modified and agreed upon by the EC.

Glen Ellyn Environmental Commission Mission

The Glen Ellyn Environmental Commission supports the stewardship of Village resources through development of environmentally responsible initiatives that promote a healthy and informed community.

Inform.

Enhance.

Conserve.

With both an agreed upon vision and mission, the EC was able to focus on how to align its current focus areas, as well as future initiatives with the Village's Strategic Plan.

Four Focus Areas

Currently, the EC focuses its efforts in four main areas:

1. Arts & Outreach,
2. Transportation, Health & Wellbeing,
3. Recycling, and
4. Sustainable Landscaping

The survey revealed that each of the areas were about equally valued by Commission members. Ultimately, the EC decided that these four focus areas were of the greatest need, and exhibited the most potential, for the Village. With the four focus areas in mind, the EC worked within the five strategic areas identified by the Village and created strategic goals with action items that were in alignment. Next is the proposed alignment plan.



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development

ENVIRONMENTAL COMMISSION STRATEGIC ALIGNMENT PLAN

I: Development

Strategic Goal: With any real estate development activity, the environmental commission will evaluate the environmental impact and how to best conserve and enhance our environment.

Action Items:

1. Establish an Environmental Commission liaison appointment to the Plan Commission and/or Capital Improvements Commission
2. Promote any level of LEED Certification
3. Continue to Promote energy efficient construction methods and practices in residential, commercial, and public buildings
4. Promote sustainable and native landscape plans and practices
5. Promote better, long-term storm water management practices
6. Enable commercial recycling
7. Encourage bicycle-friendly infrastructure
8. Encourage green spaces and improved Tree Preservation

II: Business

Strategic Goal: Strengthen our local business environment.

Action Items:

1. Promote better business use of our public sidewalks
2. Promote more creative and relevant downtown events
 - a. Encourage Chamber of Commerce and Downtown Alliance to consult with Environmental Commission on CBD events
 - b. Taste of Glen Ellyn-Explore ways to encourage Chamber of Commerce to include and promote local restaurants in the event
 - c. Expand music events to include College of DuPage (WDCB) and local entertainment
 - d. Enhance use of Glen Art Theater, including establishing film festivals
3. Enable a commercial recycling program
4. Develop Environmental Sustainability Award to recognize local businesses and property owners
5. Explore creative opportunities to leverage the potential economic benefits of the Prairie Path, including a Divvy Bike Pilot Program, via a partnership with other communities along the path
6. Continue with “Dark Windows” initiatives

III: Attractions

Strategic Goal: Create, enhance and promote amenities that make Glen Ellyn a great place to live, work and visit.

Action Items:

1. Continue to emphasize the importance of aesthetic and diverse plant species throughout the Village
2. Establish a Sustainable Gardens Award Initiative
3. Promote sidewalk cafes
4. Promote pocket parks, gardens, and special event plazas, including pocket band shell
5. Develop enhanced Prairie Path and Central Business District pathway connectivity through improved way-finding signage and/or infrastructure enhancements
6. Promote “Arts & Outreach”, including permanent and seasonal art installations and special events

IV: Communication

Strategic Goal: Promote the awareness of environmental issues that affect the well-being of Glen Ellyn and its residents.

Action Items:

1. Establish a clear process for regular communication between Village Board and Environmental Commission
2. Establish semi-annual meetings, chaired by Village President, with Chairs of all Village Commissions and the Village Manager
3. Establish liaison appointments of Environmental Commissioners to the Plan Commission and Capital Improvements Commission
4. Establish an active volunteer registry of those Village residents interested in assisting with, contributing to, or participating in Environmental Commission’s initiatives and programs
5. Develop a “State of the Glen Ellyn Environment” Annual Report to the Village Board and/or Village that reports on accomplishments and on-going initiatives
6. Continue to explore ways to improve the Environmental Commission’s webpage & Village’s webpages, social media, and newsletters as a means to better convey environmental initiatives, concerns, etc.
7. Continue to publish Spring “Environmental” Newsletter
8. Enhance communication with developers, real estate agents, and other private entities on environmental sustainability best practices

9. Continue to develop Environmental Commission sponsored seasonal posters in CBD Big Belly containers
10. Continue to invest in the Village's residential rain barrel reimbursement program
11. Continue to sponsor the Village's annual Recycling Extravaganza Event
12. Continue to promote residential "backyard" composting within the community.

V: Infrastructure

Strategic Goal: Promote and develop environmentally friendly infrastructure.

Action Items:

1. Work with Village to develop an environmental sustainability plan and goals
2. Construct bicycle-friendly transportation infrastructure, including connection from Great Western Trail to Prairie Path
3. Encourage sustainable landscaping practices, including native or perennial plantings for all public landscaping and streetscape projects
4. Improve our public and private storm water management
5. Preserve, improve, and create open spaces, including pocket parks and plazas.
6. Improve Prairie Path Park and continue to restore Prairie Path
7. Promote 100% green energy (i.e. Renewable Energy Credits) with municipal aggregation program
8. Explore opportunities to expand use of Big Belly refuse/recycling containers in CBD
9. Implement Residential Curbside Composting Pilot Program
10. Develop an environmentally friendly parking structure in the CBD, including:
 - a. Facilities to capture rainwater
 - b. Roof top park/green space
 - c. Pleasant pedestrian experience

VI: Financial Sustainability

Strategic Goal: Evaluate how environmental initiatives can save money and generally improve our economic environment over the short and long terms.

Action Items:

1. Consider retaining an environmental sustainability intern who could assist the Village in addressing its environmental sustainability goals
2. Consider joining Cool DuPage
3. Identify federal/state/private grants and funding opportunities
4. Incentivize building and infrastructure sustainability initiatives
5. Promote business and residential sustainability initiatives
6. Develop and implement a fund-raising partnership with the DuPage Foundation

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into this ____ day of _____, 2017 by and between the **Village of Glen Ellyn** (the "Village") and **The DuPage Community Foundation, d/b/a the DuPage Foundation** ("the Foundation"), for the purpose of establishing and administering the **Glen Ellyn Fund Initiative** ("the Initiative").

WHEREAS, the Foundation is an established, independent, not-for-profit corporation with its own Board of Trustees, based in Downers Grove, Illinois, and organized exclusively for charitable purposes as provided for under Section 501(c)(3) of the Internal Revenue Code;

WHEREAS, the Village is a municipal corporation organized under the laws of the State of Illinois;

WHEREAS, the Village and certain community-minded residents of Glen Ellyn have determined that they wish to partner with an established community foundation experienced in building and administering endowments and other charitable funds to create opportunities for funding through charitable donations to support agencies and current and future programs, projects, capital improvements and other opportunities for and within the Village designed to benefit its residents;

WHEREAS, the Village and the Foundation desire to collaborate and encourage the establishment of one or more charitable funds at the Foundation for the Initiative with such fund or funds not being supported by Village tax dollars but rather through charitable contributions, both outright and deferred, from Village residents and other individuals, corporations and entities seeking to benefit the community of Glen Ellyn now and into the future;

WHEREAS, the Village and the Foundation desire to enter into this MOU to establish certain parameters and working arrangements which they agree are necessary to successfully implement and manage the Initiative; and

WHEREAS, the parties acknowledge that no contractual relationship is created between them by this MOU, but agree to work together in the true spirit of collaboration to ensure that there is united, visible, and responsive leadership for the Initiative, and to demonstrate financial, administrative, and managerial commitment to it;

NOW, THEREFORE, in consideration of the aforementioned objectives, the parties hereby agree to the following terms:

1. Foundation Role and Responsibilities:

- a. The Foundation shall appoint standing members of its Board of Trustees, Committees and/or staff and various representatives of the Glen Ellyn community to serve on an ad hoc Advisory Committee for the Glen Ellyn Fund Initiative (hereafter the "Advisory Committee"), as further described in **Exhibit A**.
- b. The Foundation shall facilitate, manage and administer the Initiative's charitable giving program

and exclusively receive, deposit, manage, administer and provide acknowledgment for all charitable contributions made in support of it.

- c. Gifts, grants and other contributions in support of the Initiative must adhere to the Foundation's Gift Acceptance Policy (**Exh. B**) and other relevant policies. A minimum gift or deposit of \$25,000 is required to establish any named or endowed fund at the Foundation. Proposed gifts of \$500 or less in support of the Initiative are strongly discouraged and are not to be encouraged by the Advisory Committee, Foundation or Village. **The Foundation expressly reserves the right to refuse any gift, grant or other contribution offered in support of the Initiative.**
- d. The Foundation shall assist the Advisory Committee in identifying, qualifying, soliciting and facilitating charitable gifts for the Initiative from current and prospective donors. This may include Foundation staff accompanying Initiative Advisory Committee members on prospecting calls (as necessary), attending and speaking at certain Initiative events and activities, reviewing documents, letters and other communications, and helping coach Advisory Committee members on how to field basic inquiries with regard to giving opportunities, techniques and fund options.
- e. The Foundation shall work directly with donors and, as necessary, the Village and Advisory Committee, to establish parameters for the various charitable funds that may support this Initiative.
- f. The Foundation shall provide donors with the following fund options (See **Exh. C**):
 - i. Field-of-Interest Funds (Endowed)
 - ii. Designated Funds (Endowed/Pass-Through)
 - iii. Donor-Advised Funds (Endowed/Pass-Through)
- g. Certain proposed gifts may require additional review by Village representatives. Whenever necessary, the Foundation shall communicate with the Village in conjunction with the Advisory Committee Chair to obtain the requisite approval before accepting any contribution that would bind, encumber or otherwise obligate the Village.
- h. The Foundation shall allow the Advisory Committee and Village the use of its corporate name and logo for marketing and promotional purposes relating to the Initiative, subject to advance written approval by the Foundation.

2. Village Role and Responsibilities:

- a. The Village shall appoint a representative to serve as the primary point of contact between it, the Foundation and Advisory Committee regarding the Initiative and any activities pertaining to it.
- b. The Village, at the sole discretion of the Village Board, shall provide the Foundation and Advisory Committee with an annual budget for the Initiative that they can utilize to plan Initiative activities and events. Said budget should be discussed in conjunction with the Foundation and Advisory Committee so that all parties are informed of one another's plans and have knowledge of the amount of resources available to be utilized.
- c. The Village shall pay for any and all direct expenses associated with the implementation, marketing and promotion of the Initiative provided that the Village Manager or his/her designee has pre-authorized, in writing, such expenditures. Certain expenses can and should be paid directly by the

Village. The Advisory Committee may seek additional resources, either direct or in-kind, through contributions, sponsorships, etc. in conjunction with the Foundation.

- d. The Village shall help facilitate, as necessary, the timely review and consideration of any projects, initiatives or other opportunities proposed to be funded by current or prospective donors through the Initiative for the benefit of the Village and its residents.
- e. The Village shall allow the Advisory Committee and the Foundation the use of its corporate name and logo for marketing and promotional purposes relating to the Initiative, subject to advance written approval by the Village.
- f. While no Village employee will actively engage in the direct solicitation of charitable gifts for the Initiative, the Village and its employees may assist the Foundation and Advisory Committee in passive forms of marketing and solicitation for the Initiative such as promoting events, activities and giving opportunities by making available the Village's existing communication vehicles as space and time permits. Inquiries regarding charitable gifts shall be directed to the Foundation or designated representatives of the Advisory Committee.
- g. The Village shall at all times take any and all reasonable measures to maintain and protect the confidentiality of current and prospective donors to the Initiative to the fullest extent permitted under both Illinois and federal law.

3. **Miscellaneous**

- a. The Foundation and Village agree to adhere to and abide by the terms and conditions of the Foundation's Articles of Incorporation (Exh. D), Bylaws (Exh. E.), and other policies including, but not limited to, the Foundation's Gift Acceptance Policy (Exh. B), Fee Structure (Exh. F) and Statement of Investment Policy (Exh. G).
- b. Any funds established at the Foundation in conjunction with this Initiative shall be charged standard investment and administrative fees by the Foundation and used for the general charitable purposes of the Foundation as provided in its Bylaws, subject to the following paragraphs:
 1. It is understood and declared that, except as otherwise specifically provided, any and all contributions to any fund relating to this Initiative are irrevocable. The funds shall be the property of the Foundation held by it in its corporate capacity and shall not be deemed trust funds held by it in a trustee capacity.
 2. It is also understood that any fund agreements established in association with this Initiative are subject to the Foundation's authority to vary the terms of any gift given to a fund as stated in Article IV of the Foundation's Bylaws (Exh. E). The Foundation adheres to Treasury Regulation 1.170A-9(f)(11)(v)(B)(1), commonly known as Variance Power. This allows the Foundation to "modify any restriction or condition on the distribution of funds for any specified charitable purpose or to any specified organization if in the sole judgment of the governing body (without the necessity of the approval of any participating trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served."
 3. The Pension Protection Act prohibits grants, loans, compensation, expense reimbursement, and

similar payments to donors, advisors or related parties from donor-advised funds. It also prohibits grants to individuals from donor-advised funds, which includes checks written directly to an individual or checks written to an entity for the benefit of a specified individual.

4. A representative of the Foundation shall periodically consult with the Advisory Committee regarding potential distributions from any fund or funds for which it has been appointed Advisor. All grant recommendations from the Advisory Committee shall be in writing from the Advisory Committee Chair. Each grant distribution shall be at least \$500.00. Recommendations for grants from the Advisory Committee shall be advisory only, with the final decision to be made by the Foundation Board of Trustees. No distribution from any Fund of the Initiative shall be used to satisfy any charitable pledge made by any donor to said Fund. All distributions must be for charitable purposes and consistent with the exempt purposes of the Foundation as specified in its Articles of Incorporation and Bylaws.
 5. Should the charitable purposes of any fund of the Initiative become unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community, they shall be devoted to benefit the community of Glen Ellyn, Illinois and area agencies and programs which serve its residents.
- c. This MOU sets forth the entire understanding between the parties as of the date of its full execution by all parties. No representation, promise or condition, whether oral or written, not incorporated herein shall be binding upon any party to this MOU. This MOU shall not be waived, amended or modified except in writing and signed by the authorized representative(s) of all parties.
- d. The Parties reserve the right to terminate their collaboration upon providing thirty (30) days written notice to the other. If the collaborative is terminated by either party, the following shall occur:
1. Endowed funds shall continue on for their designated purposes (primary or contingent) pursuant to the terms of the fund agreements governing them.
 2. Non-endowed funds shall also continue to be utilized for their designated purposes (primary or contingent) pursuant to the terms of their fund agreements until they are spent down.
 3. Remaining, unused marketing funds that were budgeted by the Village as part of this Agreement, will remain available for the Advisory Committee to use under the same terms and conditions of this MOU, until such funds are exhausted or the Village's fiscal year has ended, whichever comes first.
- e. The recitals (WHEREAS clauses) are incorporated into this MOU.
- f. Whenever the concurrence or approval of the Village and the Foundation is required, such concurrence or approval shall not be unreasonably withheld, conditioned or delayed by either party, and both parties agree to cooperate with each other to accomplish the terms and

conditions of this MOU.

- g. Nothing contained in this MOU shall be construed to constitute the Village or the Foundation as an agent, representative or employee of any of the other parties hereto. Nor shall anything contained in this MOU be construed in any manner to create any relationship between the Village and the Foundation other than what is expressly specified herein, and the parties shall not be considered partners or co-venturers for any purpose on account of this MOU.
- h. Any notice required to be delivered shall be deemed to have been received when the notice has been sent by certified mail, return receipt, overnight carrier, or hand delivered with signed receipt to the following addresses:

To the Village: Mark Franz, Village Manager
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

with a copy to: Greg Mathews, Village Attorney
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

To the Foundation: David M. McGowan, CFRE
President & CEO
DuPage Foundation
3000 Woodcreek Drive, Ste. 310
Downers Grove, Illinois 60515-5048

with a copy to: Michael R. Sitrick, JD
V.P. for Advancement
3000 Woodcreek Drive, Ste. 310
Downers Grove, Illinois 60515-5408

IN WITNESS WHEREOF, the parties have executed this MOU the day and year first written above.

VILLAGE OF GLEN ELLYN

Alexander W. Demos, Village President Date

Attest:

Catherine Galvin, Village Clerk Date

DUPAGE FOUNDATION

David M. McGowan, CFRE, President Date

Attest:

Michael R. Sitrick, JD, Vice President for Advancement Date

EXHIBIT A**Roles and Expectations for Members of the
Glen Ellyn Fund Initiative Advisory Committee**

The Glen Ellyn Fund Initiative Advisory Committee (Advisory Committee) shall be an ad hoc Committee of the DuPage Foundation focused on promoting charitable giving opportunities for current and former residents of Glen Ellyn and other donors who are passionate about the community and who wish to help sustain and enhance its quality of life.

Committee Member Responsibilities:

- a) Be the driving force in the identification, qualification, solicitation and facilitation of charitable gifts from current and prospective donors for the Glen Ellyn Fund Initiative.
- b) Be the primary ambassadors and champions of the Glen Ellyn Fund Initiative and coordinate with the Village and Foundation to plan, promote and market the Initiative's activities, events and giving opportunities;
- c) Devise and execute activities, events, solicitations and other tactics aimed to help grow the Initiative and provide stewardship for its supporters, subject to Foundation approval and the obtaining of requisite funding (if needed) from the Village or other sources.
- d) Develop and maintain, in conjunction with the Village, a current list of approved Village projects or initiatives that would be eligible for charitable support through one or more of the Initiative's fund.
- e) Serve as an independent reviewing body for the Initiative that may evaluate and recommend to the Foundation and Village proposed initiatives, programs, projects, capital improvements and other opportunities that could potentially be funded through the Initiative, and serve as a liaison between the Foundation and Village as needed;
- f) Make grant recommendations to the Foundation Board of Trustees regarding distributions from certain Initiative funds to support current and future programs, projects, capital improvements and other opportunities aimed at benefiting the Village.

Composition:

The Advisory Committee shall be comprised of the following members:

- ❖ (2) DuPage Foundation Trustees
- ❖ (5) Glen Ellyn residents and/or Glen Ellyn community leaders
- ❖ *Ex-Officio* - DuPage Foundation Senior Management Official (e.g., V.P. for Advancement)

The Committee shall annually elect a Chair who will convey the Committee's recommendations to the Foundation and Village with regard to grants from certain Initiative funds and other matters as appropriate.

Time Commitment:

The Advisory Committee shall meet as needed with the expectation that members attend most meetings in person. Special meetings may be called when circumstances require Committee discussion (e.g., the acceptance or disposition of a major gift). Such meetings may be conducted in person or via teleconference.

Advisory Committee members shall be expected to attend most informational/marketing events that it sponsors in addition to appropriate Village and Foundation events/meetings.

Terms:

Advisory Committee members may serve one three-year term, renewable for one additional three-year term at the discretion of the Foundation's Board of Trustees for a total of six years.

Exhibit C

STRUCTURE OF FUNDS

Field-of-Interest Funds (Endowed) – Gifts to these Funds will be pooled together into permanent endowments which will generate annual distributable income to help address the Village's ever-changing needs and support local agencies, causes, programs, projects and other opportunities within Glen Ellyn under criteria established between the Foundation, Village and each Fund's founding donor(s). Grants will be awarded at the discretion of the Foundation's Grant Committee and Board and, may, if desired, utilize an application process.

Designated Funds (Endowed/Pass-Through) – Will be used to support one or more specific agency, cause, program, project, need or other opportunity for or within the Village identified by the donor(s) at the time the gift is made that, as necessary, has also been approved by the Village Board.

Donor-Advised Funds (Endowed/Pass-Through) – Will be used to support a variety of causes, programs, projects and other needs or opportunities for or within the Village that, as necessary, have been approved by the Village Board, upon the recommendation of either the fund's donor(s)/advisor(s) or the Glen Ellyn Fund Initiative Advisory Committee (if the Committee is appointed to serve as the Fund's advisor) with approval of the Foundation Board.



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

Meeting: 03/20/17 05:30 PM
Department: Public Works
Department Head: Caroline Conlon
Category: Discussion Item
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 2644)

DOC ID: 2644

Professional Engineer Rich Daubert will discuss a request for widened sidewalks along Pennsylvania Avenue.

Background

Request for Sidewalk Widening

A few years ago, the Village researched the possibility of widening the sidewalk along the south side of Pennsylvania Avenue, east of Main Street, to facilitate a potential sidewalk café as well as provided space to install a temporary seasonal door for the new restaurant, Toda Madre. That was tabled, but staff did review the possibility of moving the beacon out of the street as part of that overall improvement.

More recently, the Village received a request for a widened sidewalk from representatives of the A Toda Madre Restaurant, located at 499 Main Street to facilitate outdoor dining along Pennsylvania Avenue. The attached exhibits and photographs depict the area where widened sidewalk is requested. Early discussions have indicated that the restaurant would contribute funds towards the requested improvements.

Existing Configuration and Proposed Improvements

The existing sidewalk along the south side of Pennsylvania Avenue is 7 feet in width. Preliminary discussions have yielded that the restaurant would like to provide 4 foot square tables placed against the wall of the building. Due to a significant slope along the sidewalk, provisions would need to be made by the restaurant to provide level platforms for tables and chairs. More significantly, the sidewalk would need to be widened to accommodate this request while maintaining a sufficient Pedestrian Access Route along the sidewalk. In addition, with the sidewalk widening, this might be a good opportunity to relocate or eliminate the traffic beacon in the middle of the road. An expanded sidewalk, plus some additional signage, could replace the beacon and removal another obstacle out of the roadway.

The Village retained James J. Benes (Benes) to assemble preliminary geometric plans to widen the sidewalk as requested. An analysis of the improvements' impacts on traffic as well as preliminary cost estimates for detailed engineering and construction are also being provided as part of this assignment. As this memorandum is being written in advance of the completion of Benes' assignment, the preliminary exhibits, analysis findings, cost estimates, and further staff input will be provided and discussed at the workshop meeting as available.

Improvements as they relate to Downtown Streetscape Plan

The Village Board adopted the Downtown Streetscape Plan and Parking Study at the May 28, 2013 Village Board Meeting. The Ordinance adopting the plan notes that the plan in of itself is conceptual and that changes are likely to be made as further information develops and as new elected officials take office. Excerpts of the plan are attached for reference and depict conceptual improvements for the intersection of Pennsylvania Avenue and Main Street as well as along

Pennsylvania Avenue. In addition to the curb bumpouts, widened sidewalk, and decorative ribbons of pavers, the plan also includes new street light conduit, trees and tree grates, street furniture, etcetera.

Given the preliminary budget of \$4.5M for the streetscape project, the Capital Improvements Commission provided a recommendation for a scaled back implementation of the streetscape plan which was presented to the Village Board at the August 17, 2015 Workshop Meeting. The scaled back version focused implementation of the streetscape improvement along Main Street and Crescent Boulevard, including the intersection of Pennsylvania Avenue and Main Street. However, improvements along Pennsylvania Avenue east of Main Street were not included in the initial phase of the streetscape project. An exhibit depicting the limits of the scaled back streetscape improvements is attached for reference.

Given modest time has elapsed since the adoption of the streetscape plan, staff feels that the request for the sidewalk widening along Pennsylvania Avenue could be an opportunity to physically showcase alternatives for the Village's forthcoming streetscape improvements project.

Action Requested

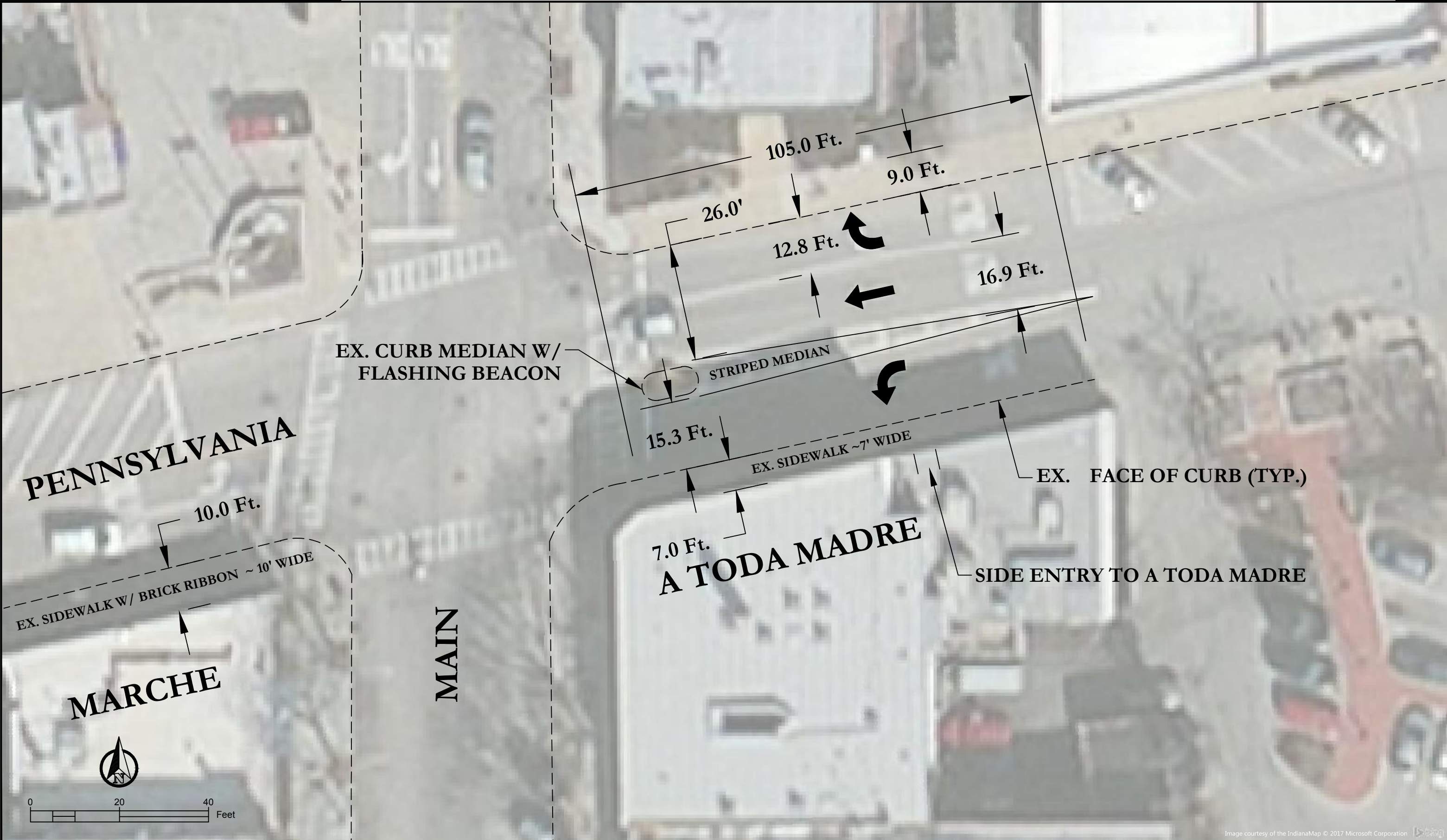
Staff requests a discussion with the Village Board at the March 20th Workshop Meeting to solicit direction as how to proceed with the request for constructing widened sidewalks along the south side of Pennsylvania Avenue, east of Main Street. These preliminary concepts still need to be further researched and evaluated, but staff want some input from the Village board on the overall concept before proceeding.

Attachments

Aerial Exhibit of Site
Photographs of Site
Streetscape Plan Excerpts
Scaled Back Streetscape Exhibit

ATTACHMENTS:

- Main and Penn Sidewalk Exhibit (PDF)
- Main and Pennsylvania Avenue Facing East (PDF)
- Main and Pennsylvania Avenue Facing West (PDF)
- Streetscape_Plan_Parking_Study Pages 27 and 30 and 36 (PDF)
- CIC Recommendation - CBD Roadway and Streetscape Scaled Back (PDF)



 VILLAGE OF GLEN ELLYN PUBLIC WORKS DEPARTMENT 30 SOUTH LAMBERT ROAD GLEN ELLYN, ILLINOIS 60137	HORIZONTAL SCALE (34X22): 1"=10'	DESIGNED BY: RFD	REVISED:	REVISED:	VILLAGE OF GLEN ELLYN PENNSYLVANIA SIDEWALK WIDENING	PENNSYLVANIA AVE. SIDEWALK WIDENING EXHIBIT	DATE: 3/9/2017
	VERTICAL SCALE (34X22): 1"=10'	DRAFTED BY: RFD	REVISED:	REVISED:			PROJECT#
	HORIZONTAL SCALE (11X17): 1"=20'	CHECKED BY:	REVISED:	REVISED:			SHEET 1 OF 1
	VERTICAL SCALE (11X17): 1"=20'	DATE CHECKED:	REVISED:	REVISED:			

**Main Street and Pennsylvania Avenue
Photograph Taken Facing East
Across Main Street**



Attachment: Main and Pennsylvania Avenue Facing East



Pennsylvania Avenue Facing
West Towards Main Street

Attachment: Main and Pennsylvania Avenue Facing West

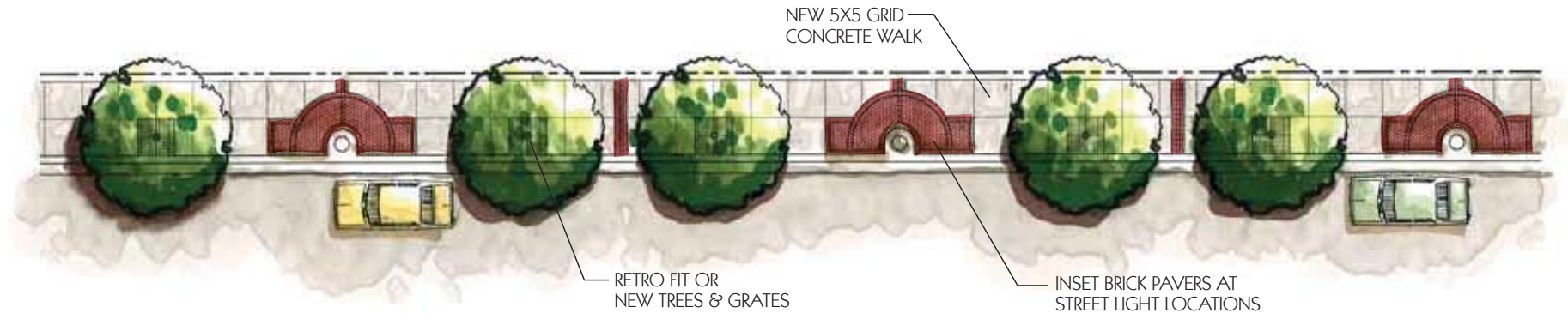
STREETSCAPE IMPROVEMENTS



Legend

- | | | | |
|-----------------------------------|-------------------------------------|----------------------------|---------------------------|
| Study Area Boundary | Intersection Improvement - Option A | Downtown Gateway Feature | Paver Crosswalk |
| Urban Core Character Zone | Intersection Improvement - Option B | Potential Parklet Location | Downtown Identity Feature |
| Urban Transitional Character Zone | Intersection Improvement - Option C | Parking Lot Screening | Paver Art Feature |
| Urban Residential Character Zone | Prairie Path Improvement | Alleyscape Improvement | Midblock Crossing |

Village of Glen Ellyn // Streetscape & Parking Analysis

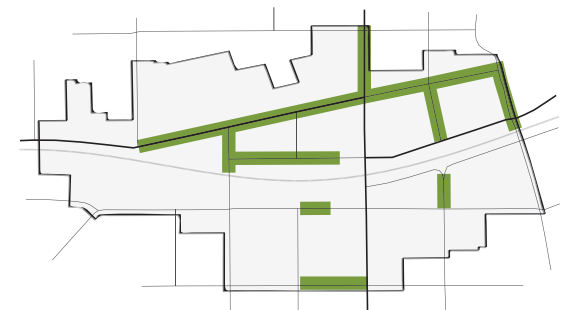


URBAN TRANSITIONAL STREETSCAPE CONCEPT

The Urban Transitional areas begin the transition from the more dense urban core to surrounding residential neighborhoods.

These areas are active and contain businesses. The overall character is slightly different from the urban core, including the presence of parkway plantings, wider sidewalk widths, and deeper setbacks. Therefore, it is not unusual for a transitional area to begin midblock at a fixed point such as an alleyway or parking lot where the character of the block begins to change.

The Urban Transitional Streetscape should use materials similar to the Urban Core, but less intense. Brick pavers will be located as accent insets at street light locations. Other areas will be 5' x 5' concrete sidewalk. Street trees with iron grates should be added, or existing trees retrofitted with grates. Tree spacing will vary depending on preserved trees, light standard spacing, utility locations, etc., but should be no greater than 50' and no less than 25'.



Streetscape & Parking Analysis // Village of Glen Ellyn

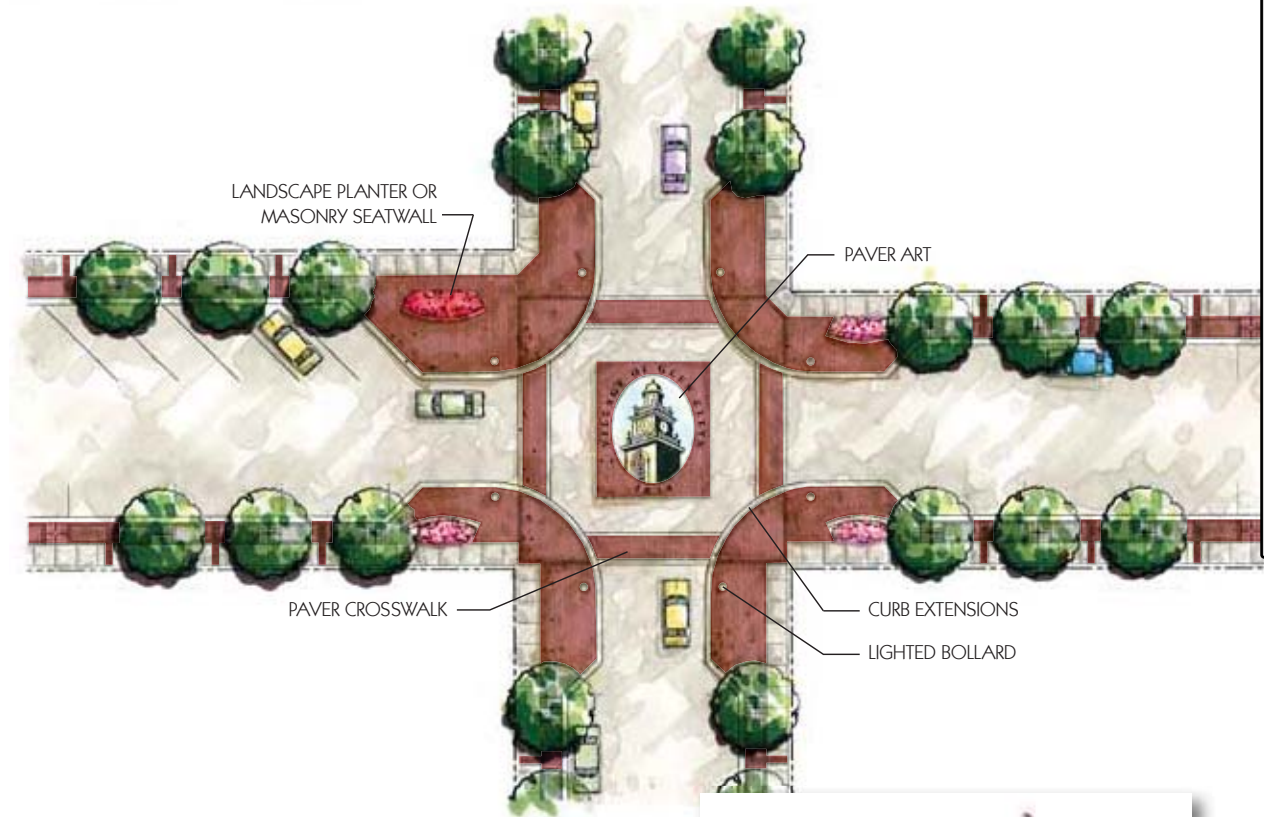
KEY INTERSECTION B

(Main & Pennsylvania; Main & Duane)

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

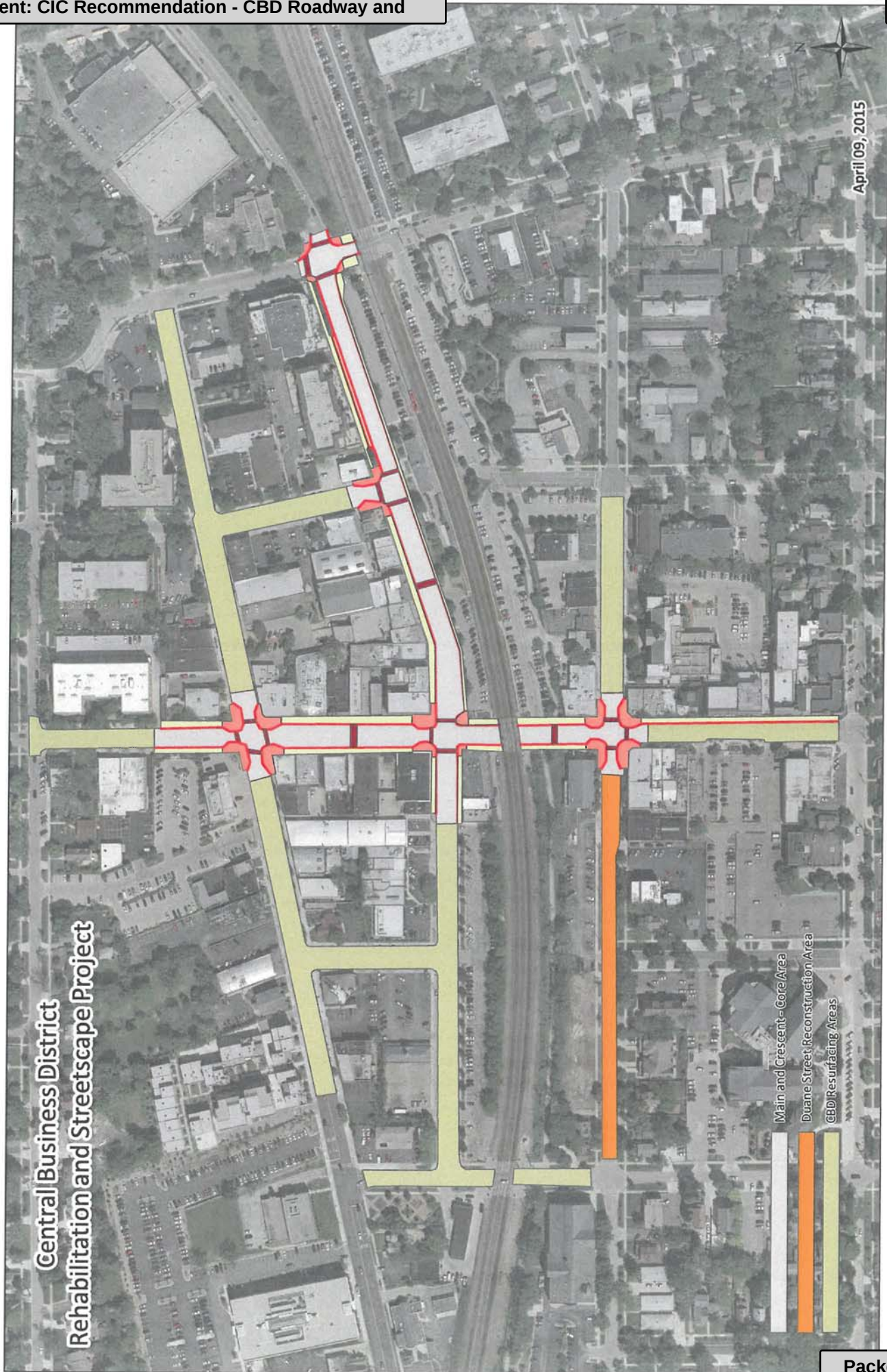


Paver art in Downtown Plainfield, Illinois



Streetwall/Planter Elevation







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

Meeting: 03/20/17 05:30 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Julius Hansen

SCHEDULED

AGENDA ITEM (ID # 2645)

DOC ID: 2645

Public Works Director Julius Hansen will present information regarding the proposed Private Property Drainage Improvements Cost Share Program.

Background:

Public Works is responsible for keeping the Village right of way (ROW) safe. A significant portion of this responsibility includes sidewalks and streets where citizens travel. Sump pumps, roof gutters and drains running overland or by directed discharge from private property into the Village ROW is causing potential hazards to the citizens traveling on sidewalks and streets, be that pedestrian, bicyclist or vehicular.

Additionally, this water can lead to the premature degradation of Village owned assets, including streets, sidewalks and parkway trees. Do to either the lack of infrastructure in the public right of way or on private property, various properties experience significant water drainage problems due to active sump lines. These concerns related to Village infrastructure were brought forward to the Capital Improvements Commission by Public Works. Ideas for a solution were generated with the Capital Improvements Commission, with the CIC voicing support for following initiative.

Water discharge into Village ROW is in violation of Ordinance 8.1.10-B (Injury to Streets). "No person shall discharge any water from sump pumps, gutters, roof drains or similar drainage devices in a concentrated manner onto or over a public sidewalk or street." The Village has nearly 200 locations where this is taking place with an estimated 100 being more problematic than the others.

This problem is preventing Public Works from keeping the Village (ROW) safe. The village receives complaints about these problems. All those complaints are fielded by Public Works or the Storm Water Engineer assigned to Planning and Development. Each case is looked at individually, and evaluated for a solution that can be recommended. Many times the location is documented with the only action being a conversation with the property owner.

During most months of the year water flowing onto sidewalks and streets can cause algae to develop, making the surface slick. Standing water in the ROW can create conditions for mosquitoes to breed. During cold weather, ice develops on the sidewalk and street, sometimes hidden under snow that can be a potential hazard to unsuspecting citizens. The only solution to correct this problem is to prevent the sump pump discharge from entering into the Village ROW. This can be accomplished by re-directing the sump pump discharge to other parts of the property. Unfortunately, many times this solution just shifts the problem from the public ROW to the either the private property owner themselves but more typically themselves and their neighbors. Many times it goes back into the ROW.

The other option is for the property owners to contain the sump pump discharge to their property with a variety of methods, such as re-routing the discharge to the rear or side yard, or the installation of a rain garden. Another solution that is used is the installation of a seepage pit. This is basically a

hole in the ground that is filled with stone which has the effect of helping the water to seep back into the ground. Based on the typical soil types in the Village this solution is usually only effective when the sump line is not that active. As with the re-directing method, these alternate solutions may not provide a permanent solution resulting in water draining back into the Village ROW or creating a new issue with a neighbor's property. All of these options are being implemented now but do not always work to prevent potential hazards in the ROW.

The most dependable method to solve this problem, when other attempts have failed, is to connect the sump pump to the storm sewer system. This is the most effective means to permanently eliminate the sump pump problem. Some locations are more conducive to making this connection than others for various reasons. The most fundamental reason being the actual availability of storm sewers in the area. The further away the storm sewer from the sump pump the more difficult. Other issues can be related to elevation differences or physical impediments of connecting to the storm sewer, such as driveways, parkway trees, or other buried utilities.

Issues:

Citizens may not know what to do to correct the problem or that they are even in violation of an ordinance. At times they have done what was required with constructing a new home or addition but the resulting discharge was different or greater than anticipated. Those citizens sometimes feel they have complied with the Village only to be told to do something else. Many times the cost to correct the problem is prohibitive, especially when a storm sewer may not be directly in front of their property.

The cost to direct connection of the sump line to the storm sewer system can vary significantly depending upon the proximity of the Village's storm sewer and the amount of impediments, i.e. sidewalks, driveways, parkway trees and other utilities that interfere with the connection. Currently, these connections are accomplished via the following:

1. Sump line stubs are provided as part of the capital improvement program when the road is reconstructed or storm lines are extended along a roadway.
2. Direct connections are made to the storm line by the homeowner or builder.
3. The improvement work is done in the public ROW by the Village and the homeowner performs the work on private property. This is a limited program that is done on a case by case basis financed from line item 40000-58010 Miscellaneous Storm Sewer Improvements.

As identified in item 1 above, the Village does give assistance during a street improvement project by providing a storm sewer connection in the ROW to be utilized by the homeowner to solve drainage problems, both for known issues and at the home owner's request. The connection provided is at no direct cost to the property owner and typically terminates at the edge of the ROW. The village has helped many citizens during the street improvement projects year after year and addressed many sump pump issues in this manner.

In all recent subdivisions, such as Amber Ridge, Brookhaven and the Enclaves, the developer is required to install storm lines and sump pump service lines to each lot. Each individual homes

sump line is then individually connected to the storm sewer when the home is constructed. Also, infill homes are encouraged to directly connect their sump lines to the storm sewer system and all of them undertake this action when a storm sewer is readily accessible. Individual home owners have also connected their sump lines to the storm sewer system.

Under item 3, at times to encourage a solution to a public nuisance problem the Village has assisted in the cost to construct the sump line to the Village storm sewer system. Said costs has been limited to work within the ROW.

The Village could expand the current practice utilized during the annual street improvement projects. An expansion of that practice is recommended to assist other property owners outside the street improvement program with the creation of a cost sharing program. Creation of the program would facilitate the elimination of these potential hazards to the ROW, especially in areas where a street improvement is not currently part of the CIP and will not be for a long time.

Budget Impact:

The budget for the proposed cost sharing program would be part of the \$50,000 in line item 40000-58010 Miscellaneous Storm Sewer Improvements funded through the capital program. Currently, Engineering uses this funding source to address similar storm sewer issues throughout the Village, with the scope changing year to year based on need. The entire amount is not used every year, allowing existing funds to be reallocated to address an issue that potentially exposes the Village to liability issues. Funds would be shared between Engineering and the cost share program each year, not to exceed the budgeted amount that has historically been \$50,000.

Recommendation:

Public Works can facilitate this work with the current budget of \$50,000 annually to provide a connection to the storm sewer. The Village was surveyed by Public Works during an outbreak of these problems in January 2016, when ice build-up was easily spotted. These problem locations have already been put into priority order by Public Works after evaluating each case.

The priority locations could be sent a notice each year to provide citizens the ability to take action in collaboration with the village during the construction season. The property owner would work with Village representatives to find the possible solutions to the problem. The property owner would be responsible for getting proposals from contractors (minimum of 3 would be recommended) to perform the work. After the work is completed, the homeowner would be reimbursed 50% of the ROW cost, up to a maximum of \$5,000. Public Works would monitor the budget and once the budget was expended the program would be suspended until the next fiscal year. The property owner is required to pay 100% of the cost of work on private property. This would be similar to the two sanitary cost share programs that address repairs to the private service line in the public ROW and conversion to overhead sewer.

In addition to the proposed cost share program a penalty for not participating (after many times to get them to participate) would be imposed on citizens causing a well-documented potential hazard to the right of way. Those in violation will be subject to a fine as described in the Village ordinance (1.4.1 General Penalty ORD. 3829, 4-22-19991) if they do not take action to solve the potential

hazard. The inspection and fine would be administered by Planning and Development once notified by Public Works of the property owner being in violation and unwilling to participate to correct the problem generated from private property overland discharge onto the right of way causing a potential hazard.

RECOMMENDED PROGRAM PARAMETERS

Eligibility. All property owners would be eligible on a one-time basis only.

Cost Share Area. Only improvements needed in the public right-of-way will be eligible for reimbursement.

Village Share of Expenses. Fifty percent of project installation and restoration costs may be reimbursed, up to a maximum contribution by the Village of \$5,000.

Work Scope. All construction elements and restorations will be performed by the home owner's contractor.

Procedures and Factors.

- q When sump pumps cause a potential hazard in the right-of-way, action should be taken in priority order.
- q The hazardous condition is evaluated based on location and frequency of potential hazard to the public.
- q Work in right-of-way is funded by the Village at a cost not to exceed \$50,000 annually. Each location will be evaluated on a case by case assessment of problem and solution.
- q Public Works will determine the best solution and present it to the property owner for consideration and discussion.
- q Homeowners will solicit proposals from three contractors from a list provided by Public Works.
- q Public Works will review pre-construction costs and provide formal authorization to proceed.
- q Homeowners will get a permit for the work. Public Works will inspect all portions of the work.
- q Homeowners pay the contractor and are then be reimbursed by the Village. Similar to other cost share programs, upon completion of the project, the property owner must provide documentation from the contractor and execute a waiver against future additional claims.
- q If homeowner does not want to participate to correct the sump pump problem, they are in violation of the ordinance and subject to fines.

- q Low areas in a neighborhood where water from surrounding area collects would also be eligible as property owners should not have to drain the neighborhood at their sole expense. Criteria must be met and significant need established.

CAPITAL IMPROVEMENTS COMMISSION RECOMMENDATION

The Glen Ellyn Capital Improvements Commission recommends the creation of a **Private Property Drainage Improvements Cost Share Program** to reimburse property owners for 50% of costs incurred for any work in the public right of way up to a maximum of \$5,000 on a one-time basis. Any property owner would be eligible, but early focus of the program would be those locations with documented drainage excursions into the right-of-way. Priority would be given to projects solving known right-of-way issues; otherwise the reimbursements would be made on a first-come, first serve basis. The annual total expenditure for the program would be capped at \$50,000. Funding for the program would come from the Capital Projects Fund. The program would not replace the current policy for private drainage assistance during construction projects. A form would be developed to document the particulars of any individual project and provide a release of all claims.

Feedback Requested:

Provide direction to Public Works whether to expand the current program utilized during the annual street improvement projects to give assistance to citizens by providing partial reimbursement for a storm sewer connection in the right of way to be utilized by the homeowner to solve drainage problems as recommended.

Attachments

- Photos of Ice in Right of Way
- Current Ordinance (8.1.10 Injury to Streets)
- Draft Letter to Citizens on the Priority List (Citing 1.4.1 General Penalty)
- Release Form for Reimbursement
- Current List of Priority ROW Sump Pump Issues Documented by Public Works
- Sump Pump Discharges Informational Packet
- Capital Improvements Commission Minutes Related to Sump Pumps
- Capital Improvements Commission Recommendation

ATTACHMENTS:

- Ordinance Injury to Streets (PDF)
- Sump Pump ICE in ROW (PDF)
- Sump Pump Discharges Information Packet (PDF)
- Storm Sewer Reimbursement Request Form (PDF)
- Priority Sump Pump Locations (PDF)
- CIC Meeting Minutes Nov 8 2016 - Final (DOC)
- CIC Meeting Minutes Dec 13 2016 - Final (DOC)
- CIC Meeting Minutes Jan 10 2017 - Draft (DOC)
- Private Property Drainage Improvements Cost Share Program - CIC Recommendation (DOCX)

Agenda Item (ID # 2645)

Meeting of March 20, 2017

- Letter to Citizens on Sump Pump Priority List (PDF)

8-1-10

8-1-13

8-1-10: INJURY TO STREETS:

- (A) No person shall damage or cause damage to any area of the public right of way including any sidewalk, street, parkway or alley in the village.
- (B) No person shall discharge any water from sump pumps, gutters, roof drains or similar drainage devices in a concentrated manner onto or over a public sidewalk or street.
- (C) No person shall install, or maintain if previously installed, any private posts, columns, stanchions, supports or other similar devices or structures or decorative rock on or in any area of the public right of way including any sidewalk, street, parkway or alley.
- (D) Any person: 1) discharging any water onto or over a public sidewalk or street in a prohibited manner, 2) installing or maintaining a previously installed private post, column, stanchion, support or other similar device or decorative rock in any area of a public right of way, including, any sidewalk, street, parkway or alley, or 3) otherwise damaging or causing damage to any area of the public right of way, including any sidewalk, street, parkway or alley in the village, shall immediately cease such prohibited activity upon receipt of notice to do so from the village. If any person damaging, causing damage or maintaining any discharge, supporting device or decorative rock in any area of the public right of way in violation of this section shall not immediately abate such nuisance after being notified to do so, then the village shall proceed to abate such nuisance without further notice and, in addition to any penalty or fine, the expense of such abatement shall be collected from the person who it is determined to have created, continued or suffered such nuisance or damage to exist. (Ord. 3829, 4-22-1991)
- (E) No part of any mailbox or appurtenance thereto shall be located or maintained closer than eight inches (8") to the back of the curb or edge of pavement on streets without curbs on the parkways. Support structures that hold the mailboxes shall be forty inches (40") in height from the ground to the bottom of the mailboxes. Support structures for mailboxes shall be constructed of breakaway material, either four inch by four inch (4" x 4") lumber or two inches (2") in diameter, thin wall steel pipe with a wall thickness of less than 0.155 inch. The support structure shall be buried no more than twenty four inches (24") into the ground. Any other mailbox support structure is not acceptable. Unacceptable support structures include, but are not limited to, brick, block, stone or

concrete masonry columns, wagon wheels, steel pipes in excess of the previously defined two inch (2") diameter and 0.155 inch thickness, and lumber posts in excess of four inches by four inches (4" x 4").

Any mailbox or any appurtenance thereto which does not conform with this subsection and is in existence at the time of its enactment is exempt from this provision; but when any such mailbox, support structure, or any appurtenance is removed and replaced for any reason, the new structure shall conform with the provisions of this subsection.

The village will not be responsible for any damage or destruction done to any such mailbox constructed contrary to the provisions of this subsection due to work performed by the village to maintain the right of way or village utility systems in the right of way. (Ord. 4861, 8-14-2000)

8-1-11: STREET OBSTRUCTIONS: It shall be unlawful for any person to obstruct any area of a public right of way, including any sidewalk, street, parkway or alley, and the superintendent of streets is authorized to remove, or cause the removal of, any obstruction, unless a license agreement for a business to place tables and chairs, vestibules, vendor carts, or other similar structures on the public sidewalk in the downtown has been approved by the village manager or village board.

The licensee shall be required to adhere to all elements of the agreement and pay the applicable fee set forth in section 4-1-4 of this code. (Ord. 6143, 6-24-2013)

8-1-12: MERCHANDISE ON STREET: It shall be unlawful for any person to use any sidewalk, street or other public place for the display or sale of goods, wares, food, beverage or merchandise. This shall not apply to charitable organizations which have obtained waivers from the village board of trustees to solicit contributions or unless a license agreement has been approved by the village manager or village board. (Ord. 6301, 2-23-2015)

8-1-13: ENCROACHMENTS ON PUBLIC WAYS:

- (A) No person shall erect, maintain or continue any private building or private structure which encroaches on or into any public street, way or grounds, except an awning securely affixed to a building abutting a public street and constructed in full compliance with all village codes and ordinance

4-3-6

4-3-10

used for this test shall be from a potable water supply. (Ord. 3131, 8-25-1985, eff. 10-1-1985)

4-3-7: **MAINTENANCE:** All plumbing and drainage systems, both existing and new, and all parts thereof, shall be maintained in a functional, safe and sanitary condition. All devices or safeguards which are required by this chapter shall be maintained in good working order. The owner or his designated agent shall be responsible for the maintenance of the plumbing system. (Ord. 3131, 8-25-1985, eff. 10-1-1985)

4-3-8: **PLUMBING INSPECTOR:** All plumbing inspections shall be performed by a licensed plumber. Should the building and zoning official not be a licensed plumber, then inspections shall be conducted by his authorized representative, who shall be a licensed plumber. Plumbing inspections need not be made by an employee of the village, but instead, the building and zoning official may designate a licensed plumber to perform plumbing inspections on a contract basis for the village. (Ord. 3131, 8-26-1985, eff. 10-1-1985)

4-3-9: **ADOPTION OF THE ILLINOIS STATE PLUMBING CODE OF 1998:** The Illinois state plumbing code of 1998, as promulgated and published by the Illinois department of public health, is adopted by reference as the standards, specifications, rules and regulations for the installation, alteration, repair, use and maintenance of all plumbing work and plumbing systems within the village, subject however, to the additional standards and specifications herein set forth. In the event the additional standards and specifications set forth in this chapter are more strict than the provisions of the Illinois state plumbing code of 1998, then the additional standards and specifications set forth in this chapter shall prevail. No less than three (3) copies of the Illinois state plumbing code of 1998 shall be maintained on file in the office of the village clerk for inspection and copying as a public record. (Ord. 3767, 7-23-1990, eff. 8-3-1990; amd. Ord. 5352, 4-25-2005)

4-3-10: **ADDITIONAL REGULATIONS FOR THE INSTALLATION, ALTERATION AND USE OF PLUMBING SYSTEMS.**

- (A) **Water Use:** All new plumbing fixtures and any replacement of plumbing fixtures shall comply with the following standards of water use:

Water closet - tank type	Maximum 3.5 gallons (13.2 liters) per flush
-----------------------------	--

Water closet - flushometer	Maximum 3.0 gallons (11.4 liters) per flush
-------------------------------	--

Urinal - tank type	Maximum 3.0 gallons (11.4 liters) per flush
--------------------	--

Urinal - flushometer	Maximum 3.0 gallons (11.4 liters) per flush
----------------------	--

Showerhead	Maximum flow 3.0 gallons (11.4 liters) per minute. (Special purpose shower- heads where necessary for medical reasons may be exempt from this require- ment upon approval of the water superintendent.)
------------	--

Lavatory, sink faucets	Maximum flow 3.0 gallons (11.4 liters) per minute. (The maximum flow for lavatory sink faucets is measured with both hot and cold water supply fully opened.)
---------------------------	--

(Ord. 3131, 8-26-1985, eff. 10-1-1985)

- (B) **Water Pressure Reducing Valves:** When internal water system pressure exceeds eighty (80) psi (413.69 pascals), pressure reducing valves shall be installed to reduce the pressure to a maximum of fifty (50) psi (344.74 pascals) in residential dwelling units and other uses where the reduced pressure is compatible with the owner's requirement. This requirement for the installation of pressure reducing valves shall not apply to fire protection water uses. (Ord. 3767, 7-23-1990, eff. 8-3-1990)
- (C) **Piping Material:** Type M copper piping shall not be used in plumbing systems within the village. (Ord. 3181, 8-26-1985, eff. 10-1-1985)
- (D) **Overhead Plumbing Required:** A building drain system wherein the building drain exits the building at a minimum depth below the grade and has no openings flowing by gravity inside the building below the grade of the adjacent street in which the sanitary sewer is located shall be required within the village for all new construction and remodeling of existing structures whenever remodeling constitutes over fifty percent (50%) of the value of the structure prior to the work. (Ord. 3829, 4-22-1991)
- (E) **Building Drains, Connection to System:** For all habitable structures and business structures constructed within the village, all building subsoil drain sump pump discharge pipes shall be connected to

4-3-10

4-3-11

(E) the storm sewer system wherever there is a storm sewer reasonably available for such connection. This provision is not intended to require that storm sewers be extended to serve each and every lot in addition to providing adequate surface drainage.

- (F) Car Washes, Recycle System: All car wash installations constructed or remodeled within the village, for either commercial or private usage shall be equipped with a water recycling system.
- (G) Central Air Conditioning Equipment: The installation of central air conditioning equipment in all construction and in all new remodeling work shall be of the closed system type, wherein the system includes a combination of interconnected refrigerant containing parts, consisting of one closed refrigerant circuit, in which a refrigerant is circulated for the purpose of extracting heat. (Ord. 3131, 8-26-1985, eff. 10-1-1985)

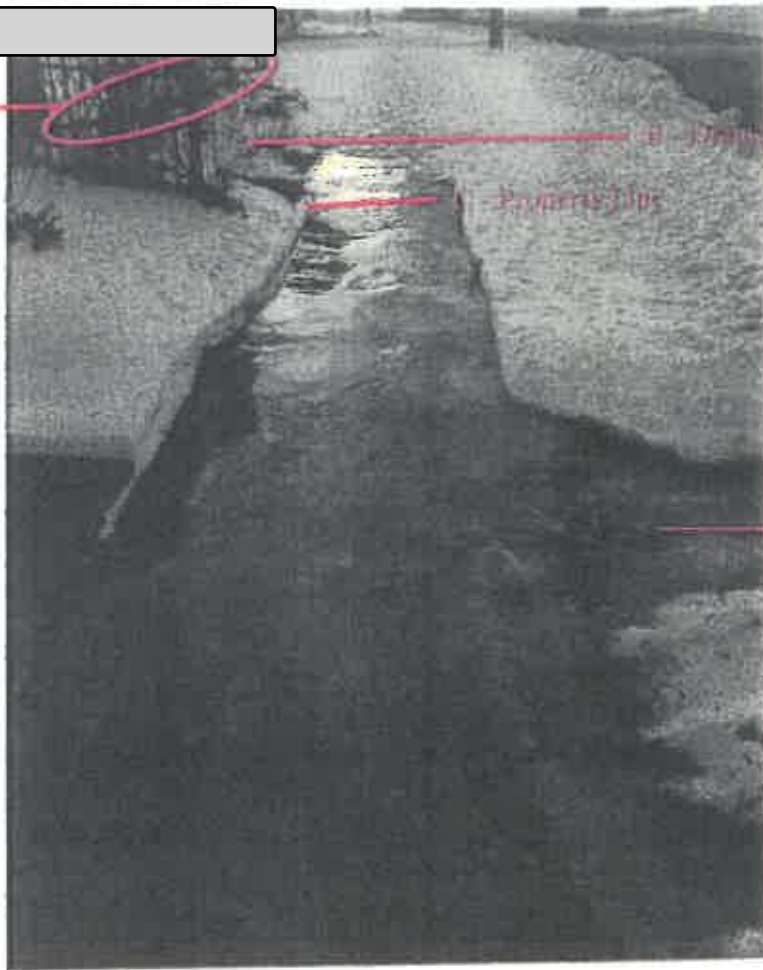
4-3-11: PENALTY: Any person, firm or corporation violating any provision of this chapter shall be fined not less than twenty five dollars (\$25.00) nor more than seven hundred fifty dollars (\$750.00) for each offense, and each day during or on which a violation occurs or continues shall constitute a separate offense. (Ord. 5762, 5-26-2009)

A - Trench

B - Manhole

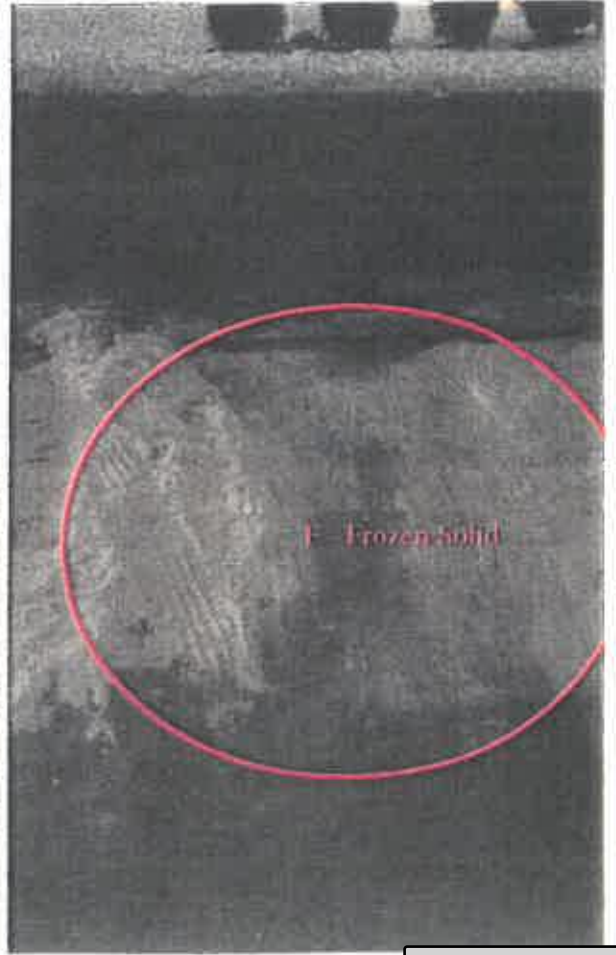
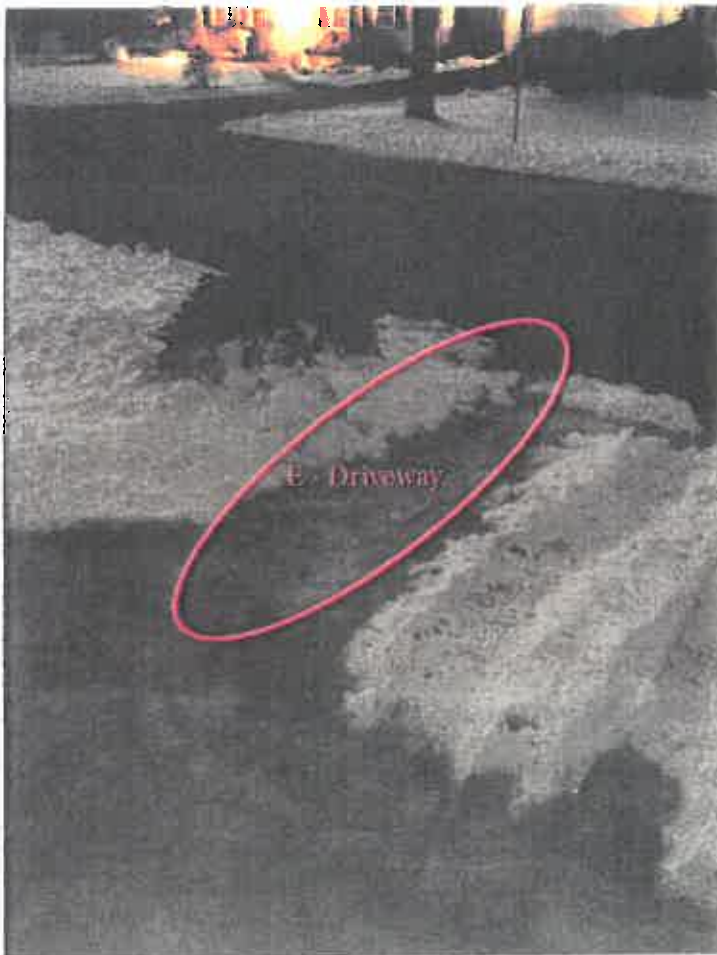
C - Concrete Joints

D - Driveway



E - Driveway

F - Frozen Solid





DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

SUMP PUMP DISCHARGES INFORMATIONAL PACKET

Background

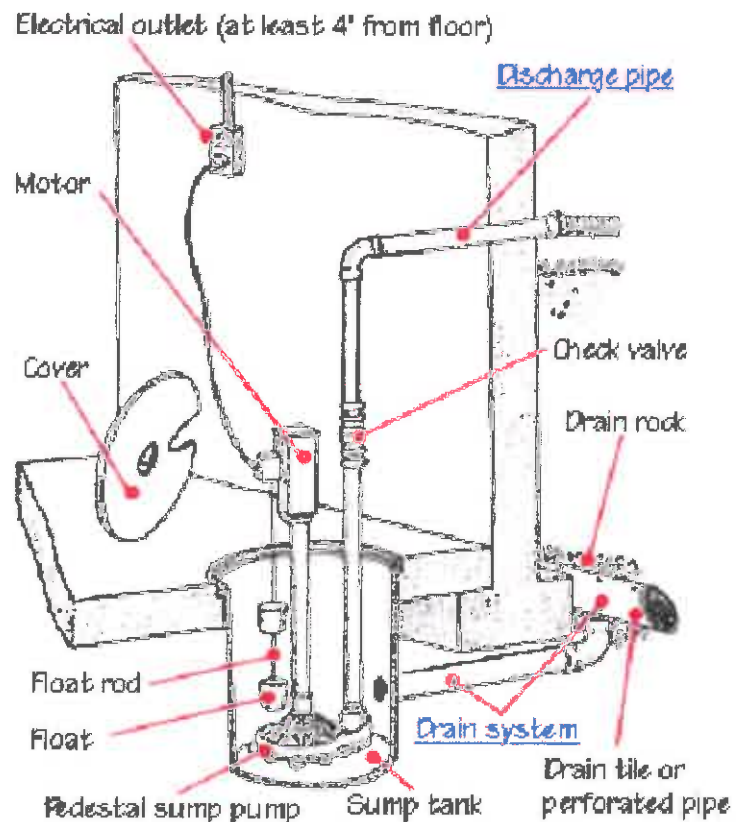
Many homes have sump pumps located in crawl spaces and basement areas. Without these systems present to pump ground and surface water from basements or crawl spaces many residences would experience damage to furnaces, water heaters, electrical panels, carpet, and other furnishings. Additionally without sump pumps some basements or crawl spaces could develop health concerns such as mold, fungus, and mildew.

A sump pump system consists of four major parts: a ground-water collection system (drain system), a sump tank, a pump and an outlet drain (discharge pipe). Here's how they work:

Ground water is collected by drain rock and drain tile buried along the foundation (and, in some cases, under the floor). Drain tile carries the water to the sump tank that is buried in the basement floor.

The sump tank, also called a "basin" or "sump pit," may be made of clay, tile, steel, concrete, fiberglass or polyethylene. Normally, a tank is located at the low point of the basement. Most tanks have a hole in each side for incoming drain tile and have a sturdy cover. When ground water fills the tank to a given level, a float or some other switching device activates a pump.

Standard sump pumps are electric, powered by household current. There are two main types: submersible and pedestal. A submersible pump is completely concealed inside the tank. A pedestal model has a column that protrudes up through the tank's cover; the motor is mounted on the column, above the floor level. Both types draw water in through a filter trap. They pump water out through a discharge pipe and/or hose. As soon as an automatic pump empties the tank to a certain level, its motor turns off.



Typically, the discharge pipe has a check valve and may have an anti-siphon device to prevent back-flow. The discharge pipe usually connects to a hose that carries the water away from the house for surface discharge or to a buried pipe that may be connected to a storm sewer or some other kind of disposal system.

Discharge into Sanitary Sewer Prohibited

The discharge of sump pump discharge water to the sanitary sewer system is prohibited under Section 7-9-25 of the Village Code. Section 7-9-25 states that *"No person shall discharge or cause to be discharged into any sanitary sewer system any storm water."* (Ord. 4581, 4-13-1998, eff. 5-1-1998)

Sump Pump Discharges

Sump pumps discharge groundwater that collects around and near the foundation of a building that is conveyed through drain tiles to a sump pit located in the basement of the structure. The water entering the drain foundation drain tiles typically originates from surface water percolating through the earth following a storm event, although the water table elevation may be high enough in some cases and at certain times of the year to reach the footing level. According to best management practices, water collected in a sump pit should be discharged at grade and at least five feet from the foundation wall. The discharge point should be located as far away from the any lot line as practical and should, if possible, be directed towards any natural and/or designed drainage pathway. The basic philosophy is to provide the greatest opportunity for the sump water to percolate back into the ground within the property where the discharge originates.

The volume of water that accumulates in sump pits varies significantly from dwelling to dwelling and across the Village. Many sump pumps can discharge up to 20 gallons per minute of water. Most sump pumps discharge occasionally and more frequently during wet weather, however, in some situations sump pumps discharge on a regular basis regardless of the weather conditions. Pumps that discharge on a more frequent basis can cause a variety of problems for the property of origin and surrounding properties including public property.

In locations with frequent discharges they can create a public nuisance where the water flows across public sidewalks, drives, and streets in-route to the storm sewer or other approved discharge point. Where these discharges result in the growth of algae or mold on sidewalks or streets they create slip hazards to pedestrians. In cold freezing winter the excessive discharges can freeze and have lasting ice accumulation creating additional hazards for pedestrians and vehicles.



When the accumulation of ice or algae creates hazards to the public that are not readily dissipated from the normal weather changes they are considered public nuisances and must be abated within a reasonable period of time.

Section 8-1-10 of the Village Code prohibits hazardous sump pump discharges onto public Right-of-Way.

Abatement of Hazardous Sump Pump Discharges

When a public nuisance from sump pump discharge is identified the owner of the property will be notified in writing of the violation and given timeframes for correction.

Suggested Possible Solutions for Controlling Sump Pump Discharge Nuisances

The following are suggestions for dealing with hazardous sump discharges to Public Right-of-Way. The Village does ***not*** guarantee the effectiveness of any of the proposed solutions presented below. Please contact the Village's Public Works Department before attempting any of proposed solutions and permitting may be required. Please contact the following individual:

John Hubsky
Utilities Superintendent
30 S. Lambert Rd., Glen Ellyn, IL 60137
(630) 547-5516
jhubsky@glenellyn.org

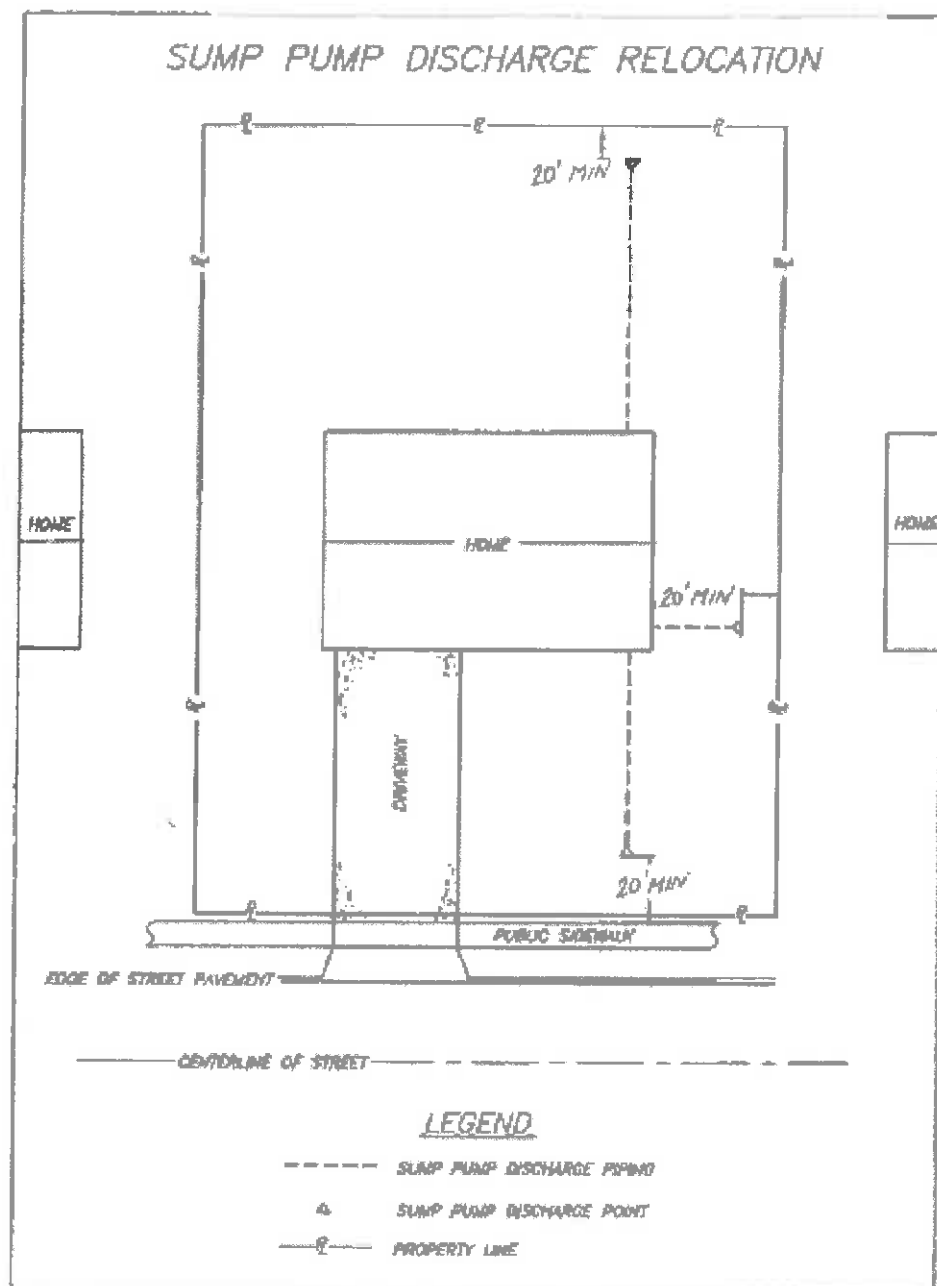
1. Connection to the public storm sewer system:

This approach is the most effective solution in terms of addressing problem/active sump pump discharges but requires the presence of storm sewers in reasonable proximity. Water is removed from the sump pit and routed directly to the storm-sewer system through underground pipes without any sort of ground discharge. This solution may be costly, especially if a long discharge pipe is required to connect into the public storm sewer system and the connection is made in the public right-of-way. Some connections may require a street opening to install. These pipes are private connections that need to be maintained by the property owners to main functionality. Direct connections must be performed by licensed contractors and a permit is required from the Village to make the connection. The connection shall be directly into the top of the public storm sewer pipe using an approved sleeve tee fitting with 6" PVC pipe. One approved fitting is Inserta Tee.



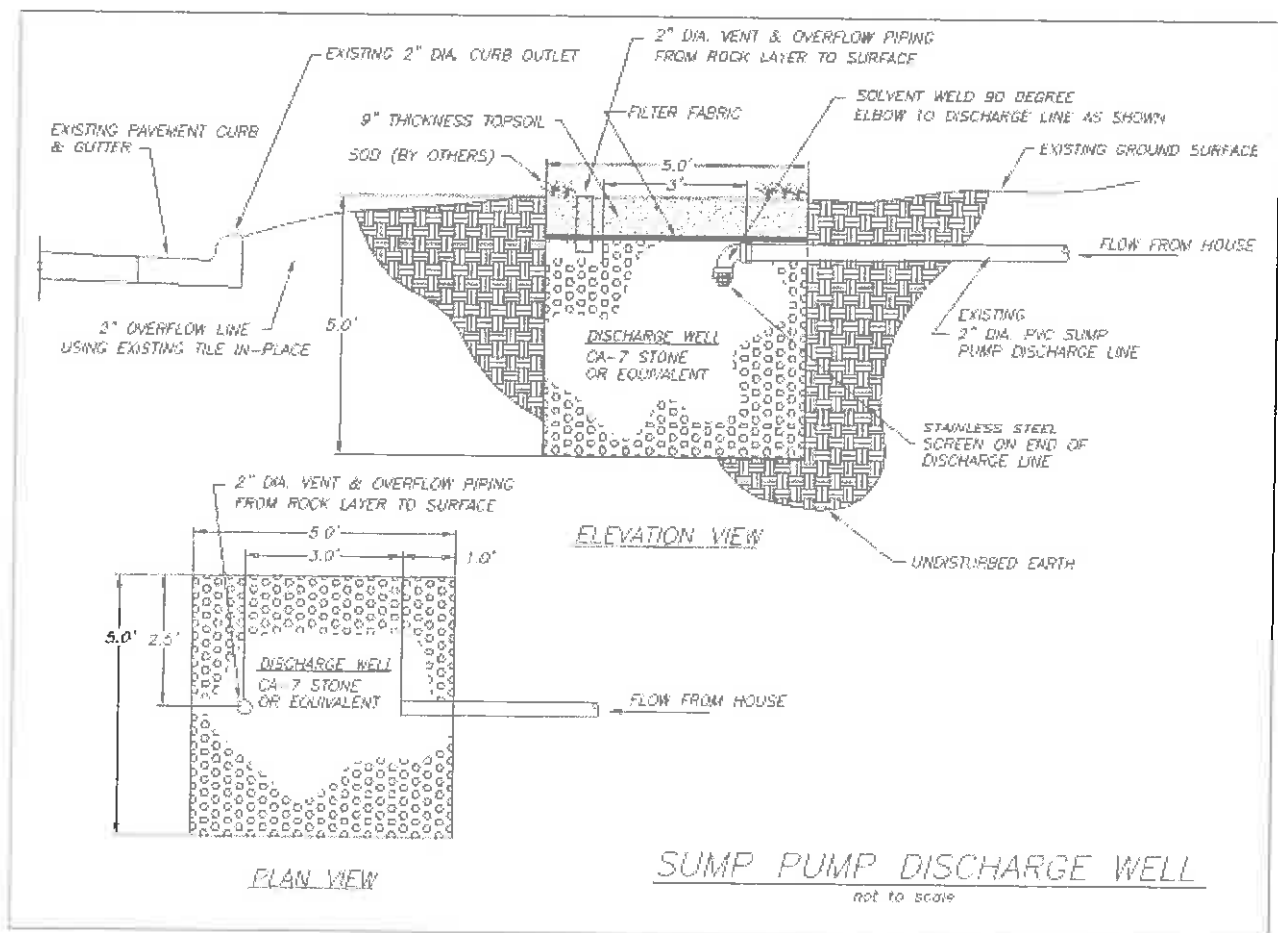
2. Relocate sump pump discharge:

This method utilizes distance, area and the absorptive characteristics of the land to handle the discharge of sump pumps. As the sump discharge traverses between the sump pump and property line (typically 20 feet or more) the water naturally filters into pervious areas. It is desirable to maximize the flow path distance between the sump discharge point and the property line. This is the standard design method used to control sump pump discharge. This application is reasonably effective most of the time. This system is not as successful when the ground is frozen, when there is an extremely active sump pump or when there is a limited distance between the structure and the public way. This system tends to concentrate the water in a relatively small area along the flow path. These areas can remain wet or damp for extended periods of time.



3. French drains, discharge wells and spreader systems:

Water can be dissipated by using underground perforated drains or rock filled wells that distribute the water over a wide area. This is similar to the lateral field for a septic system. Any water that makes its way to the surface is distributed over a greater area minimizing concentrated flows. It is a relatively inexpensive system (typically costing less than the direct connect system), because it does not involve deep excavation, can be installed relatively easily on the homeowner's property and does not involve any significant level of technical expertise to design or construct. The system does not necessarily completely eliminate the possibility of sump pump water reaching the property line, but affords the maximum opportunity for ground infiltration. This may require some analysis by an engineer to determine the total lineal feet of perforated pipe required to dissipate the amount of water being discharged under normal conditions so it will not adversely affect the yard areas. If this solution is utilized, care must be taken to assure that the lateral lines will not freeze in winter. Several companies manufacture french drain system components or a discharge well can be built using the detail presented below:



4. Installation of a rain garden:

Another method of capturing sump pump and storm runoff is through absorption into a well-designed rain garden. Rain gardens are becoming more popular as they help reduce the contribution to stormwater pollution and can be very aesthetically beautiful. By capturing rainwater in a rain garden, holding it and then slowly releasing it into the soil the rush of a large storm or active sump pump can be slowed and cleaned – quickly, neatly and naturally. Proper design includes the selection of appropriate site location, soil conditions, and plant selection. We suggest contacting a local landscape architect to assist in the appropriate design of a rain garden.



VILLAGE OF GLEN ELLYN



MISCELLANEOUS STORM SEWER REIMBURSEMENT PROGRAM

GENERAL INFORMATION (Please Print)

Name: _____ Daytime Phone: _____

Address: _____ Glen Ellyn, IL 60137

PARTICIPATION APPROVAL**CERTIFICATION OF INSPECTION**

Approved _____ Not Approved _____ Notes: _____

Signature of Inspector_____
Print Name_____
Date**APPROVED PROJECT COMPLETION, REIMBURSEMENT REQUEST AND RELEASE OF ALL CLAIMS**

The undersigned, being of lawful age, does hereby release and forever discharge the Village of Glen Ellyn, Illinois and its executors, administrators, agents, employees and successors of and from any and all actions, claims, demands, costs, expenses and additional compensation associated with the Miscellaneous Storm Sewer Reimbursement Program.

It is expressly understood and agreed that in making this release, the undersigned accepts the agreed upon amount as payment from the Village in full for any cost or obligation the undersigned applicant/property owner may have incurred related to this program at the referenced address. It is also understood and agreed that participation in and reimbursement through this program is limited to one time only per address. The applicant/property owner hereby acknowledges and agrees the Village of Glen Ellyn, its employees and agents, shall have no liability to the applicant/property owner for any damage, removal or other casualty to the installed drainage system caused by the Village, its employees or agents, regardless of cause.

This release is executed with the understanding that the total compensation from the Village of Glen Ellyn, under its Miscellaneous Storm Sewer Reimbursement Program is \$_____, and relates to a storm sewer connection made on or about _____, 20____ at _____ Glen Ellyn, Illinois 60137.

This release contains the entire agreement between the parties hereto, and the terms of this release are contractual and not a mere recital. The undersigned having carefully read this release, fully understand it, and signs this as a free, voluntary act of the undersigned. I understand that any attempt to misrepresent or defraud the Village of Glen Ellyn can lead to civil and/or criminal prosecution.

SIGNED this _____ day of _____, 20_____.

Signature of Applicant_____
Signature of Notary_____
Print Name**AUTHORIZATION FOR REIMBURSEMENT**

Approved for payment to _____ in the amount of _____ as a participant in the Miscellaneous Storm Sewer Reimbursement Program.

Signature of Public Works Official_____
Print Name_____
Date

Public Works Sump Pump Issues to Address in 2016

6/24/16

- 1) 33/35 Surrey (high, backyard to private property issue) **Two possible options**
- 2) 337 Merton (high priority, injury issue, relatively tie in at NW corner) **Two possible options**
- 3) 860 Abbey – Intersection with Maryknoll (high, not one specific pump but drainage from many, icy on road continually) **Underdrain and some curb work**
- 4) ~~503 Duane (high, run off from downspouts/sumps, flooding & icing)~~ **Separate project needed**
- 5) 1180 Surrey (medium, street icing, on curve) **Needs further investigation to determine work**
- 6) 606 Pleasant (medium priority, calls every winter for street, continually wet parkway)
- 7) 164 S. Ellyn (medium priority, water on sidewalk, easy connection to storm in parkway)
- 8) 301 Prince Edward (sidewalk ponding, near school) **H/O is looking at completing project w/ contractor, possible cost share**
- 9) ~~225 Hill Ave (added by Bob G, need to put into OMS)~~ **Project is already scheduled**
- 10) 189/177 Ott (Runs down sidewalk and over multiple driveways, icing in street, 189 bigger issue)
- 11) 269 Linden (runs continually, looks like main break, icing at intersection with Kenilworth) **Talk with homeowner about rerouting to the back yard**
- 12) ~~67, 73, 79, 95 Brandon~~, **405, 402 Fairview** (all along Brandon, icing in street, Fairview addresses fairly easy to address) **2 separate jobs for Fairview, hold off on Brandon addresses for now**
- 13) 156, 164, 170 Bryant (water/ice on hilly street, parkway run to the north?)
- 14) 148, 150, 160 N. Main (icing on sidewalk)
- 15) ~~271 Forest (check to see if H/O has addressed the issue)~~ **Looks to be resolved by homeowner, will call and check on what work may have been done**

Not our roads but our issue still?

- 1) ~~449 and 453 Geneva~~ **Repair of main break at Pleasant and Geneva may have resolved this issue, will wait to see if sumps cause any future issues** Closing out
- 2) ~~22W530 St. Charles Rd~~ **Meeting set with homeowner 6/28/16 @1pm to discuss moving discharge to rear yard** Met with h/o, they have diverted downspout to rain barrels and other areas around the yard. **This should resolve the issue at the street. Closing out OMS task.**

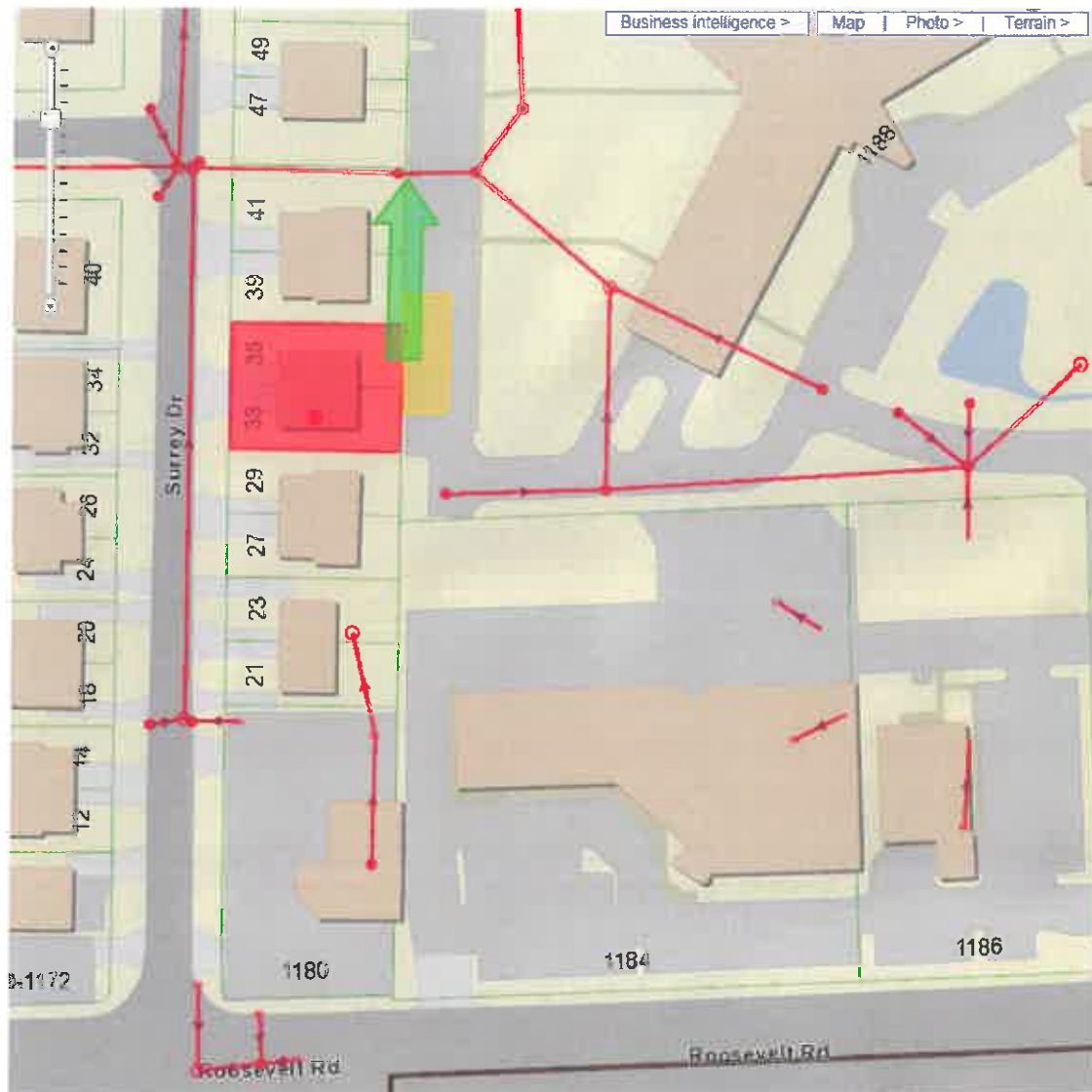
New issue, probably should be addressed by builder **Still need to discuss this house**

- 1) 100 N. Main (across yard, to sidewalk and driveway)

Public Works Sump Pump Issues to Address in 2016

6/24/16

33/35 Surrey



Option 1: Look at running a pipe in the parking lot north from these addresses into the manhole, homeowner would be responsible to connect from the backyard to the end of the new pipe. Would need to get permission of Royal Glen for work on their property.

Option 2: Make blind connections to the storm line in the front of both 33 and 35 Surrey. Homeowners could need to get piping to back of sidewalk. More expensive for both Village and homeowners

Public Works Sump Pump Issues to Address in 2016

6/24/16

337 Merton



Option 1: Connect pipe to structure at SE corner of Turner and Merton, run to backside of sidewalk. Homeowner would need to change location of sump discharge to NW corner of garage and run pipe to the sidewalk. Less expensive for Village, costs for homeowner would be moderate

Option 2: Run pipe from where water currently runs across sidewalk (NE corner of 337 Merton) and connect to storm sewer on north side of Turner Much higher Village cost, almost no cost for homeowner

Public Works Sump Pump Issues to Address in 2016

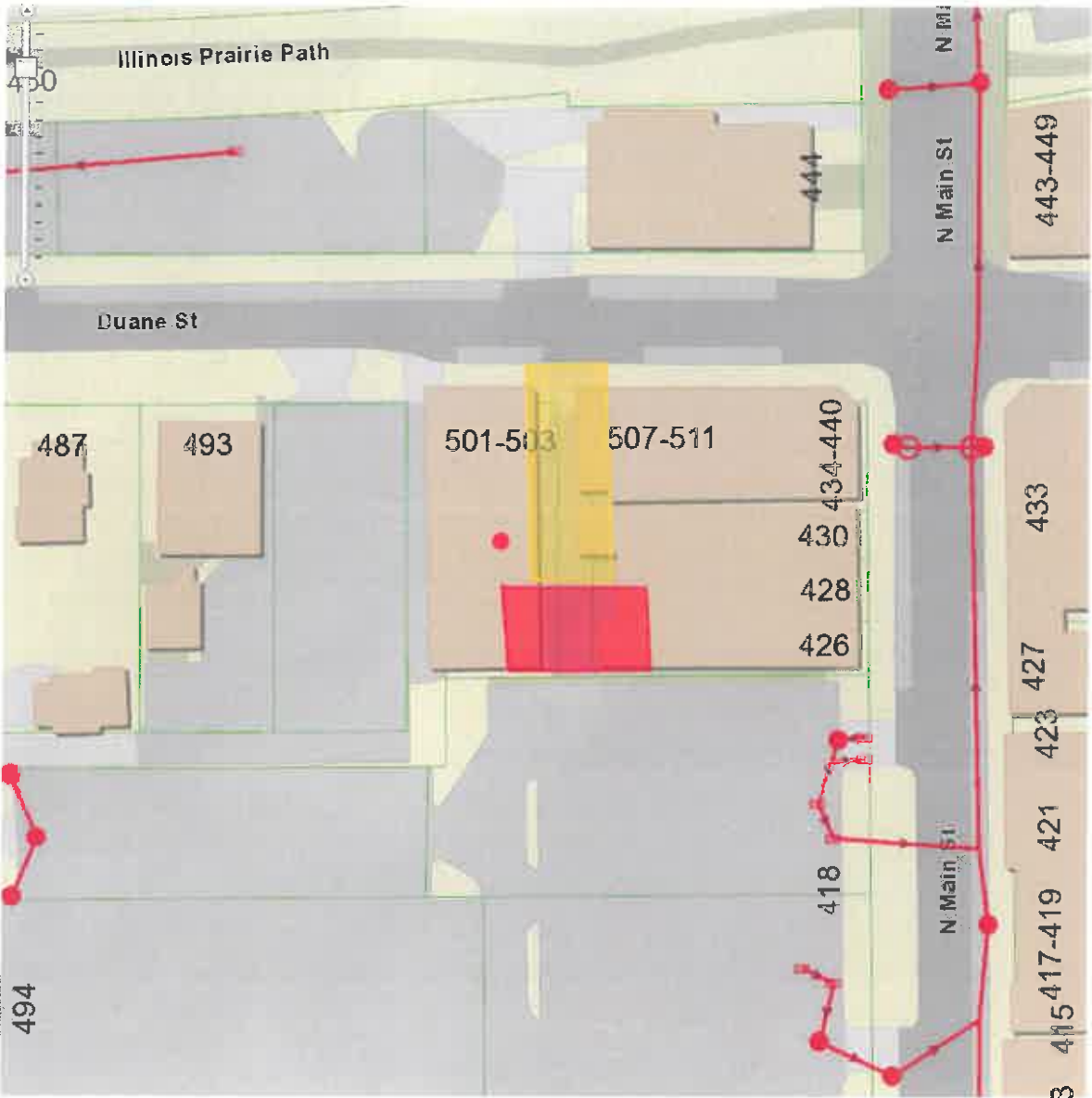
6/24/16

860 Abbey (intersection with Maryknoll)



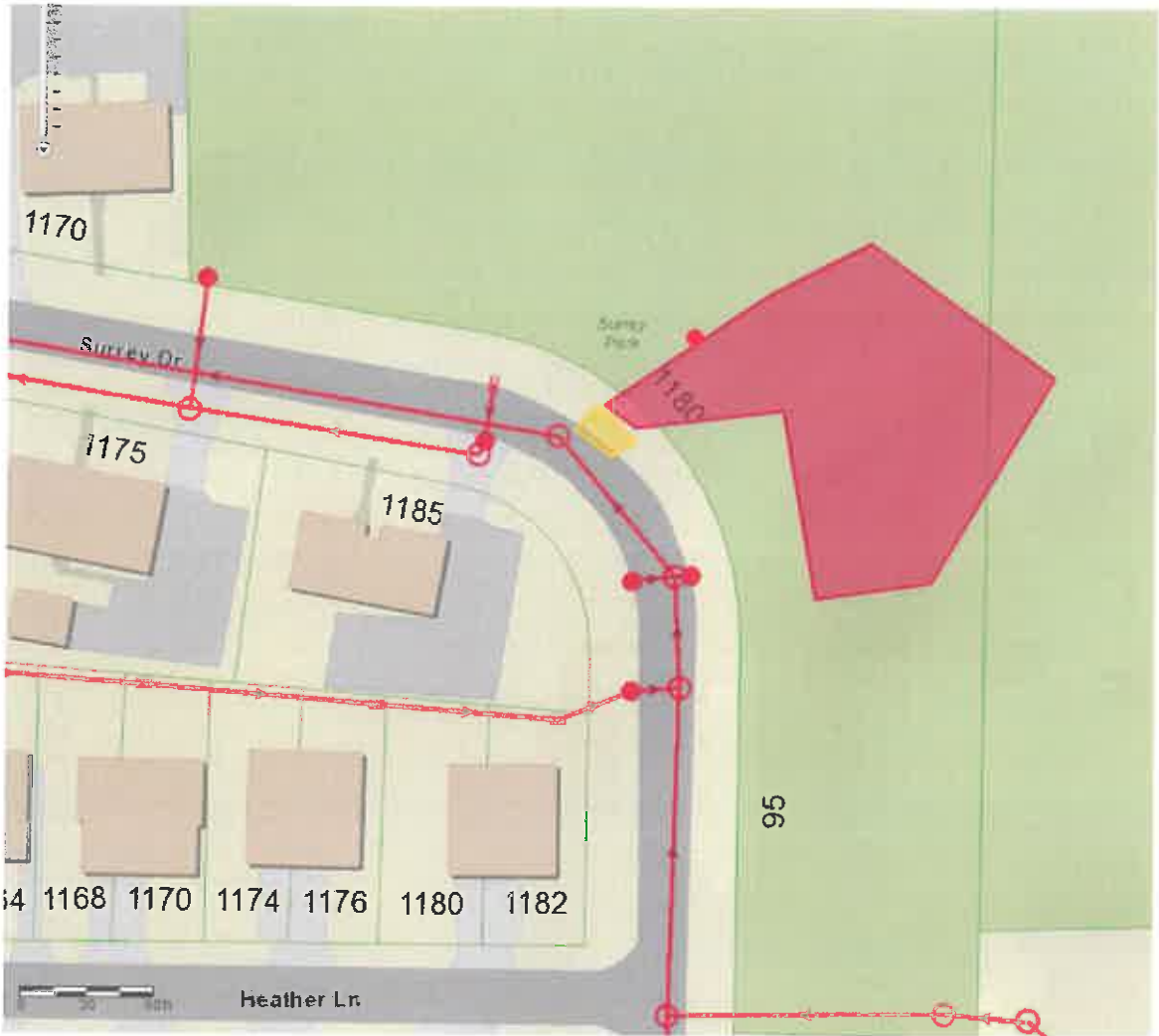
Run underdrain from south side of asphalt path on Abbey on backside of curb to north side of driveway for 860 Abbey. Removal of curb across driveway to structure on NW corner of Abbey and Maryknoll, running PVC under new curb. The portion in front of 856-860 Abbey could be held off as this area does not cause nearly the icing issue that the other area does.

503 Duane Separate project needed



Replacement of alley with appropriate drains/sewers installed, run new storm line west to prospect, connect to existing storm sewers.

1180 Surrey



Possible Installation of underdrain along curb to structure located to the west of the cement entrance to the park. May need a trench drain at sidewalk to intercept overland flow. Need to reference pictures to see how water that causes the icing is reaching the road.

606 Pleasant



Run pipe in curb from inlet at the NW corner of Hawthorne and Pleasant. Connect to the sump discharge that is already run under the sidewalk.

Public Works Sump Pump Issues to Address in 2016

6/24/16

164 S Ellyn



Make connection to the storm sewer in the parkway and run pipe to the back side of the sidewalk. Homeowner would be responsible for connecting existing discharge pipe to the back of the sidewalk.

301 Prince Edward



Connect to the storm structure on the NE corner of Prince Edward and Williamsburgh, run pipe to the back side of the sidewalk. Homeowner would be responsible for running piping from house to the sidewalk.

Public Works Sump Pump Issues to Address in 2016

6/24/16

189/177 Ott **2 separate jobs**

1. Run north from 189 Ott to Greenfield, connection on backside of sidewalk. Homeowner would need to connect sump pump to new pipe at sidewalk.
2. Run south from 177 Ott to structure on south side of driveway at 175 Ott, with connection on backside of sidewalk. Homeowner would need to connect sump pump to new pipe at sidewalk.

Public Works Sump Pump Issues to Address in 2016

6/24/16

~~67, 73, 79, 95 Brandon~~ Leave for future year to be addressed



Public Works Sump Pump Issues to Address in 2016

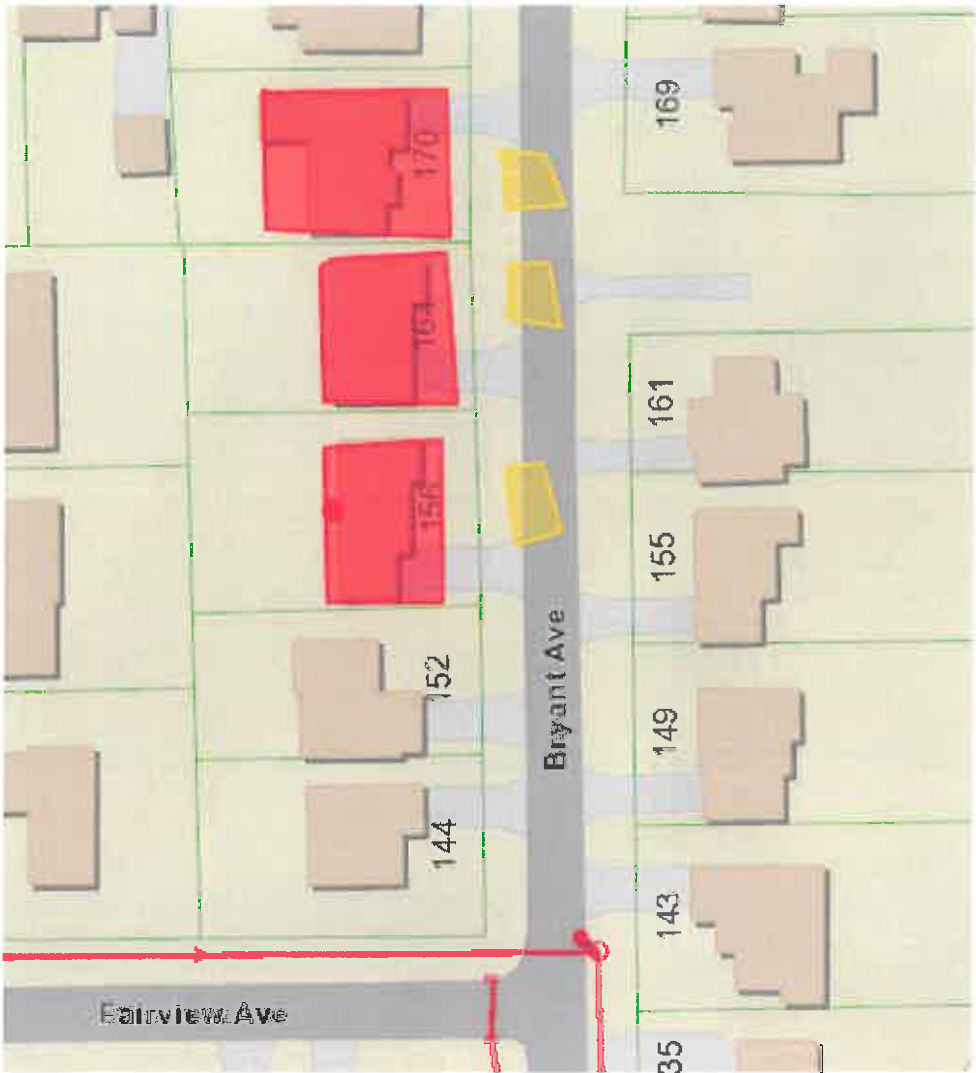
6/24/16

405, 402 Fairview



For both houses, connect to structures on Brandon and run pipe towards house to extent of ROW. Homeowner would be responsible for hooking up sumps to newly installed pipe.

156, 164, 170 Bryant



Run pipe from 170 Bryant south (6-8"), along with installation of structure or at least cleanout point. Connections for 156-170 Bryant need to be made in the parkway for the storm lines that are already run across the sidewalk. Connection to storm line (blind?) that runs E/W on north side of Fairview.

Public Works Sump Pump Issues to Address in 2016

6/24/16

148, 150, 160 N. Main



Pipe (6") run from structure in curb line at 510 Fairview, north to the south side of driveway for 160 N. Main. Connections to backside of sidewalk for 148-160 Main St. needed. Homeowners responsible for hooking up sump pump from house to new pipe at sidewalk.

Public Works Sump Pump Issues to Address in 2016

6/24/16

271 Forest **Appears to have been addressed by homeowner, will call to confirm**



Public Works Sump Pump Issues to Address in 2016

6/24/16

100 N. Main (New House with sump drainage onto sidewalk/in ROW) **Still need to discuss with Engineers/Building and Zonig**



Public Works Sump Pump Issues to Address in 2016

6/24/16

449, 453 Geneva (State ROW and storm system – permits?) **Wait to see if main break at corner of Pleasant and Geneva was source of water causing the main issue with sump discharges at these addresses. No work necessary at this time.**



Public Works Sump Pump Issues to Address in 2016

6/24/16

22W530 St. Charles (unincorporated address, Village ROW?)



Meeting with homeowner on Tuesday June 28th @1pm to discuss the possibility of moving the discharge from the front to the back of the house, at least during the winter to avoid icing issues. Most likely no work here as the distance to the nearest storm line is substantial and not part of the Village storm system.

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: November 8, 2016

MEETING: Regular X Special _____ CALLED TO ORDER: 7:00 PM

QUORUM: Yes X No _____ ADJOURNED: 8:40 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Biggam, Burton, Lane, Ryne, Zuccherro, Trustee Clark

OTHERS: Professional Engineer Minix, Senior Civil Engineer Daubert, PW Director Hansen

ABSENT: Commissioners Kumar, Pryde, Lindquist, Trustee Elliott

CALL TO ORDER:

The November 8, 2016 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:00 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

Commissioner Lane moved, and Commissioner Burton seconded, to approve the October 13, 2016 meeting minutes. The motion was approved unanimously.

TRUSTEE REPORT:

Trustee Clark was present and stated that the Village budget will be approved in a series of meetings in November and December.

CONTINUING BUSINESS – BICYCLE FACILITIES PLAN: REVIEW OF PROPOSED ROADWAY CROSS SECTION OF PARK BLVD (BETWEEN ROOSEVELT AND FAIRVIEW AVE):

Professional Engineer Minix provided an overview of the discussion from the last meeting. Staff is now proposing a 32 foot wide roadway (from 31 feet) to be more in compliance with IDOT regulations. There would be 3 trees lost; there is no difference in the number of trees lost with the change from 31 feet to 32 feet. Staff is looking for a recommendation from the CIC to bring forward to the Village Board.

Senior Civil Engineer Daubert stated that the Village Board expressed concern with whether Park Blvd. is an appropriate bike route, and if so, what is the appropriate roadway width. Staff is looking to add a shared vehicle-bike lane with a width of 14 ft. The average daily traffic (ADT) is 13,500 vehicles per day for this stretch of roadway, and the projection for 2040 of 15,000 vehicles per day.

There is an opportunity to widen the sidewalk on the east side of the street near Roosevelt Road. Some utility poles could be removed that may allow for a wider sidewalk. Currently there are brick pavers between sidewalk and curb, the project could be designed to add more concrete and less pavers.

Most of the widening would occur between DuPage and Fairview. The existing roadway is 26-27 feet, and the project would widen it to 32 feet. The cost to widen the roadway is minimal when compared to the overall cost of the project. Where Park Blvd meets Roosevelt, the roadway is already wide enough. Various commissioners expressed their preference for share-the lane “sharrows” as opposed to adding bicycle signage. The Commission was in agreement that widening to 32 feet was a good idea.

Commissioner Burton made the following motion, seconded by Commissioner Biggam:

For the upcoming reconstruction of Park Blvd. between Roosevelt Road and Fairview Avenue, the Capital Improvement Commission recommends that the width of Park Blvd. be 32 feet from back-of-curb to back-of-curb, providing 14-foot wide shared lanes, with pavement markings, for bicycle accommodation. Appropriate measures should be made to transition bicyclists to a widened sidewalk at the intersection of Roosevelt Road and Park Boulevard.

The pavement marking reference in the motion is not for a striped bike lane, but rather an item like sharrows to indicate the space in the shared lane for the bicyclist.

The motion was approved unanimously.

NEW BUSINESS: PRIVATE PROPERTY DRAINAGE IMPROVEMENTS: OUTLINE OF PROPOSED COST SHARE PROGRAM:

Director Hansen gave an overview of the situation that Public Works staff is looking to address with this proposed cost-share program. In the wintertime, Public Works often fields complaints from residents regarding stormwater discharges – especially from sump pumps – freezing on the public sidewalk and roadway and causing a hazard. Based on these complaints, Staff has prioritized around 20 sites where stormwater drainage improvements are needed in the public right-of-way to solve drainage problems that originate on private property. In most cases, a storm sewer extension/connection is needed. Some residents may have drainage on their private property that hasn’t caused problems in the public right-of-way, and this program could help them permanently solve their drainage problems. The cost-share program was included in

the 2016 budget as part of the category of Miscellaneous Storm Sewer Improvements, and Staff is using some of the money to assist homeowners this year in a series of test-cases. They are looking to formalize the program in 2017 with firmly established parameters.

Director Hansen stated that last year they experienced a lot of icing in the sidewalk, street, etc. There were instances where residents fell on ice on the sidewalk and called Public Works to complain. The solution is to visit each problematic site and determine how/where to connect the sump pump discharge to the storm sewer to prevent overland flow and possible icing. This is a legitimate problem deserving of a positive response and program to these sometimes very difficult drainage problems and situations.

The commissioners asked about codes that regulated stormwater discharge. Minix stated that there is a policy to keep sump pump discharge at least 20 feet from the sidewalk, or curb if there is no sidewalk. For subdivisions, Staff tries to make sure there are sump pump connections that flow to a detention pond if available. The stormwater ordinance discourages direct connections of sump pumps to storm sewers and encourages letting the water absorb into the ground. Our soil conditions and small lot sizes make this very challenging. Most new homes now built have a dry well (pit with large stones in it) that accepts sump pump and down spout discharges. Discussion followed about new builds and how grading plans are reviewed during permitting. Ordinances and regulations governing stormwater drainage and discharges from new development should be reviewed and strengthened as needed.

When street improvements are being constructed, there is a policy that allows private property storm sewer connections to the public storm sewer, with that portion within the right-of-way included as a project expense. During projects, Staff identifies locations where drainage improvements could be made or homeowners make their needs known. This policy has been quite successful; many homeowners take advantage of the opportunity and connect to the storm sewer.

Director Hansen explained how our current cost-share programs work in other area: The homeowner gets 3 quotes for the work, selects their contractor, has the work done, and the Village reimburses their portion. Staff is proposing to offer Village reimbursement for 50 percent of the cost of only the work done in the ROW (not work on private property), up to \$5,000. The proposed funding level for possible home-owner cost share projects in 2017 is \$50,000.

Discussion followed about what could be causing these drainage problems. Minix proposed presenting some cases to the CIC as examples at a future meeting.

OTHER BUSINESS:

None.

PUBLIC WORKS REPORT:

Road salt has been secured through the County's purchasing program; 2,000 tons have been ordered, with the price slightly higher than last year.

PROJECT UPDATE – PROJECT HIGHLIGHTS:

Daubert reported on the Elm-Oak-Geneva Improvements Project and stated the work on Geneva Road is substantially complete. The new storm sewer improvements are complete throughout the project area. The open lot on the south side of Geneva was re-graded. The construction on Elm Street has about 2.5 weeks left before completion. The project – including restorations – should be completed soon after Thanksgiving.

Minix provided an update on the Hill Avenue bridge project. Good progress is being made although they are a of couple weeks behind schedule. For the Taylor Pedestrian Tunnel project, engineering design has been held up due to investigations needed by the possible presence of an endangered plant species.

ADJOURNMENT:

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

Submitted by C. Johnson, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: December 13, 2016

MEETING: Regular X Special _____ CALLED TO ORDER: 7:02 PM

QUORUM: Yes X No _____ ADJOURNED: 9:05 PM

MEMBER ATTENDANCE:

PRESENT: Commissioners Biggam, Kumar, Burton, Lane, Ryne, Zuccherro

OTHERS: Professional Engineer Minix, Senior Civil Engineer Daubert, Director Hansen

ABSENT: Chairman Colliander, Commissioners Lindquist, Pryde

CALL TO ORDER:

The December 13, 2016 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:02 PM. A quorum was present.

SELECTION OF CHAIRMAN PRO TEM:

In the absence of Chairman Colliander, the committee voted to select Commissioner Mike Lane as Chairman Pro Tem for tonight's meeting.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

Commissioner Burton moved, and Commissioner Biggam seconded, to approve the November 8, 2016 meeting minutes. The motion was approved unanimously.

TRUSTEE REPORT:

None present. PE Minix stated that in light of the election results, newly appointed trustee Diane McGinley will be taking Trustee Elliott's place for the next 5 months, but could not attend the meeting because of a prior commitment.

Director Hansen gave a summary of Public Works items from the most recent board meeting. Senior CE Daubert also noted the recent Board action to increase water and sewer rates by 1%. Staff had recommended at 1.5% increase. The water and sewer rate discussion included future capital project programming including water meter reading and equipment.

Chairman pro-tem Lane provided the results from the recent Civic Betterment Party caucus. Current CIC commissioner Craig Pryde was one of three Village Board Trustee nominees to be slated for the April 2017 election by the Civic Betterment Party.

CONTINUING BUSINESS: PRIVATE PROPERTY DRAINAGE IMPROVEMENTS - REVIEW OF SELECTED PROBLEM SUMP PUMP DISCHARGE SITES IDENTIFIED BY PUBLIC WORKS

PE Minix stated that staff has been looking at providing assistance to homeowners to solve private property stormwater issues throughout most of 2016. As a pilot program, they have helped a couple residents this year, using procedures copied from other current cost share programs for sanitary sewers. Public Works needs to seek approval from the Village Board to formalize the program if it is to continue. Staff has prepared some case studies to present tonight for the committee.

860 Abbey - Staff showed a photo from early 2016 showing ice damming in the street. Due to topographical conditions, water flows onto the street and freezes in winter.

606 Pleasant – Water from an active sump pump reaches the roadway. Staff showed a photo of ice covering half the width of the roadway. The discharge could be connected to the storm sewer on Hawthorne that is one lot away.

156, 164, 170 Bryant Ave – Staff has been in contact with the homeowners at this location. A photo showed sump pump discharge in the right-of-way. One neighbor responded to Director Hansen and was not interested in paying his portion. Another neighbor responded and was very interested and thanked the Village for the offer.

Discussion followed about what the ordinance requires in regards to stormwater discharge and location of discharge pipes. The ordinance is clear that water should not reach public ROW.

Director Hansen explained that the solution to the situation on Bryant Avenue is to install a 6" pipe with T connections at each residence, run the pipe parallel to street, 2 feet below surface, behind the curb. The existing sump pump discharges were not permitted by the Village since they were tunneled under the sidewalk.

PE Minix explained that staff helps residents determine the most practical solution to their stormwater issues. Due to topography, sometimes connecting to the storm sewer is the only solution. Senior CE Daubert related that Northbrook's code reads that stormwater discharge cannot adversely affect your neighbor, as determined by the Village Engineer. This is something the Village could consider.

More locations were discussed:

Turner Ave (involving 337 Merton) – There was a slip and fall incident at this location. Staff sent a letter to the homeowner this year, who re-positioned the discharge pipe into backyard in an

attempt to solve the problem. When the Village inspected it later, the water was still making it to the ROW. Staff offered to assist him through the incentive program, and the he has agreed to participate and connect to the storm sewer.

402 and 405 Fairview Ave (at Brandon) – A photo showed ice on Brandon due to sump pump discharge coming around the corner from Fairview. The ice on the sidewalk, curb, and roadway appears to be 1 foot thick in places.

62 Parkside Avenue – A photo showed icing on the sidewalk.

148, 150, 160 Main St – A photo showed icing on the sidewalk near 3 homes, their sump pump lines could be connected to the storm sewer.

Other locations discussed briefly were: 301 Prince Edward Rd, 853 Western, 344 Ridgewood, 287 Oak, 780 Kenilworth, and 421 Ridgewood. These locations were successfully addressed by the property owner or through improvements provided by the Village as part of a large infrastructure improvement project.

Currently Staff is considering a cap of \$5,000 for work done in ROW for any individual location. \$50,000 is budgeted for the program in 2017.

Director Hansen stated that the next step is having the CIC make a recommendation to the Village Board. Discussion followed about what kind of authority/teeth the Village has for residents that are not willing to participate in the program due to either lack of interest or financial burden (but are creating a public nuisance). Some examples discussed were fines and/or liens on the property or possibly setting up a repayment schedule with the Village. Program criteria would require that stormwater is a real issue on the property, not allowing people to take advantage of the program who don't really have a problem. Committee members discussed the need to educate residents about sump pump discharge code requirements. Staff wants to present private property drainage assistance information to the board and see if they want to formalize the program or continue pilot program.

At the January CIC meeting, Public Works staff will bring a program proposal to present to the CIC so the commissioners can make a recommendation. Winter is a good time to discuss this subject since the problem areas are visible.

OTHER BUSINESS:

None.

PUBLIC WORKS REPORT:

Director Hansen stated that they have used 500 tons of salt so far this winter. Public Works is gearing up for what looks like a rough winter, very cold and snowy. Salt use was restricted

during the last storm for conservation purposes; they did not salt continuously while plowing. They do salt roads in advance of increased traffic anticipated during rush hours.

Director Hansen also reported that a drainage swale has just be graded on the Village property at 729 Riford Road to direct Lake Ellyn overflows to Perry's Pond.

PROJECT UPDATE – PROJECT HIGHLIGHTS:

PE Minix stated that the Hill Avenue bridge is scheduled to open tomorrow at 3pm.

Senior CE Daubert stated that the Oak/Geneva/Elm project was under construction right up until the weather turned cold. Most of sod got put down before it started snowing. The project is substantially complete and in full use. The Village received seven proposals for rehab/reconstruction for the Metra station and pedestrian overpass. Various Requests for Proposals are nearly ready to go out for next year's roadway and utility projects.

PE Minix stated that Senior CE Daubert will be taking over for him as he retires and goes part time in February of 2017. He expressed his appreciation for the CIC supporting Staff's efforts over the years. He has enjoyed working with them.

ADJOURNMENT:

Commissioner Zuccherro moved, and Commissioner Burton seconded, adjourning the meeting. With unanimous consent, the meeting was adjourned at 9:05 PM.

Submitted by C. Johnson, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

MINUTES (DRAFT)

BOARD OR COMMISSION: Capital Improvements DATE: January 10, 2017

MEETING: Regular X Special CALLED TO ORDER: 7:06 PM

QUORUM: Yes X No ADJOURNED: 8:25 PM

MEMBER ATTENDANCE:

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

OTHERS: Trustee Liaison Diane McGinley, Professional Engineer Bob Minix, Professional Engineer Rich Daubert, Public Works Director Julius Hansen, Senior Civil Engineer Tom Topor

ABSENT: Commissioners Lindquist, Pryde, Burton and Zuccherro

CALL TO ORDER:

The January 10, 2017 meeting of the Capital Improvements Commission, held at the Glen Ellyn Civic Center, was called to order at 7:06 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None

APPROVAL OF MINUTES:

Commissioner Biggam moved, and Commissioner Lane seconded, to approve the December 13, 2016 meeting minutes. The motion was approved unanimously.

TRUSTEE REPORT:

Trustee McGinley stated that the Taylor Street underpass is moving forward. P. E. Minix added that Bob Greenberg will be retiring as Utilities Superintendent after 35 years with the Village.

CONTINUING BUSINESS: PRIVATE PROPERTY DRAINAGE IMPROVEMENTS PROPOSED COST SHARE PROGRAM

P. E. Minix introduced and described a finalized Public Works recommendation for a private property drainage cost share program based on earlier work and recent discussions with the Capital Improvements Commission. Director Hansen described a re-occurring drainage problem on Pleasant north of Hawthorne causing large ice accumulations this winter. The nearest storm sewer for a possible connection is located over 100 ft. away.

Discussion followed about correspondence with homeowners whose properties have been identified as problem areas. Director Hansen clarified that Staff is in need of official program guidelines before they start sending notices to property owners. Some property owners may be able to fix their drainage problems themselves, without help from the Village. P. E. Minix stated that the intent of the program is to allow each property owner to participate only once.

Discussion ensued about fairness and liability and which properties should be notified first about the program. Director Hansen noted that about 100 properties are initially targeted.

Commissioner Lane, seconded by Commissioner Kumar, moved to recommend approval of the cost share program document as written and presented by P. E. Minix, with the final program parameters to be developed by Public Works staff and in accordance with any directives of the Village Board. The motion was approved unanimously.

NEW BUSINESS: OVERVIEW OF 2017 ENGINEERING AND CONSTRUCTION PROJECTS

2017 Roadway Projects: P. E. Daubert introduced Public Works' new engineer, Tom Topor, to the commission. Senior C. E. Topor reported that they are 90 percent done with the design of street resurfacing for the 2017 program. They plan to bid out the project in March. There is about 3.5 miles of roadway construction projects slated for 2017. The Kenilworth-Alley project will be out for bid in February.

Train Station: P. E. Daubert reported that seven proposals were received for the train station renovation and pedestrian access project. The Village short-listed the three highest ranked firms and will be conducting interviews; all three have significant train station design experience. This is a high profile project and there are possible grant opportunities.

Other projects: An RFP is out for six projects:

1. Water main lining on Roosevelt Road and Route 53 east and west of I-355.
2. Replacement of watermain on Roosevelt between Nicoll Way and Route 53.
3. CBD underground infrastructure assessment study – Smoke testing, dye testing, analysis and design of needed water, sanitary and storm sewer rehabilitation.
4. Montclair, East, Davis Terrace, Smith and Turner – Reconstruction and resurfacing
5. Royal Glen-Glen Terrace Area – Replacement of water and sanitary sewer mains with transfer to the Village including an assessment of block grant funding potential
6. St Petronille - Main Street Parking Lot retaining wall replacement (Glenwood section)

Staff was pleased that 13 consulting firms appeared at the informational meeting. Proposals will be due on January 19.

Park Boulevard Rehabilitation: The Environmental Commission voiced approval of the recommendation to widen Park between Roosevelt Road and Fairview to 32 ft. back-of-curb to back-of-curb, similar to the November 2016 action of the Capital Improvements Commission.

OTHER BUSINESS:

None.

PUBLIC WORKS REPORT:

Director Hanson reported on snow and ice control activities since December 2016. He stated that the Village is in negotiations with the Forest Preserve for use of their vacated maintenance building on St. Charles Road, west of Route 53. PW would use the building for storage. The CBD LED project will be underway as soon as possible; 50 lights need to be installed by the end of April to meet the requirements of the \$50,000 grant for the project.

PROJECT UPDATE – PROJECT HIGHLIGHTS:

P.E. Minix stated that the Hill Avenue bridge opened on December 14.

ADJOURNMENT:

Commissioner Biggam moved, and Commissioner Lane seconded, adjourning the meeting. With unanimous consent, the meeting was adjourned at 8:25 PM.

Submitted by C. Johnson, Recording Secretary

Reviewed by R. Minix, Village of Glen Ellyn Public Works Department

Private Property Drainage Improvements Cost Share Program

Recommendation of the Glen Ellyn Capital Improvements Commission

January 2017

In November and December 2016 the Capital Improvements Commission (CIC) heard various staff presentations and discussed the background, need, merits and considerations for Village financial participation in the remedy of private property drainage problems. The following are the recitals, parameters and recommendation associated with the consideration of a private property drainage improvements cost share program.

RECITALS

- ❑ **Purpose.** Public Works staff is recommending formal adoption of another cost-share program to assist property owners in solving sump pump discharge and other private property drainage problems. The impetus for this program is twofold, first to provide a positive incentive for owners whose drainage problems are adversely impacting the public right of way and second, to help with private property drainage problems in like manner to the existing policy available to residents directly involved with Village infrastructure improvement projects.
- ❑ **Problem Statement – Active Sump Pumps.** Active sump pumps that are not connected to storm sewers may discharge water that eventually reaches the public right-of-way. These excess discharges manifest themselves in wet or icy sidewalks and roadways. Particularly in winter when ice accumulates, Public Works staff may expend considerable efforts to mitigate these icing situations. When these incidents occur, they are noted in the Public Works task and asset management software. Currently, a total of over 150 incidents have been logged since 2008 (some locations with multiple observations), of which 20 are noted to be completely resolved.
- ❑ **Problem Assessment.** Public Works Director Julius Hansen authored a question and answer memorandum entitled “Sump Pump Potential Hazards in the ROW”. The memo details various investigations and cost estimates developed by Public Works staff, possible staff assistance levels, funding and non-Village project related assistance history.
- ❑ **Case Studies.** Public Works staff provided information on 15 current priority sump pump trouble spots to offer a clearer depiction of the type and extent of problems experienced and the scope of work involved in arriving at a solution: 1) priority locations with documented problems in the right-of-way where work is required only in the public right-of-way – 3 properties; 2) priority locations where the discharge point is on private property and would require work on both private and public property – 7 properties; 3) properties identified by Stormwater Engineer Ray Ulreich – 5 properties. The typical solution involves the connection of the sump pump discharge to the public storm sewer system. The likely solution costs ranged from less than \$2,000 where storm sewer connections were readily available to well over \$10,000 if a significant storm sewer extension was required.
- ❑ **Prohibited Discharges.** Village Code Section 8-1-10 prohibits the discharge of concentrated sump pump flows into the public right of way and mandates the abatement of nuisance discharges by property owners. The Capital Improvements Commission recommended review

and strengthening of ordinances governing stormwater drainage and discharges from new development as a means of reducing problem sump pump discharge situations. Commission members discussed the need to educate residents about sump pump discharge code requirements. An informational packet on sump pump discharges is available from the Public Works Department for sharing with residents.

- ❑ **Sump Pump Connections.** Village Code Section 4-3-10 specifies that sump pumps should be connected directly to storm sewers where such sewers are reasonably available. This code provision is somewhat dated and is not consistent with current stormwater best management practices and is not rigorously enforced.
- ❑ **Private Property Drainage Assistance during Village Projects.** Resolution 01-12, a Resolution to Establish Various Design Criteria and Policies Associated with the Reconstruction of Roadways in the Village of Glen Ellyn, was developed to address and bring consistency to certain design parameters and likely issues. Private property drainage considerations is one of the items covered. The resolution states:

SECTION SIX: Private Property Drainage Considerations. During construction projects, reasonable and appropriate provisions in the public right-of-way should be made to provide property owners with connection points for private drain pipes. Storm sewer improvements on private property remain the responsibility of the residents (as the benefits of the improvement accrue primarily to them), except in cases where stormwater may originate from the public right-of-way.

The provision of private property drainage connections is used extensively in our major infrastructure improvement projects. The cost to provide these connections varies by project, but typically is at least \$25,000. Recent costs for 6" PVC pipe and connections were \$46,000 and \$53,000 for the 2014 CELL and 2015 GAR projects respectively.

- ❑ **Current Cost Share Programs.** The Village currently has two sanitary sewer related cost share programs to assist private property owners with service line repairs from the sanitary main to a point 10 ft. behind the curb or road edge and for installation of overhead sewer programs. Both programs were started around the Year 2000. These programs are funded by a \$3 surcharge on monthly water/sewer bills. Participation in these relatively mature programs varies, depending somewhat on the intensity and volume of rainfalls experienced; since inception, the average number of participants per year is about 12 for each cost share program.
- ❑ **Private Property Drainage Cost Share Programs in Other Communities.** Other nearby communities including Carol Stream, Downers Grove, Elmhurst and Lombard have cost share programs for private drainage issues.
- ❑ **Pilot Program.** In early-to-mid 2016 on a trial basis, the Village reimbursed two property owners for drainage connections to the Village storm sewer system using a model based on Resolution 01-12 parameters and covering all the costs incurred within the public right-of-way. The Village cost share portions in these cases were \$2,505 and \$4,800. A third offer was made

to a homeowner dealing with a multi-yard influx of stormwater; the 50% help in the public right-of-way was uncapped and would have exceeded \$5,000. The owner declined to pursue this major project, electing instead for a simple sump pump connection. The Village will participate with this effort, capping right-of-way reimbursement at 50%, resulting in a contribution of less than \$1,000 for the scaled-down project.

- ❑ **Program Participation.** The CIC discussed what kind of authority/teeth the Village has for residents not willing to participate in the program due to either lack of interest or financial burden, but are creating a public nuisance. Some examples discussed were fines and/or liens on the property or possibly setting up a repayment schedule with the Village. Program criteria should require that stormwater be a real issue on the property, not allowing participation in the absence of a bona fide problem.

RECOMMENDED PROGRAM PARAMETERS

Eligibility. All property owners would be eligible on a one-time basis only.

Cost Share Area. Only improvements needed in the public right-of-way will be eligible for reimbursement.

Village Share of Expenses. Fifty percent of project installation and restoration costs may be reimbursed, up to a maximum contribution by the Village of \$5,000.

Work Scope. All construction elements and restorations will be performed by the home owner's contactor.

Procedures and Factors.

- ❑ When sump pumps cause a potential hazard in the right-of-way, action should be taken in priority order.
- ❑ The hazardous condition is evaluated based on location and frequency of potential hazard to the public.
- ❑ Work in right-of-way is funded by the Village at a cost not to exceed \$50,000 annually. Each location will be evaluated on a case by case assessment of problem and solution.
- ❑ Public Works will determine the best solution and present it to the property owner for consideration and discussion.
- ❑ Homeowners will solicit proposals from three contractors from a list provided by Public Works.
- ❑ Public Works will review pre-construction costs and provide formal authorization to proceed.
- ❑ Homeowners will get a permit for the work. Public Works will inspect all portions of the work.

- ❑ Homeowners pay the contractor and are then be reimbursed by the Village. Similar to other cost share programs, upon completion of the project, the property owner must provide documentation from the contractor and execute a waiver against future additional claims.
- ❑ If homeowner does not want to participate to correct the sump pump problem, they are in violation of the ordinance and subject to fines.
- ❑ Low areas in a neighborhood where water from surrounding area collects would also be eligible as property owners should not have to drain the neighborhood at their sole expense. Criteria must be met and significant need established.

CAPITAL IMPROVEMENTS COMMISSION RECOMMENDATION

The Glen Ellyn Capital Improvements Commission recommends the creation of a **Private Property Drainage Improvements Cost Share Program** to reimburse property owners for 50% of costs incurred for any work in the public right of way up to a maximum of \$5,000 on a one-time basis. Any property owner would be eligible, but early focus of the program would be those locations with documented drainage excursions into the right-of-way. Priority would be given to projects solving known right-of-way issues; otherwise the reimbursements would be made on a first-come, first serve basis. The annual total expenditure for the program would be capped at \$50,000. Funding for the program would come from the Capital Projects Fund. The program would not replace the current policy for private drainage assistance during construction projects. A form would be developed to document the particulars of any individual project and provide a release of all claims.

We have received complaints that water is being discharged from your property into the Village right of way along _____ and causing a hazard to citizens, including a build-up of ice in the winter. The discharge you have created violates Sections 8-1-10 (A), (B) and (D) of the Glen Ellyn Municipal Code, which state as follows:

8-1-10: INJURY TO STREETS:

(A) No person shall damage or cause damage to any area of the public right of way including any sidewalk, street, parkway or alley in the village.

(B) No person shall discharge any water from sump pumps, gutters, roof drains or similar drainage devices in a concentrated manner onto or over a public sidewalk or street.

(D) Any person: 1) discharging any water onto or over a public sidewalk or street in a prohibited manner, 2) installing or maintaining a previously installed private post, column, stanchion, support or other similar device or decorative rock in any area of a public right of way, including, any sidewalk, street, parkway or alley, or 3) otherwise damaging or causing damage to any area of the public right of way, including any sidewalk, street, parkway or alley in the village, shall immediately cease such prohibited activity upon receipt of notice to do so from the village. If any person damaging, causing damage or maintaining any discharge, supporting device or decorative rock in any area of the public right of way in violation of this section shall not immediately abate such nuisance after being notified to do so, then the village shall proceed to abate such nuisance without further notice and, in addition to any penalty or fine, the expense of such abatement shall be collected from the person who it is determined to have created, continued or suffered such nuisance or damage to exist. (Ord. 3829, 4-22-1991)

The Public Works Department has contacted you about this problem and has not received any response from you stating that you will correct the problem. Therefore, this letter serves as notice that the Village is ordering you to correct this problem on or before _____. On that date, if water continues to be discharged from your property onto the Village right of way, the Village will issue a citation, including a fine of up to \$500 for each day the violation persists, pursuant to Section 1-4-3 of the Glen Ellyn Municipal Code. A copy of the sections of the Village Code that will be enforced is attached for your review. I have also attached some photos that are part of the file associated with your property.

We will offer assistance to help you resolve this issue. Please call me with any questions so we can help you complete this work in a timely manner before someone gets hurt.



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

Meeting: 03/20/17 05:30 PM
Department: Public Works
Department Head: Caroline Conlon
Category: Discussion Item
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 2637)

DOC ID: 2637

Professional Engineer Rich Daubert will discuss the Park Boulevard Rehabilitation Project.

Background

The February 27th Village Board Workshop Meeting included a brief discussion regarding the proposed roadway width for the Park Boulevard (Roosevelt to Fairview) reconstruction project.

In summary, the project engineering team as well as the Capital Improvements and Environmental Commissions have recommended that Park Boulevard be widened between DuPage and Fairview as part of the reconstruction project. The recommended roadway width is 32 feet from back of curb to back of curb with 14 foot shared lanes for improved vehicle and bicycle accommodations. Typical sections (engineering drawings) depicting the aforementioned dimensions are attached to this memorandum.

Corridor Invitation to March 14th CIC Meeting

Based on feedback received at the workshop meeting, staff invited residents and businesses along the project corridor to the March 14th Capital Improvements Commission (CIC) Meeting to solicit input on the project. The invitation letter is attached for reference and includes a brief overview of the proposed roadway widening. As noted in the letter, staff will overview the project in further detail at the CIC Meeting as well as solicit input from the attendees. As this memorandum is being written in advance of the CIC meeting, staff will summarize the public input on the project at the March 20th Village Board Workshop Meeting.

Estimation of Widening Costs

As a follow up to Village Board inquiries received at the workshop meeting, staff has taken a closer look at the estimated costs of widening Park Boulevard. As was noted at the meeting, the existing roadway width of Park between Park Plaza and DuPage is 30 feet. This corridor, which is approximately 600 feet in length, would be widened by 2 feet to a total width of 32 feet from back of curb to back of curb. The existing roadway width of Park between DuPage and Fairview is 27 feet. This corridor, which is approximately 800 feet in length, would be widened by 5 feet to a total width of 32 feet from back of curb to back of curb.

A conservative approach assuming a generous typical pavement section and amount of sub-grade improvement was assumed in the attached estimate. In summary, the total estimated cost of the widening along the corridor is \$38,324. As 70% of this cost would be covered by the Surface Transportation Program grant, the Village's share of the cost for widening is estimated to be \$11,497.

Discussion Requested

In order to keep the project moving forward without potentially compromising the Federal Funding for the project, staff requests one last discussion with the Village Board on March 20th to get

direction in regards to the roadway width as part of the design process.

Attachments

Letter Inviting Residents to 3/14/17 CIC Meeting
Park Boulevard Widening Cost Estimate
Typical Section - Park Plaza to DuPage
Typical Section - DuPage to Fairview

ATTACHMENTS:

- Park Blvd Recon Invitation to 3-14-17 CIC (PDF)
- Costs Associated With Widening North Park Boulevard (PDF)
- Typical Section Park Plaza to DuPage (PDF)
- Typical Section DuPage to Fairview (PDF)



March 3, 2017

To: Residents and Businesses of Park Boulevard (Roosevelt to Fairview)

**Subject: Park Blvd. Reconstruction Project (Roosevelt to Fairview)
Presentation of Proposed Improvements and
Solicitation of Public Input on Roadway Width**

Village President
Alexander W. Demos

Trustees
Dean Clark
John Kenwood
Pete Ladesic
Diane McGinley
Tim O'Shea
Mark Senak

Village Manager
Mark T. Franz

Village Attorney
Gregory S. Mathews

Civic Center
535 Duane Street
Glen Ellyn, IL 60137

Administration
630-469-5000

Finance
630-547-5235

Planning and Development
630-547-5250

Police
630-469-1187

Public Works
30 South Lambert Road
Glen Ellyn, IL 60137
630-469-6756

The Village Links
485 Winchell Way
Glen Ellyn, IL 60137
630-469-8180

www.glenellyn.org
www.villagelinksgolf.com

Dear Resident/Business:

This letter serves as an invitation to a Village Capital Improvements Commission Meeting at which the subject matter will be discussed. The meeting will be conducted at 7 pm on Tuesday, March 14 in Room 301 of the Glen Ellyn Civic Center located at 535 Duane Street in downtown Glen Ellyn.

The Village plans to reconstruct Park Boulevard from Roosevelt to Fairview in 2018. The project will include complete reconstruction of the roadway including underground sewer and water utility improvements, new concrete curb/gutter and driveway approaches, and new asphalt pavement.

One of the key elements of the project that we would like to discuss with residents and businesses along the corridor of reconstruction is the proposed roadway width. The existing roadway width (from back of curb to back of curb) from Park Plaza to Fairview varies from approximately 27 feet to 30 feet.

The project engineering team, as well as the Environmental and Capital Improvements Commissions have made recommendations to widen the roadway to a uniform width of 32 feet from back of curb to back of curb between Park Plaza and Fairview for improved accommodations of vehicles and bicycles. This would result in the roadway being widened by approximately 2 feet (total) from Park Plaza to DuPage and approximately 5 feet (total) from DuPage to Fairview.

The meeting will include a brief presentation of the proposed improvements and an opportunity for you to provide input on this important decision regarding the roadway width. Please feel free to contact me via email at rdaubert@glenellyn.org or by telephone at 630-547-5507 with any questions you may have. Village staff looks forward to your participation in this meeting.

Sincerely,

Rich Daubert, PE
Professional Engineer

CC: Mark Franz, Village Manager
Julius Hansen, Public Works Director
Bob Minix, Part Time Professional Engineer
Capital Improvements Commission
Environmental Commission
Project File

Park Boulevard (Roosevelt to Fairview) Reconstruction Project
Estimated Costs of Widening Roadway

Basis for Determining Unit Price for Widening

Items Adding Cost	Unit	Unit Price	# of Units Per Foot of Widening	Extension
Special Excavation	CY	\$42	0.063271605	\$2.66
Undercutting	CY	\$35	0.037037037	\$1.30
Porous Granular Embankment	CY	\$40	0.037037037	\$1.48
Roadway Fabric	SY	\$2	0.111111111	\$0.22
Sub-Base Granular Material	SY	\$9	0.111111111	\$1.00
Hot-Mix-Asphalt Binder	Ton	\$69	0.037333333	\$2.58
Hot-Mix-Asphalt Surface	Ton	\$75	0.015555556	\$1.17
Total Additions (\$ Per Foot (width) of Widening Per Foot (length) of Roadway)				\$10.41

Items Reducing Cost	Unit	Unit Price	# of Units Per Foot of Widening	Extension
Sodding	SY	\$10	0.111111111	\$1.11
Driveways	SY	\$54	50	\$1.93
Total Deductions (\$ Per Foot (width) of Widening Per Foot (length) of Roadway)				\$3.04

Net Unit Price (\$ Per Foot (width) of Widening Per Foot (length) of Roadway) \$7.37

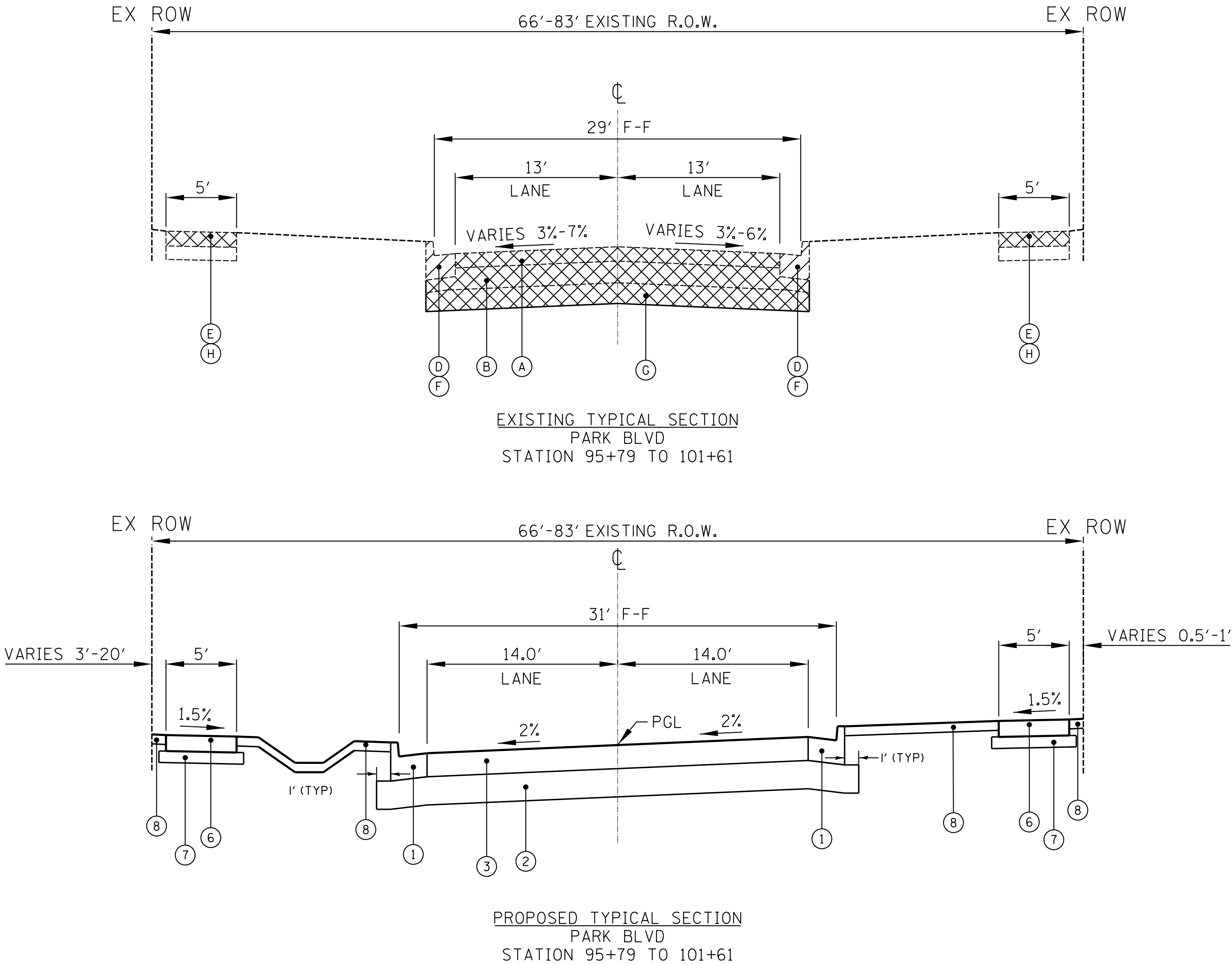
Unit Price Applied to Calculate Widening Costs

Segment	Segment Length (Feet)	Amount of Widening (Feet)	Cost Per Foot of Widening	Extension
Park Plaza to DuPage	600	2	\$7.37	\$8,844
DuPage to Fairview	800	5	\$7.37	\$29,480

Total Cost To Widen Park From DuPage to Fairview \$38,324

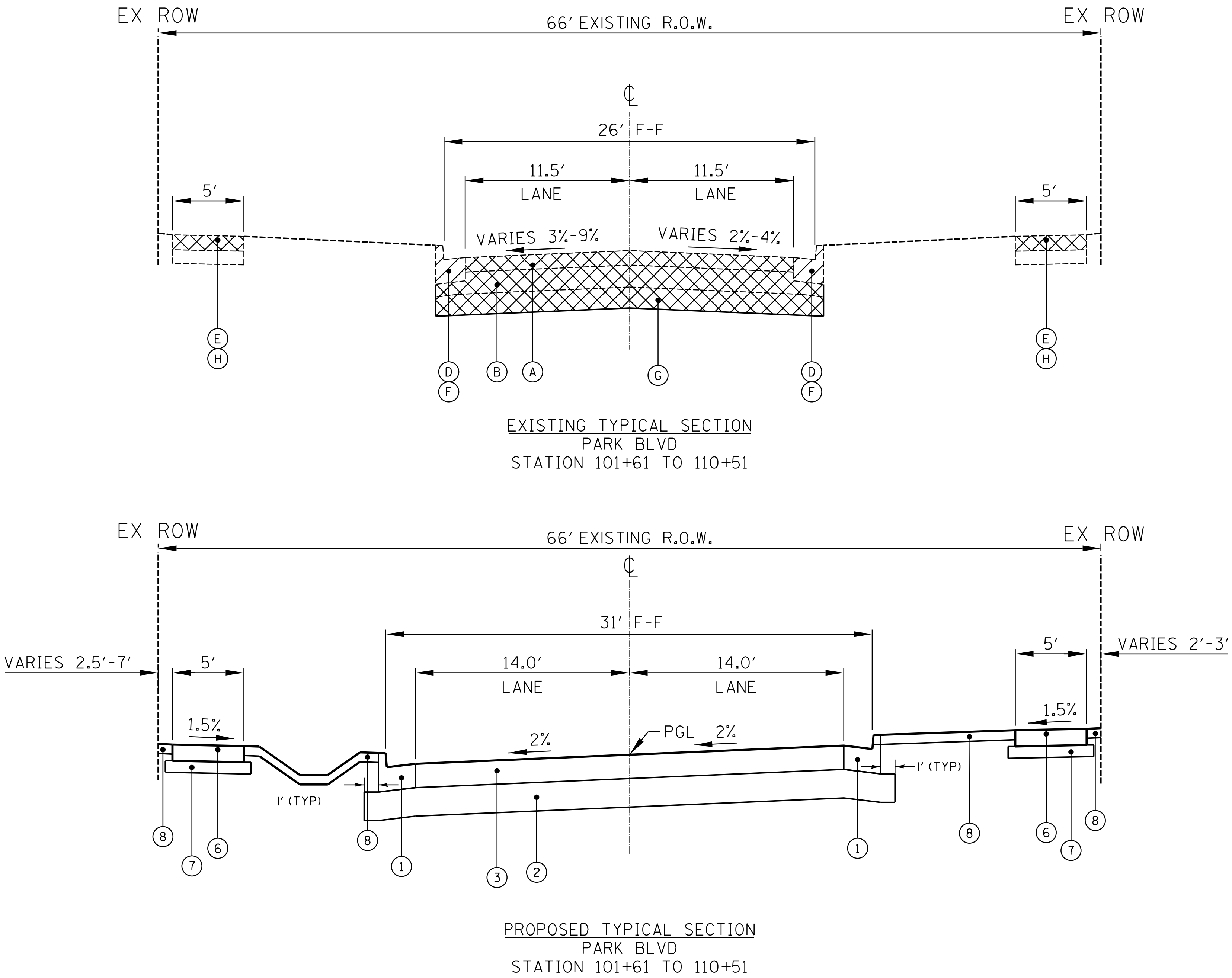
Surface Transportation Program Funding Share (70%) \$26,827

Village Share (30%) \$11,497



- EXISTING LEGEND
- (A) EXISTING ASPHALT PAVEMENT
 - (B) EXISTING AGGREGATE BASE
 - (C) EXISTING CONCRETE BASE
 - (D) EXISTING CONCRETE CURB AND GUTTER
 - (E) EXISTING SIDEWALK
 - (F) CURB REMOVAL
 - (G) EARTH EXCAVATION
 - (H) SIDEWALK REMOVAL - SPOT REPAIR / LOCATIONS VARY
 - (I) HOT-MIX ASPHALT SURFACE REMOVAL
 - (J) EXISTING PAVERS

- PROPOSED LEGEND
- (1) COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.18
 - (2) AGGREGATE SUGRADE IMPROVEMENT
 - (3) HOT-MIX ASPHALT
 - (4) POLYMERIZED LEVELING BINDER (MACHINE METHOD), IL-4.75, N50
 - (5) HOT-MIX ASPHALT SURFACE COURSE
 - (6) PORTLAND CEMENT CONCRETE SIDEWALK - SPOT REPAIR / LOCATIONS VARY
 - (7) AGGREGATE BASE COURSE, TYPE B - SPOT REPAIR / LOCATIONS VARY
 - (8) TOPSOIL, SOD, FERTILIZER
 - (9) COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12 - SPOT REPAIR / LOCATIONS VARY
 - (10) PAVER REMOVAL AND REPLACEMENT



- EXISTING LEGEND

 - (A) EXISTING ASPHALT PAVEMENT
 - (B) EXISTING AGGREGATE BASE
 - (C) EXISTING CONCRETE BASE
 - (D) EXISTING CONCRETE CURB AND GUTTER
 - (E) EXISTING SIDEWALK
 - (F) CURB REMOVAL
 - (G) EARTH EXCAVATION
 - (H) SIDEWALK REMOVAL - SPOT REPAIR / LOCATIONS VARY
 - (I) HOT-MIX ASPHALT SURFACE REMOVAL
 - (J) EXISTING PAVERS
- PROPOSED LEGEND

 - (1) COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.18
 - (2) AGGREGATE SUGRADE IMPROVEMENT
 - (3) HOT-MIX ASPHALT
 - (4) POLYMERIZED LEVELING BINDER (MACHINE METHOD), IL-4.75, N50
 - (5) HOT-MIX ASPHALT SURFACE COURSE
 - (6) PORTLAND CEMENT CONCRETE SIDEWALK - SPOT REPAIR / LOCATIONS VARY
 - (7) AGGREGATE BASE COURSE, TYPE B - SPOT REPAIR / LOCATIONS VARY
 - (8) TOPSOIL, SOD, FERTILIZER
 - (9) COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12 - SPOT REPAIR / LOCATIONS VARY
 - (10) PAVER REMOVAL AND REPLACEMENT



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

Meeting: 03/20/17 05:30 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 2650)

DOC ID: 2650

Professional Engineer Rich Daubert will review the bids received for the 2017 Kenilworth - Alley Reconstruction Project, which is scheduled on the March 20, 2017 Special Village Board Meeting Agenda Item G-1.

Please see 03-20-2017 Special Village Board Meeting Agenda Item G-1 for attachments to the memo below. Staff would like to discuss this item with the Village Board at the Workshop, prior to the Board meeting later Monday night.

PURPOSE

The purpose of this memo is to provide a recommendation for the award of a construction contract for the 2017 Kenilworth-Alley Reconstruction Project to A Lamp Concrete Contractors, Inc. of Schaumburg, Illinois in the amount of \$1,315,000, including a ~ 3% contingency.

BACKGROUND

Public Works staff recently completed the design and competitive bidding of the 2017 Kenilworth - Alley Reconstruction Project. The proposed improvements include following locations and scope of work:

Kenilworth Avenue (Greenfield Avenue to Hill Avenue)

- Reconstruction of the roadway with new concrete curb/gutter and asphalt pavement
- Driveway apron replacement
- Intermittent sidewalk repairs
- New storm sewer installation
- Replacement of sanitary sewer services
- Replacement of water services
- Various water main improvements

Center Street Alley (Lorraine Road to east end)

- Reconstruction of the alley with concrete pavement
- New storm sewer installation

Annandale -Park Alley (Hillside Avenue to Duane Street)

- Reconstruction of the alley with concrete pavement
- New storm sewer installation

Chidester-Elm Alley (Lincoln Avenue to east end)

- Reconstruction of the alley with concrete pavement

BIDDING PROCESS AND RESULTS

The project was advertised for bid in the Daily Herald on February 23, 2017. The bid package was requested by, and distributed to, twenty five (25) contractors and one (1) company specializing in preconstruction management services. A voluntary pre-bid meeting was conducted on March 3, 2017 with three (3) contractors in attendance.

Eight (8) bid proposals were publicly opened and read aloud by the Village Clerk on March 10, 2017. The bid tabulations were completed by staff with a summary of the as-calculated bids is as follows:

2017 Kenilworth-Alley Reconstruction Summary Of Bids (As Calculated)	
Bidder	Total Bid
Elanar Construction, Chicago, IL	\$1,250,520.35
A Lamp Concrete, Schaumburg, IL	\$1,274,216.62
Swallow Construction, Downers Grove, IL	\$1,295,058.00
John Neri Construction, Addison, IL	\$1,394,293.75
Martam Construction, Elgin, IL	\$1,452,257.10
Chicagoland Paving, Lake Zurich, IL	\$1,490,384.00
Landmark Contractors, Huntley, IL	\$1,597,370.82
G&M Cement Construction, Addison, IL	\$1,622,337.90

While the lowest bid was submitted by Elanar Construction Company, staff recommends that the low, responsible and responsive bid for the project was received by A Lamp Concrete Contractors, Inc. of Schaumburg, Illinois in the respective amount of \$1,274,216.62. Item #1 and #2 in the following section of Issues and Items for Discussion details staff's recommendation in this regard.

ISSUES AND ITEMS FOR DISCUSSION

1. In summary, the Village's bidding documents for the project specify that the Village of Glen Ellyn intends to award the contract only to a bidder who furnishes satisfactory evidence that they have the requisite experience and resources to complete the project. More specifically, the documents state that contractors must be Pre-Qualified by the Illinois Department of Transportation and hold a Certificate of Eligibility. IDOT issues Certificates of Eligibility to Contractors (as they request to be Pre-Qualified) after reviewing their experience, equipment resources, and financial condition on the company. Based on this review, the Certificate lists the gross amount of work a contractor can have uncompleted at any time as well as categories of work and authorized amounts. For a project of this nature, staff recommends that the contractors performing the work are pre-qualified in the pertinent areas of work including earthwork, drainage, aggregate bases, concrete paving, and asphalt paving. The Village's bidding documents contain language that allows for the IDOT Prequalification requirement to be waived if the contractor can demonstrate the ability and experience to perform the work.

Elanar Construction did not hold a Certificate of Eligibility at the time of bidding, as required. Elanar has indicated that it will be performing the underground utility work (sanitary sewer, water

main, and storm sewer work), roadway demolition/excavation work, and aggregate base construction. Elanar proposes to use IDOT Prequalified firms for the concrete and asphalt paving work. As Elanar did not provide the standard demonstrated experience through the IDOT Prequalification process for the underground utility and roadway base work, staff asked the firm to provide appropriate demonstration of experience for the project. Staff believes the company was not able to sufficiently demonstrate that it has performed similar extensive municipal underground sewer service, water main, and water service construction work. However, the company did indicate that it recently hired staff with appropriate experience in these areas specifically for expanding into the municipal sector of utility and roadway construction.

In terms of references, Elanar primarily listed park and school district projects. References were contacted with some generally positive; however the work was not truly representative of experience consistent with the proposed road and alley reconstruction project. One reference check in regards to a Chicago Park District project indicated that it seemed that the contractor overextended itself and the project was behind schedule as Elanar was committed to another park project. A reference check at the Elmhurst Park District expressed several items of concern in regards to Elanar's performance on a \$1.9M project. More specifically, the reference indicated that the project has not been completed on time. In addition, the reference described issues with grading and multiple items of uncompleted work.

The most similar project referenced from Elanar appears to be a downtown streetscape project for the City of Elmhurst. Based on a reference check with City staff, concerns were raised in regards to Elanar's performance. More specifically, Elanar did not coordinate well with its subcontractors and significant time would pass with work not being performed on the project. More specifically, there were issues with coordination of activities for concrete construction work. The project was not completed in a timely manner. It was noted that businesses were adversely impacted and experienced frustrations with extended periods of compromised street parking. Elanar has also been working on a detention basin expansion project for the City of Elmhurst including some roadway work. The project was to be completed last December but is still not complete. In addition, Elanar did not logically sequence the work and some previously completed items, such as paving, have been compromised as a result.

Based on the above factors, staff recommends that Elanar Construction Company is not a responsible bidder.

2. The second low bid was submitted by A Lamp Concrete Contractors, Inc. of Schaumburg, Illinois. The Village of Glen Ellyn retained A Lamp Concrete Contractors for the 2015 Elm-Cottage-Geneva Connectors Improvements Project. The ~\$2.5M project was similar in nature to the proposed project as it entailed underground sanitary, storm, and water distribution infrastructure improvements as well as roadway reconstruction and resurfacing. Construction Engineering for the project was performed in-house by Professional Engineer Rich Daubert. A Lamp's performance on the project was satisfactory.

A Lamp was the low bidder on Glen Ellyn's Elm-Oak-Geneva Improvements project in 2016. Staff originally recommended that the contract be awarded to A Lamp. However, during the

week prior to the Village Board Meeting at which the Contract was to be awarded to A Lamp, staff discovered that Federal Charges were filed against two members of the company including the Co-Owner and Superintendent. Given the serious charges and potential impacts on the firm's ability to complete the project, A Lamp's bid was rejected and the project was awarded to John Neri Construction as recommended by staff. Since this event, the A Lamp officials plead guilty to the federal charges and are serving their sentences. As part of this matter, IDOT and A Lamp entered into an agreement whereby A Lamp was suspended from public contracts from April 22, 2016 up to and including December 31, 2016. As of January 1, 2017, A Lamp is allowed to bid on locally let projects. However, as part of the agreement, A Lamp has voluntarily excluded itself from IDOT let projects through April 22, of 2018. The detailed agreement is attached for reference. It is noted that Glen Ellyn's Kenilworth - Alley Reconstruction Project was let locally. As such, A Lamp does not need to exclude itself from participating on the project.

Staff was also able to reach one of A Lamp's references, the Village of Hoffman Estates. Positive feedback was provided in regards to A Lamp's performance on Hoffman Estates' 2016 Street Revitalization project which was approximately \$5.6M in value. The firm has also recently been awarded utility and roadway projects for Cook County, Deerfield, Hinsdale, Northbrook, Libertyville, and others.

A Lamp's Certificate of Eligibility was suspended in 2016 but reinstated January 1 of 2017. The firm is somewhat unique in that it subcontracts very little work. The firm is prequalified in areas of earthwork, concrete paving, asphalt paving, drainage, concrete construction, landscaping, roadway milling, and aggregate base and surface construction.

3. Budget - Project funding from the Capital Projects, Water and Sanitary Sewer funds in the CY-17 budget total \$1,205,000 for construction of the improvements with respective amounts of \$850,000 capital, \$235,000 sewer, and \$120,000 water. The budget amount was developed prior to the commencement of detailed engineering for the project. During the detailed engineering phase, additional water main and drainage improvements were identified as necessary and incorporated into the project, thereby resulting in bid prices exceeding the budget.
4. Consideration of Project Re-bidding - Rebidding of the project is not recommended. The Senior Civil Engineer's Estimate for the project was developed using both historical pricing on similar Glen Ellyn Projects as well as pricing results from recent IDOT lettings. The unit prices received for the project are competitive with the Engineer's Estimate being in 6th position for the Total Bid. Staff feels that the letting was timed well and took advantage of an increased interest in bidding usually observed at the beginning of each construction season.
5. Construction Schedule - If awarded, work could commence in late April or early May with the contractor beginning with the underground utility improvements first. The Contractor completion date has been set to August 4, 2017, with sod restoration completion date extended through September 30, 2017.

CONSTRUCTION CONTRACT AWARD

The low, responsible and responsive bidder for the project is deemed to be A Lamp Concrete Contractors, Inc. of Schaumburg, Illinois. A construction contract with A Lamp that includes a 3% contingency is recommended, with the total award amount equaling **\$1,315,000**. The distribution and **CY-17** account numbers are shown in the accompanying table. The Project Number for the 2017 Kenilworth-Alley Reconstruction is **16009**.

2017 Kenilworth-Alley Reconstruction Recommended Funding for Construction (including 3% Contingency)			
Project Item	Funding Source (CY-16)	Account No.	Amount
Street & Storm Sewer	Capital Projects Fund	40000-580160-16009	\$865,000
Sanitary Sewer	Sanitary Sewer Fund	50200-580100-16009	\$225,000
Water Main	Water Fund	50100-580100-16009	\$225,000
TOTAL			\$1,315,000

CONSTRUCTION ENGINEERING SERVICES

Engineering oversight for the project will be provided by a consultant. Responsibilities of the engineer will include conducting the preconstruction conference, general consultations/meetings, review of the project schedule, shop drawing review, spot grade checking, full time construction observation, resident notifications, material testing (using a sub-consultant), pay estimate and change order processing, final inspection and project close-out, record drawing preparation, and rectification of issues that arise during the warranty period.

A Request for Proposal (RFP) for construction engineering services will be issued on March 15, 2017 with anticipated receipt of proposals on March 29th, 2017. Staff intends to make a recommendation for contract award at April 10, 2017 Village Board meeting. The CY-17 Budget allocates \$120,500 for Construction Engineering Services.

RECOMMENDATION

Given the above issues, staff recommends rejecting Elanar Construction Company's bid for the Kenilworth - Alley Reconstruction Project. Staff recommends the contract be awarded to A Lamp Concrete Contractors of Schaumburg, Illinois with the Village Board of Trustees making the following motions at the March 20, 2017 Village Board Meeting:

1. Motion to reject the bid received from Elanar Construction Company of Chicago, Illinois for the 2017 Kenilworth - Alley Reconstruction Project on the basis that it is a non-responsible bidder for the reasons discussed and approve award of a construction contract to the next low bidder, A Lamp Concrete Contractors, Inc., of Schaumburg, Illinois, for the 2017 Kenilworth - Alley Reconstruction Project in the amount of \$1,315,000 (including a ~ 3% contingency), to be expensed to the Capital Projects, Sanitary Sewer, and Water Funds.

Engineering staff will be present at the March 20, 2017 Village Board of Trustees Meeting to make a presentation summarizing this memorandum and to answer any questions.

Agenda Item (ID # 2650)

Meeting of March 20, 2017

ATTACHMENTS

Agreement Between A Lamp and IDOT
Project Location Map