



Agenda
Village of Glen Ellyn
Regular Village Board Meeting
Monday, September 22, 2025
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, 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. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board.

Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting.

Public officials are not obligated to respond to questions.

- E. Presentation**

- 1) Proclamation
- 2) Illinois Section American Water Works Association (ISAWWA) Gold Recognition Award - 2024 Water Ambassador Program (Michele Piotrowski, ISAWWA District Trustee) (Village Utilities Superintendent Burgoni)
- 3) Proclamation honoring Constitution Week (Nancy Ristau, Anan Harmon Chapter, National Society Daughters of the American Revolution)
- 4) Proclamation Honoring 50th Anniversary of the Environmental Commission (Public Works Director Hubsy)

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

Motion to approve the following items including Payroll and Vouchers totaling \$1,696,054.33. These agenda items have been reviewed by the Management Team and Village Attorney and are consistent with the Village's purchasing policy (Trustee Bhagwakar).

- 1) Total Expenditures (Payroll and Vouchers) - \$1,696,054.33
- 2) Approve Village Board August 25, 2025 Meeting Minutes
- 3) Approve Village Board August 25, 2025 Special Workshop Minutes
- 4) Approve Village Board August 25, 2025 Closed Executive Session Minutes
- 5) Approve Village Board August 26, 2025 Special Workshop Minutes
- 6) Approve Village Board August 26, 2025 Closed Executive Session Minutes
- 7) Adopt Resolution No. 25-60, A Resolution Approving a Purchase Price Agreement with Acme Sports, Inc. for the Purchase of Red Dot Sights, Mounting Plates, and Iron Sight Suppressor Sets in a Not-to-Exceed Amount of \$40,000.08 to be Expensed to the Police Department's Forfeiture Fund and Authorizing the Agreement's Execution (Police Chief Norton)
- 8) Adopt Resolution No. 25-61, A Resolution Approving a Renewal of the Agreement with Beary Landscape Management, LLC Dated October 26, 2022 for the Purchase and Installation of Floral Material in the Downtown Business District for a One-Year Term in an Amount Not to Exceed \$81,600 and Authorizing the Renewal's Execution (Public Works Director Hubsky)
- 9) Adopt Resolution No. 25-62, A Resolution Approving an Independent Contractor Agreement with Alan Horticulture, LLC for Snow and Ice Removal Services for the Central Business District and Village Properties in an Amount Not to Exceed \$138,786.80 to be Expensed to the General and Parking Funds for the Period of November 1, 2025 through April 30, 2026 with Four (4) Additional Option Periods and Authorizing its Execution (Public Works Director Hubsky)
- 10) Adopt Ordinance No. 7220-VC, An Ordinance Amending Title 7 ("Health and Sanitation") of the Glen Ellyn Village Code to Add a New Chapter 16 ("Emergency Management Agency") (Police Chief Norton and Village Attorney Stephanides)
- 11) Adopt Ordinance No. 7221-VC, An Ordinance Amending Title 1 ("Administrative"), Chapter 10 ("Village Contracts"), Section 1-10-4 ("Advertisement") of the Glen Ellyn Village Code (Village Attorney Stephanides)
- 12) Adopt Ordinance No. 7222-VC, An Ordinance Amending Title 1 ("Administrative") and Title 2 ("Boards and Commissions") of the Glen Ellyn Code Regarding Village Board Procedures, Electronic Attendance, and Audience Participation (Village Manager Franz and Village Attorney Stephanides)
- 13) Adopt Resolution No. 25-63, A Resolution Approving and Adopting Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions (Village Manager Franz and Village Attorney Stephanides)
- 14) Adopt Ordinance No. 7223, An Ordinance Annexing Certain Territory Located at 22W164 Butterfield Road to the Village of Glen Ellyn, Illinois 60137 (Community Development Director Henaghan)

G. 807 Hill Avenue Zoning Variations (Community Development Director Henaghan)

(Trustee Thompson)

- 1) Adopt Ordinance No. 7224, An Ordinance Granting a Variation from Section 10-4-8(E)(1) of the Village's Zoning Code to Allow for the Construction of an Addition for the Property Located at 807 Hill Avenue, Glen Ellyn, Illinois (Community Development Director Henaghan)

H. Lambert Road Resurfacing Project - Joint Funding Agreement and Award of Construction Engineering Contract

- 1) Adopt Resolution No. 25-64, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Lambert Road Resurfacing Project in the Not-To-Exceed Amount of \$126,244 to be Expensed to the Motor Fuel Tax Fund and Authorizing the Agreement's Execution (Public Works Director Hubsy)
- 2) Adopt Resolution No. 25-65, A Resolution Approving a Joint Funding Agreement with the State of Illinois for the Lambert Road Resurfacing Project and Authorizing the Agreement's Execution (Public Works Director Hubsy)

I. Riford Road Resurfacing Project - Joint Funding Agreement and Award of Construction Engineering Contract

- 1) Adopt Resolution No. 25-66, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Riford Road Resurfacing Project in the Not-To-Exceed Amount of \$81,700 to be Expensed to the Motor Fuel Tax Fund and Authorizing the Agreement's Execution (Public Works Director Hubsy)
- 2) Adopt Resolution No. 25-67, A Resolution Approving a Joint Funding Agreement with the State of Illinois for the Riford Road Resurfacing Project and Authorizing the Agreement's Execution (Public Works Director Hubsy)

J. Other Business

K. Reminders

- 1) Village Board Special Workshop Meeting, October 6, 2025 at 7 pm
- 2) Village Board Meeting Tuesday, October 14, 2025 at 7 pm
- 3) Village Board Workshop Meeting October 20, 2025 at 7 pm

L. Adjourn to closed executive session for the purpose of discussing collective negotiating matters and deliberations concerning salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2(c)(2), security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property pursuant to 5 ILCS 120/2(c)(8), and pending litigation pursuant to 5 ILCS 120/2(c)(11), not to return to open session.



Proclamation

WHEREAS, September 17, 2025, marks the two hundred and thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week; and

NOW, THEREFORE, I, JIM BURKET, President of the Village of Glen Ellyn, Illinois, on behalf of the Village Board, do hereby proclaim the week of September 17 through 23 as CONSTITUTION WEEK; and

ASK our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

VILLAGE PRESIDENT
ATTEST:

VILLAGE CLERK

DATE



Proclamation

WHEREAS, the Environmental Commission was established in 1975 with the mission to help protect, preserve, and enhance the natural resources and environmental quality of our community; and

WHEREAS, for the past 50 years, the Commission has served as a vital advisory body to municipal government, offering recommendations in environmental matters and sustainability initiatives; and

WHEREAS, the Commission's dedicated volunteers have contributed countless hours to advancing public awareness, planting trees, promoting recycling, and supporting local conservation projects; and

WHEREAS, the Environmental Commission has been instrumental in engaging residents of all ages in environmental stewardship and education through outreach programs and recycling events; and

NOW, THEREFORE, I, Jim Burket, President of the Village of Glen Ellyn, Illinois, do hereby proclaim a Village-wide Celebration of the 50th Anniversary of the Environmental Commission in the Village of Glen Ellyn and encourage all residents to honor the Environmental Commission's achievements and carry forward its commitment to environmental leadership for the benefit of future generations.

Village President
attest:

Village Clerk

Date

Approval of Vouchers
For the Village Board Meeting on September 22, 2025

EXPENDITURES:

Accounts Payable Warrant 0825-6	\$	33,712.72	
Accounts Payable Warrant 0825-7	\$	600.00	
Accounts Payable Warrant 0925-1	\$	453,563.28	
Accounts Payable Warrant 0925-2	\$	1,208,178.33	
	\$	-	
Sub-Total	\$	1,696,054.33	<u>\$ 1,696,054.33</u>

PAYROLL EXPENDITURES

September 5, 2025

Total ACH+live checks	Net Employee Payroll Checks	\$	501,608.20	\$	-	
	<u>Employee & Employer Payroll Deductions:</u>					
Net of DD Employee Deductions*		\$	220,672.39	\$	-	
2300-2305 IMRF - Employer contribution		\$	21,544.10	\$	-	
1000-1100 Social Security/Medicare Tax Withheld - Employer portion		\$	42,066.27	\$	-	
	Total Payroll	\$	785,890.96	\$	-	<u>\$ 785,890.96</u>
						<u>\$ 2,481,945.29</u>

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
11084 CHASE BANK NA												
ALLN-408 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39866	138.00	138.00	08/29/2025	DIR	PD		ORKIN: PEST CONTROL
ALLN-409 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39867	130.00	130.00	08/29/2025	DIR	PD		ORKIN: PEST CONTROL
ALLN-410 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39868	225.00	225.00	08/29/2025	DIR	PD		ORKIN: PEST CONTROL
ALLN-411 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39869	175.75	175.75	08/29/2025	DIR	PD		HOT SCHEDULES: SCHEDUL
ALLN-412 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39870	142.35	142.35	08/29/2025	DIR	PD		GOLF EMS: CAMPS/LESSON
ALLN-413 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39871	472.90	472.90	08/29/2025	DIR	PD		COMCAST: TV SERVICE
ALLN-414 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39872	16.80	16.80	08/29/2025	DIR	PD		GOOGLE: MONTHLY G SUIT
BECJ-13 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39873	56.93	56.93	08/29/2025	DIR	PD		HOME DEPOT: PAINT MATE
BECJ-14 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39874	39.94	39.94	08/29/2025	DIR	PD		HOME DEPOT: GARBAGE BA
BECJ-15 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39875	67.29	67.29	08/29/2025	DIR	PD		HOME DEPOT: BRICK PAVE
BECJ-16 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39876	136.99	136.99	08/29/2025	DIR	PD		HOME DEPOT: PAINT MATE
BRAP-210 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39877	30.00	30.00	08/29/2025	DIR	PD		PAYPAL: MUNIS ONLINE P
BROM-3 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39878	524.60	524.60	08/29/2025	DIR	PD		ARBOR DAY FOUNDATION:
BURN-92 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39879	153.00	153.00	08/29/2025	DIR	PD		APERA: TURBIDITY METER
BURN-93 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39880	50.00	50.00	08/29/2025	DIR	PD		APWA: PWX REGISTRATION
BURN-94 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39881	50.00	50.00	08/29/2025	DIR	PD		APWA: PWX REGISTRATION
BURN-95 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39882	50.00	50.00	08/29/2025	DIR	PD		APWA: REGISTRATION (IL
BURN-96		08/05/2025		0825-6	39883	50.00	50.00	08/29/2025	DIR	PD		APWA: PWX REGISTRATION

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 08/31/2025												
BURN-97		08/05/2025		0825-6	39884	50.00		50.00	08/29/2025	DIR	PD	APWA: PWX REGISTRATION
CHECK DATE: 08/31/2025												
BURN-98		08/05/2025		0825-6	39885	973.91		973.91	08/29/2025	DIR	PD	FED EX: SHIPPING SLRAT
CHECK DATE: 08/31/2025												
BURN-99		08/05/2025		0825-6	39886	15.00		15.00	08/29/2025	DIR	PD	FED EX: SHIPPING BOX S
CHECK DATE: 08/31/2025												
CAMM-293		08/05/2025		0825-6	39887	23.88		23.88	08/29/2025	DIR	PD	JEWEL OSCO: LETTUCE
CHECK DATE: 08/31/2025												
CAMM-294		08/05/2025		0825-6	39888	258.72		258.72	08/29/2025	DIR	PD	RESTAURANT DEPOT: FOOD
CHECK DATE: 08/31/2025												
CAMM-295		08/05/2025		0825-6	39889	373.40		373.40	08/29/2025	DIR	PD	BARONES PIZZA: STAFF T
CHECK DATE: 08/31/2025												
CANP-207		08/05/2025		0825-6	39890	68.23		68.23	08/29/2025	DIR	PD	AMAZON: CORK BOARD/DES
CHECK DATE: 08/31/2025												
CANP-208		08/05/2025		0825-6	39891	39.98		39.98	08/29/2025	DIR	PD	AMAZON: POSTER FRAME
CHECK DATE: 08/31/2025												
CANP-209		08/05/2025		0825-6	39892	229.89		229.89	08/29/2025	DIR	PD	STAPLES: FILE ORGANIZA
CHECK DATE: 08/31/2025												
CANP-210		08/05/2025		0825-6	39893	11.00		11.00	08/29/2025	DIR	PD	THE BOOKSTORE: BIRTHDA
CHECK DATE: 08/31/2025												
CHIJ-383		08/05/2025		0825-6	39894	980.74		980.74	08/29/2025	DIR	PD	ASTOUND: VOGUE TELECOMM
CHECK DATE: 08/31/2025												
CHIJ-384		08/05/2025		0825-6	39895	1,288.00		1,288.00	08/29/2025	DIR	PD	PDF XCHANGE: ANNUAL SO
CHECK DATE: 08/31/2025												
CHIJ-385		08/05/2025		0825-6	39896	211.44		211.44	08/29/2025	DIR	PD	SYSTOOLS: FILE CONVERS
CHECK DATE: 08/31/2025												
CHIJ-386		08/05/2025		0825-6	39897	-12.44		-12.44	08/29/2025	CRM	PD	SYSTOOLS: TAX REFUND
CHECK DATE: 08/31/2025												
CHIJ-387		08/05/2025		0825-6	39898	12.40		12.40	08/29/2025	DIR	PD	WSJ: SUBSCRIPTION
CHECK DATE: 08/31/2025												
CROA-649		08/05/2025		0825-6	39899	587.50		587.50	08/29/2025	DIR	PD	GEOPNICS: HAZZARD MARK
CHECK DATE: 08/31/2025												
CROA-650		08/05/2025		0825-6	39900	461.50		461.50	08/29/2025	DIR	PD	FOREUP: THE WORKS (GOL
CHECK DATE: 08/31/2025												
CROA-651		08/05/2025		0825-6	39901	31.50		31.50	08/29/2025	DIR	PD	RESERVE 22: LUNCH MTG
CHECK DATE: 08/31/2025												

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CROA-652 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39902	20.00		20.00	08/29/2025	DIR	PD	JET BRITE: MONTHLY CAR
CROV-4 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39903	318.27		318.27	08/29/2025	DIR	PD	PGA OF AMERICA: MEMBER
CROV-5 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39904	101.85		101.85	08/29/2025	DIR	PD	AWARDSCO: JUNIOR CHAMP
CROV-6 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39905	640.00		640.00	08/29/2025	DIR	PD	DURACARD: GIFT CARD RE
DAVS-90 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39906	20.10		20.10	08/29/2025	DIR	PD	JEWEL: SNACKS BOOK CLU
DUTM-56 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39907	71.83		71.83	08/29/2025	DIR	PD	JEWEL OSCO: STAFF LUNC
DUTM-57 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39908	166.96		166.96	08/29/2025	DIR	PD	JEWEL OSCO: STAFF LUNC
DUTM-58 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39909	59.96		59.96	08/29/2025	DIR	PD	HOME DEPOT: WATER COOL
GWA-102047 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39914	5,192.28		5,192.28	08/29/2025	DIR	PD	DUE FROM GWA
700 THE PITNEY BOWES BANK INC												
09022025 CHECK DATE: 09/05/2025		09/01/2025		0925-1	39915	500.00		500.00	09/05/2025	DIR	PD	CC POSTAGE REFILL
11084 CHASE BANK NA												
DOWA-97 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39916	22.90		22.90	08/29/2025	DIR	PD	UPS: SLUCARE LAB TOXIC
DOWA-98 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39917	22.90		22.90	08/29/2025	DIR	PD	UPS: SLUCARE LAB TOXIC
DOWA-99 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39918	240.84		240.84	08/29/2025	DIR	PD	RESERVE 22: CROSSING G
DOWA-100 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39919	22.90		22.90	08/29/2025	DIR	PD	UPS: SLUCARE LAB TOXIC
FOTT-997 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39920	141.42		141.42	08/29/2025	DIR	PD	WEBSTAIRANT: PITCHERS/
FOTT-998 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39921	139.96		139.96	08/29/2025	DIR	PD	WEBSTAIRANT: TRAY STAN
FOTT-999 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39922	38.98		38.98	08/29/2025	DIR	PD	WEBSTAIRANT: TACO FRY

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
FOTT-1000 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39923	119.92	119.92	08/29/2025	DIR	PD		WEBSTaurant: FOOD CART
FOTT-1001 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39924	49.98	49.98	08/29/2025	DIR	PD		WEBSTaurant: FOOD BINS
FOTT-1002 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39925	102.49	102.49	08/29/2025	DIR	PD		WEBSTaurant: SINK SPRA
FOTT-1003 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39926	19.90	19.90	08/29/2025	DIR	PD		JEWEL/OSCO: TORTILLAS
FOTT-1004 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39927	27.93	27.93	08/29/2025	DIR	PD		JEWEL/OSCO: BREAD
FOTT-1005 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39928	111.96	111.96	08/29/2025	DIR	PD		WEBSTaurant: PLASTIC C
FOTT-1006 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39929	151.92	151.92	08/29/2025	DIR	PD		WEBSTaurant: GLOVES
FOTT-1007 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39930	99.00	99.00	08/29/2025	DIR	PD		WEBSTaurant: MONTHLY M
FOTT-1008 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39931	135.48	135.48	08/29/2025	DIR	PD		WEBSTaurant: HOT DOG B
FOTT-1009 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39932	49.47	49.47	08/29/2025	DIR	PD		WEBSTaurant: WINE GLAS
FOTT-1010 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39933	114.41	114.41	08/29/2025	DIR	PD		WEBSTaurant: SOUFFLE C
FOTT-1011 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39934	167.20	167.20	08/29/2025	DIR	PD		RESTAURANT DEPOT: CHIC
FRAM-627 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39935	890.00	890.00	08/29/2025	DIR	PD		ICMA: ANNUAL CONFERENC
FRAM-628 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39936	62.00	62.00	08/29/2025	DIR	PD		CONSTANT CONTACT: SUBS
FRAM-629 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39937	101.00	101.00	08/29/2025	DIR	PD		RESERVE 22: LUNCH (COU
FRAM-630 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39938	156.21	156.21	08/29/2025	DIR	PD		NOBEL HOUSE: LUNCH (IT
FRAM-631 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39939	101.55	101.55	08/29/2025	DIR	PD		THIPI THAI: LUNCH (BUC
GILD-29 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39940	324.25	324.25	08/29/2025	DIR	PD		INTOXIMETERS: REPAIR P

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE	DESCRIPTION
GILD-30 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39941	30.00		30.00	08/29/2025	DIR	PD	WHEATON	CARWASH: BACK
HANM-181 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39942	121.97		121.97	08/29/2025	DIR	PD	NOBEL HOUSE:	LUNCH (CH
HENJ-28 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39943	30.00		30.00	08/29/2025	DIR	PD	MANAGER TOOLS:	MTDISC
HENJ-29 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39944	202.00		202.00	08/29/2025	DIR	PD	APA-IL:	STATE CONFEREN
HOLC-72 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39945	173.80		173.80	08/29/2025	DIR	PD	TARGETS ONLINE:	CARDBO
HUBJ-309 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39946	50.00		50.00	08/29/2025	DIR	PD	DUPAGE COUNTY B:	BUTTE
HUBJ-310 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39947	581.00		581.00	08/29/2025	DIR	PD	DUPAGE COUNTY B:	BUTTE
HUBJ-311 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39948	147.50		147.50	08/29/2025	DIR	PD	RESERVE 22:	SECOND IN
IRIS-21 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39949	149.28		149.28	08/29/2025	DIR	PD	PAPA SAVERIO'S:	PUBLIC
JAGM-344 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39950	22.11		22.11	08/29/2025	DIR	PD	UPS:	SHIPPING BODY ARM
JAGM-345 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39951	762.96		762.96	08/29/2025	DIR	PD	SIRCHIE:	FUMING CHAMBE
LUCG-194 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39952	48.81		48.81	08/29/2025	DIR	PD	MENARDS:	PW DOWNSPOUT
LUCG-195 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39953	25.80		25.80	08/29/2025	DIR	PD	HOME DEPOT:	COAT HOOKS
LUCG-196 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39954	366.41		366.41	08/29/2025	DIR	PD	MENARDS:	STACY'S TAVER
LUCG-197 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39955	43.74		43.74	08/29/2025	DIR	PD	MENARDS:	OIL DRY
LUCG-198 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39956	72.90		72.90	08/29/2025	DIR	PD	MENARDS:	OIL DRY
LUCG-199 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39957	59.41		59.41	08/29/2025	DIR	PD	MENARDS:	PW CARPET SHA
LUCG-200 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39958	39.97		39.97	08/29/2025	DIR	PD	HOME DEPOT:	SAW BLADES
LUCG-201		08/05/2025		0825-6	39959	32.25		32.25	08/29/2025	DIR	PD	MENARDS:	GFCI-FS2/FLAG

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 08/31/2025												
LUDM-1134		08/05/2025		0825-6	39960	100.00	100.00	08/29/2025	DIR	PD		COMCAST: GROUNDS INTER
CHECK DATE: 08/31/2025												
LUDM-1135		08/05/2025		0825-6	39961	62.41	62.41	08/29/2025	DIR	PD		INTERSTATE BATTERIES:
CHECK DATE: 08/31/2025												
LUDM-1136		08/05/2025		0825-6	39962	1,180.10	1,180.10	08/29/2025	DIR	PD		OLYMPIA FIRE: HYDROTES
CHECK DATE: 08/31/2025												
LUDM-1137		08/05/2025		0825-6	39963	293.97	293.97	08/29/2025	DIR	PD		COUNTRY CAT: EX GO UTI
CHECK DATE: 08/31/2025												
LUDM-1138		08/05/2025		0825-6	39964	925.75	925.75	08/29/2025	DIR	PD		MESSICKS: KUBOTA PARTS
CHECK DATE: 08/31/2025												
LUDM-1139		08/05/2025		0825-6	39965	119.27	119.27	08/29/2025	DIR	PD		MESSICKS: KUBOTA PARTS
CHECK DATE: 08/31/2025												
LUDM-1140		08/05/2025		0825-6	39966	54.24	54.24	08/29/2025	DIR	PD		ADVANCE AUTO: OIL/AIR
CHECK DATE: 08/31/2025												
MONM-256		08/05/2025		0825-6	39967	84.98	84.98	08/29/2025	DIR	PD		HOME DEPOT: MECHANICAL
CHECK DATE: 08/31/2025												
MONM-257		08/05/2025		0825-6	39968	580.66	580.66	08/29/2025	DIR	PD		WEBSTAUANT: CLEANIG S
CHECK DATE: 08/31/2025												
MONM-258		08/05/2025		0825-6	39969	473.63	473.63	08/29/2025	DIR	PD		HOME DEPOT: FS61 CEILI
CHECK DATE: 08/31/2025												
PAPG-294		08/05/2025		0825-6	39970	79.06	79.06	08/29/2025	DIR	PD		SPROUT SOCIAL: PR SOCI
CHECK DATE: 08/31/2025												
PAPG-295		08/05/2025		0825-6	39971	12.95	12.95	08/29/2025	DIR	PD		CANVA: PR SOCIAL MEDIA
CHECK DATE: 08/31/2025												
PAPG-296		08/05/2025		0825-6	39972	275.00	275.00	08/29/2025	DIR	PD		CONSTANT CONTACT: PR S
CHECK DATE: 08/31/2025												
PATR-93		08/05/2025		0825-6	39973	154.40	154.40	08/29/2025	DIR	PD		ILSOS: PLATE RENEWAL
CHECK DATE: 08/31/2025												
PATR-94		08/05/2025		0825-6	39974	154.40	154.40	08/29/2025	DIR	PD		ILSOS: PLATE RENEWAL
CHECK DATE: 08/31/2025												
PATR-95		08/05/2025		0825-6	39975	127.75	127.75	08/29/2025	DIR	PD		IPASS: TOLLWAY CHARGES
CHECK DATE: 08/31/2025												
PROK-292		08/05/2025		0825-6	39976	272.58	272.58	08/29/2025	DIR	PD		EINSTEIN BAGELS: QUART
CHECK DATE: 08/31/2025												
ROSI-23		08/05/2025		0825-6	39977	290.00	290.00	08/29/2025	DIR	PD		TREE CARE INDUSTRY ASS
CHECK DATE: 08/31/2025												

VILLAGE OF GLEN ELLYN



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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
ROSJ-24 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39978	20.00		20.00	08/29/2025	DIR	PD	ILIINOIS WATER ENVIRON
RUSJ-363 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39979	.24		.24	08/29/2025	DIR	PD	FACEBOOK: BANQUET ADVE
RUSJ-364 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39980	399.00		399.00	08/29/2025	DIR	PD	WHEATON CHAMBER: ANNUA
RUSJ-365 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39981	5.01		5.01	08/29/2025	DIR	PD	FACEBOOK: BANQUET ADVE
RUSJ-366 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39982	229.95		229.95	08/29/2025	DIR	PD	FORE UP: R22 WEBSITE
RUSJ-367 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39983	230.97		230.97	08/29/2025	DIR	PD	GOOGLE: BANQUET ADVERT
SATJ-246 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39984	2,075.54		2,075.54	08/29/2025	DIR	PD	ARLINGTON PIPE & CIGAR
SATJ-247 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39985	235.00		235.00	08/29/2025	DIR	PD	IN BEER ENGINE: BEER L
SATJ-248 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39986	196.58		196.58	08/29/2025	DIR	PD	TRIPLE SEAT: BANQUET S
SATJ-249 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39987	105.00		105.00	08/29/2025	DIR	PD	SHERLOCK SQUEEGY: WIND
SATJ-250 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39988	27.80		27.80	08/29/2025	DIR	PD	JEWEL: SERRANO PEPPERS
SATJ-251 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39989	21.96		21.96	08/29/2025	DIR	PD	JEWEL: BLACK BEANS
SATJ-252 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39990	40.66		40.66	08/29/2025	DIR	PD	JEWEL: HAM
STAJ-253 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39991	11.99		11.99	08/29/2025	DIR	PD	SPOTIFY: BANQUET MUSIC
SATJ-254 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39992	1,872.00		1,872.00	08/29/2025	DIR	PD	OPEN TABLE: ADVERTISIN
TIEE-299 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39993	-13.91		-13.91	08/29/2025	CRM	PD	ANYPROMO: PLINKO BOARD
TIEE-300 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39994	49.99		49.99	08/29/2025	DIR	PD	WALL STREET JOURNAL: S
TIEE-301 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39995	152.32		152.32	08/29/2025	DIR	PD	LILAC BAKERY: COFFEE W

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
TIEE-302 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39996	39.95		39.95	08/29/2025	DIR	PD	US FLEET TRACKING: MON
TIEE-303 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39997	15.99		15.99	08/29/2025	DIR	PD	ZOOM: MONTHLY SUBSCRIP
TIEE-304 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39998	440.70		440.70	08/29/2025	DIR	PD	HOLIDAY INN: POLICE ST
TIEE-305 CHECK DATE: 08/31/2025		08/05/2025		0825-6	39999	25.06		25.06	08/29/2025	DIR	PD	UPS: SLUCARE TOXICOLOG
TIEE-306 CHECK DATE: 08/31/2025		08/05/2025		0825-6	40000	65.37		65.37	08/29/2025	DIR	PD	EINSTEIN BAGELS: COFFE
VONK-370 CHECK DATE: 08/31/2025		08/05/2025		0825-6	40001	25.00		25.00	08/29/2025	DIR	PD	APWA WORK ZONE: JOB AD
VONNK-371 CHECK DATE: 08/31/2025		08/05/2025		0825-6	40002	40.00		40.00	08/29/2025	DIR	PD	CULINARY AGENTS: JOB A
VONK-372 CHECK DATE: 08/31/2025		08/05/2025		0825-6	40003	69.00		69.00	08/29/2025	DIR	PD	CULINARY AGENTS: JOB A
VONK-373 CHECK DATE: 08/31/2025		08/05/2025		0825-6	40004	500.00		500.00	08/29/2025	DIR	PD	LINKEDIN: JOB ADS
VONK-374 CHECK DATE: 08/31/2025		08/05/2025		0825-6	40005	469.12		469.12	08/29/2025	DIR	PD	PANERA BREAD: SUPERVIS
VONK-375 CHECK DATE: 08/31/2025		08/05/2025		0825-6	40006	41.35		41.35	08/29/2025	DIR	PD	ELLYN TAP: LUNCH (JEZI
3334 ILLINOIS LIQUOR CONTROL COMMISSION												
L1391822952 CHECK DATE: 08/31/2025		08/31/2025		0825-7	40007	600.00		600.00	08/31/2025	DIR	PD	LINKS LIQUOR LICENSE
1860 ILLINOIS DEPT OF EMPLOYMENT SECURITY												
0800937 09032025 CHECK DATE: 09/03/2025		09/03/2025		0925-1	40008	12,974.00		12,974.00	09/05/2025	DIR	PD	PERIOD 04/01-06/30/25
922 VILLAGE OF GLEN ELLYN												
2025-1188-HVAC CHECK DATE: 09/10/2025		09/10/2025		0925-2	40009	630.00		630.00	09/12/2025	DIR	PD	CIVIC CENTER 2025-1188
307 1ST AYD CORPORATION												
PSI809437 CHECK DATE: 09/05/2025		08/22/2025		0925-1	265026	391.30		391.30	09/05/2025	INV	PD	SHOP SUPPLIES
13444 A MAESTRANZI SONS KNIFE SERVICES												

VILLAGE OF GLEN ELLYN



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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
892212		08/28/2025		0925-1	265027	35.50		35.50	08/28/2025	INV	PD	PROFESSIONAL SERVICES
CHECK DATE: 09/05/2025												
2021 A-RELIABLE PRINTING												
30770		07/15/2025		0925-1	265028	265.00		265.00	09/02/2025	INV	PD	GOLF SHOP SUPPLIES
CHECK DATE: 09/05/2025												
14304 ABBEY CONSTRUCTION CO. INC.												
20240336		08/26/2025		0925-1	265029	11,085.00		11,085.00	08/29/2025	INV	PD	680 S PARK BLVD RESTOR
CHECK DATE: 09/05/2025												
5016 ABBOTT TREE CARE PROFESSIONALS, LLC												
48658	20250015	08/21/2025		0925-1	265030	22,333.33		22,333.33	09/05/2025	INV	PD	YEAR 2 OF 3 BRANCH/BRU
CHECK DATE: 09/05/2025												
8119 AECOM TECHNICAL SERVICES INC												
2001047830	20250034	08/05/2025		0925-1	265031	59,164.07		59,164.07	09/05/2025	INV	PD	PROF SVCS-TRAFFIC SIGN
CHECK DATE: 09/05/2025												
11942 AL WARREN OIL CO INC												
W1775255	20250045	08/26/2025		0925-1	265032	21,262.50		21,262.50	09/05/2025	INV	PD	UNLEADED GASOLINE
CHECK DATE: 09/05/2025												
12567 AMAZON.COM SALES, INC.												
1NYT-KRR6-F649		08/01/2025		0925-1	265033	499.55		499.55	08/29/2025	INV	PD	SANTIZING WIPES/MEASUR
CHECK DATE: 09/05/2025												
13036 RADIATE HOLDINGS,LP												
446987101-0017734		08/16/2025		0925-1	265034	192.93		192.93	09/05/2025	INV	PD	GEVFC INTERNET
CHECK DATE: 09/05/2025												
65 AT&T												
630Z99013108 0825		08/16/2025		0925-1	265035	79.05		79.05	09/05/2025	INV	PD	911 LOCATOR 630Z99013
CHECK DATE: 09/05/2025												
4874 BAXTER & WOODMAN, INC.												
0275562		08/15/2025		0925-1	265036	402.50		402.50	08/29/2025	INV	PD	IEPA PROJECT PLAN - LE
CHECK DATE: 09/05/2025												
12921 BLA, INC												
24169-2		07/31/2025		0925-1	265037	3,887.50		3,887.50	09/05/2025	INV	PD	DESIGN ENGIN CONS SERV
CHECK DATE: 09/05/2025												
8907 BRADLEY BOOTON												

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
06062025		06/06/2025		0925-1	265038	20.00		20.00	08/29/2025	INV	PD	ACTIVE THREAT RESPONSE
CHECK DATE: 09/05/2025												
06202025		06/20/2025		0925-1	265038	170.00		170.00	08/29/2025	INV	PD	2025 ILLINOIS SRO
CHECK DATE: 09/05/2025												
06252025		06/25/2025		0925-1	265038	60.00		60.00	08/29/2025	INV	PD	NASRO ADVANCED SRO CLA
CHECK DATE: 09/05/2025												
12325 DEANNE BOVIO						250.00						
082425		08/24/2025		0925-1	265039	44.96		44.96	09/24/2025	INV	PD	(2) PANTS
CHECK DATE: 09/05/2025												
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC												
123070216		08/28/2025		0925-1	265040	1,832.51		1,832.51	08/30/2025	INV	PD	BEVERAGE FOR RESALE
CHECK DATE: 09/05/2025												
103 BRISTOL HOSE & FITTING												
3586606		08/26/2025		0925-1	265041	279.97		279.97	09/05/2025	INV	PD	INVENTORY - HYDRAULIC
CHECK DATE: 09/05/2025												
2197 BOJO TURF SUPPLY INC												
71013		08/27/2025		0925-1	265042	500.00		500.00	08/29/2025	INV	PD	2 CASES OF DEFOAMER
CHECK DATE: 09/05/2025												
10865 CHICAGO FIRE & BURGLAR DETECTION INC												
P18945		08/27/2025		0925-1	265043	592.50		592.50	09/05/2025	INV	PD	RENO CENTER - INSTALL
CHECK DATE: 09/05/2025												
6043 CHICAGO PARTS & SOUND LLC												
40V0058410		08/26/2025		0925-1	265044	75.00		75.00	09/05/2025	INV	PD	OIL FILTERS FOR INVENT
CHECK DATE: 09/05/2025												
1076 CINTAS CORPORATION NO 2												
4240845384		08/21/2025		0925-1	265045	63.51		63.51	09/05/2025	INV	PD	CIVIC CENTER WEEKLY FL
CHECK DATE: 09/05/2025												
4241357665		08/26/2025		0925-1	265046	170.11		170.11	08/30/2025	INV	PD	JANITORIAL RESTOCK
CHECK DATE: 09/05/2025												
4241114318		08/25/2025		0925-1	265047	223.08		223.08	08/30/2025	INV	PD	JANITORIAL RESTOCK
CHECK DATE: 09/05/2025												
6831 CLARK BAIRD SMITH LLP/FKA-SGDB LAW FIRM LLP												
2124		05/31/2025		0925-1	265048	4,406.25		4,406.25	09/05/2025	INV	PD	LEGAL SVCS 0525
CHECK DATE: 09/05/2025												
10301 GREAT LAKES COCA-COLA DISTRIBUTION, LLC												

VILLAGE OF GLEN ELLYN



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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
48578430026		08/26/2025		0925-1	265049	1,002.06	1,002.06	08/26/2025	INV	PD	NA	BEV.
CHECK DATE: 09/05/2025												
3525 COMMERCIAL TIRE SERVICE												
2220096570		08/27/2025		0925-1	265050	85.00	85.00	09/05/2025	INV	PD		FLAT TIRE REPAIR - PW
CHECK DATE: 09/05/2025												
2220096610		08/28/2025		0925-1	265050	295.00	295.00	09/05/2025	INV	PD		NEW TIRES - UNIT #504
CHECK DATE: 09/05/2025												
4876 CONSTELLATION NEWENERGY, INC.												
7302778-88623 0725		07/30/2025		0925-1	265051	12,278.29	12,278.29	08/22/2025	INV	PD		STREETLIGHTS CHARGED T
CHECK DATE: 09/05/2025												
10952 CONSUMERS PACKING COMPANY												
428655		08/25/2025		0925-1	265052	2,225.77	2,225.77	08/25/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
428851		08/28/2025		0925-1	265052	2,471.23	2,471.23	08/28/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
242 DU-KANE ASPHALT CO.												
8826		08/25/2025		0925-1	265053	68.68	68.68	09/05/2025	INV	PD		ASPHALT STREETS
CHECK DATE: 09/05/2025												
12755 ECO CLEAN MAINTENANCE, INC.												
14110	20250052	08/25/2025		0925-1	265054	3,500.00	3,500.00	09/05/2025	INV	PD		YEAR 3 OF 3 CC-GARAGE
CHECK DATE: 09/05/2025												
13467 EDWARD HOSPITAL												
00203847-00		06/30/2025		0925-1	265055	268.00	268.00	09/05/2025	INV	PD		EMPLOYEE SCREENINGS
CHECK DATE: 09/05/2025												
1078 EQUIFAX INFORMATION SVCS LLC												
2067103400		08/17/2025		0925-1	265056	25.00	25.00	09/17/2025	INV	PD		MONTHLY CHARGES
CHECK DATE: 09/05/2025												
291 EUCLID BEVERAGE, LLC												
W-4390880		08/28/2025		0925-1	265057	2,287.70	2,287.70	08/30/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/05/2025												
11334 EURO USA MIDWEST LLC												
819906-00		08/25/2025		0925-1	265058	400.45	400.45	08/25/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
820489-00		08/29/2025		0925-1	265058	744.96	744.96	08/29/2025	INV	PD		FOOD - RESALE

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INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/05/2025												
820616-00		08/28/2025		0925-1	265058	348.47		348.47	08/28/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025												
820826-00		08/29/2025		0925-1	265058	65.70		65.70	08/29/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025												
820889-00		08/30/2025		0925-1	265058	244.75		244.75	08/30/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025												
						1,804.33						
14318 FBI-LEEDA INC												
200131431		08/06/2025		0925-1	265059	795.00		795.00	09/06/2025	INV	PD	EXECUTIVE MANAGEMENT -
CHECK DATE: 09/05/2025												
200132272		08/22/2025		0925-1	265059	795.00		795.00	09/22/2025	INV	PD	EXECUTIVE MANAGEMENT -
CHECK DATE: 09/05/2025												
						1,590.00						
13368 FEECE OIL COMPANY												
4201667		08/26/2025		0925-1	265060	805.43		805.43	08/29/2025	INV	PD	DIESEL FOR GOLF GROUND
CHECK DATE: 09/05/2025												
4201670		08/26/2025		0925-1	265060	696.14		696.14	08/29/2025	INV	PD	GASOLINE FOR GOLF GROU
CHECK DATE: 09/05/2025												
4201671		08/26/2025		0925-1	265060	1,026.21		1,026.21	08/29/2025	INV	PD	GASOLINE FOR GOLF CART
CHECK DATE: 09/05/2025												
						2,527.78						
1726 BRIDGESTONE RETAIL OPERATIONS, LLC												
320952		08/27/2025		0925-1	265061	613.40		613.40	09/05/2025	INV	PD	NEW TIRES - UNIT # 647
CHECK DATE: 09/05/2025												
311 THE TERRAMAR GROUP, INC												
85564		08/20/2025		0925-1	265062	3,089.22		3,089.22	09/05/2025	INV	PD	UPFIT EQUIPMENT FOR PD
CHECK DATE: 09/05/2025												
85565		08/20/2025		0925-1	265062	3,691.02		3,691.02	09/05/2025	INV	PD	VEHICLE UPFIT EQUIPMEN
CHECK DATE: 09/05/2025												
						6,780.24						
6754 FOREST PRESERVE DISTRICT OF DUPAGE CO												
20232226		08/27/2025		0925-1	265063	5,000.00		5,000.00	09/05/2025	INV	PD	525 S PARK BLVD RESTOR
CHECK DATE: 09/05/2025												
14055 GENESISONE												
996737		08/26/2025		0925-1	265064	546.10		546.10	09/05/2025	INV	PD	TONERS
CHECK DATE: 09/05/2025												
348 GLEN ELLYN CHAMBER OF COMMERCE												
23764		07/10/2025		0925-1	265065	2,800.00		2,800.00	09/05/2025	INV	PD	HEALTHY HEART CHALLENG
CHECK DATE: 09/05/2025												
23849		08/29/2025		0925-1	265065	550.00		550.00	09/05/2025	INV	PD	STEAK FRY TABLE OF 10

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/05/2025												
23850		08/29/2025		0925-1	265065	320.00		320.00	09/05/2025	INV	PD	(5) STEAK FRY TICKETS
CHECK DATE: 09/05/2025												
						3,670.00						
9692 LOUIS GLUNZ BEER, INC												
812294		07/18/2025		0925-1	265066	207.85		207.85	08/30/2025	INV	PD	BEVERAGE FOR RESALE
CHECK DATE: 09/05/2025												
10033 G & B SERVICE AND RECOVERY												
25-7676		08/22/2025		0925-1	265067	175.00		175.00	09/22/2025	INV	PD	2012 VOLKSWAGEN TOW
CHECK DATE: 09/05/2025												
368 GRACE LUTHERAN CHURCH												
GRACE-152		09/01/2025		0925-1	265068	360.00		360.00	09/05/2025	INV	PD	CUSTODIAL/TELECOM
CHECK DATE: 09/05/2025												
5049 GROOT INDUSTRIES INC.												
15009254T107		09/01/2025		0925-1	265069	150,364.13		150,364.13	09/05/2025	INV	PD	REFUSE SERVICES 0625
CHECK DATE: 09/05/2025												
2324 HARRIS MOTOR SPORTS, INC.												
01-410169		08/26/2025		0925-1	265070	189.87		189.87	08/29/2025	INV	PD	REPAIR PARTS FOR BEVER
CHECK DATE: 09/05/2025												
8112 JOHN HUBSKY												
08202025		08/20/2025		0925-1	265071	130.00		130.00	09/05/2025	INV	PD	APWA PWX CONFERENCE
CHECK DATE: 09/05/2025												
14313 JVL PROPERTIES												
20250323		08/25/2025		0925-1	265072	1,500.00		1,500.00	08/29/2025	INV	PD	120 S PARK BLVD RESTOR
CHECK DATE: 09/05/2025												
13839 LEAF CAPITAL FUNDING LLC												
18928112	20250047	08/26/2025		0925-1	265073	3,614.25		3,614.25	08/30/2025	INV	PD	4 YR LEASE AGREEMENT -
CHECK DATE: 09/05/2025												
546 LEN'S ACE HARDWARE, INC.												
117916/3		08/05/2025		0925-1	265074	25.18		25.18	09/02/2025	INV	PD	GOLF OPERATIONS SUPPLI
CHECK DATE: 09/05/2025												
118025/3		08/22/2025		0925-1	265074	8.99		8.99	08/29/2025	INV	PD	PVC CAPS FOR DRIVING R
CHECK DATE: 09/05/2025												
118032/3		08/25/2025		0925-1	265074	37.53		37.53	08/29/2025	INV	PD	MISC NUTS AND BOLTS
CHECK DATE: 09/05/2025												
118040/3		08/26/2025		0925-1	265074	32.51		32.51	09/05/2025	INV	PD	POLICE DEPT - MATERIAL
CHECK DATE: 09/05/2025												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
118071/3		08/28/2025		0925-1	265074	16.19		16.19	09/05/2025	INV	PD	SHOP SUPPLIES - BATTER
CHECK DATE: 09/05/2025												
118078/3		08/29/2025		0925-1	265074	20.69		20.69	09/05/2025	INV	PD	ALUMINUM ANGLE FOR UNI
CHECK DATE: 09/05/2025												
595 MENARDS, INC.						141.09						
59350		08/11/2025		0925-1	265075	629.79		629.79	08/29/2025	INV	PD	BRICK & COUPLING FOR R
CHECK DATE: 09/05/2025												
59500		08/13/2025		0925-1	265075	65.95		65.95	08/29/2025	INV	PD	SAW BLADES
CHECK DATE: 09/05/2025												
13822 METROPOLIS COFFEE CO, LLC						695.74						
2273601		08/25/2025		0925-1	265076	756.25		756.25	08/25/2025	INV	PD	NA BEV.
CHECK DATE: 09/05/2025												
606 MIDWEST GROUNDCOVERS, LLC												
PSC-000196		08/22/2025		0925-1	265077	-21.95		-21.95	08/22/2025	CRM	PD	CREDIT FOR TAX CHARGED
CHECK DATE: 09/05/2025												
PSI-001366		08/13/2025		0925-1	265077	335.45		335.45	09/05/2025	INV	PD	ADDITIONAL PLANTS FOR
CHECK DATE: 09/05/2025												
14203 2 J's HOSPITALITY LLC						313.50						
08012025		08/01/2025		0925-1	265078	3,000.00		3,000.00	09/05/2025	INV	PD	DOWNTOWN BEAUTIFICATIO
CHECK DATE: 09/05/2025												
5841 GENUINE PARTS CO-NAPA												
805260		08/26/2025		0925-1	265079	11.36		11.36	09/05/2025	INV	PD	INVENTORY - FILTER
CHECK DATE: 09/05/2025												
805494		08/28/2025		0925-1	265079	58.99		58.99	09/05/2025	INV	PD	VENT CAP FOR UNIT # 50
CHECK DATE: 09/05/2025												
635 BUREAU VERITAS NATIONAL ELEVATOR						70.35						
RI 25019473		08/14/2025		0925-1	265080	750.00		750.00	08/29/2025	INV	PD	ELEVATOR INSPECTIONS
CHECK DATE: 09/05/2025												
RI 25020566		08/26/2025		0925-1	265080	165.00		165.00	09/05/2025	INV	PD	ELEVATOR INSPECTIONS
CHECK DATE: 09/05/2025												
RI 25020568		08/26/2025		0925-1	265080	75.00		75.00	09/05/2025	INV	PD	ELEVATOR INSPECTIONS
CHECK DATE: 09/05/2025												
651 NORTHERN ILLINOIS GAS COMPANY						990.00						
59-47-62-1000 6 0825		08/15/2025		0925-1	265081	210.32		210.32	09/05/2025	INV	PD	524 PENNSYLVANIA AVE,
CHECK DATE: 09/05/2025												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
86-07-35-9064 7 0825 CHECK DATE: 09/05/2025		08/15/2025		0925-1	265082	22.26		22.26	09/05/2025	INV	PD	889 W ST CHARLES, GAS
13717 NORTHERN GLASS, INC												
25-0017-02 CHECK DATE: 09/05/2025		08/03/2025		0925-1	265083	5,470.00		5,470.00	09/05/2025	INV	PD	POLICE DEPT - WINDOW T
5279 O'LEARY'S CONTRACTORS EQUIP & SUP, INC												
557488 CHECK DATE: 09/05/2025		08/18/2025		0925-1	265084	337.45		337.45	09/05/2025	INV	PD	CHAPS & LANYARD
11266 PHYSICIANS IMMEDIATE CARE NORTH CHICAGO LLC												
4466515 CHECK DATE: 09/05/2025		08/13/2025		0925-1	265085	358.00		358.00	09/05/2025	INV	PD	EMPLOYEE SCREENINGS
1724 POMP'S TIRE SERVICE INC												
280176065 CHECK DATE: 09/05/2025		08/27/2025		0925-1	265086	400.66		400.66	09/05/2025	INV	PD	NEW TIRES - UNIT # 261
5678 PRIORITY PRODUCTS, INC												
1022131 CHECK DATE: 09/05/2025		08/20/2025		0925-1	265087	25.33		25.33	08/29/2025	INV	PD	MISC NUTS & BOLTS
9750 RAPID TRANSPORT TOWING, INC												
6080 CHECK DATE: 09/05/2025		08/23/2025		0925-1	265088	175.00		175.00	09/23/2025	INV	PD	2006 DODGE TOW
1254 REINDERS, INC.												
1000226-00 CHECK DATE: 09/05/2025		08/25/2025		0925-1	265089	680.92		680.92	08/29/2025	INV	PD	IRRIGATION PARTS
14315 REVEAL DESIGN LLC												
20250439 CHECK DATE: 09/05/2025		08/26/2025		0925-1	265090	250.00		250.00	08/29/2025	INV	PD	451 TAYLOR AVE RESTORE
12740 REVELS TURF AND TRACTOR, LLC												
362307 CHECK DATE: 09/05/2025		08/21/2025		0925-1	265091	922.32		922.32	08/29/2025	INV	PD	PARTS FOR FAIRWAY MOWE
13718 RINGCENTRAL, INC.												
CD_001198260 CHECK DATE: 09/05/2025		08/23/2025		0925-1	265092	620.24		620.24	09/05/2025	INV	PD	GEVFC PHONE SYSTEM
13511 SANTA FE RESTAURANT												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
06242025		09/02/2025		0925-1	265093	1,575.00	1,575.00	09/05/2025	INV	PD		EMPLOYEE TACO TUESDAY
CHECK DATE: 09/05/2025												
6093 SCHAMBERGER BROTHERS, INC												
1000161198		08/29/2025		0925-1	265094	372.55	372.55	08/30/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/05/2025												
9897 SITEONE LANDSCAPE SUPPLY HOLDING, LLC												
157512099-001		08/21/2025		0925-1	265095	129.18	129.18	08/29/2025	INV	PD		SEED STARTER FOR LANDS
CHECK DATE: 09/05/2025												
12512 SOUTHEAST LINEN ASSOCIATES, INC.												
1393305		08/26/2025		0925-1	265096	467.42	467.42	08/30/2025	INV	PD		LINEN SERVICE
CHECK DATE: 09/05/2025												
1393748		08/29/2025		0925-1	265096	622.15	622.15	08/30/2025	INV	PD		LINEN SERVICE
CHECK DATE: 09/05/2025												
					1,089.57							
10181 SOUTHERN GLAZER'S WINE AND SPIRITS, LLC												
1952054		08/28/2025		0925-1	265097	2,662.65	2,662.65	08/30/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/05/2025												
168 ROGER CLEVELAND GOLF CO, INC												
8578825 SO		07/31/2025		0925-1	265098	373.26	373.26	09/02/2025	INV	PD		MERCHANDISE FOR RESALE
CHECK DATE: 09/05/2025												
8581777 SO		08/08/2025		0925-1	265098	911.35	911.35	09/02/2025	INV	PD		MERCHANDISE FOR RESALE
CHECK DATE: 09/05/2025												
					1,284.61							
7787 STENSTROM PETROLEUM SERVICES GROUP												
249369		08/25/2025		0925-1	265099	1,178.00	1,178.00	09/05/2025	INV	PD		FUEL ISLAND - REQUIRED
CHECK DATE: 09/05/2025												
2676 STERLING CUT GLASS CO, INC												
0810343		08/13/2025		0925-1	265100	403.97	403.97	09/02/2025	INV	PD		TROPHY GLEN ELLYN OPEN
CHECK DATE: 09/05/2025												
844 SYSCO FOOD SERV - CHICAGO, INC												
824586034		08/23/2025		0925-1	265101	1,212.33	1,212.33	08/23/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
824587632		08/25/2025		0925-1	265101	1,995.38	1,995.38	08/25/2025	INV	PD		FOOD - RESALE, NA BEV.
CHECK DATE: 09/05/2025												
824596330		08/28/2025		0925-1	265101	3,260.02	3,260.02	08/28/2025	INV	PD		FOOD - RESALE, NA BEV.
CHECK DATE: 09/05/2025												
824598224		08/29/2025		0925-1	265101	352.12	352.12	08/29/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
8733 T-MOBILE USA						6,819.85						
082125		08/21/2025		0925-1	265102	141.00	141.00	09/19/2025	INV	PD		CELL PHONE SERVICES 20
CHECK DATE: 09/05/2025												
854 TERRACE SUPPLY COMPANY												
0001072502		08/31/2025		0925-1	265103	4.65	4.65	09/05/2025	INV	PD		CYLINDER RENTAL
CHECK DATE: 09/05/2025												
14311 TARA EVANS												
104005		08/27/2025		0925-1	265104	3,100.00	3,100.00	08/29/2025	INV	PD		POND WEED MANAGEMENT F
CHECK DATE: 09/05/2025												
10558 TESTA PRODUCE, INC												
00422086		08/27/2025		0925-1	265105	-27.25	-27.25	08/27/2025	CRM	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
00422142		08/26/2025		0925-1	265105	-27.25	-27.25	08/26/2025	CRM	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
00422338		08/28/2025		0925-1	265105	-77.60	-77.60	08/28/2025	CRM	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06006522		08/22/2025		0925-1	265105	93.45	93.45	08/22/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06008027		08/25/2025		0925-1	265105	549.62	549.62	08/25/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06009361		08/27/2025		0925-1	265105	31.75	31.75	08/27/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06009595		08/27/2025		0925-1	265105	827.35	827.35	08/27/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06010345		08/28/2025		0925-1	265105	360.75	360.75	08/28/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06010407		08/28/2025		0925-1	265105	19.75	19.75	08/28/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06011389		08/29/2025		0925-1	265105	304.30	304.30	08/29/2025	INV	PD		FOOD - RESALE, NA BEV.
CHECK DATE: 09/05/2025												
06011414		08/29/2025		0925-1	265105	23.25	23.25	08/29/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
06012134		08/30/2025		0925-1	265105	660.25	660.25	08/30/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/05/2025												
						2,738.37						
12262 THELEN MATERIALS												
449685		08/23/2025		0925-1	265106	1,832.98	1,832.98	08/29/2025	INV	PD		TOPDRESSING SAND FOR R
CHECK DATE: 09/05/2025												
865 ACUSHNET COMPANY												
921129603		07/31/2025		0925-1	265107	1,088.96	1,088.96	09/02/2025	INV	PD		MERCHANDISE FOR RESALE
CHECK DATE: 09/05/2025												
921163756		08/06/2025		0925-1	265107	3,420.91	3,420.91	09/02/2025	INV	PD		MERCHANDISE FOR RESALE

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/05/2025											
921190544		08/11/2025		0925-1	265107	1,898.53	1,898.53	09/02/2025	INV	PD	MERCHANDISE FOR RESALE
CHECK DATE: 09/05/2025						6,408.40					
658 PATSON, INC											
X101738697:01		08/29/2025		0925-1	265108	20.91	20.91	09/05/2025	INV	PD	REPLACEMENT RADIO ANTE
CHECK DATE: 09/05/2025											
10577 CAMPAGNA-TURANO BAKERY, INC											
130036547		08/25/2025		0925-1	265109	32.49	32.49	08/25/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025											
130036587		08/26/2025		0925-1	265109	161.75	161.75	08/26/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025											
130036641		08/28/2025		0925-1	265109	52.46	52.46	08/28/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025											
130036687		08/29/2025		0925-1	265109	43.57	43.57	08/29/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025											
130036718		08/30/2025		0925-1	265109	226.77	226.77	08/30/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025						517.04					
11819 UNIFIRST CORPORATION											
1190238033		08/27/2025		0925-1	265110	75.08	75.08	09/05/2025	INV	PD	RENO CENTER - WEEKLY F
CHECK DATE: 09/05/2025											
1278 UNION PACIFIC RAILROAD COMPANY											
90148413	20200024	08/14/2025		0925-1	265111	2,283.54	2,283.54	09/05/2025	INV	PD	ENGINEERING SERVICES
CHECK DATE: 09/05/2025											
8044 US BANK NATIONAL ASSOCIATION											
7866929		08/25/2025		0925-1	265112	575.00	575.00	09/05/2025	INV	PD	PAYING AGENT FEE 2015
CHECK DATE: 09/05/2025											
884 U.S. FOODSERVICE, INC.											
1777054		08/25/2025		0925-1	265113	2,689.59	2,689.59	08/25/2025	INV	PD	FOOD - RESSALE, NA BEV
CHECK DATE: 09/05/2025											
1937213		08/28/2025		0925-1	265113	2,300.77	2,300.77	08/28/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/05/2025						4,990.36					
909 V3 COMPANIES OF ILLINOIS, LTD											
10725666R	20250040	08/13/2025		0925-1	265114	44,846.76	44,846.76	08/29/2025	INV	PD	2025 RECONSTRUCTION UT
CHECK DATE: 09/05/2025											
11926 VELAN SOLUTIONS LLC											
1122		08/22/2025		0925-1	265115	1,344.00	1,344.00	09/05/2025	INV	PD	PD PEER SUPPORT NETWORK

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/05/2025												
7711 WINDY CITY DISTRIBUTION COMPANY												
100804469		08/28/2025		0925-1	265116	1,338.80	1,338.80	08/30/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/05/2025												
12905 YOUNG MEN'S CHRISTIAN ASSOCIATION												
20230979		08/26/2025		0925-1	265117	7,067.50	7,067.50	08/29/2025	INV	PD		26 NEWTON AVE RESTORE
CHECK DATE: 09/05/2025												
975 ZIEBELL WATER SERVICE PRODUCTS INC												
270240-000		08/15/2025		0925-1	265118	234.28	234.28	08/29/2025	INV	PD		HYDRANT PARTS
CHECK DATE: 09/05/2025												
12231 400 MAIN LLC												
20190489		09/09/2025		0925-2	265119	3,000.00	3,000.00	09/12/2025	INV	PD		494 HILLSIDE AVE RESTO
CHECK DATE: 09/12/2025												
13444 A MAESTRANZI SONS KNIFE SERVICES												
895588		09/04/2025		0925-2	265120	35.50	35.50	09/04/2025	INV	PD		PROFESSIONAL SERVICES
CHECK DATE: 09/12/2025												
2021 A-RELIABLE PRINTING												
30505		05/06/2025		0925-2	265121	291.00	291.00	09/05/2025	INV	PD		FINAL WATER/CART REQUE
CHECK DATE: 09/12/2025												
30978		08/28/2025		0925-2	265121	109.00	109.00	09/12/2025	INV	PD		#10 REGULAR ENVELOPES
CHECK DATE: 09/12/2025												
						400.00						
13317 ABOVE PAR TECH OF IOWA, LLC												
AI00103		09/02/2025		0925-2	265122	2,700.00	2,700.00	09/08/2025	INV	PD		DATA PLAN/RTK SUBSCRIP
CHECK DATE: 09/12/2025												
10753 ADVANCED TURF SOLUTIONS												
SO1376038		09/03/2025		0925-2	265123	4,025.00	4,025.00	09/08/2025	INV	PD		14 BAGS OF FESCUE/BENT
CHECK DATE: 09/12/2025												
SO1378331		09/04/2025		0925-2	265123	4,400.00	4,400.00	09/08/2025	INV	PD		PALLET OF SEED FOR RAN
CHECK DATE: 09/12/2025												
						8,425.00						
8119 AECOM TECHNICAL SERVICES INC												
2001036633	20230031	07/03/2025		0925-2	265124	15,935.89	15,935.89	09/05/2025	INV	PD		YR 1 OF MULTI-YEAR CON
CHECK DATE: 09/12/2025												
6381 AFFILIATED CUSTOMER SERVICE, INC												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
S216261		08/29/2025		0925-2	265125	709.10		709.10	09/05/2025	INV	PD	REPL OF A FIRE ALARM D
CHECK DATE: 09/12/2025												
10559 ALLIED GARAGE DOOR INC												
0000235766		08/12/2025		0925-2	265126	1,293.38		1,293.38	09/12/2025	INV	PD	RENO CENTER - REPAIRS
CHECK DATE: 09/12/2025												
12567 AMAZON.COM SALES, INC.												
116T-CM3N-CRX3		09/01/2025		0925-2	265127	154.75		154.75	09/12/2025	INV	PD	OFFICE SUPPLIES/NAMEPL
CHECK DATE: 09/12/2025												
116X-LT79-KVVT		09/01/2025		0925-2	265127	3,481.31		3,481.31	09/06/2025	INV	PD	FOOD, SUPPLIES, BUILDI
CHECK DATE: 09/12/2025												
199M-XDPV-1FHC		09/01/2025		0925-2	265127	143.77		143.77	09/12/2025	INV	PD	OFFICE SUPPLIES/BATTER
CHECK DATE: 09/12/2025												
1G1P-6LWF-KD4L		09/01/2025		0925-2	265127	475.05		475.05	10/01/2025	INV	PD	CAR CHARGER, MOUSE PAD
CHECK DATE: 09/12/2025												
1X6X-KMTK-DG19		09/01/2025		0925-2	265127	842.04		842.04	09/12/2025	INV	PD	TANK DRAIN KIT, FILTER
CHECK DATE: 09/12/2025												
						5,096.92						
10850 ANGELO GELATO ITALIANO, INC												
9163		09/05/2025		0925-2	265128	197.00		197.00	09/05/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
12241 BRAND IT ON APPAREL CO.												
2485 NICKELS 25		05/07/2025		0925-2	265129	450.00		450.00	08/08/2025	INV	PD	2025 UNIFORMS
CHECK DATE: 09/12/2025												
2490 LIEWEHR 25		05/21/2025		0925-2	265129	448.00		448.00	08/08/2025	INV	PD	2025 UNIFORMS
CHECK DATE: 09/12/2025												
2505M hinnawi		05/07/2025		0925-2	265129	413.00		413.00	08/08/2025	INV	PD	2025 UNIFORMS
CHECK DATE: 09/12/2025												
2511 VIC SAB		05/19/2025		0925-2	265129	430.00		430.00	09/12/2025	INV	PD	2025 UNIFORMS
CHECK DATE: 09/12/2025												
2513 B COLEY		05/21/2025		0925-2	265129	400.00		400.00	09/12/2025	INV	PD	2025 UNIFORMS
CHECK DATE: 09/12/2025												
2519 FRIES		05/21/2025		0925-2	265129	337.00		337.00	08/08/2025	INV	PD	2025 UNIFORMS
CHECK DATE: 09/12/2025												
						2,478.00						
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC												
123169701		09/04/2025		0925-2	265130	936.12		936.12	09/06/2025	INV	PD	BEVERAGE FOR RESALE
CHECK DATE: 09/12/2025												
2197 BOJO TURF SUPPLY INC												
71015		08/28/2025		0925-2	265131	20.98		20.98	09/08/2025	INV	PD	NITRILE GLOVES
CHECK DATE: 09/12/2025												
128 CARQUEST AUTO PARTS												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
8780524542222		09/02/2025		0925-2	265132	24.99		24.99	09/12/2025	INV	PD	NITE SHADE LENS - UNIT
CHECK DATE: 09/12/2025												
5866 CASE LOTS INC.												
2920		08/19/2025		0925-2	265133	114.75		114.75	09/05/2025	INV	PD	RENO CENTER - CUSTODIA
CHECK DATE: 09/12/2025												
3039		08/25/2025		0925-2	265133	726.62		726.62	09/12/2025	INV	PD	CIVIC CENTER -CUSTODIA
CHECK DATE: 09/12/2025												
3098		08/26/2025		0925-2	265133	109.95		109.95	09/12/2025	INV	PD	RENO CENTER - CUSTODIA
CHECK DATE: 09/12/2025												
					951.32							
10505 CDM SMITH INC												
90243194	20230022	09/01/2025		0925-2	265134	35,839.55		35,839.55	09/05/2025	INV	PD	PHASE II ENGINEERING S
CHECK DATE: 09/12/2025												
10812 CELTIC COMMERCIAL PAINTING, LLC												
13486		09/04/2025		0925-2	265135	1,080.00		1,080.00	09/12/2025	INV	PD	PUBLIC WORKS DIRECTOR'
CHECK DATE: 09/12/2025												
1076 CINTAS CORPORATION NO 2												
4241945602		09/02/2025		0925-2	265136	35.57		35.57	09/12/2025	INV	PD	POLICE DEPT - WEEKLY F
CHECK DATE: 09/12/2025												
5290310505		09/04/2025		0925-2	265137	284.79		284.79	09/06/2025	INV	PD	FIRST AID SUPPLY REPLE
CHECK DATE: 09/12/2025												
4241945574		09/02/2025		0925-2	265138	172.97		172.97	09/06/2025	INV	PD	JANITORIAL RESTOCK
CHECK DATE: 09/12/2025												
4241945491		09/02/2025		0925-2	265139	308.90		308.90	09/06/2025	INV	PD	JANITORIAL RESTOCK
CHECK DATE: 09/12/2025												
4242256468		09/04/2025		0925-2	265140	63.51		63.51	09/12/2025	INV	PD	CIVIC CENTER - WEEKLY
CHECK DATE: 09/12/2025												
13547 COLLEY ELEVATOR CO.												
285448		09/01/2025		0925-2	265141	229.00		229.00	09/12/2025	INV	PD	CIVIC CENTER - 9/1/25
CHECK DATE: 09/12/2025												
175 COMMONWEALTH EDISON COMPANY												
6279906000 0825		08/22/2025		0925-2	265142	589.86		589.86	09/03/2025	INV	PD	455 CRESCENT PARKING L
CHECK DATE: 09/12/2025												
1944934000 0825		08/18/2025		0925-2	265143	11,247.93		11,247.93	09/06/2025	INV	PD	0 N HARDING 1 W MADISO
CHECK DATE: 09/12/2025												
2736840100 0825		08/15/2025		0925-2	265144	16.30		16.30	09/06/2025	INV	PD	0 S PARK 1 W WINCHELL
CHECK DATE: 09/12/2025												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
3952321222 0825 CHECK DATE: 09/12/2025		08/15/2025		0925-2	265145	1.28		1.28	09/06/2025	INV	PD	360 SANDHURST CIR REAR
8742274000 0825 CHECK DATE: 09/12/2025		08/15/2025		0925-2	265146	.26		.26	09/06/2025	INV	PD	345 TAFT AVE DRINKING
10917 CONRAD POLYGRAPH, INC												
6691 CHECK DATE: 09/12/2025		08/29/2025		0925-2	265147	200.00		200.00	09/12/2025	INV	PD	POLYGRAPH EXAM
4876 CONSTELLATION NEWENERGY, INC.												
7302778-88623 0825 CHECK DATE: 09/12/2025		08/31/2025		0925-2	265148	12,318.23		12,318.23	09/03/2025	INV	PD	STREETLIGHTS CHARGED T
BG-316250 0825 CHECK DATE: 09/12/2025		08/18/2025		0925-2	265149	1,691.57		1,691.57	09/03/2025	INV	PD	485 WINCHELLL WAY & OT
10952 CONSUMERS PACKING COMPANY												
429016 CHECK DATE: 09/12/2025		09/02/2025		0925-2	265150	2,900.54		2,900.54	09/02/2025	INV	PD	FOOD - RESALE
429120 CHECK DATE: 09/12/2025		09/04/2025		0925-2	265150	1,919.65		1,919.65	09/04/2025	INV	PD	FOOD - RESALE
14335 QUINN & BRITTNEY COSGROVE						4,820.19						
24.0026 CHECK DATE: 09/12/2025		09/08/2025		0925-2	265151	782.00		782.00	09/12/2025	INV	PD	24.0026/417 DAWN AVE
197 CRUSH-CRETE INC												
81622 CHECK DATE: 09/12/2025		08/22/2025		0925-2	265152	70.00		70.00	09/05/2025	INV	PD	HAUL TO DUMP - ASPHAUL
11887 DACRA ADJUDICATION SYSTEMS LLC												
DT 2025-08-002 CHECK DATE: 09/12/2025	20250014	09/01/2025		0925-2	265153	1,850.00		1,850.00	10/01/2025	INV	PD	2025 CONTRACT THROUGH
204 DAILY HERALD												
347668 CHECK DATE: 09/12/2025		08/25/2025		0925-2	265154	496.80		496.80	09/05/2025	INV	PD	202500121/20250030/202
14338 DEB KOSICH MANAGEMENT LLC												
20190501 CHECK DATE: 09/12/2025		09/09/2025		0925-2	265155	3,000.00		3,000.00	09/12/2025	INV	PD	400 N MAIN ST RESTORE
216 DELL MARKETING L.P.												

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10832659973		08/25/2025		0925-2	265156	1,388.10	1,388.10	09/05/2025	INV	PD		LAPTOP
CHECK DATE: 09/12/2025												
10832660035		08/25/2025		0925-2	265156	329.98	329.98	09/05/2025	INV	PD		MONITORS
CHECK DATE: 09/12/2025												
14332 SEAN & COURTNEY DRISCOLL						1,718.08						
24.0011		09/08/2025		0925-2	265157	751.90	751.90	09/12/2025	INV	PD		24.0011/582 HILLSIDE A
CHECK DATE: 09/12/2025												
242 DU-KANE ASPHALT CO.												
8820		08/22/2025		0925-2	265158	674.56	674.56	09/05/2025	INV	PD		LEAD LINE REPLACEMENT
CHECK DATE: 09/12/2025												
8847		08/28/2025		0925-2	265158	569.84	569.84	09/05/2025	INV	PD		ASPHALT GRINDS
CHECK DATE: 09/12/2025												
249 DUPAGE COUNTY						1,244.40						
09012025		09/01/2025		0925-2	265159	603.00	603.00	09/12/2025	INV	PD		RECOEDING FEES
CHECK DATE: 09/12/2025												
261 DUPAGE TOPSOIL, INC.												
059479		08/20/2025		0925-2	265160	370.00	370.00	09/05/2025	INV	PD		TOPSOIL FOR BINS
CHECK DATE: 09/12/2025												
9056 ECOLAB INC												
6354619478		09/03/2025		0925-2	265161	183.02	183.02	09/03/2025	INV	PD		SUPPLIES
CHECK DATE: 09/12/2025												
13467 EDWARD HOSPITAL												
00205302-00		07/31/2025		0925-2	265162	1,450.00	1,450.00	09/05/2025	INV	PD		EMPLOYEE SCREENINGS
CHECK DATE: 09/12/2025												
4705 ELMHURST MEMORIAL OCC HEALTH SERVICES												
00204031-00		06/30/2025		0925-2	265163	748.00	748.00	09/05/2025	INV	PD		EMPLOYEE SCREENINGS
CHECK DATE: 09/12/2025												
00205125-00		07/31/2025		0925-2	265163	306.00	306.00	09/05/2025	INV	PD		EMPLOYEE SCREENINGS
CHECK DATE: 09/12/2025												
291 EUCLID BEVERAGE, LLC						1,054.00						
W-4279563		05/08/2025		0925-2	265164	426.45	426.45	09/06/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/12/2025												
W-4355396		07/24/2025		0925-2	265164	1,042.20	1,042.20	09/06/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/12/2025												
W-4396470		09/04/2025		0925-2	265164	2,140.65	2,140.65	09/06/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/12/2025												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
11334 EURO USA MIDWEST LLC						3,609.30						
807397-0A		05/20/2025		0925-2	265165	-175.64	-175.64	05/20/2025	CRM	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
821210-00		09/02/2025		0925-2	265165	482.64	482.64	09/02/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
821454-00		09/04/2025		0925-2	265165	237.64	237.64	09/04/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
821512-00		09/05/2025		0925-2	265165	190.60	190.60	09/05/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
821694-00		09/06/2025		0925-2	265165	456.87	456.87	09/06/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
						1,192.11						
14319 KAREN EVENSEN												
2025-0420-LIQ		09/02/2025		0925-2	265166	1,250.00	1,250.00	09/05/2025	INV	PD		2025-0420-LIQ
CHECK DATE: 09/12/2025												
11421 FACILITIES MANAGEMENT EXPRESS, LLC												
42703		09/05/2025		0925-2	265167	3,019.99	3,019.99	09/12/2025	INV	PD		FMX ANNUAL SOFTWARE SU
CHECK DATE: 09/12/2025												
2017 ELLIOTT AUTO SUPPLY COMPANY, INC												
50-6283257		09/03/2025		0925-2	265168	60.30	60.30	09/08/2025	INV	PD		FILTER STOCK
CHECK DATE: 09/12/2025												
50-6286959		09/04/2025		0925-2	265168	185.00	185.00	09/12/2025	INV	PD		CONTROL ARM ASSEMBLY -
CHECK DATE: 09/12/2025												
						245.30						
3752 FERGUSON ENTERPRISES, INC. #1550												
0530896		08/12/2025		0925-2	265169	651.40	651.40	09/12/2025	INV	PD		METER PARTS FOR STOCK
CHECK DATE: 09/12/2025												
1726 BRIDGESTONE RETAIL OPERATIONS, LLC												
320795		08/20/2025		0925-2	265170	538.60	538.60	09/08/2025	INV	PD		FRONT TIRE REPLACEMENT
CHECK DATE: 09/12/2025												
14330 JEFFERY & SARA FORT												
24.0004		09/08/2025		0925-2	265171	300.00	300.00	09/12/2025	INV	PD		24.0004/901 & 906 MAYA
CHECK DATE: 09/12/2025												
324 FULTON TECHNOLOGIES, INC.												
3007		08/26/2025		0925-2	265172	2,320.89	2,320.89	09/05/2025	INV	PD		2025 YEARLY INSPECTION
CHECK DATE: 09/12/2025												
12708 GLEN ELLYN BREWING COMPANY												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1583		09/03/2025		0925-2	265173	454.00		454.00	09/06/2025	INV	PD	BEVERAGE FOR RESALE
CHECK DATE:	09/12/2025											
1180 GLEN ELLYN PARK DISTRICT												
23.0007		09/08/2025		0925-2	265174	1,055.00		1,055.00	09/12/2025	INV	PD	23.0007/490 N KENILWOR
CHECK DATE:	09/12/2025											
20230781		08/27/2025		0925-2	265175	5,000.00		5,000.00	09/05/2025	INV	PD	490 N KENILWORTH RESTO
CHECK DATE:	09/12/2025											
4808 GLEN OAK COUNTRY CLUB												
24.0002		09/08/2025		0925-2	265176	511.27		511.27	09/12/2025	INV	PD	24.0002/21W427 FAIRWAY
CHECK DATE:	09/12/2025											
14325 TYLER GOERTH												
2025-0351-RET		09/02/2025		0925-2	265177	1,823.00		1,823.00	09/12/2025	INV	PD	RETT 886 DUANE ST
CHECK DATE:	09/12/2025											
14324 JONATHAN GOLDSMITH												
09032025		09/05/2025		0925-2	265178	1,816.22		1,816.22	09/12/2025	INV	PD	DOWNTOWN BEAUTIFICATIO
CHECK DATE:	09/12/2025											
929 W.W. GRAINGER INC												
9591528139		07/31/2025		0925-2	265179	-90.80		-90.80	07/31/2025	CRM	PD	SEAL RETURN
CHECK DATE:	09/12/2025											
9594457187		08/04/2025		0925-2	265179	86.16		86.16	09/08/2025	INV	PD	AIR FILTERS FOR GROUND
CHECK DATE:	09/12/2025											
9600940176		08/08/2025		0925-2	265179	409.51		409.51	09/08/2025	INV	PD	IMPACT RESISTANT WINSH
CHECK DATE:	09/12/2025											
9607194678		08/14/2025		0925-2	265179	78.47		78.47	09/08/2025	INV	PD	MOPS AND MOP BUCKET
CHECK DATE:	09/12/2025											
9618971239		08/25/2025		0925-2	265179	136.60		136.60	09/08/2025	INV	PD	FUEL PUMP KIT FOR 3102
CHECK DATE:	09/12/2025											
					619.94							
5049 GROOT INDUSTRIES INC.												
15008896T107		09/01/2025		0925-2	265180	1,665.01		1,665.01	09/06/2025	INV	PD	TRASH AND RECYCLING
CHECK DATE:	09/12/2025											
12677 GUARDIAN ALLIANCE TECHNOLOGIES, INC.												
30217		08/31/2025		0925-2	265181	306.00		306.00	08/31/2025	INV	PD	APPLICANT SCREENING, S
CHECK DATE:	09/12/2025											
4800 MOHAMMAD HABIB												
09042025		09/04/2025		0925-2	265182	1,650.00		1,650.00	09/12/2025	INV	PD	161 JONATHAN CT-REIMB
CHECK DATE:	09/12/2025											

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2081 HAMPTON, LENZINI AND RENWICK, INC.												
000020252269		09/04/2025		0925-2	265183	795.00		795.00	09/12/2025	INV	PD	RENO CENTER - SPACE NE
CHECK DATE: 09/12/2025												
12682 HARDING CUSTOM HOMES												
17.0014		09/08/2025		0925-2	265184	1,217.50		1,217.50	09/12/2025	INV	PD	17.0014/765 HARDING AV
CHECK DATE: 09/12/2025												
14102 HIRE LEVEL												
81270		08/31/2025		0925-2	265185	623.91		623.91	09/12/2025	INV	PD	PREEMPLOYMENT SCREENIN
CHECK DATE: 09/12/2025												
14333 RYAN & ELIZABETH HOGAN												
24.0022		09/08/2025		0925-2	265186	1,825.70		1,825.70	09/12/2025	INV	PD	24.0022/252 MERTON AVE
CHECK DATE: 09/12/2025												
389 HOLSTEIN'S GARAGE												
3675		08/31/2025		0925-2	265187	315.00		315.00	09/12/2025	INV	PD	DOT REQUIRED SAFETY IN
CHECK DATE: 09/12/2025												
9748 PT HOLDINGS, LLC												
0589177		08/26/2025		0925-2	265188	193.05		193.05	09/06/2025	INV	PD	HWH ICE MACHINE REPAIR
CHECK DATE: 09/12/2025												
3892 ILCMA												
6392		09/03/2025		0925-2	265189	100.00		100.00	09/12/2025	INV	PD	JOB AD
CHECK DATE: 09/12/2025												
12335 ILLINOIS PHLEBOTOMY SERVICES												
2405		09/01/2025		0925-2	265190	1,700.00		1,700.00	10/01/2025	INV	PD	PHLEBOTOMY SERVICES
CHECK DATE: 09/12/2025												
425 ILLINOIS SECTION AWWA												
200100135		08/21/2025		0925-2	265191	54.00		54.00	09/05/2025	INV	PD	2025 TRAINING, LEAD LI
CHECK DATE: 09/12/2025												
200100261		08/28/2025		0925-2	265191	134.00		134.00	09/05/2025	INV	PD	2025 TRAINING, FALL RE
CHECK DATE: 09/12/2025												
14334 ENTELA & BEN ILO												
24.0023		09/08/2025		0925-2	265192	846.40		846.40	09/12/2025	INV	PD	24.0023/548 DUANE ST
CHECK DATE: 09/12/2025												
12230 IMPACT PROMOTIONS												
						188.00						

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
235		08/29/2025		0925-2	265193	1,938.25	1,938.25	09/06/2025	INV	PD	R22 UNIFORMS
CHECK DATE: 09/12/2025											
4475 INSITE RE INC.											
13.0020		09/08/2025		0925-2	265194	1,593.50	1,593.50	09/12/2025	INV	PD	13.0020/439-447 COTTAG
CHECK DATE: 09/12/2025											
546 LEN'S ACE HARDWARE, INC.											
118051/3		08/27/2025		0925-2	265195	76.40	76.40	09/08/2025	INV	PD	PEST CONTROL PRODUCTS
CHECK DATE: 09/12/2025											
118095/3		09/03/2025		0925-2	265195	14.38	14.38	09/12/2025	INV	PD	BLEACH SPECIAL EVENTS
CHECK DATE: 09/12/2025											
118113/3		09/04/2025		0925-2	265195	22.48	22.48	09/12/2025	INV	PD	CIVIC CENTER - RODENT
CHECK DATE: 09/12/2025											
118116/3		09/04/2025		0925-2	265195	34.18	34.18	09/12/2025	INV	PD	SHOP SUPPLIES
CHECK DATE: 09/12/2025											
118134/3		09/08/2025		0925-2	265195	3.93	3.93	09/12/2025	INV	PD	MISC. HARDWARE - UNIT
CHECK DATE: 09/12/2025											
					151.37						
13606 M3V DATA MANAGEMENT, LLC											
7038		09/02/2025		0925-2	265196	990.00	990.00	09/12/2025	INV	PD	ANNUAL SOFTWARE LICENS
CHECK DATE: 09/12/2025											
13326 MADISON CORPORATE GROUP											
10.0019		09/08/2025		0925-2	265197	1,836.46	1,836.46	09/12/2025	INV	PD	10.0019/648-692 ROOSEV
CHECK DATE: 09/12/2025											
14337 WILLIAM & KELLY MARTIN											
26732		09/05/2025		0925-2	265198	2,790.00	2,790.00	09/12/2025	INV	PD	RETT 681 OAK ST
CHECK DATE: 09/12/2025											
13629 EDWARD MCGOEY											
08122025		09/02/2025		0925-2	265199	40.00	40.00	09/12/2025	INV	PD	210 GLENWOOD - LEAD SE
CHECK DATE: 09/12/2025											
595 MENARDS, INC.											
60204		08/26/2025		0925-2	265200	7.49	7.49	09/12/2025	INV	PD	FIRE STATIONS-MATERIAL
CHECK DATE: 09/12/2025											
60287		08/27/2025		0925-2	265200	44.80	44.80	09/12/2025	INV	PD	CONCRETE FOR SIDEWALK
CHECK DATE: 09/12/2025											
60403		08/29/2025		0925-2	265200	11.43	11.43	09/12/2025	INV	PD	POLICE DEPT - MATERIAL
CHECK DATE: 09/12/2025											
					63.72						
10159 MIDAMERICAN TECHNOLOGY											

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
19725		08/28/2025		0925-2	265201	150.00		150.00	09/05/2025	INV	PD	REPLACEMENT BATTERY F
CHECK DATE: 09/12/2025												
13474 MIDWEST MECHANICAL GROUP LLC												
112175246		08/27/2025		0925-2	265202	809.00		809.00	09/12/2025	INV	PD	POL DEPT-EMERG REPAIR
CHECK DATE: 09/12/2025												
8381 MUELLNER CONSTRUCTION, INC												
HMR 262 MERTON AVE		09/09/2025		0925-2	265203	500.00		500.00	09/12/2025	INV	PD	HMR 262 MERTON AVE
CHECK DATE: 09/12/2025												
8205 MUNICIPAL GIS PARTNERS, INC												
8176	20250012	09/02/2025		0925-2	265204	14,027.98		14,027.98	09/05/2025	INV	PD	YEAR 3 OF 3 GIS SERVIC
CHECK DATE: 09/12/2025												
680 PATRICK J MURPHY BUILDERS INC												
20.0016		09/08/2025		0925-2	265205	1,500.00		1,500.00	09/12/2025	INV	PD	20.0016/982-992 HILL A
CHECK DATE: 09/12/2025												
5841 GENUINE PARTS CO-NAPA												
805997		09/02/2025		0925-2	265206	14.14		14.14	09/12/2025	INV	PD	INVENTORY - FILTER
CHECK DATE: 09/12/2025												
12264 NATIONAL ELECTRONICS RECYCLING												
4535		08/11/2025		0925-2	265207	572.00		572.00	09/05/2025	INV	PD	E-WASTE DISPOSAL FOR V
CHECK DATE: 09/12/2025												
635 BUREAU VERITAS NATIONAL ELEVATOR												
RI 25020795		08/28/2025		0925-2	265208	600.00		600.00	09/12/2025	INV	PD	ELEVATOR INSPECTIONS
CHECK DATE: 09/12/2025												
488 JOHN NERI CONSTRUCTION CO.												
3 08/02/25-08/22/25	20250051	08/29/2025		0925-2	265209	895,286.70		895,286.70	09/05/2025	INV	PD	2025 RECONSTRUCTION UT
CHECK DATE: 09/12/2025												
10716 NITTI DEVELOPMENT, LLC												
18.0019		09/08/2025		0925-2	265210	127.95		127.95	09/12/2025	INV	PD	18.0019/0N201 CUMNOR A
CHECK DATE: 09/12/2025												
13867 NOBLETEC LLC												
C19926		08/28/2025		0925-2	265211	5,161.62		5,161.62	09/05/2025	INV	PD	GARAGE NETWORK EQUIPME
CHECK DATE: 09/12/2025												
12699 OAK & STEEL												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
09032025		09/03/2025		0925-2	265212	1,741.00	1,741.00	09/12/2025	INV	PD		DOWNTOWN BEAUTIFICATIO
CHECK DATE: 09/12/2025												
4701 RYAN DUNHAM												
HMR 251 SUNSET AVE		09/09/2025		0925-2	265213	500.00	500.00	09/12/2025	INV	PD		HMR 251 SUNSET AVE
CHECK DATE: 09/12/2025												
HMR 905 WAVERLY RD		09/09/2025		0925-2	265213	500.00	500.00	09/12/2025	INV	PD		HMR 905 WAVERLY RD
CHECK DATE: 09/12/2025												
HMR 970 WAVERLY RD		09/09/2025		0925-2	265213	500.00	500.00	09/12/2025	INV	PD		HMR 970 WAVERLY RD
CHECK DATE: 09/12/2025												
						1,500.00						
670 DAVID B COULTER												
25-154		08/30/2025		0925-2	265214	1,054.50	1,054.50	09/05/2025	INV	PD		ZONE E INVENTORY - PAR
CHECK DATE: 09/12/2025												
25-162		09/02/2025		0925-2	265214	382.50	382.50	09/12/2025	INV	PD		INVOICE#4 FOR TREE PRO
CHECK DATE: 09/12/2025												
						1,437.00						
2670 PACE SUBURBAN BUS												
656829		08/31/2025		0925-2	265215	2,312.33	2,312.33	09/12/2025	INV	PD		LOCAL SHARE 0625
CHECK DATE: 09/12/2025												
14328 PM DESIGN GROUP												
23.0012		09/08/2025		0925-2	265216	1,405.70	1,405.70	09/12/2025	INV	PD		23.0012/515 CRESCENT B
CHECK DATE: 09/12/2025												
13127 POWER DMS, INC.												
INV-140207		07/11/2025		0925-2	265217	3,606.84	3,606.84	09/09/2025	INV	PD		POWERTIME SUBSCRIPTION
CHECK DATE: 09/12/2025												
13244 R & R PRODUCTS, INC.												
CD3073342		09/03/2025		0925-2	265218	469.90	469.90	09/08/2025	INV	PD		PARTS FOR SPARE FAIRWA
CHECK DATE: 09/12/2025												
3370 RAY WHALEN BUILDERS INC.												
HMR 540 ELM ST		09/09/2025		0925-2	265219	250.00	250.00	09/12/2025	INV	PD		HMR 540 ELM ST
CHECK DATE: 09/12/2025												
1254 REINDERS, INC.												
6080733-00		09/02/2025		0925-2	265220	437.22	437.22	09/08/2025	INV	PD		AERIFICATION TINES AND
CHECK DATE: 09/12/2025												
6080733-01		09/03/2025		0925-2	265220	23.05	23.05	09/08/2025	INV	PD		SAFETY DECAL FOR AERIF
CHECK DATE: 09/12/2025												
6080859-00		09/03/2025		0925-2	265220	218.76	218.76	09/08/2025	INV	PD		BELTS FOR GREENS AERIF
CHECK DATE: 09/12/2025												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
12740 REVELS TURF AND TRACTOR, LLC						679.03						
363777		08/29/2025		0925-2	265221	156.80	156.80	09/08/2025	INV	PD		REEL MOTOR SAFETY CABL
CHECK DATE: 09/12/2025												
363782		08/29/2025		0925-2	265221	57.40	57.40	09/08/2025	INV	PD		FILLER CAP FOR FAIRWAY
CHECK DATE: 09/12/2025												
364388		09/04/2025		0925-2	265221	33.02	33.02	09/08/2025	INV	PD		SPRINGS FOR JOHN DEERE
CHECK DATE: 09/12/2025												
						247.22						
11782 RITE-WAY CUSTOM HOMES												
20241049		09/02/2025		0925-2	265222	1,650.00	1,650.00	09/05/2025	INV	PD		540 DUANE ST RESTORE R
CHECK DATE: 09/12/2025												
765 RUSS'S PLUMBING & SEWER INC												
25-0782		08/22/2025		0925-2	265223	1,125.00	1,125.00	09/05/2025	INV	PD		CIVIC CENTER -HYDRO JE
CHECK DATE: 09/12/2025												
8894 RUSSO HARDWARE, INC												
SPI21259359		09/02/2025		0925-2	265224	234.95	234.95	09/08/2025	INV	PD		STIHL PARTS STOCK
CHECK DATE: 09/12/2025												
SPI21262609		09/04/2025		0925-2	265224	91.98	91.98	09/08/2025	INV	PD		14" BAR FOR CHAINSAWS
CHECK DATE: 09/12/2025												
SPI21262611		09/04/2025		0925-2	265224	207.99	207.99	09/08/2025	INV	PD		BLADE FOR BRUSH CUTTER
CHECK DATE: 09/12/2025												
						534.92						
6093 SCHAMBERGER BROTHERS, INC												
1000162366		09/05/2025		0925-2	265225	333.30	333.30	09/06/2025	INV	PD		BEVERAGE FOR RESALE
CHECK DATE: 09/12/2025												
13551 SELVIN'S LANDSCAPING												
20231088		09/09/2025		0925-2	265226	500.00	500.00	09/12/2025	INV	PD		570 PLEASANT AVE RESTO
CHECK DATE: 09/12/2025												
795 SIKICH LLP												
107795		09/05/2025		0925-2	265227	6,933.68	6,933.68	09/12/2025	INV	PD		2024 FIRE CO AUDIT SER
CHECK DATE: 09/12/2025												
14046 SMITH BROTHERS TREE & LANDSCAPE COMPANY												
1731		09/05/2025		0925-2	265228	675.00	675.00	09/12/2025	INV	PD		WEED MOW VIOLATION - 3
CHECK DATE: 09/12/2025												
12512 SOUTHEAST LINEN ASSOCIATES, INC.												
1394124		09/02/2025		0925-2	265229	466.32	466.32	09/06/2025	INV	PD		LINEN SERVICE

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/12/2025												
10181 SOUTHERN GLAZER'S WINE AND SPIRITS, LLC												
1960954		09/04/2025		0925-2	265230	1,076.41		1,076.41	09/06/2025	INV	PD	BEVERAGE FOR RESALE
CHECK DATE: 09/12/2025												
806 STANDARD EQUIPMENT COMPANY												
P05968		08/27/2025		0925-2	265231	5.97		5.97	09/12/2025	INV	PD	DRIVE KEY & SET SCREW
CHECK DATE: 09/12/2025												
7600 STUEVER & SONS, INC												
504544		09/04/2025		0925-2	265232	190.00		190.00	09/06/2025	INV	PD	BEER LINE CLEANING
CHECK DATE: 09/12/2025												
4986 SUPERSPORT CONSTRUCTION												
20230713		09/09/2025		0925-2	265233	500.00		500.00	09/12/2025	INV	PD	667 N PARK BLVD RESTOR
CHECK DATE: 09/12/2025												
12038 SVIGOS ASSET MANAGEMENT INC												
20.0010		09/08/2025		0925-2	265234	1,343.00		1,343.00	09/12/2025	INV	PD	20.0010/413 MAIN ST
CHECK DATE: 09/12/2025												
844 SYSCO FOOD SERV - CHICAGO, INC												
824604550		09/01/2025		0925-2	265235	1,565.39		1,565.39	09/01/2025	INV	PD	FOOD - RESALE, NA BEV.
CHECK DATE: 09/12/2025												
824615369		09/04/2025		0925-2	265235	1,655.25		1,655.25	09/04/2025	INV	PD	FOOD - RESALE, NA BEV.
CHECK DATE: 09/12/2025												
824618338		09/05/2025		0925-2	265235	-65.49		-65.49	09/05/2025	CRM	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
824619594		09/06/2025		0925-2	265235	-44.79		-44.79	09/06/2025	CRM	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
						3,110.36						
8705 LEXINGTON CORPORATE ENTERPRISES, INC												
8634130-00		08/14/2025		0925-2	265236	187.64		187.64	09/05/2025	INV	PD	PD - MINI SPLIT UNIT R
CHECK DATE: 09/12/2025												
10558 TESTA PRODUCE, INC												
06012597		09/02/2025		0925-2	265237	524.20		524.20	09/02/2025	INV	PD	FOOD - RESALE, NA BEV.
CHECK DATE: 09/12/2025												
06014451		09/04/2025		0925-2	265237	400.85		400.85	09/04/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
06015598		09/05/2025		0925-2	265237	443.22		443.22	09/05/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
06015705		09/05/2025		0925-2	265237	60.30		60.30	09/05/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
06016633		09/06/2025		0925-2	265237	395.17		395.17	09/06/2025	INV	PD	FOOD - RESALE

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 09/12/2025												
948 WEST PUBLISHING CORPORATION						1,823.74						
852154208		07/01/2025		0925-2	265238	561.84	561.84	09/05/2025	INV	PD		ONLINE SOFTWARE SUBSCR
CHECK DATE: 09/12/2025												
10876 THYSSENKRUPP ELEVATOR CORPORATION												
6000819687		08/22/2025		0925-2	265239	538.00	538.00	09/12/2025	INV	PD		POLICE DEPT - TKE TECH
CHECK DATE: 09/12/2025												
14267 TAZA CONSTRUCTION												
8254		08/29/2025		0925-2	265240	16,645.00	16,645.00	09/12/2025	INV	PD		CIVIC CENTER - CAPITAL
CHECK DATE: 09/12/2025												
8255		09/02/2025		0925-2	265240	6,045.00	6,045.00	09/12/2025	INV	PD		POLICE DEPT - CAPITAL
CHECK DATE: 09/12/2025												
8256		09/02/2025		0925-2	265240	12,220.00	12,220.00	09/12/2025	INV	PD		RENO CENTER - PAINTING
CHECK DATE: 09/12/2025												
11504 TOTAL PARKING SOLUTIONS, INC						34,910.00						
107522		09/01/2025		0925-2	265241	1,920.00	1,920.00	09/12/2025	INV	PD		CMS MONITORING 10/22/2
CHECK DATE: 09/12/2025												
107523		09/01/2025		0925-2	265242	3,174.00	3,174.00	09/12/2025	INV	PD		MAINTENANCE PARKING TE
CHECK DATE: 09/12/2025												
658 PATSON, INC												
X101743346:01		09/08/2025		0925-2	265243	69.57	69.57	09/12/2025	INV	PD		CONTROL VALVE FOR UNIT
CHECK DATE: 09/12/2025												
10019 TRANSUNION RISK AND ALTERNATIVE												
258788-202508-01		09/01/2025		0925-2	265244	210.00	210.00	10/15/2025	INV	PD		MONTHLY SERVICES
CHECK DATE: 09/12/2025												
10577 CAMPAGNA-TURANO BAKERY, INC												
130036808		09/04/2025		0925-2	265245	32.49	32.49	09/04/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
130036848		09/05/2025		0925-2	265245	28.02	28.02	09/05/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
130036886		09/06/2025		0925-2	265245	135.20	135.20	09/06/2025	INV	PD		FOOD - RESALE
CHECK DATE: 09/12/2025												
11819 UNIFIRST CORPORATION						195.71						
1190233358		08/06/2025		0925-2	265246	76.21	76.21	09/12/2025	INV	PD		RENO CENTER - WEEKLY F
CHECK DATE: 09/12/2025												

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1190239819		09/03/2025		0925-2	265246	75.08		75.08	09/12/2025	INV	PD	RENO CENTER - WEEKLY F
CHECK DATE: 09/12/2025												
5190004514		08/12/2025		0925-2	265246	-1.13		-1.13	08/12/2025	CRM	PD	CREDIT FROM FINANCE CH
CHECK DATE: 09/12/2025												
1278 UNION PACIFIC RAILROAD COMPANY						150.16						
01/01-12/31/24		09/03/2025		0925-2	265247	25,393.37		25,393.37	09/12/2025	INV	PD	PARKING LOT LEASE FY24
CHECK DATE: 09/12/2025												
884 U.S. FOODSERVICE, INC.												
2035543		09/01/2025		0925-2	265248	2,285.21		2,285.21	09/01/2025	INV	PD	FOOD - RESALE, NA BEV.
CHECK DATE: 09/12/2025												
2142770		09/03/2025		0925-2	265248	51.73		51.73	09/03/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
2142771		09/03/2025		0925-2	265248	47.84		47.84	09/03/2025	INV	PD	FOOD - RESALE
CHECK DATE: 09/12/2025												
2156870		09/03/2025		0925-2	265248	25.44		25.44	09/03/2025	INV	PD	SUPPLIES
CHECK DATE: 09/12/2025												
2189110		09/04/2025		0925-2	265248	3,114.87		3,114.87	09/04/2025	INV	PD	food - resale, na bev.
CHECK DATE: 09/12/2025												
906 UTILITY DYNAMICS CORPORATION						5,525.09						
0820-3397		08/20/2025		0925-2	265249	4,920.00		4,920.00	09/05/2025	INV	PD	REPAIR - 151 DERBY GLE
CHECK DATE: 09/12/2025												
0820-3430		08/20/2025		0925-2	265249	1,640.71		1,640.71	09/05/2025	INV	PD	REPAIR CIRCUIT BREAKER
CHECK DATE: 09/12/2025												
14331 ANTHONY VACCARO						6,560.71						
24.0009		09/08/2025		0925-2	265250	210.00		210.00	09/12/2025	INV	PD	24.0009/719 CRESCENT B
CHECK DATE: 09/12/2025												
9719 VERIZON CONNECT NWF INC.												
613000072735		09/02/2025		0925-2	265251	1,143.15		1,143.15	09/12/2025	INV	PD	GPS - AVL FLEET TRACKI
CHECK DATE: 09/12/2025												
915 VERIZON WIRELESS SERVICES LLC												
6121210527		08/16/2025		0925-2	265252	620.27		620.27	09/05/2025	INV	PD	580459997-00001 07/17-
CHECK DATE: 09/12/2025												
12899 WAYDE BEECHY, INC.												
369862		09/05/2025		0925-2	265253	172.47		172.47	09/12/2025	INV	PD	BATTERY FOR INVENTORY
CHECK DATE: 09/12/2025												
946 WEST CENTRAL MUNICIPAL CONFERENCE												

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VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
0007783-IN CHECK DATE: 09/12/2025		08/28/2025		0925-2	265254	575.00		575.00	09/05/2025	INV	PD	SUBURBAN TREE CONSORTI
14199 NVA WHEATON VETERINARY MANAGEMENT LLC												
543055 CHECK DATE: 09/12/2025		09/02/2025		0925-2	265255	60.00		60.00	10/02/2025	INV	PD	K9 BOARDING
14329 MATTHEW & BROOKE WILKE												
HMR 537 TURNER AVE CHECK DATE: 09/12/2025		09/09/2025		0925-2	265256	500.00		500.00	09/12/2025	INV	PD	HMR 537 TURNER AVE
7711 WINDY CITY DISTRIBUTION COMPANY												
100809537 CHECK DATE: 09/12/2025		09/04/2025		0925-2	265257	1,258.14		1,258.14	09/06/2025	INV	PD	BEVERAGE FOR RESALE
13008 DOUG & SUMMER WIRTH												
23.0005 CHECK DATE: 09/12/2025		09/08/2025		0925-2	265258	169.00		169.00	09/12/2025	INV	PD	23.0005/306 N KENILWOR
5305 DAVID YOB												
28-1876 CHECK DATE: 09/12/2025		09/02/2025		0925-2	265259	30.00		30.00	09/12/2025	INV	PD	VEHICLE STICKER LATE F
14327 KEVIN & ELIZABETH ZIMMERMAN												
23.0006 CHECK DATE: 09/12/2025		09/08/2025		0925-2	265260	834.90		834.90	09/12/2025	INV	PD	23.0006/2S630 ARBORETU
484 INVOICES						1,696,054.33						

** END OF REPORT - Generated by Jenneane Timreck **



Minutes
Village of Glen Ellyn
Regular Village Board Meeting
Monday, August 25, 2025
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order – 7:08 P.M.

B. Pledge of Allegiance

C. Roll Call

Upon roll call by Clerk Cosby, President Burket and Trustees Bhagwakar, Christiansen, Kalinich, Simon, and Thompson answered “Present.”

Also in attendance: Village Manager Franz, Assistant Village Manager Irizarry, Village Attorney Stephanides, Finance Director Brankin, Interim Public Works Director Hubsy, Community Development Director Henaghan, Economic Development & Communications Director Hannah, Deputy Police Chief Vavra, and Fire Chief Clark.

D. Audience Participation

There was no off-agenda audience participation.

E. Presentation

- 1) Philip J. Rock Center and School - Update on Mission and Service (Bonnie Jordan, Executive Director)

Bonnie Jordan, Executive Director of the Philip J. Rock Center and School presented an update on their mission and service and all of the services that they provide for the special needs community. She began with a history of the Center and then gave a preview of the newly renovated Center by showing a short video. She then encouraged everyone to come to the ribbon cutting or just come and see the new facility.

Trustee Kalinich asked what would happen to the old facility. Director Jordan replied that it will be demolished.

- 2) Honoring the memory of Trustee Steve Syzmanski by President Burket.

President Burket spoke about the service and leadership of Trustee Syzmanski to the Village of Glen Ellyn, the kindness he always displayed, and how he will be missed. The Village awarded him the key to the Village posthumously, which will be given to his family.

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

RESULTS:	APPROVED [5 to 0]
MOVER:	Trustee Christiansen [Items 1 – 7; 9 – 13; 15]
SECONDER:	Trustee Simon
AYES:	Christiansen, Simon, Bhagwakar, Kalinich, Thompson
NAYS:	

Motion to approve the following items including Payroll and Vouchers totaling \$4,377,666.03. These agenda items have been reviewed by the Management Team and Village Attorney and are consistent with the Village's purchasing policy (Village President Burket).

- 1) Total Expenditures (Payroll and Vouchers) - \$4,377,666.03
- 2) Appoint Trustee Simon as President Pro Tem for the period of September – December 2025
- 3) Approve Village Board July 28, 2025 Special Workshop Minutes
- 4) Approve Village Board July 28, 2025 Meeting Minutes
- 5) Approve Village Board July 14, 2025 Special Meeting Minutes
- 6) Consent to Village President Burket's Reappointment of John Zemenak as the Village's Ethics Officer with a Term Ending on July 31, 2026
- 7) Approve a New Special Event: Compass Real Estate Septemberfest Appreciation Event (Communications Coordinator Paplauskas)
- 8) Adopt Resolution No. 25-48, a Resolution to Approve a Contract with Sentinel Emergency Solutions, LLC for the Purchase of Two Rosenbauer Pumpers in a Not-To-Exceed Amount of \$2,218,292.00, Waiving the Village's Bid Process for the Contract Pursuant to Section 1-10-7 of the Village Code and Authorizing the Contract's Execution (Fire Chief Clark)

RESULTS:	APPROVED [4 to 0] Trustees Christiansen RECUSED
MOVER:	Trustee Simon
SECONDER:	Trustee Kalinich
AYES:	Simon, Kalinich, Bhagwakar, Thompson
NAYS:	

Trustee Christiansen pulled this item for a separate vote in order to recuse herself from the vote.

- 9) Adopt Resolution No. 25-49, a Resolution Approving an Independent Contractor Agreement with Corrective Asphalt Materials, LLC for the Construction of the 2025 Asphalt Surface Rejuvenation Program in the Not-To-Exceed Amount of \$81,491.25 to be Expensed to the Capital Project Fund, Waiving the Village's Bidding Requirements for the Agreement Pursuant to Section 1-10-2(E) of the Village Code and Authorizing the Agreement's Execution (Interim Public Works

Director Hubsky)

- 10) Adopt Ordinance No. 7213-VC, an Ordinance to Amend Title 3 (“Business Regulations”), Chapter 19 (“Liquor Control Code”), Section 3-19-12 (“Restriction on Number of Licenses”) of the Glen Ellyn Village Code to Amend the Number of Permitted Liquor Licenses (Village Attorney Stephanides)
- 11) Adopt Resolution No. 25-50, a Resolution Approving an Independent Contractor Agreement with B & B Holiday Decorating, L.L.C. for Holiday Lights and Decoration Services in an Amount not to Exceed \$71,376.90 to be Expensed to the Public Works Operations - Streets Fund and Authorizing its Execution (Interim Public Works Director Hubsky)
- 12) Adopt Resolution No. 25-51, a Resolution Approving a Transaction Confirmation with Constellation NewEnergy-Gas Division, LLC for the Provision of Natural Gas Service to Village Facilities and Authorizing Its Execution (Village Manager Franz)
- 13) Adopt Ordinance No. 7214-VC, an Ordinance Amending Title 7 ("Health and Sanitation"), Chapter 9 ("Sewer Use Regulations"), Section 7-9-27 ("Specific Limitation on Certain Discharges") of the Glen Ellyn Village Code (Interim Public Works Director Hubsky)
- 14) Adopt Resolution No. 25-52, a Resolution Approving an Independent Contractor Agreement with JLJ Contracting, Inc. for the Civic Center Exterior Door Replacement Project in the Not-to-Exceed Amount of \$56,432.25 to be expensed to the Facilities Maintenance Reserve Fund, Authorizing the Agreement's Execution (Interim Public Works Director Hubsky)

RESULTS:	APPROVED [5 to 0]
MOVER:	Trustee Kalinich
SECONDER:	Trustee Simon
AYES:	Kalinich, Simon, Bhagwakar, Christiansen, Thompson
NAYS:	

Trustee Kalinich believed there are inconsistencies in the packet as well as it does not reflect the feedback from the Historic Preservation Committee (HPC) due to the timing of the HPC meeting and the publication of the Village Board packet. Discussion continued on how the HPC is currently conducting research to historically reference the replacement, except for the east door, which is determined to be OK to approve at this current meeting and will be reflected in the resolution.

Facilities Superintendent Victor Sabaliauskas confirmed the cost of the east doors only.

Trustee Thompson voiced his concern regarding the project and that the proposals are confusing. Village Manager Franz replied.

Trustee Christiansen clarified why the doors are being replaced in multiple steps, explaining that the replacement must meet landmark standards due to historic significance. Discussion continued, including other doors at other facilities.

- 15) Adopt Ordinance No. 7215, an Ordinance Granting A Special Use Permit for

Outdoor Storage Located at 680 Roosevelt Road, Glen Ellyn, Illinois (Community Development Director Henaghan)

- 16) Adopt Resolution No. 25-53, a Resolution Approving a Professional Services Agreement with T.P.I. Building Code Consultants, Inc., Waiving the Village's Bid Process for the Agreement and Authorizing the Agreement's Execution (Community Development Director Henaghan)

RESULTS:	APPROVED [5 to 0]
MOVER:	Trustee Thompson
SECONDER:	Trustee Kalinich
AYES:	Thompson, Kalinich, Bhagwakar, Christiansen, Simon
NAYS:	

Trustee Thompson was concerned that for the contract renewal in light of recent email feedback questioning the efficiency of this group. He wondered if it should be revisited. Village Manager Franz replied. Discussion ensued.

G. 564 N. Main Street Zoning Variations (Community Development Director Henaghan) (Trustee Thompson)

- 1) Adopt Ordinance No. 7216, an Ordinance Granting Three Variations and Denying One Variation from Section 10-5-5(B)(4) of the Village's Zoning Code to Allow for the Construction of a Paver Patio and Pergola for the Property Located at 564 N. Main Street, Glen Ellyn, Illinois

RESULTS:	APPROVED [4 to 1]
MOVER:	Trustee Thompson
SECONDER:	Trustee Kalinich
AYES:	Thompson, Kalinich, Bhagwakar, Simon
NAYS:	Christiansen

Community Development Director Henaghan presented proposed variances. She reviewed each of the three variances and then summarized the variations being recommended and denied.

The Board asked clarification questions. Community Development Director Henaghan replied.

Trustee Simon asked the petitioners about why the variances are needed. The petitioners replied. Trustee Christiansen asked a follow-up question regarding the size and landscaping. The petitioners replied.

The Board gave their opinions on the variances, with Trustee Christiansen giving her reasons why she didn't think that this proposal shows any real hardship. The discussion continued.

H. 293 Roosevelt Road - Special Use Permit (Community Development Director Henaghan) (Trustee Thompson)

- 1) Adopt Ordinance No. 7217, an Ordinance Granting a Special Use Permit for a Drive-in Commercial Facility Located at 293 Roosevelt Road, Glen Ellyn, Illinois

RESULTS:	APPROVED [5 to 0]
MOVER:	Trustee Thompson
SECONDER:	Trustee Kalinich
AYES:	Thompson, Kalinich, Bhagwakar, Christiansen, Simon
NAYS:	

Community Development Director Henaghan presented the proposed special use permit.

Trustee Christiansen asked about how the proposed stops signs would work in controlling the drive-thru traffic.

Trustee Kalinich asked about making the area a one-way versus the proposed variances. Trustee Christiansen agreed. Community Development Director Henaghan replied.

Discussion continued amongst the Board and the petitioner.

I. Lead Water Service Line Replacement Program Policy (Interim Public Works Director Hubsy) (Trustee Simon)

- 1) Adopt Resolution No. 25-54, a Resolution Approving and Adopting the Village of Glen Ellyn's Lead and Galvanized Steel Water Service Line Replacement Program Policy

RESULTS:	APPROVED [5 to 0]
MOVER:	Trustee Simon
SECONDER:	Trustee Christiansen
AYES:	Simon, Christiansen, Bhagwakar, Kalinich, Thompson
NAYS:	

Interim Public Works Director Hubsy presented an update to the lead line replacement program including its history, policy for funding, and where the final inventory stands.

The Board asked follow-up questions. Interim Public Works Director Hubsy replied. Finance Director Brankin answered questions regarding financial aspects of the program.

Norris Eber, resident, asked a question about the possibility of offsetting the budget surplus to the lead issue.

Trustee Thompson gave his thoughts on private funding accommodations that were made to the program. He also expressed appreciation for easing the burden on residents of the Village.

Trustee Kalinich asked Village Attorney Stephanides about the look-back period and those residents that have already been reimbursed and the status of this for the Village. Village Attorney Stephanides replied.

Trustee Christiansen thought it was important to pay for this as a Village since it will improve the quality of the water system for everyone.

Trustee Thompson asked about lead within a private residence. Discussion ensued.

J. Other Business

K. Reminders

- 1) Village Board August 26, 2025 Special Workshop at 5:15 pm
- 2) Village Board September 8, 2025 Special Workshop at 5:30 pm
- 3) Village Board September 8, 2025 Meeting at 7 pm
- 4) Village Board September 15, 2025 Workshop at 6 pm

L. Adjourn – 9:27 P.M.

Adjourn to Closed Executive Session for the Purpose of Discussing the Appointment, Employment, Compensation and Performance of Specific Employees of the Village pursuant to 5 ILCS 120/2(c)(1) and the selection of a person to fill a vacancy in the office of Public Works Director and perspective Village Trustee pursuant to 5 ILCS 120/2(c)(3), not to return to open session

Trustee Kalinich moved and Trustee Thompson seconded to adjourn and go into Closed Executive Session. Unanimous vote of approval.



Minutes
Village of Glen Ellyn
Special Village Board Workshop Meeting
Monday, August 25, 2025
6:00 PM
Glen Ellyn Civic Center, Room 301

A. Call to Order – 6:03 P.M.

B. Pledge of Allegiance

C. Roll Call

Upon roll call by Deputy Clerk Hannah, President Burket and Trustees Bhagwakar, Christiansen, Kalinich, and Thompson answered “Present.” Trustee Simon was absent.

Also in attendance: Village Manager Franz, Assistant Village Manager Irizarry, Village Attorney Stephanides, Finance Director Brankin, Interim Public Works Director Hubsy, Economic Development & Communications Director Hannah, Professional Engineer Daubert, Village Engineer Peebles, Management Analyst Barrett, Deputy Police Chief Vavra, and Police Commander Downey.

D. Audience Participation

There was no off-agenda audience participation.

E. Traffic Speed Management

1) Discussion of Roadway Speed Management

Village Manager Franz introduced the topic of the session and then asked Assistant Village Manager Irizarry to review the meeting topics prior to discussion and public comment.

Emily Bukala, resident, gave a presentation regarding the Slow Down Glen Ellyn campaign, including background information and a personal anecdote. She continued by making the case for lowering the speed limit to 25mph.

Linda Richmond, resident, continued the presentation with statistics on vehicle speed and traffic safety.

Ms. Bukala continued the presentation by citing a physician’s opinion and then status of neighboring communities, wrapping up with possible solutions.

Village Manager Franz pointed out that many on-line comments had been received and they were available to the Board to review.

Trustee Thompson asked staff if a traffic study must be done to lower the speed limit. Assistant Village Manager Irizarry replied, with additional comment from Village Attorney Stephanides.

Trustee Thompson asked follow-up questions about the need for a traffic study. Village Engineer Daubert replied. Discussion ensued regarding traffic studies as well as traffic safety.

Trustee Kalinich voiced her support of lowering the speed limit and asked about the logistics of lowering the speed. Village Engineer Daubert replied. Discussion regarding logistics and timelines continued.

President Burket asked Police Commander Downey for a Police Department point-of-view of the issue. Police Commander Downey replied. Follow-up questions were asked by Trustees Bhagwakar and Christiansen. Police Commander Downey replied, reiterating the need for a traffic study to truly understand the situation. Village Engineer Daubert added comments regarding traffic study.

Deputy Police Chief Vavra commented on the availability of automated warning systems and cost of applying this technology to specific streets.

Alison Porton, resident and traffic planner, asked if there was a way to expedite change, and spoke about her appreciation of the engineering aspect of the requirements.

Trustee Bhagwakar asked what had been done in the past to slow traffic in hot spots. Village Engineer Daubert replied.

Trustee Kalinich asked if the angular vs. parallel parking matters for safety. Village Engineer Daubert replied. Trustee Bhagwakar asked a follow-up question. Village Engineer Daubert replied.

Tessa Schwarz, resident, spoke on behalf of mothers in the community concerned with speed and safety.

Jeff Hughes, resident and Homeowners Association president at Baker Hill, said that a predominant topic of conversation in the association is slowing traffic down for resident safety.

Scott Milkovley, resident, supported the engineering study but wanted to caution studying past data which can miss current trends.

A resident who had spoken previously stressed the urgency of the issue.

Village Manager Franz wrapped the session up by confirming that there is interest in having the engineering team put together a scope/cost Request For Proposal (RFP) for the next budget cycle. Trustee Christiansen wanted to know what would move down in priority if this moved up. Trustee Thompson added that the focus should be kept narrow on this issue as a prioritization. Final discussion points were made.

F. Adjourn – 7:02 P.M.

Mover: Trustee Christiansen; Second: Trustee Thompson. Unanimous vote to adjourn.



Minutes
Village of Glen Ellyn
Special Village Board Workshop
Tuesday, August 26, 2025
5:15 PM
Glen Ellyn Civic Center, Room 301

A. Call to Order – 5:21 P.M.

B. Pledge of Allegiance

C. Roll Call

Upon roll call by Clerk Cosby, President Burket and Trustees Christiansen, Kalinich, Simon, and Thompson answered “Present.” Trustee Bhagwakar was absent.

Also present were Village Manager Franz and Village Attorney Stephanides.

D. Audience Participation

There was no off-agenda audience participation.

E. Adjourn – 5:22 P.M.

Adjourn to closed executive session for the purpose of discussing the selection of a person to fill a vacancy in a public office pursuant to 5 ILCS 120/2(c)(3), not to return to open session

Trustee Simon moved and Trustee Christiansen seconded to adjourn and go into Closed Executive Session. Unanimous vote of approval.



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

Meeting 9/22/2025 7:00 PM
Department: Police
Department Head: Phil Norton
Category: Purchase
Prepared By: Erica Tierney

AGENDA ITEM (ID
[ITEM_ID])

DOC ID: [ITEM_ID]

Adopt Resolution No. 25-60, A Resolution Approving a Purchase Price Agreement with Acme Sports, Inc. for the Purchase of Red Dot Sights, Mounting Plates, and Iron Sight Suppressor Sets in a Not-to-Exceed Amount of \$40,000.08 to be Expensed to the Police Department's Forfeiture Fund and Authorizing the Agreement's Execution (Police Chief Norton)

Statement of the Issue:

Red dot sights can increase accuracy and improve the time it takes for target identification and acquisition. When using the fixed iron sights on the handgun it restricts the overall vision of the officer and limits their view of the threat. It is also trained that the officer focus on the front sight of the handgun in order to properly align the rear sight with the front sight and with the target, meaning there are multiple focus points the eye must adjust to with the fixed iron sights. Having a red dot sight opens the overall field of view for the officer as the optic has a larger view window. It is also designed with the understanding that the human response to a threat is to be focused on the threat. With a red dot sight, the officer is focused on the threat while the dot is placed on nearly the same optical plane, allowing for a single point of focus.

Analysis:

Through a lengthy test and evaluation process, along with additional research of two specifically branded red dots, the firearms training unit recommends the purchase of the Trijicon RMR HD red dot sight. The sight has a 55 MOA adjustable LED reticle with a 3.25 MOA red dot. MOA stands for minute of angle, which defines the size of the reticle and dot. The size of these for this red dot sight is the industry standard. This is a proven, durable, and field-tested red dot sight that is constructed out of forged aluminum and is waterproof to 66 feet. It has a top loading battery compartment for easy battery change. The battery will last for up to three years of constant operation, so the officer never has to worry about turning the sight on and off during a shift. The sight is affixed to the handgun using a mounting plate (purchased separately) and will require the installation of new suppressor height fixed iron sights (purchased separately). There are multiple brightness settings for the reticle and dot which sit in a large view window to increase field of view.

Three purchase quotes were obtained from the vendors below:

Acme Sports, Inc.	\$695.00 per unit, 46 units	= \$31,970.00
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Ray O'Herron Company	\$696.60 per unit, 46 units	= \$32,043.60
Trijicon, Inc	\$765.00 per unit, 46 units	= \$35,190.00

The information from the vendors is that the ship date for the sights could be up to six months. Staff is recommending the red dot sights be purchased from Acme Sports Inc. for a total expenditure of \$31,970.00.

There are additional components that need to be purchased to install the red dot sight onto the handgun. One is the mounting plate and the other is new iron sights that are suppressor height. The mounting plate is manufactured by C&H Precision and is an aluminum plate that is mounted to the handgun and then the red dot sight is mounted to the plate. It keeps that red dot sight securely attached to the handgun. Below is a list of vendors and prices for the plate: (Quotes attached)

C&H Precision	\$67.99 per unit, 46 units	= \$3127.54
Kiesler Police Supply	\$68.99 per unit, 46 units	= \$3173.54
Acme Sports Inc.	\$67.49 per unit, 46 units	= \$3104.54

The other component is new iron sights for the handgun. The iron sights are the standard physical sights placed on the handgun. The new sights needing to be purchased are suppressor height sights. These sights are taller so that they can still be viewed through the lower third of the view window on the red dot sight. Below is a list of vendors and prices for the iron sights: (Quote attached)

Ray O'Herron	\$119.00 per unit	46 units	= \$5474.00
Kiesler Police Supply	\$106.95 per unit	46 units	= \$4919.70
Acme Sports, Inc:	\$105.99 per unit	46 units	= \$4875.54

Based on the quoted prices from vendors for the two additional components, it is recommended the mounting plate and iron sights be purchased from Acme Sports Inc. for a total of \$7980.08.

The total expenditure for all three components purchased from Acme Sports Inc. which includes \$50.00 for shipping, would be \$40,000.08.

Additionally, the change over to using red dot sights requires the purchase of new holsters for personnel. The replacement of holsters is because the current duty use holster does not fit the firearm with a red dot sight attached. The training unit would like to take this opportunity to evaluate and test out different manufacturers of duty holsters. The current holster the department issues is the Safariland 6000 series, and the training unit would like to evaluate and test the Blackhawk T-series and the Aliengear Rapid Force holsters. The Blackhawk and Aliengear holsters were received on May 1, 2025, and the training unit would like some time to evaluate them. Below is an outline of the cost of the holsters and an expected total for the purchase of 46 of them as part of this roll out.

<u>Manufacturer</u>	<u>Cost per Unit</u>	<u>Cost for 46 units</u>
Blackhawk T-Series	\$119.00	\$5474.00
Aliengear Rapid Force	\$159.00	\$7314.00

Budget Impact:

Acme Sports, Inc. proposed \$40,000.08 for red dot sights, mounting plates, and iron sight suppressor sets. Staff proposes using federal forfeiture funds for this equipment, with the purchase charged to budget code 27200-520931 (Police Department Forfeiture Fund).

Contribution to Strategic Plan

Priority: Workforce and Operations; Initiative: Continue to provide high quality public safety services focused on customer service and professionalism. The utilization of red dot sights has become an invaluable tool. They enhance accuracy, speed, and ease of use for officers while allowing a full field of view.

Action Requested:

Adopt the resolution.

Attachments:

1. Resolution - Acme
2. Purchase Price Agreement - Acme
3. Acme Quote



Village of Glen Ellyn

Resolution No. 25-xx

A Resolution Approving a Purchase Price Agreement with Acme Sports, Inc. for the Purchase of Red Dot Sights, Mounting Plates, and Iron Sight Suppressor Sets in a Not-To-Exceed Amount of \$40,000.08 to be Expensed to the Police Department Forfeiture Fund and Authorizing the Agreement's Execution

**Adopted by the
Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Resolution No. 25-xx

**A Resolution Approving a Purchase Price Agreement with Acme Sports, Inc.
for the Purchase of Red Dot Sights, Mounting Plates, and Iron Sight
Suppressor Sets in a Not-To-Exceed Amount of \$40,000.08 to be Expensed to the Police
Department Forfeiture Fund and Authorizing the Agreement's Execution**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois ("Village"), in the exercise of their home rule powers, that the Purchase Price Agreement ("Agreement") with Acme Sports, Inc. for the purchase of red dot sights, mounting plates, and iron sight suppressor sets in a not-to-exceed amount of \$40,000.08 to be expensed to the Police Department Forfeiture Fund is approved, and the Village Manager is authorized to execute the Agreement in substantially the form attached subject to the review and approval of the Village Attorney.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk

PURCHASE PRICE AGREEMENT

THIS PURCHASE PRICE AGREEMENT (hereinafter referred to as the “Agreement”) is entered onto on the _____ day of September, 2025, between the Village of Glen Ellyn (hereinafter referred to as the “Village”), an Illinois home rule municipal corporation and Acme Sports, Inc., an Indiana corporation authorized to conduct business in the State of Illinois (hereinafter referred to as the “Contractor”).

1. Price

The Contractor is a supplier of red dot sights, mounting plates, and iron sight suppressor sets (hereinafter referred to as “Materials”). The Contractor has provided the Village with 2025 prices for the Materials as set forth in its Sales Quote dated April 27, 2025 (hereinafter referred to as the “Quote”), attached hereto and incorporated herein by reference. The Village accepts the prices set forth in the Contractor’s Quote and agrees to purchase from the Contractor rock salt at the prices set forth in the Quote for a total amount not to exceed \$40,000.08.

2. Tax Exempt

The Village, as a local governmental entity, is exempt from the payment of State of Illinois sales tax or retailer’s occupation taxes. The Contractor agrees that its invoices will not include any amount for such sales taxes or retailer’s occupation taxes.

3. Payment

The Village will pay all undisputed portions of invoices within 30 days of approval.

4. Term of Agreement

This Agreement is valid for purchases through December 31, 2025.

5. Governing Law and Venue

This Agreement is governed by the laws of the State of Illinois without regard to conflicts of law principals. Any action brought to enforce this Agreement must be brought in the state and/or federal courts located in DuPage County, Illinois.

6. Conflict

In case of a conflict between any provision(s) of this Agreement and the Contractor’s Quote, this Agreement shall control to the extent of such conflict.

7. Dispute Resolution

The Village does not agree to the mandatory arbitration of any dispute. In the event any action is brought to enforce this Agreement or to collect any unpaid amount from the Village, each party hereto shall bear the responsibility of paying its own attorney's fees and costs.

8. Binding Authority; PDF/Email Signatures

The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right and actual authority to bind their respective party to the terms and conditions of this Agreement. A pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

THE PARTIES TO THIS AGREEMENT by their signatures acknowledge they have read and understand this Agreement and intend to be bound by its terms.

VILLAGE OF GLEN ELLYN

ACME SPORTS, INC.

By: Mark Franz
Is: Village Manager

Print Name: _____
Title: _____

Dated: _____, 2025

Dated: _____, 2025

ATTEST

ATTEST

By: Caren Cosby
Its: Village Clerk

By:
Its:

Dated: _____, 2025

Date: _____, 2025

GLEN ELLYN POLICE DEPARTMENT

MEMORANDUM

TO: Commander Downey
FROM: Sergeant Holstead
DATE: April 26, 2025
SUBJECT: **Purchase Request – Pistol Red Dot Sights**

cl report this request in 6/3/25
ok 6-24-25

A request was submitted to purchase red dot sights for the department issued handguns and \$50,000.00 was allotted in the 2025 budget for this expense. The department has forty-five sworn officers who are assigned a Glock 17 Gen 5 MOS that is manufactured to allow the mounting of a red dot sight. This request is to purchase 46 units. This will allow for installation on each sworn officers Glock 17 duty handgun and have one unit as a backup.

These sights can increase accuracy and improve the time it takes for target identification and acquisition. When using the fixed iron sights on the handgun it restricts the overall vision of the officer and limits their view of the threat. It is also trained that the officer focus on the front sight of the handgun in order to properly align the rear sight with the front sight and with the target. Meaning there are multiple focus points the eye must adjust to with the fixed iron sights. Having a red dot sight opens the overall field of view for the officer as the optic has a larger view window. It is also designed with the understanding that the human response to a threat is to be focused on the threat. With a red dot sight, the officer is focused on the threat while the dot is placed on nearly the same optical plane, allowing for a single point of focus.

Through a lengthy test and evaluation process, along with additional research of two specific brand red dots, the firearms training unit recommends the purchase of the Trijicon RMR HD red dot sight. The sight has a 55 MOA adjustable LED reticle with a 3.25 MOA red dot. MOA stands for minute of angle which defines the size of the reticle and dot. The size of these for this red dot sight is the industry standard. This is a proven, durable, and field-tested red dot sight that is constructed out of forged aluminum and is waterproof to 66 feet. It has a top loading battery compartment for easy battery change. The battery will last for up to three years of constant operation, so the officer never has to worry about turning the sight on and off during a shift. The sight is affixed to the handgun using a mounting plate (purchased separately) and will require the installation of new suppressor height fixed iron sights (purchased separately). There are multiple brightness setting for the reticle and dot which sit in a large view window to increase field of view.

I obtained three purchase quotes from the below vendors: (quotes attached)

Acme Sports Inc.	\$695.00 per unit	46 units = \$31,970.00
Ray O'Herron Company	\$696.60 per unit	46 units = \$32,043.60
Trijicon, Inc	\$765.00 per unit	46 units = \$35,190.00

"Dedicated to Service Excellence"

The information from the vendors is that the ship date for the sights could be up to six months. I recommend the red dot sights be purchased from Acme Sports Inc. for a total expenditure of \$31,970.00.

There are additional components that need to be purchased to install the red dot sight onto the handgun. One is the mounting plate and the other are new iron sights that are suppressor height. The mounting plate is manufactured by C&H Precision and is an aluminum plate that is mounted to the handgun and then the red dot sight is mounted to the plate. It keeps that red dot sight securely attached to the handgun. Below is a list of vendors and prices for the plate: (Quotes attached)

C&H Precision	\$67.99 per unit	46 units = \$3127.54
Kiesler Police Supply	\$68.99 per unit	46 units = \$3173.54
Acme Sports Inc.	\$67.49 per unit	46 units = \$3104.54

The other component is new iron sights for the handgun. The iron sights are the standard physical sights placed on the handgun. The new sights needing to be purchased are suppressor height sights. These sights are taller so that they can still be viewed through the lower third of the view window on the red dot sight. Below is a list of vendors and prices for the iron sights: (Quote attached)

Ray O'Herron	\$119.00 per unit	46 units = \$5474.00
Kiesler Police Supply	\$106.95 per unit	46 units = \$4919.70
Acme Sports Inc.	\$105.99 per unit	46 units = \$4875.54

Based on the quoted prices from vendors for the two additional components I recommend the mounting plate and iron sights be purchased from Acme Sports Inc. for a total of \$7980.08.

The total expenditure for all three components purchased from Acme Sports Inc. which includes \$50.00 for shipping would be \$40,000.08.

Additionally, the change over to using red dot sights requires the purchase of new holsters for personnel. The replacement of holsters is because the current duty use holster does not fit the firearm with a red dot sight attached. The training unit would like to take this opportunity to evaluate and test out different manufacturers of duty holsters. The current holster the department issues is the Safariland 6000 series, and the training unit would like to evaluate and test the Blackhawk T-series and the Aliengear Rapid Force holsters. The Blackhawk and Aliengear holsters were received on May 1, 2025 and the training unit would like some time to evaluate them. Below is an outline of the cost of the holsters and an expected total for the purchase of 46 of them as part of this roll out.

<u>Manufacturer:</u>	<u>Cost per Unit:</u>	<u>Cost for 46 units:</u>
Blackhawk T-Series	\$119.00	\$5474.00
Aliengear Rapid Force	\$159.00	\$7314.00



Sales Quote

Date: 4/27/25

Agency Quote

Quote To: Craig Holstead
Glen Ellyn Police Department
65 south Park Blvd
Glen Ellyn, IL 60173
630-469-1187
cholstead@glenellyn.org

From: Steven Roberts | LE Sales Rep.

Acme Sports, Inc.
800 E. Tipton Street
Seymour, IN 47274
(812) 528-0692
Steve@acmesportsinc.com

Quantity	Item #	Description	Unit Price	Line Total
46	ITEM: 3200002	Trijicon RMR HD 50 MOA Adjustable LED Reticle w/ 3.25 MOA Red Dot	\$695.00	\$31,970.00
46	GL-RSH UPC: 616943732047	C&H Precision, V4, Optic Mounting Plate, Fits Glock MOS (Not 43x or 48) to Trijicon RMR/SRO, Holosun 407C/507C/508T/507 Comp, C&H EDC-XL/COMP, Anodized Finish, Black, Includes Mounting Hardware	\$67.49	\$3,104.54
46	GL204-C-600698 UPC: 719307212343	Trijicon, Bright & Tough, Sight, Suppressor Set, Fits Glock 17, Black Front/Black Rear with Green Lamps	\$105.99	\$4,875.54
1		Shipping	\$50.00	\$50.00

Total: \$40,000.08

Thank you for your business!



3549 N Vermilion St
Danville, IL 61832
www.oherron.com
rayoherron@oherron.com
1-800-223-2097

Quote

Page 1 of 1

Quote # 3238175
Customer No: 00-60137PD
Date: 4/4/2025

BILL TO:

GLEN ELLYN POLICE DEPT
65 S. PARK BLVD
GLEN ELLYN, IL 60137

SHIP TO:

GLEN ELLYN POLICE DEPARTMENT
65 S. PARK BLVD.
GLEN ELLYN, IL 60137

BADGE NO:	PAYMENT TERMS:	ORDERED BY:	ORDER COMMENT:		
	NET 30 DAYS	CRAIG HOLSTEAD			
ITEM NO	DESCRIPTION	QUANTITY	PRICE	EXT PRICE	
	AJH				
RMHD2-C-3200002	Trijicon RMR® HD 3.25 MOA Red	46.00	696.60	32,043.60	
GL201-C-600649	NIGHT SIGHT SUPRSR GLOCK 9/40	46.00	119.00	5,474.00	
GL-RSH	ADAPTOR PLATE,GKMOS>407/507C	46.00	69.99	3,219.54	
QUOTED PRICES					
*****SHIPPING CHARGES APPLY*****					
GL-RSH	ADAPTOR PLATE,GKMOS>407/507C	0.00	0.00	0.00	

Sales Tax: 0.00
Quote Total: 40,737.14

THIS IS NOT AN INVOICE. ADDITIONAL SHIPPING CHARGES MAY APPLY.
Quoted prices are good until 30 days from date of quote or until otherwise noted.
If you have questions or are ready to place an order please email orders@oherron.com
or call 1-800-223-2097

**CORPORATE OFFICE**

P.O. Box 930059 | 49385 Shafer Ave.
Wixom, Michigan 48393-0059 | USA
P 1-800-338-0563 | F 1-248-960-7725

www.trijicon.com

March 6, 2025

Attn: Officer Kevin Riggle
Glen Ellyn Police Department
535 Duane Street
Glen Ellyn, IL 60137

Trijicon Quote No.: **LE-025-013** / Customer Quote Ref: **Email**

Dear Officer Riggle:

The following is the official price quote for the Trijicon products you requested.

Model No.	Material No.	Material Description	Qty	Unit Cost	Ext. Price
RMHD2-C-3200002	3200002	Trijicon RMR® HD Red Dot Sight 55 MOA Adjustable LED Reticle w/ 3.25 MOA Red Dot	46	\$765.00	\$35,190.00
		Shipping & Handling	1	\$10.50	\$ 10.50
				Sub-Total	\$35,200.50

Customer Quote Ref: **Email**

***Current anticipated lead time is approximately 7-8 months and is subject to change.**

PAYMENT TERMS: Prepayment in advance of shipment.

Trijicon accepts VISA, MASTER CARD, or AMERICAN EXPRESS as alternative method of payment.
Payment TERMS may be available upon the approval of a Trijicon Credit Application.

This price quote is valid for **60 DAYS**.

Please note that all packaging and marking(s) will be in accordance with Trijicon's best commercial practices.

If you have any questions or need additional assistance, please contact us at the information above.

Respectfully,
Stephen Ross (WXPB – Ret.)

Trijicon® Law Enforcement and Technical Support

**Sales Quote**

KIESLER POLICE SUPPLY
2802 SABLE MILL RD
JEFFERSONVILLE, IN 47130

Bill-to Customer

GLEN ELLYN POLICE DEPARTMENT
SGT. CRAIG HOLSTEAD
65 SOUTH PARK BLVD
GLEN ELLYN, IL 60137

Ship-to Address**Your Reference**

Bill-to Customer No. L04113
Tax Registration No.

Salesperson RYAN
Email
Home Page
Phone No.

No. Q162546
Document Date April 17, 2025
Due Date May 17, 2025
Payment Terms
Payment Method
Tax Identification Type Legal Entity
Shipment Method Standard
Craig Holstead <cholstead@glenellyn.org>

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
TRIUGL201-C-600649	TRIJICON BRIGHT & TOUGH NIGHT SIGHT SUPPRESSOR SET WHITE FRONT/WHITE REAR W/ GREEN LAMPS FOR GLOCK 9MM/.40	46	EACH	106.95	4,919.70
CHGL-RSH	C&H V4 MOS GLOCK TO RMR/SRO/HSUN 407/507/508	46	EACH	68.99	3,173.54
SHIPPING	SHIPPING CHARGE	1	EACH	25.00	25.00
FORMAT RYAN	QUOTED BY RYAN DOLD KIESLER POLICE SUPPLY 2802 SABLE MILL RD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS RDOLD@KIESLER.COM	1	EACH	0.00	0.00
Amount Subject to Sales Tax		0.00	Subtotal		8,118.24
Amount Exempt from Sales Tax		0.00	Total Tax		0.00
			Total \$ Incl. Tax		0.00
			Tax Amount		0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-7M-08220**RETURNED GOODS POLICY**

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

DEFECTIVE MERCHANDISE POLICY

We are not a warranty repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.

 C&H Precision LLC
C&H Precision
456 Edsel Dr
Ste B
Richmond Hill GA 31324-3989
United States

Quote
#QUO202
4/18/2025

Bill To

Craig Holstead
Glen Ellyn PD
65 S. Park Blvd
Glen Ellyn IL 60137
United States

TOTAL

\$3,395.56

Expires: 5/18/2025

Expires	Exp. Close	Sales Rep	Partner	Shipping Method
5/18/2025	4/18/2025	Frank DAmico		UPS® Ground

Quantity	Item	Tax	Rate	Amount
46	GL-RSH GL-RSH	Yes	\$67.99	\$3,127.54

Subtotal \$3,127.54

Shipping Cost: \$10.00

Tax Total (8.25%) \$258.02

Total \$3,395.56



QUO202

Kurt Vavra

From: Mark Franz
Sent: Tuesday, July 22, 2025 11:28 AM
To: Sabrina Irizarry; Kurt Vavra
Subject: RE: Request to Purchase Red Dot Sights

Approved.

Thanks.

Mark



Mark Franz
Village Manager

VILLAGE OF GLEN ELLYN

535 Duane Street | Glen Ellyn, IL 60137
Office: (630) 547-5200
www.glenellyn.org



From: Sabrina Irizarry <sirizarry@glenellyn.org>
Sent: Monday, July 21, 2025 8:57 AM
To: Kurt Vavra <Kvavra@glenellyn.org>; Mark Franz <mfranz@glenellyn.org>
Subject: RE: Request to Purchase Red Dot Sights

Same for this request, forwarding to Mark for approval. Thanks Kurt.

Sabrina



Sabrina Irizarry
Assistant Village Manager

VILLAGE OF GLEN ELLYN

535 Duane Street | Glen Ellyn, IL 60137
Office: (630) 547-5201
www.glenellyn.org

From: Kurt Vavra <Kvavra@glenellyn.org>
Sent: Monday, July 21, 2025 8:14 AM
To: Sabrina Irizarry <sirizarry@glenellyn.org>

Cc: Kurt Vavra <Kvavra@glenellyn.org>

Subject: Request to Purchase Red Dot Sights

Please see the attached documents and let me know if you have any questions.

Thank you,
Kurt

Kurt Vavra

Deputy Chief
Glen Ellyn Police Department
65 S. Park Blvd.
Glen Ellyn, IL 60137
Main 630-469-1187
Desk 630-547-5454





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

Meeting 9/22/2025 7:00 PM
Department: Public Works - Operations
Department Head: John Hubsy
Category: Contract
Prepared By: Maxwell Brown

AGENDA ITEM (ID
[ITEM_ID])

DOC ID: [ITEM_ID]

Adopt Resolution No. 25-61, A Resolution Approving a Renewal of the Agreement with Beary Landscape Management, LLC Dated October 26, 2022 for the Purchase and Installation of Floral Material in the Downtown Business District for a One-Year Term in an Amount Not to Exceed \$81,600 and Authorizing the Renewal's Execution (Public Works Director Hubsy)

Statement of the Issue:

The Central Business District seasonal flowers have long been a focal point of Glen Ellyn's streetscape. Since 2022, the Village has contracted out the purchase and installation of annual flowers for the CBD. The contractor is responsible for preparing all beds and planting Spring, Summer, and Fall floral displays.

Analysis:

In 2022, a 1-year contract was issued by Public Works (PW) for the 2022 flower season to serve as a "trial run" to evaluate whether contracting this service was a viable long-term solution. Public Works provided detailed planting lists, species, sizes, locations, quantities, and design expectations for this bid process. Contractors were only responsible for the purchasing and installation of the materials. Beary Landscape Management was awarded the initial contract.

Following the successful trial, a 3-year contract (2023-2025) was awarded after the Department went out to bid to seek qualified contractors. Beary Landscape Management was the only responsible contractor to provide pricing for the 3-year CBD Floral Material Installation contract. A summary of the bid is provided below.

Company	Year 1	Year 2	Year 3	Total
Beary Landscape Management	\$65,400	\$71,600	\$77,500	\$214,500

Beary Landscape Management has consistently performed well under this contract, with no reduction in quality of work. The contractor has offered a 1-year extension for 2026 at \$81,600 a 5% increase from Year 3 pricing, which is below the ~9% annual increase of the Board-approved

contract. Staff will then go out for a multi-year bid for 2027-2029 seasons, bringing that to the Board for approval in late summer of 2026.

Budget Impact:

Public Works budgeted a total of \$82,500 in FY 2026 for contracting the purchase and planting of three seasons of floral interest in the Central Business District. Early contract approval is essential to allow the contractor to pre-order and secure the large quantities of flower materials needed at the most competitive price. The extension amount of \$81,600 is for a 1-year contract and will be expensed to the Forestry General Fund CBD Appearance 143400–521057.

Contribution to Strategic Plan

Priority: Development; Initiative: Assess and improve commercial district infrastructure to support business retention and growth by investing in streetscape improvements and other beautification projects.

Action Requested:

Approve the resolution.

Attachments:

1. Resolution - Beary Landscape
2. Renewal - Beary Landscape
3. Village of Glen Ellyn 2026 CBD Flowers
4. Beary Agreement



Village of Glen Ellyn

Resolution No. 25-XX

**A Resolution Approving a Renewal of the Agreement with
Beary Landscape Management, LLC Dated October 26, 2022
for the Purchase and Installation of Floral Material in the
Downtown Business District for a One-Year Term
in an Amount Not to Exceed \$81,600
and Authorizing the Renewal's Execution**

**Adopted by the
Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Resolution No. 25-XX

**A Resolution Approving a Renewal of the Agreement with
Beary Landscape Management, LLC Dated October 26, 2022
for the Purchase and Installation of Floral Material in the
Downtown Business District for a One-Year Term
in an Amount Not to Exceed \$81,600 and Authorizing the Renewal's Execution**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois ("Village"), in the exercise of their home rule powers, that the Renewal of the Agreement ("Renewal") with Beary Landscape Management, LLC dated October 26, 2022 for the purchase and installation of floral material in the Downtown Business District for a one (1) year term in an amount not to exceed \$81,600 to be expensed to the General Fund – CBD Appearance is approved and the Village Manager is authorized to execute the Renewal in substantially the form attached subject to the review and approval of the Village Attorney.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this ____ day of September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk

**RENEWAL OF THE AGREEMENT BETWEEN
THE VILLAGE OF GLEN ELLYN AND BEARY LANDSCAPE MANAGEMENT, LLC
DATED OCTOBER 26, 2022 IN AN AMOUNT NOT TO EXCEED \$81,600.00**

THIS RENEWAL OF THE AGREEMENT DATED OCTOBER 26, 2022 (hereinafter referred to as the “Renewal”) between the Village of Glen Ellyn, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and Beary Landscape Management, LLC, a limited liability corporation authorized to conduct business in the State of Illinois (hereinafter referred to as the “Contractor”) is entered into as of the effective date set forth below (collectively referred to as the “Parties”).

RECITALS

WHEREAS, the Parties previously entered into an Agreement dated October 26, 2022 (“”);
and

WHEREAS, the Parties seek to renew the Agreement pursuant to the terms of the Agreement in an amount not to exceed \$81,600.00 for a one (1) year term and the Contractor’s Proposal dated August 19, 2025, attached hereto and incorporated herein by reference.

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereto agree as follows:

1. **RECITALS INCORPORATED.** The above recitals are incorporated herein as though fully set forth.
2. **RENEWAL OF AGREEMENT.** The Agreement between the Parties is hereby renewed pursuant to the terms of the Contract for an additional one (1) year term beginning on January 1, 2026 and ending on December 31, 2026.
3. **OTHER PROVISIONS OF THE AGREEMENT TO REMAIN IN EFFECT.** All other terms and conditions of the Agreement shall remain in full force and effect.
4. **EFFECTIVE DATE.** This Renewal shall be effective on January 1, 2026.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Renewal to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF GLEN ELLYN

BEARY LANDSCAPE MANAGEMENT, LLC

By: Mark Franz
Its: Village Manager

By: Brian K. Beary
Its: Manager

Dated: _____, 2025

Dated: _____, 2025

ATTEST

ATTEST

By: Caren Cosby
Its: Village Clerk

By:
Its:

Dated: _____, 2025

Dated: _____, 2025



Proposal #17225

Date: 8/19/2025

Customer:

Jennifer Brown
Village of Glen Ellyn
535 Duane St
Glen Ellyn, IL 60137

Property:

Village of Glen Ellyn
535 Duane St
Glen Ellyn, IL 60137

Village of Glen Ellyn 2026 Flowers

2026 Proposed Extension of 2023-2025 CBD Floral Material Installation Contract, using same quantities of plants in each season with a 5% increase.

Spring Flowers 2026

Items	Quantity	Unit
Spring Annual 4.5"	2,155.00	EA
Spring Flowers 2026:		\$12,800.00

Summer Flowers 2026

Items	Quantity	Unit
Summer Annual 4.5"	6,452.00	EA
Summer Annual 1 gai	161.00	EA
Summer Flowers 2026:		\$45,200.00

Fall Flowers 2026

Items	Quantity	Unit
Fall Annual 1 gal	1,203.00	EA
Fall Annual 4.5"	808.00	EA
Fall Flowers 2026:		\$23,600.00

PROJECT TOTAL: \$81,600.00

Payment Schedule

Schedule	Price	Sales Tax	Total Price
Spring Flowers 2026	\$12,800.00	\$0.00	\$12,800.00
Summer Flowers 2026	\$45,200.00	\$0.00	\$45,200.00
Fall Flowers 2026	\$23,600.00	\$0.00	\$23,600.00
	\$81,600.00	\$0.00	\$81,600.00

Terms & Conditions

Payment Terms - Work to be billed upon completion. Net 30 days. In the event any legal action is taken to collect the amount due, buyer agrees to pay all costs and expenses. Any change by the buyer involving extra costs will become an extra charge.

Guarantee - Proper watering of plants, seed and sod is the responsibility to owner. Beary warrants replacement of plant material for one year. *This warranty does not apply to annuals, roses, perennials, grasses, ground cover, sod, seed, transplants, or any material not properly maintained.* This guarantee does not apply to damage to material caused by animals, insects, fungus, vandalism, snow plowing, or salting, or acts of God such as lightning, wind, or drought.

Sub Grade Hidden Obstacles - Seller hereby disclaims all liability for damages suffered to any underground buried objects such as septic tanks, sewers, cables, pipes, wires, underground sprinkler systems, and other objects hidden underground, unless buyer shall first put seller on notice in writing that such items exist and the exact location thereof.

Acceptance of Proposal – This estimate is hereby accepted and Beary Landscape is authorized to do the work as specified.

By _____

Sandra Koslowski

Date 8/19/2025

Beary Landscape Management, Inc

By _____

Date

Village of Glen Ellyn

THIS AGREEMENT is dated as of the 26th day of October in the year 2022 by and between the Village of Glen Ellyn (*hereinafter called OWNER*) and

Beary Landscape Management (*hereinafter called CONTRACTOR*). OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. CONTRACT DOCUMENTS

- 1.1 The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR concerning the Work consist of the following:

This Agreement.

Notice of Award.

Specifications bearing the title GENERAL REQUIREMENTS and TECHNICAL SPECIFICATIONS (Section C).

Non-Collusion Certificate.

Addenda, *If any*.

CONTRACTOR's Bid Proposal.

Notice to Proceed.

Other documents attached to the Agreement including but not limited to insurance, surety, bonds and financial information.

Instructions to Bidders.

- 1.2 There are no Contract Documents other than those listed above in this Article 1. The Contract Documents may only be amended, modified or supplemented by Change Order approved, in writing, by the OWNER and CONTRACTOR.

Article 2. WORK

- 2.1 CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents.
- 2.2 If the CONTRACTOR fails to correct defective Work or persistently fails to carry out the Work in accordance with the Contract Documents, the OWNER, by a written order, may direct the CONTRACTOR to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of the OWNER to stop the Work shall not give rise to any duty on the part of the OWNER to exercise this right for the benefit of the CONTRACTOR or any other person or entity.
- 2.3 If the CONTRACTOR defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within seven days after receipt of written notice from the OWNER to commence and continue correction of such default or neglect with diligence and promptness, the OWNER may, after seven (7) days following receipt by the CONTRACTOR of an additional written notice and without prejudice to any other remedy he may have, make good such deficiencies. In such case an appropriate deduction may be taken by OWNER from the payments then or thereafter due the CONTRACTOR for the cost of correcting such deficiencies. If the payments then or thereafter due the CONTRACTOR are not sufficient to cover such amount, the CONTRACTOR shall pay the difference to the OWNER.

cover such amount, the CONTRACTOR shall pay the difference to the OWNER.

- 2.4 If the CONTRACTOR fails to correct defective Work or persistently fails to carry out the Work in accordance with the Contract Documents, the OWNER, by a written order, may terminate the contract, in the discretion of the Owner.

Article 3. EFFECTIVE DATE

The effective date of this Contract is the date upon which the Village signs the Contract, provided that all other contractual requirements have been met.

Article 4. CONTRACT PRICE

OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents.

Article 5. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement, CONTRACTOR makes the following representations:

- 5.1 CONTRACTOR has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
- 5.2 CONTRACTOR has given OWNER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to CONTRACTOR.

Article 6. MISCELLANEOUS

- 6.1 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation moneys that may become due and moneys that are due may not be assigned without such consent (*except to the extent that the effect of this restriction may be limited by law*), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 6.2 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

IN WITNESS WHEREOF, OWNER and CONTRACTOR has signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR.

VILLAGE OF GLEN ELLYN

CONTRACTOR

By 
Village Manager

By 
Authorized Signatory

(CORPORATE SEAL)

If a corporation, affix CORPORATE SEAL

(CORPORATE SEAL)

Attest 
Village Clerk, Deputy

Attest Kim Partekel
Authorized Signatory



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

Meeting 9/22/2025 7:00 PM
Department: Public Works - Internal Services
Department Head: John Hubsy
Category: Contract
Prepared By: John Hubsy

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Resolution No. 25-62, A Resolution Approving an Independent Contractor Agreement with Alan Horticulture, LLC for Snow and Ice Removal Services for the Central Business District and Village Properties in an Amount Not to Exceed \$138,786.80 to be Expensed to the General and Parking Funds for the Period of November 1, 2025 through April 30, 2026 with Four (4) Additional Option Periods and Authorizing its Execution (Public Works Director Hubsy)

Statement of the Issue:

The Village currently utilizes a mix of in-house and contracted resources to handle snow and ice removal from sidewalks in the Central Business District and various Village properties for both sidewalks and parking lots. With an intention to provide a more consistent level of service, staff is requesting that all of these responsibilities be contracted out. This adaptation will allow existing staff to be reallocated to clearing snow from roadways to improve levels of service for this core task without increasing staff size and a very minimal increase in budgeted dollars.

Analysis:

Dating back to at least the late 1990s, snow removal efforts in the Central Business District (CBD) were very minimal. When snow reached a depth of three (3) inches, Public Works would clear a four (4) foot wide path. That snow would be combined with the rest of the windrowed snow from the streets and hauled out of the CBD. Salting by the Village would only occur because of a significant ice event. Any remaining snow after the four (4) foot wide path was cleared or when the three-inch depth was not achieved was the responsibility of the adjacent business or property owner. Public Works did maintain sidewalks adjacent to any Village property, regardless of the depth of snow.

Beginning with the 2012-2013 winter season, the Village would clear a four (4) foot wide path up to snowfall depths of 1.5". After 1.5", a contractor hired by the Alliance for Downtown Glen Ellyn would clear all snow from the sidewalks from non-Village-owned property, from building to curb. Snow clearing by the contractor was timed to be included with the snow hauled out of the CBD. This format has remained essentially unchanged though the footprint of the downtown has dramatically changed with the recent Streetscape, with wider sidewalks and narrower streets.

Another impactful change was the new Police Station opening at 65 S. Park, requiring additional resources to clear both the parking lot and sidewalks. When the Police Department was located at the Civic Center, clearing the parking lot and access to the sally ports was handled in-house as Public Works has a truck working in the CBD or as part of a cleanup shift following the event. The Village also has two parking garages in the CBD, with the Civic Center garage requiring all snow to be hauled off the top deck, as there is not a location to safely dump snow over the side and the structural design does not allow for piling of the snow for storage.

With the four (4) foot wide path, Public Works has traditionally relied on a mix of full-time and seasonal staff. Recent years have seen a decrease in the number of seasonal applicants, often requiring additional full-time staff to be shifted to this task. Even with more specialized equipment purchased over the years to assist with the snow removal, completing the path takes 6–8 hours for each cycle for a crew of two employees.

A handful of years back, the snow removal around the Civic Center grounds, the Police station parking lots and sidewalks, and the upper level of the parking deck were contracted out as staffing levels did not allow for the desired standard of service to be obtained. There have been some issues experienced with having a contractor perform the task that include slow response time and excessive application of salt, which is damaging to the sidewalks and buildings, along with having negative environmental impacts.

Staff has spent a couple of years navigating the new streetscape footprint, adapting to changing weather patterns, and looking for ways to either maintain or increase levels of service without simply resorting to adding more staff. A Request for Proposals was issued by the Village in June of this year, with an objective of wrapping all three aspects into one contract which will allow for more streamlined services. Pursuant to the Request for Proposals, Village staff recommends entering into an Independent Contractor Agreement with Alan Horticulture, LLC to provide these services for the period of November 1, 2025 through April 30, 2026 with four (4) additional option periods.

Budget Impact:

For 2025 there was a total of \$138,000 budgeted to cover these tasks: \$50,000 for CBD sidewalks (143300-521060), \$58,000 for snow removal from the municipal grounds (143300-520970), and \$30,000 for contracted snow removal from the parking garage (53000-520970). The contract that covered the municipal grounds and garage ended this spring and would have gone out for a new bid to cover the next three (3) winter seasons. Given other recent contracts, there is an expectation for a relatively large increase due to higher labor costs since the last time this service was bid out.

The contract for the sidewalks is something that evolved over time from what the Downtown Alliance originally developed. While there is an option left for a final year to cover the 2025/26 season at \$32,480, this amount would be expected to rise even more as the next contract period would be the first time that the Village would oversee the traditional bid process for this service. There have also been performance issues over the years with response time during events and coordination with the hauling of snow from the CBD. Again, this contractor is only responding once 1.5" of snow has accumulated on sidewalks and the proposed scope of services would have any amounts of snow or ice handled via the contract.

Besides only having to manage one contractor for the tasks, staff that currently are assigned to

clearing sidewalks can be reallocated to snow removal from the streets. Typically, there are 2–3 employees assigned per 12-hour shift for sidewalk duty, a mix of both full-time and seasonal staff, but sometimes only 1 person is available. For reference, the contractor is planning a crew of 8–10 people to cover the work. By moving Village staff into vehicles, the turn times for plow routes are expected to be reduced from ~6 hours to ~4 hours, providing much better levels of service on roadways without the expense of adding an employee to the payroll. For reference, the Village has averaged 11.4 events requiring clearing the 4' path over the last five (5) years at a cost of ~\$2,000 per event.

Staff also expects this contract to provide more consistent service at the Civic Center, Police Station, and Fire Stations with having better resources dedicated to these key municipal locations. The Police Department is dissatisfied with the snow removal contract for their parking lot and sidewalks and has asked Public Works to take back over these duties as when they were housed at the Civic Center. With current staffing levels, Public Works does not see a way to effectively manage this request that does not include adding at least 1 additional full-time employee but is confident that the proposed contract will address the underlying concerns with the Police station.

The proposed costs of \$128,786.80 are for the entire season, to be paid regardless of how much or how little snow falls. An additional \$10,000 would be requested to handle the upper level of the parking deck given the unique circumstances for how snow removal has to be handled with this asset. The total request would be \$786.80 more than was budgeted for 2025. There are various ways that winter contracts are managed, and other options were considered that had payment based on actual number of inches fallen, a time and material (T&M) basis, set seasonal payment for an average amount of snow with a T&M charged after that, cost per completed cycle, etc. Staff is optimistic that this proposed contract will work well for all parties involved. The proposal includes options to renewal for four (4) additional years, with a 3% increase for the 2026/27 season and then 1.5% each year through the winter of 2029/30. If the first year works well, the intent would be to approve those subsequent renewals, with a reflective increase in budgets from the year 1 amount.

Contribution to Strategic Plan

Priority: Workforce and Operations; Initiative: Continue to provide high quality public safety services focused on customer service and professionalism

Priority: Infrastructure; Initiative: Safe & reliable roads & utilities, Transit oriented downtown

Action Requested:

Adopt the resolution.

Attachments:

1. Resolution - Snow and Ice Removal Contract
2. Alan Horticulture ICA
3. Alan Horticulture Proposal



Village of Glen Ellyn

Resolution No. 25-XX

**A Resolution Approving an Independent Contractor Agreement with
Alan Horticulture, LLC for Snow and Ice Removal Services for the Central Business
District and Village Properties in an Amount Not to Exceed \$138,786.80 to be Expensed to
the General and Parking Funds for the Period of November 1, 2025 through April 30, 2026
with Four Additional Option Periods and Authorizing its Execution**

**Adopted by the
Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September 2025**

Resolution No. 25-XX

**A Resolution Approving an Independent Contractor Agreement with
Alan Horticulture, LLC for Snow and Ice Removal Services for the Central Business
District and Village Properties in an Amount Not to Exceed \$138,786.80 to be Expensed to
the General and Parking Funds for the Period of November 1, 2025 through April 30, 2026
with Four Additional Option Periods and Authorizing its Execution**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois (“Village”), in the exercise of their home rule powers, that the independent Contractor Agreement (“Contract”) with Alan Horticulture, LLC (“Contract”) snow and ice removal services in the total not-to-exceed amount of \$138,786.80 to be expensed to the General and Parking Funds is approved and the Village Manager is authorized to execute the Contract in substantially the form attached subject to the review and approval of the Village Attorney.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 22 day of September 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this ____ day of September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (hereinafter referred to as the “Contract” or “Agreement”) is entered into on the 1st day of November 2025, by and between the Village of Glen Ellyn, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and Alan Horticulture, LLC, an Illinois limited liability company (hereinafter referred to as the “Contractor”).

WHEREAS, the Contractor submitted a Proposal dated September 8, 2025, a copy of which is attached hereto and incorporated herein by reference (hereinafter referred to as the “Proposal”), to conduct snow and ice removal services in the Village’s Central Business District and Village properties (hereinafter referred to as the “Work”) pursuant to the Village’s Request for Proposals dated June 11, 2025 (hereinafter referred to as the “RFP”), incorporated herein by reference as though fully set forth; and

WHEREAS, the Contractor represented in its Proposal that it has the necessary personnel, experience, and competence to promptly complete the Work; and

WHEREAS, Contractor shall perform the Work pursuant to the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the premises and the mutual promises contained in this Contract, and other good and valuable consideration received and to be received, it is mutually agreed by and between the parties as follows:

1. RECITALS INCORPORATED

The above recitals are incorporated herein as though fully set forth.

2. SCOPE OF WORK

The Contractor shall perform the Work in accordance with its Proposal in an amount not to exceed \$138,786.80 (“Contract Price”) to be billed at the rate of \$21,464.47 per month for the period of November 1, 2025, through April 30, 2026, as set forth in its Proposal. The remaining \$10,000 shall cover costs related to hauling snow from the upper level of

the Parking Deck, paid at the hourly time and material costs as set forth in its Proposal. The Contractor shall complete the Work in accordance with any applicable manufacturers' warranties and in accordance with the Village's Request for Proposal, the Contractor's Proposal, and this Contract, all of which together shall constitute the "Contract Documents." The Contractor hereby represents and warrants that it has the skill and experience necessary to complete the Work in a good and workmanlike manner. The Contractor further represents and warrants that the Work will be completed in a good and workmanlike manner in accordance with the Contract Documents, and that the Work will be free from defects.

The Contractor shall achieve completion of the Work in a timely manner pursuant to the Contract Documents ("Contract Time"). The Contract Time is of the essence. The Contractor shall have no claim for damages, for compensation more than the Contract Price, or for a delay or extension of the Contract Time based upon conditions found at, or in the vicinity of, the site.

3. DESIGNATED REPRESENTATIVES

The Contractor shall designate in writing a person to act as its designated representative with respect to the Work to be performed under this Contract who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of Contractor and with the effect of binding the Contractor. The Village is entitled to rely on the full power and authority of the person executing this Contract on behalf of the Contractor as having been properly and legally given by the Contractor. The Contractor shall have the right to change its designated representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 13 of this Agreement.

The Public Works Director or the Director's designee shall be deemed the Village's authorized representative for purposes of this Agreement, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Contract. The Contractor is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Contractor with written notice of such change which notice shall be sent in accordance with Section 13 of this Agreement.

4. TERM OF CONTRACT

The Contractor shall perform the Work pursuant to this Contract beginning on November 1, 2025 through April 30, 2026. The Village shall have the right to renew this Contract at its option for four (4) additional terms as set forth in the Village's RFP and the Contractor's RFP.

5. PAYMENT SCHEDULE

The Contractor shall, as a condition precedent to its right to receive any payment, submit to the Village an application for payment and such receipts, vouchers, and other documents as may be necessary to establish the Contractor's payment for all labor and material and the absence of any interest whether in the nature of a lien or otherwise of any party in any property, work, or fund with respect to the Work performed hereunder. Such documents shall include, where relevant, the following forms, copies of which are attached hereto:

- (i) Contractor's sworn statement;
- (ii) Contractor's partial or final waiver of lien;
- (iii) Subcontractor's sworn statement(s); and
- (iv) Subcontractor's partial or final waiver of lien.

Payment by the Village shall be conditioned upon an inspection by the Village of the work completed and submission of required waivers by the Contractor. Payment by the Village shall in no way constitute a waiver of, or relieve the Contractor from, any defects in the work. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* Final payment for any Work performed by the Contractor pursuant to an invoice by the Contractor shall be made by the Village to the Contractor when the Contractor has fully performed the work and the work has been approved by the Village and submission of required waivers and paperwork by Contractor. Approval of the work and issuance of the final payment by the Village shall not constitute a waiver of, or release the Contractor from, any defects in the work.

The Village shall have the right to withhold from any payment due hereunder such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to Work which is defective or does not conform to the Contract Documents; damage for which the Contractor is liable hereunder; liens or claims of liens; claims of third parties, subcontractors, or material men; or any failure of the Contractor to perform any of its obligations under this Contract. The Village may apply any money withheld or due Contractor hereunder to reimburse itself for all costs, expenses, losses, damages, liabilities, suits, judgments, awards, and attorney's fees incurred, suffered, or sustained by the Village and chargeable to the Contractor.

6. TERMINATION

The Village may terminate this Contract for cause, which includes but is not necessarily limited to, the Contractor's failure to perform the work pursuant to this Contract. The Village shall provide the Contractor with five (5) days' written notice of a termination for cause pursuant to the provisions of Section 13 below. The Village may also terminate this Contract when it determines the same to be in its best interests by giving fourteen (14) days' written notice to the Contractor pursuant to the provisions of Section 13 below. In such event, the Village shall pay to the Contractor all amounts due for the work performed up to the date of termination.

7. DEFAULT/THE VILLAGE'S REMEDIES.

If it should appear at any time prior to payment for the Work provided pursuant to this Contract that the Contractor has failed or refused to prosecute, and is in default, or has delayed in the prosecution of, the Work to be provided pursuant to this Contract with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Contract, or has attempted to assign this Contract or the Contractor's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after the Contractor's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

(A) The Village may require the Contractor, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring the Contractor and the Work into compliance with this Contract.

(B) The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Work or part thereof and make an equitable reduction.

(C) The Village may terminate this Contract without liability for further payment of amounts due or to become due under this Contract except for amounts due for Work properly performed prior to termination.

(D) The Village may withhold any payment from the Contractor, whether previously approved, or may recover from the Contractor all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result

of any Event of Default or because of actions taken by the Village in response to any Event of Default.

(E) The Village may recover any damages suffered by the Village because of the Contractor's Event of Default.

(F) In addition to the above, if the Contractor fails to complete any required Work pursuant to this Contract, the Village shall be entitled to liquidated damages. The contractor shall initiate snow and/or ice removal operations within ninety (90) minutes of a call for service request.

1. First Occurrence: A formal written notice of non-compliance will be issued. No monetary penalty will be assessed for the first offense, but it will be recorded in the Contractor's file.

2. Second Occurrence: Liquidated damages in the amount of ten percent (10%) of the invoiced amount for the affected service period shall be deducted from the Contractor's payment.

3. Subsequent Occurrences: Each subsequent failure to respond within the ninety (90) minute window shall result in liquidated damages of twenty-five percent (25%) of the invoice total for the service period in question. Additionally, the Village of Glen Ellyn reserves the right to:

- Seek services from an alternate provider at the Contractor's expense.
- Withhold further payments until corrective action is demonstrated.
- Initiate contract termination proceedings for cause.

4. The imposition of liquidated damages shall not preclude the Village from pursuing other remedies available under the contract or law, including termination for cause or claims for actual damages, should safety, access, or operations be compromised.

8. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall comply with all applicable laws, regulations, and rules promulgated by any federal, state, county, municipal and/or other governmental unit, or regulatory body now in effect during the performance of the work. By way of example only and not as a limitation, the following are included within the scope of the laws, regulations and rules with which the Contractor must comply: all forms of workers' compensation laws, of the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*, all terms of the equal employment opportunity rules and regulations of the Illinois Department of Human Rights, statutes relating to contracts let by units of government, and all applicable civil rights and anti-discrimination laws and regulations.

The Contractor shall have a written sexual harassment policy that shall include, at a minimum, the following information as required by section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Illinois Department of Human Rights and the Illinois Human Rights Commission; and (vii) protection against retaliation as provided by the Illinois Human rights Act.

9. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Village and shall indemnify and hold harmless the Village and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright-protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right to indemnity which the Village and its officers, officials, employees, volunteers, and agents would otherwise have. The Contractor shall similarly protect, indemnify, and hold and save harmless, the Village and its officers, officials, employees, volunteers, and agents against and from all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees incurred by reason of the Contractor's breach of any of its obligations under, or the Contractor's default of, any provisions of this Contract. The indemnification obligations under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under workers' compensation or disability benefit acts or employee benefit acts.

10. INSURANCE

The Contractor shall, at the Contractor's expense, secure and maintain in effect throughout the duration of this Contract, insurance of the following kinds and limits set forth in this Section. The Contractor shall furnish "Certificates of Insurance" to the Village before beginning work on the Work pursuant to this Contract. All insurance policies shall

be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail thirty (30) days written notice to the certificate holder named to the left."

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

- i. Coverage to include Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Coverage for all claims arising out of the Contractor's operations or premises and anyone directly or indirectly employed by the Contractor.

(B) **Workers' Compensation:**

- i. Workers' compensation insurance shall be provided in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform the Work pursuant to this Contract, and if work is subcontracted pursuant to the provisions of this Contract, the Contractor shall require each subcontractor similarly to provide worker's compensation insurance. In case employees engaged in hazardous work under this Contract are not protected under the Worker's Compensation Act, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(C) **Comprehensive Automobile Liability:**

- i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury, and property damage.
- ii. Limits:

Combined Single Limit	\$1,000,000.00
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(D) **Umbrella:**

i. Limits:

Each Occurrence/Aggregate	\$5,000,000.00
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(E) The Village and its officers, officials, employees, agents, and volunteers shall be named as additional insureds on all insurance policies set forth herein except workers' compensation. The Contractor shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village and its officers, employees, agents, and volunteers.

(F) The Contractor understands and agrees that any insurance protection required by this Contract or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents, and volunteers as herein provided. The Contractor waives and shall have its insurers waive, its rights of subrogation against the Village, its officers, officials, employees, agents, and volunteers.

11. GUARANTY

The Contractor warrants and guarantees that its Work provided for the Work to be performed under this Contract, and all workmanship, materials, equipment, and supplies performed, furnished, used, or installed under this Contract, performed, furnished, used, or installed under this Contract, shall be free from defects and flaws in workmanship or design; shall strictly conform to the requirements of this Contract; and shall be fit and sufficient for the purposes expressed in, or reasonably inferred from, this Contract. The Contractor further warrants and guarantees that the strength of all parts of all manufactured materials, equipment, and supplies shall be adequate and as specified and that the performance requirements of this Contract shall be fulfilled.

The Contractor shall, at no expense to the Village, correct any failure to fulfill the above guaranty that may appear at any time. In any event, the guaranty herein expressed shall not be sole and exclusive and is additional to any other guaranty or warranty expressed or implied.

12. AFFIDAVIT OR CERTIFICATE

The Contractor shall furnish any affidavit or certificate in connection with the work covered by this Contract as required by law.

13. NOTICES

Any notice required to be given by this Contract shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by email transmission to the persons and addresses indicated below or to such addresses and persons as either party hereto shall notify the other party of in writing pursuant to the provisions of this Section:

To the Village:

Public Works Director
Village of Glen Ellyn
30 S. Lambert Road
Glen Ellyn, Illinois 60137
Email: jhubsky@glenellyn.org

To the Contractor:

Daniel Huber, President
Alan Horticulture, LLC
2310 W. Bartlett Road
Bartlett, Illinois 60103
Email: dhuber@alanhort.com

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

Notice by email transmission shall be effective as of date and time of transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

14. AUTHORITY TO EXECUTE

The individuals executing this Contract on behalf of the Contractor and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Contract.

15. EFFECTIVE DATE

The effective date of this Contract as reflected above and below shall be November 1, 2025.

16. ENTIRE CONTRACT; APPROVAL OF SUBCONTRACTORS

This Contract, including the documents incorporated by reference herein, sets forth the entire Contract of the parties with respect to the accomplishment of the Work. No right or interest in this Contract shall be assigned, in whole or in part, by either party without the prior written consent of the other party. The Village reserves the right to approve the use of subcontractors to complete any portion of the Work and to approve any applicable contract between the Contractor and a proposed subcontractor to perform any of the Work.

This Contract shall be binding upon the parties and upon their respective heirs, executors, administrators, personal representatives, successors, and assigns, except as herein provided.

17. INDEPENDENT CONTRACTOR

The Contractor shall have the full control of the ways and means of performing the work referred to above and that the Contractor and its employees, representatives or subcontractors are not employees of the Village, it being specifically agreed that the Contractor bears the relationship of an independent contractor to the Village. The Contractor shall solely be responsible for the payment of all salaries, benefits, and costs of supplying personnel for the Work.

18. GOVERNING LAW AND VENUE

This Contract shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action pursuant to this Contract shall be in the Circuit Court of DuPage County, Illinois.

19. AMENDMENTS AND MODIFICATIONS

This Contract may be modified or amended from time-to-time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Contractor.

20. NON-WAIVER OF RIGHTS

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this Contract shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

21. CONFLICT

In case of a conflict between any provision(s) of the Village's Request for Bids or the Contractor's Bid and this Contract, this Contract and the Village's Request for Bids shall control to the extent of such conflict.

22. HEADINGS AND TITLES

The headings and titles provided in this Contract are for convenience only and shall not be deemed a part of this Contract.

23. COOPERATION OF THE PARTIES

The Village and the Contractor shall cooperate in the provision of the Work to be provided by Contractor pursuant to this Contract and in compliance with applicable laws, including, but not limited to, the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* ("FOIA"), and the provision of any documents and information pursuant to a FOIA request. The Contractor shall provide all responsive documents to the Village pursuant to a FOIA request at no cost to the Village.

24. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES

This Contract may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Contract. A facsimile or pdf/email copy of this Contract and any signatures thereon will be considered for all purposes as an original.

25. CERTIFIED PAYROLL

Contractor shall be solely responsible to maintain accurate records reflecting its payroll for its employees who perform any of the Work for the Village pursuant to this Contract and shall submit certified payroll records to the Village's Director of Public Works at any time during the term of this Contract. The Contractor shall provide said certified payroll records within seven (7) days upon the request of the Director of Public Works.

26. STANDARD OF CARE

The Contractor shall ensure that the Services are provided, performed, and completed in accordance with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, citizenship status, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Contractor shall also comply with all conditions of any federal, state, or local grant received by the Village or the Contractor with respect to this Agreement.

27. RIGHT TO SUSPEND WORK

The Village reserves the right to suspend the work, wholly or in part, for such a time as may be necessary, due to conditions as are considered unfavorable for the satisfactory completion of the work; or for such time as is necessary by reason of failure to perform

any of the provisions of the Contract, and no additional compensation shall be paid to the Contractor because of such suspension.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives on the days and dates set forth below.

VILLAGE OF GLEN ELLYN

ALAN HORTICULTURE, LLC

By: Mark Franz
Its: Village Manager

By:
Its:

Date: _____, 2025

Date: _____, 2025

ATTEST

ATTEST

By: Caren Cosby
Its: Village Clerk

By:
Its:

Date: _____, 2025

Date: _____, 2025

Scope of Services – Central Business District (CBD) and Village Properties

1. Scope of Services

This attachment outlines the specific requirements, scope, and operational standards for snow and ice removal services for the central Business District (CBD) sidewalks, Civic Center, Police Department sidewalks and lots, Fire Department sidewalks and lots under the seasonal contract period of November 1 through April 30. The contractor shall perform all services in accordance with the Village of Glen Ellyn's standards, policies, and applicable laws.

Services shall include, but not limited to:

- Snow plowing, shoveling, and/or mechanical clearing to maintain clear and safe pedestrian and vehicular access.
- Application of ice-melt or salt products as necessary to prevent and mitigate slippery conditions.
- Continuous monitoring and timely response to snow and ice events in accordance with agreed services.
- Completion of work

All services must be performed in a manner that ensures public safety, protects Village infrastructure, and maintains clear access to facilities.

1.1 Scope Overview

The Contractor shall provide reliable, efficient, and timely snow and ice removal services to ensure safe and accessible sidewalks, parking lots and other designated areas during snow and ice events throughout the seasonal term. The Contractor shall furnish all labor, equipment, and materials necessary to perform the services described herein.

1.2 Service Locations

The Contractor shall provide complete snow and ice removal services at the following areas:

Central Business District (CBD)

- Sidewalks – Clear snow and ice from all public sidewalks within the CBD boundaries (maps provided), including stairs and walking paths in the CBD and train station lots.
- Crosswalks and Curb Cuts – Clear snow and ice from pedestrian crosswalks and accessible curb cuts (ADA ramps).

- **Main Street Parking Garage (400 Main Street)** – Clear snow and ice from garage entrance aprons on Main, Hillside, and Glenwood.
- **Building to Curbline Clearing for Village Snow Hauling** – Remove snow from building to curbline in areas without grass right-of-way before Public Works hauling operations (typically after 11:00 PM following the conclusion of snowfall). Includes windrowing snow away from curb for haul-off.
- **De-icing Materials** – Contractor shall supply and apply de-icing products approved for use on concrete and brick.
- **Equipment Restriction** – No metal/steel cutting edges on sidewalks.

Civic Center – 535 Duane Street

- **Sidewalks and Entrances** – Remove snow and ice from sidewalks, entrances, stairs, pedestrian access ways, and ADA ramps.
- **De-icing Materials** – Suitable for concrete and brick.
- **Equipment Restriction** – No metal/steel cutting edges on sidewalks.

Parking Deck/Garage Time & Material As Needed Basis

- **Snow Clearing** – Remove snow and Ice from upper deck and other areas as needed.
 - Upper deck will generally be closed before and during events.
 - Snow must be hauled down through the garage to Duane Street and stacked; dumping over the side is prohibited.
 - For accumulations <2" (if directed), snow may be stacked in approved areas and hauled down within 24 hours to the Villages offsite St. Charles Road location (if requested).
- **Height/Weight Limits** – 7'-0" height clearance; axel load weight restrictions apply.
- **Snow Hauling** – For 2" or larger events, snow will be removed from the deck before Village CBD haul-off or hauled directly to St Charles Road site. During major storms (3" +), contractor may be requested to haul off during the event to reduce the load on the structure. If space is available and approved, stacking on Duane Street (east of Civic Center) may be permitted.

- **Equipment Restriction** – No metal/steel cutting edges in garage.
- **De-icing Materials** – Products must be approved for use on parking decks.
- **Payment for Services** – This work is paid at the rate of time-and-material on an as requested basis.

Police Department – 65 S. Park Boulevard

- **Parking Lot and Sidewalks** – Remove snow and ice from all police parking areas, access lanes, and building and public sidewalks. Coordination with Public Works and Police Department staff is required for vehicle relocation during events. Always maintain lot functionality.
- **De-icing Materials** – Approved for concrete and brick walkways; rock salt permitted for parking area.
- **Equipment Restriction** – No metal/steel cutting edges on sidewalks.

Fire Stations

- **Station 62 – 681 Taft Avenue and Station – 524 Pennsylvania Ave**
 - Remove snow and ice from driveways, aprons, parking lots, sidewalks, and egress areas. Coordinate with Public Works and Fire Company staff for relocation during events. Always maintain operational access.
- **De-icing Materials** – Approved for concrete and brick walkways; rock salt permitted for parking area.

1.3 Location Maps

Maps (pages 9-13) of all service locations are included. Locations include:

- Central Business District (CBD)
- Civic Center and Parking Garage – 535 Duane Street
- Police Department – 65 South Park Boulevard
- Fire Station 62 – 681 Taft Avenue
- Fire Station – 524 Pennsylvania

1.4 As Needed Services

During the seasonal term, the Village may direct the contractor to assist with clean-up in the Village's 15 municipal-owned lots or other areas. Time and material rates shall be provided for:

- Articulated front loader with bucket and/or angle plow
- Skid-steer with bucket, push box, and/or angle plow
- Single-axel dump (GVWR $\geq$ 30,000 lbs.) with spreader and minimum 10' plow
- 4WD pickup with minimum 8' plow
- Tandem-axel dump (GVWR $\geq$ 50,000 lbs.)
- Semi dump truck

1.5 De-icing Agents

Provide specifications for de-icing agents

- Sidewalk and brick safe products (including for parking deck)
- Concrete and asphalt safe de-icing products for parking lots
- SDS sheets for all products used
- Products must not damage pavers, concrete or landscaping

1.6 Supplemental Salting – Time and Materials Basis

In the event the National Weather Service issues an Ice Storm Warning for the Glen Ellyn area, and the resulting weather event produces ice accumulation **exceeding 0.25 inches on paved surfaces**, the Contractor shall, consult with the Street Superintendent or Designee, if performing supplemental salting operations shall be implemented to address hazardous conditions. The communication shall be documented for invoicing purposes.

The supplemental services shall be billed on a time and materials basis at the unit rates specified in the Contractor's approved Schedule of Pricing. Time charges shall begin upon arrival at the work site and end upon completion of the directed work. Material charges shall be based on actual quantities applied, verified by load or application records.

All supplemental salting work under this provision is deemed above and beyond the normal Seasonal Scope of Services and shall not be included in the Seasonal lump sum compensation.

2. Calls for Service and Staffing

- 24/7 availability during seasonal term, including weekends and holidays
- Rapid response to hazardous conditions; emergency call backs for missed services
- Staff and equipment onsite within 90 minutes of service call
- Continuous monitoring and service during events; Always maintain functionality of all listed locations.
- All personnel must be trained and licensed; at least one English speaking supervisor present at all times.

2.1 Liquidated Damages for Delayed Response

Failure to initiate snow/ice removal within 90 minutes of a call will result in:

1. **First Occurrence** – Written notice; no penalty
2. **Second Occurrence** – 10% deduction from invoice for the month
3. **Subsequent Occurrences** – 25% deduction from invoice for the month; Village may secure alternate services at Contractor's expense, withhold payment, or terminate contract for cause.
4. **Non-Exclusivity** – Remedies do not limit Village's right to pursue other legal or contractual actions.

3. Equipment

The following shall be applicable to contractors' proposals:

- No sidewalk equipment wider than 48" and taller than 76" on sidewalks. It is the contractor's responsibility to verify that their equipment will work in all locations.
- No metal/steel cutting edges on sidewalks and parking deck.
- All equipment shall have proper warning lights and proper licensing.
- Contractor shall supply adequate and in good working condition all equipment required to perform the requested services.
- Proposal shall include a list of equipment to be used.

4. Safety and Protection

- Contractor is responsible for the safety and protection of persons and property from damages by his/her operations on or adjacent to sidewalks, parking garages, parking lots, and roadways during his/her operations.
- All areas are to be cleared to a safe condition, with special attention given to handicap parking locations and railroad crossings to ensure compliant access to these areas.
- Hydrants and cross walks are not to be obstructed by snow and ice during removal operations.

5. Property Damage

The contractor assumes responsibility for any damage incurred through negligence by the contractor's employees or subcontractors. The contractor shall be solely and fully liable for any loss, injury, or damage resulting from the performance of this agreement.

- The Contractor is encouraged to perform mark outs of the parking garage and parking lots in this scope of work to avoid damage to property and equipment.
- The contractor shall inspect all locations within this contract with Public Works staff prior to November 1st of each respective year of the contract to document any existing deficiencies.
- The contractor shall report all accidents or property damage to the Village of Glen Ellyn Public Works Department as soon as possible.

5. Reporting and Communication

- The contractor has 90 minutes from the time a call for service is placed to have crews on site to perform snow and ice removal operations.
- Upon Arrival for services the contractor shall check in with the designated Village representative prior to starting service.
- Contractor shall complete a work order upon completion of services for the storm.
- Contractor will provide twenty-four (24) hour communications and responsive service throughout the snow and ice season. Any messages left by the Village of Glen Ellyn must be responded to within thirty (30) minutes of a message left. Failure to respond can lead to penalties. The response time clock starts when a call for service is made.
- Contractor Shall provide the names, phone numbers, and email addresses for the person/persons who will oversee and supervise the villages account. These individuals will be notified when there are any problems or concerns.
- The Contractors hours of service begin once removal operations commence. The Village is not responsible for the contractor's travel time to and from the Village when a call for service is placed.
- The contractor is solely responsible for the down time of any equipment and shall not invoice the Village for hours that equipment/operator is not available for snow and ice removal services.

6. Invoicing

Invoicing shall be submitted monthly. The invoice shall contain the following:

- Date of Invoice

- Service Time Period
- Total Hours of Service for Month
- Invoice Number (1 of 6 etc.)
- Detailed Itemized Services for Parking Deck, Icing over 0.25 inches, As Needed Services, these shall include equipment, materials and hours and include start and stop times.

7. Contract Term, Renewal, and Schedule

The contract resulting from this Agreement for Snow and Ice Removal Services shall be for a seasonal term, commencing on November 1, 2025, and ending on April 30, 2026, unless otherwise terminated in accordance with the provisions herein.

The Village reserves the sole right to extend the contract for up to four (4) additional one-year seasonal terms, November 1 through April 30, under these same terms and conditions, subject to:

- Satisfactory performance by the Contractor
- Mutual written agreement by both parties
- Approval by the Village Board or authorized representative

Contractor must indicate the percentage of increase, if any, for each renewal term in the schedule of pricing. No additional escalations or surcharges will be allowed beyond the stated percentage increase.

The Village reserves the right to terminate the agreement, in whole or in part, for cause or for convenience, with thirty (30) days written notice. Termination for cause may occur for reasons including, but not limited to, failure to meet service levels, unsafe operations, or breach of contract terms.

It is the intent for the Contractor to begin providing services for the winter of 2025 upon execution of the applicable independent contractual services agreement, which will occur after the award of services, anticipated to be September 2025.

8. Additional Terms

All other terms, requirements, and specifications contained in the original Proposal for Snow and Ice Removal Services – Central Business District and Village Properties 2025 and Contractor's proposal shall remain in full force and effect and are incorporated herein by reference.

Attachment B – Schedule of Pricing & Contractor Sign-Off

1. Seasonal Contract Pricing

Snow and Ice Removal Services Central Business District and Village Properties

The contractor shall provide all labor, equipment, materials, and supervision and management necessary to perform snow and ice removal services as outlined in the scope of services for:

- Central Business District (CBD)
- Civic Center
- Police Department
- Fire Stations

A. Seasonal Lump Sum Rate to be paid monthly November 1 – April 30:

Total Lump Sum 2025	\$128,786.80
November 1 – April 30, 2025, 6 Monthly Payments	\$21,464.47

2. Supplemental Time & Materials (T&M) Pricing

Ice Storms over 0.25 inches

Description	Hourly Rate	Material Unit Rate
Labor & Equipment Truck and Driver Parking Lots (Rock Salt)	\$165.00	\$235.00 /Ton
Labor & Equipment Sidewalks (Bag Salt)	\$55.00	\$45.00 /Bag
Labor & Equipment Parking Deck (Rock Salt)	\$165.00	\$45.00 /Bag
Labor & Equipment Parking Deck (CMA)	\$130.00	\$90.00 /Bag

Parking Deck Clearing/Hauling as Requested

Description	Hourly Rate
Clearing Labor & Equipment	\$365.00
Hauling Labor & Equipment	\$365.00
De-icing Labor & Equipment (Rock Salt)	\$45.00 /Bag
De-icing Labor & Equipment (CMA)	\$90.00 /Bag

As-Needed Services

Equipment & Labor

Item	Description	Unit Price/Hr.
1	Articulated Front Loader with Bucket & Power Angle Plow	\$280
2	Skid-steer with Bucket, Push Box, and/or Power Angle Plow	\$185
3	Four Wheel Drive Pick-up with Min. 8' Power Angle Plow	\$155
4	Single Axel GVWR ≥ 30,000 lbs. with Min. 10' Power Angle Plow and Sal Spreader	\$160
5	Tandem Axel Dump ≥ 50,000 lbs.	\$265
6	Semi Dump Truck	\$185
7	Rock Salt for Roadway and Parking Lot Application if Needed	\$135

3. Optional Renewal Year Pricing

Option Renewal Year 1 – 2026

The rates for services listed for the Optional Renewal Year 1 – 2026 will not increase more than **3.0%** over the SEASONAL PROPOSAL ITEMS of Year 1- 2025 contract period. The Village in its sole discretion may extend the Contract for this one-year term to begin September 1, 2026, and concluding August 30, 2027. No escalations or additional surcharges will be permitted apart from the percentage increases that are bid here.

Option Renewal Year 2 – 2027

The rates for services listed for the Optional Renewal Year 2 – 2027 will not increase more than **1.5%** over the Option Year 1- 2026 contract period. The Village in its sole discretion may extend the Contract for this one-year term to begin September 1, 2027, and concluding August 30, 2028. No escalations or additional surcharges will be permitted apart from the percentage increases that are bid here.

Option Renewal Year 3 – 2028

The rates for services listed for the Optional Renewal Year 3 – 2028 will not increase more than **1.5%** over the Option Year 2- 2027 contract period. The Village in its sole discretion may extend the Contract for this one-year term to begin September 1, 2028, and concluding August 30, 2029. No

escalations or additional surcharges will be permitted apart from the percentage increases that are bid here.

Option Renewal Year 4 – 2029

The rates for services listed for the Optional Renewal Year 4 – 2029 will not increase more than **1.5%** over the Option Year 3- 2028 contract period. The Village in its sole discretion may extend the Contract for this one-year term to begin October 1, 2029, and concluding May 30, 2030. No escalations or additional surcharges will be permitted apart from the percentage increases that are bid here.

4. Contractor Certification & Authorization

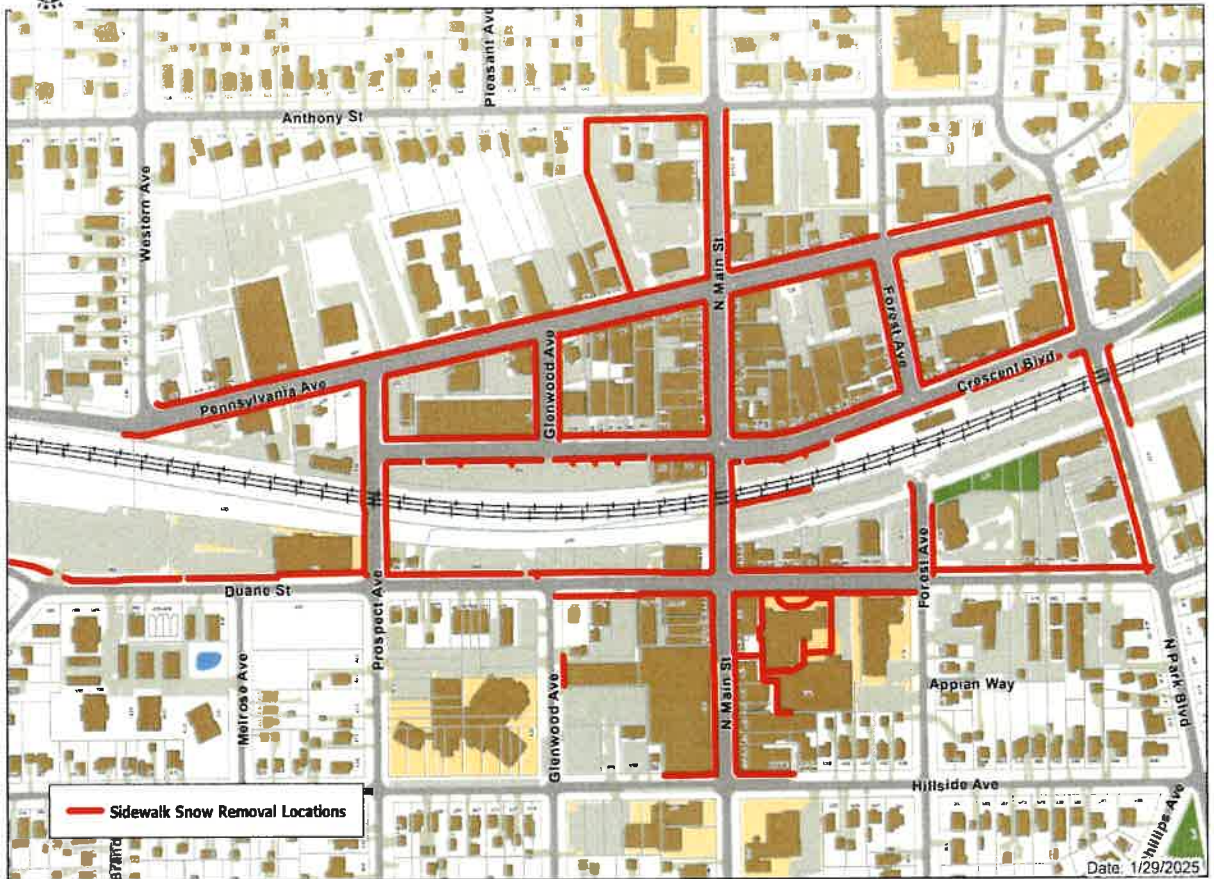
By signing below, the Contractor certifies that all prices, rates, and percentage increases are accurate, firm for the contract term, and inclusive of all overhead, profit, equipment, labor, materials, and related costs, unless otherwise notes. The Contractor further acknowledges and agrees that execution of this Schedule of Pricing does not constitute a binding agreement for services. Upon Board approval of the award, the contractor shall be required to execute the Village's standard Independent Contractor Agreement before any work may commence.

Contractor Name: Alan Horticulture
Authorized Representative: Shane Butts
Title: New Business Development Manager
Signature: 
Date: Sept 8th 2025

Location Maps



Central Business District - Business Sidewalk Snow Removal



Civic Center and Parking Garage

535 DUANE

Parking Deck 22,000 Sq. Feet

Sidewalk 17,200 Sq. Feet



Sidewalks 8,500 Sq. Feet

FIRE STATION
524 PENNSYLVANIA



FIRE STATION

681 TAFT





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

Meeting 9/22/2025 7:00 PM
Department: Administration
Department Head:
Category: Ordinance
Prepared By: Paul Stephanides

AGENDA ITEM (ID
[ITEM_ID])

DOC ID: [ITEM_ID]

Adopt Ordinance No. 7220-VC, An Ordinance Amending Title 7 ("Health and Sanitation") of the Glen Ellyn Village Code to Add a New Chapter 16 ("Emergency Management Agency") (Police Chief Norton and Village Attorney Stephanides)

Statement of the Issue:

The ordinance establishes an Emergency Management Agency as part of the Glen Ellyn Village Code pursuant to the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 *et seq.*

Analysis:

The ordinance establishes the Emergency Management Agency (Agency) as a division within the Police Department. The Agency will be responsible for the coordination of all emergency management programs within the Village and with private organizations, other governmental agencies, the State of Illinois and the federal government in accordance with the provisions of the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 *et seq.*

The purpose of the Agency will be to prevent, minimize, repair, and alleviate injury and damage from any emergency or disaster. The Village currently employs an Emergency and Training Coordinator as part of the Police Department and the person occupying that position will be the Village's Emergency Management Agency Coordinator (Coordinator) under the ordinance. The Coordinator will be responsible for implementing the Village's emergency management and disaster operations program and that program will be formally established per the ordinance. The ordinance also provides for the procedures and standards for the establishment of a disaster or emergency declaration by the Village President and the exercise of emergency powers in case of such a declaration.

Ultimately, the ordinance will allow the Village to access federal and state assets and funds in the event of an emergency or a disaster. The ordinance codifies current practices of the Village in this regard.

Budget Impact:

N/A

Contribution to Strategic Plan

Priority: Workforce and Operations; Initiative: Continue to provide high quality public safety services focused on customer service and professionalism

Action Requested:

Adopt the ordinance.

Attachments:

1. Emergency Management Agency Ordinance



Village of Glen Ellyn

Ordinance No. xxxx-VC

**An Ordinance Amending Title 7 (“Health and Sanitation”)
to add a New Chapter 16 (“Emergency Management Agency”)
of the Glen Ellyn Village Code**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Published in pamphlet form by the authority of the
Village President and Board of Trustees
of the Village of Glen Ellyn, DuPage County,
Illinois, this ____ day of September, 2025.

Ordinance No. xxxx-VC

An Ordinance Amending Title 7 (“Health and Sanitation”) of the Glen Ellyn Village Code to Add a New Chapter 16 (“Emergency Management Agency”)

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including, but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, as a home rule unit, the Village of Glen Ellyn’s powers shall be construed liberally as held by the Illinois Supreme Court in the case of *Scadron v. City of Des Plaines*, 153 Ill.2d 164 (1992); and

WHEREAS, Section 10 the Illinois Emergency Management Agency Act, 20 ILCS 3305/10, provides that the Village may establish an Illinois Emergency Management Agency to ensure that this Village will be prepared to adequately deal with any disasters, preserve the lives and property of residents of the Village and protect the public peace, health, and safety in the event of a disaster; and

WHEREAS, pursuant to the Village’s home rule authority and the Illinois Emergency Management Agency Act, the Village Board has determined to adopt this Ordinance to establish an Emergency Management Agency in the Village by adding a new Chapter 16 (“Emergency Management Agency”) to the Glen Ellyn Village Code.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The foregoing recitals and all exhibits attached to this Ordinance are incorporated as though fully set forth in this Section 1.

Section 2. Village Code Amended. Title 7 (“Health and Sanitation”) of the Glen Ellyn Village Code is amended to add a new Chapter 16 (“Emergency Management Agency”) to read as follows:

Chapter 16 – EMERGENCY MANAGEMENT AGENCY

7-16-1. Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter:

DISASTER: The occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, public health emergencies, cyber incidents, or acts of domestic terrorism.

EMERGENCY MANAGEMENT AGENCY COORDINATOR: The Village’s Emergency and Training Coordinator within the Village’s Police Department.

EMERGENCY MANAGEMENT: The efforts of the Village to develop, plan, analyze, conduct, provide, implement, and maintain programs for disaster mitigation, preparedness, response, and recovery.

EMERGENCY MANAGEMENT AGENCY: The agency established by this Chapter within the Village to coordinate the emergency management program within the Village and with private organizations, other political subdivisions, the state and federal governments.

EMERGENCY OPERATIONS PLAN: The written plan of the Village describing the organization, mission, and functions of the government and supporting services for responding to and recovering from disasters and shall include plans that consider the needs of those individuals with household pets and service animals following a major disaster or emergency.

ILLINOIS EMERGENCY MANAGEMENT AGENCY ACT: 20 ILCS 3305/1 *et seq.*

7-16-2. Emergency Management Agency.

(A) *Creation of agency:* There is created the Village Emergency Management Agency, which

shall be a division of the Village's Police Department.

(B) *Coordinator:* The Emergency Management Agency Coordinator shall be responsible to implement the Village's emergency management and disaster operations program. The Coordinator shall also serve as the primary contact for all organizations involved in emergency management and disaster operations within the Village and shall act as liaison, in cooperation with the emergency management agencies of the local, state, and federal government. In the event of the absence, resignation, death, or inability to serve as the Coordinator, any person designated by the Village Manager shall act as the Coordinator until a new appointment is made.

(C) *Functions and operations:* The Emergency Management Agency shall perform such emergency management and disaster functions within the Village as may be prescribed by the Village Manager, the Village's emergency operations plan, the state emergency operations plan, and programs, orders, rules, and regulations issued by the Governor of Illinois. The Agency shall also perform such duties outside the Village limits as may be required under any mutual aid agreement with another political subdivision, municipality, or quasi-municipality, as provided by law. The specific functions that the Emergency Management Agency shall perform include, but are not limited to, the following:

1. Coordination of the Village's overall emergency management program.
2. Develop and maintain an Emergency Operations Plan (EOP) and other emergency management plans and standard operating procedures/guidelines that define emergency management responsibilities for the Village.
3. Develop, conduct, and facilitate emergency management training and education programs for Village officials and staff.
4. Develop, conduct, and facilitate public education programs regarding emergency management for the community.
5. Develop, conduct, facilitate, and evaluate emergency management exercises to test the Village's EOP and emergency management functions.
6. Enhance the Village's capability to respond to emergencies and disasters by coordinating critical resource support through the Village's Emergency Operations Center.
7. Cooperate with local, county, state, and federal governments, as well as public and private agencies, non-governmental organizations, faith-based organizations, and other entities, to achieve the purposes of this Chapter and implement emergency management programs for mitigation, preparedness, response, and recovery.
8. Develop, coordinate, and oversee the planning, establishment, and operation of the Village's Emergency Operations Center.
9. Receive and analyze information regarding potential hazards and disseminate

appropriate information to Village officials and, as appropriate, the public.

10. Serve as liaison with other Village departments and mutual aid partners to aid within the scope of the Emergency Management Agency.

11. Facilitate agreements that strengthen planning, response, and recovery efforts and support participation during emergencies and disasters affecting the Village.

12. Perform all other functions necessary, incidental, or appropriate to implement this chapter.

7-16-3. Disaster declaration; state of emergency.

(A) *Authority to declare:* A disaster or state of emergency may be declared by the Village President in accordance with Section 11 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, or by the President Pro Tem as provided in Section 7 of the Emergency Interim Executive Succession Act, 5 ILCS 275/7.

(B) *Declaration under oath; nature of disaster or emergency:* A disaster declaration or state of emergency shall be executed under oath and shall include the nature of the disaster or emergency and declaring that a disaster or emergency exists.

(B) *Filing and notification:* Upon the issuance of a disaster or emergency declaration, the declaration shall be promptly filed with the Village Clerk, and local news media shall be notified.

(C) *Duration:* A disaster or state of emergency declaration shall not be continued or renewed for a period exceeding seven (7) days except by, or with the consent of, the Village Board.

(D) *Effect:* The issuance of a disaster or state of emergency declaration shall serve to activate the Village's emergency operations plan.

(E) *Emergency powers:* In the event of a disaster or emergency, the Village Manager or the Manager's designee is authorized to procure on behalf of the Village such services, supplies, equipment, or materials as may be necessary to protect the health and safety of persons, to protect property, and to provide emergency assistance to survivors. During such disaster, the Village may exercise the authority set forth in the Illinois Emergency Management Agency Act in light of the exigencies of the disaster and, except for mandatory constitutional requirements, without regard to the procedures and formalities otherwise required by law relating to the performance of public work, entering into contracts, incurring obligations, employing temporary workers, renting equipment, purchasing supplies and materials, and appropriating, expending, and disposing of public funds and property.

7-16-4. Emergency powers of the Village President.

Upon the issuance of a disaster or emergency declaration for the Village, the Village President shall have the following emergency powers:

(A) *Curfew*: To impose a curfew upon all or any portion of the Village, thereby requiring all persons in such designated curfew areas to remove themselves from the public streets, alleys, parks, or other public places; provided, however, that essential personnel, including but not limited to physicians, nurses, medical staff, fire and emergency medical services, law enforcement personnel, emergency management personnel, public works and utility staff, and other authorized disaster response or recovery personnel, may be exempted.

(B) *Business closures*: To order the temporary closure of business establishments within the Village for the duration of the disaster or emergency, including but not limited to establishments selling intoxicating liquors, cereal malt beverages, firearms, ammunition, gasoline, or other combustible liquids.

(C) *Closure of public assemblies*: To order the temporary closure of places of public assemblage or gathering within the Village, including but not limited to restaurants, parks, recreational centers, and sports facilities.

(D) *Additional orders*: To issue such other orders imminently necessary for the protection of life and property.

(E) *Other powers*: To exercise all existing powers of the Village President, all special powers conferred by the Village's emergency operations plan, all powers conferred by law, and all powers conferred by agreements approved by the Village Board of Trustees or by any other lawful authority.

7-16-5. Emergency powers of the Village Manager.

Upon the issuance of a disaster or emergency declaration for the Village, the Village Manager, or the Manager's designee, shall have the following emergency powers:

(A) *Procurement of supplies*: To obtain or contract for vital supplies, equipment, and other property determined to be lacking and needed for the protection of life and property. The Village shall reimburse providers of such supplies, equipment, and property at fair market value.

(B) *Emergency support assignments*: To require emergency support assignments of any Village officer or employee, including but not limited to:

1. Requisitioning necessary personnel or material of any Village department or agency;
2. Modification of normal work assignments;
3. Modification of normal work hours, including but not limited longer duration of work hours, different starting and ending times, different shifts, including evening, weekend, or holiday work assignments; and

4. Modification of normal work locations.

(C) *Service modification:* To work with Village department heads to reprioritize or modify the provision of Village services for the duration of the disaster.

(D) *Licenses and permits:* To temporarily modify licenses and permits granted by the Village to the extent reasonably necessary to protect life and property, or to preserve the economic welfare of the Village during the disaster.

(E) *Traffic restrictions:* To designate public streets, thoroughfares, or vehicle parking areas within the Village to be closed to motor vehicles or pedestrian traffic.

7-16-6. Utilization of existing village resources.

(A) *Coordinator's authority:* In carrying out the provisions of this chapter, the Emergency Management Agency Coordinator shall utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the Village to the maximum extent practicable, and the officers and personnel of all such departments.

(B) *Departmental cooperation:* All offices, departments, and agencies of the Village shall cooperate with and extend such services and facilities to the Emergency Management Agency Coordinator.

7-16-7. Mobile support team.

(A) *Designation:* Any or all members of the Emergency Management Agency may be designated as members of a mobile support team created by the Director of the Illinois Emergency Management Agency as provided by law.

(B) *Compensation and status:* Any member of a mobile support team who is a Village employee or officer shall receive the compensation and retain the powers, duties, rights, and immunities incident to such employment or office while serving on call to duty by the Illinois Governor or the Director of the Illinois Management Agency and Office of Homeland Security. Any such member who is not a paid employee or officer of the Village while so serving shall receive from the state reasonable compensation as provided by law.

7-16-8. Mutual aid agreements.

(A) *Authority to enter agreements:* The Village may enter mutual aid arrangements with other political subdivisions for reciprocal emergency, disaster, and recovery response and assistance as approved by the Village Board of Trustees.

(B) *Consistency and obligation:* All mutual aid arrangements shall be consistent with the state emergency management program. In the event of a disaster or emergency, it shall be the duty of each emergency management agency to render assistance in accordance with the provisions of such arrangements.

7-16-9. Funding.

The Village's Finance Director shall receive and allocate to the appropriate fund any reimbursement by the state for expenses incidental to training members of the Village's Emergency Management Agency as prescribed by the state, compensation for services and expenses of a mobile support team while serving outside the Village in response to a call by the Illinois Governor or the state as provided by law, and any other reimbursement by the state or federal government incidental to the Village's Emergency Management Agency's activities as provided by law.

7-16-10. Acceptance of gifts and grants.

(A) *Authority to accept:* Whenever the federal government, any agency or officer thereof, or any organization, agency, person, firm, or corporation offers to the Village services, equipment, supplies, materials, or funds by way of gift or grant for purposes of emergency management, the Village Manager may accept such offer. Upon acceptance, the Village Manager may authorize a Village officer to receive such services, equipment, supplies, materials, or funds on behalf of the Village.

(B) *Use of funds:* Any funds accepted pursuant to this section shall be provided to the Village's Emergency Management Agency and used in accordance with grant requirements or the stated intended purpose of the funds.

7-16-11. Emergency management agency volunteers.

(A) *Authorization:* The Village's Emergency Management Agency is authorized to recruit, train, equip, and utilize volunteers in support of the Village's emergency management program.

(B) *Oversight:* The Village Manager or the Manager's designee shall establish policies governing the recruitment, training, deployment, and management of emergency management agency volunteers.

(C) *Volunteer Functions:* Emergency Management Agency volunteers may perform functions including, but not limited to:

1. Emergency and disaster preparedness, response, and recovery;
2. Emergency operations center support;
3. Damage assessment;
4. Shelter operations and support;
5. Family assistance center and multi-agency resource center operations and support;
6. Assistance and support at police and fire incidents;

7. Incident command post support;
8. Traffic and crowd control;
9. Severe weather spotting and monitoring;
10. Incident and scene safety and security;
11. First aid assistance;
12. Communications support;
13. Search and rescue operations;
14. Public relations and educational activities; Participation in community events including fairs, parades, festivals, fireworks, and exhibits;
15. Participation in training sessions, exercises, meetings, work nights, and other details; and
16. Emergency and non-emergency assistance to other agencies and jurisdictions within or outside the Village.

7-16-12. Emergency management oath.

(A) Each person, whether compensated or non-compensated, who is appointed to serve in any capacity as part of the Village's Emergency Management Agency shall take the oath in writing required by Section 20 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/20, before entering upon their duties before a person authorized to administer oaths in the state. Such oath shall be filed with the Emergency Management Agency Coordinator.

(B) The oath required by this Section shall be as follows:

"I _____, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions, and facilities thereof, both public and private against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I nor have I been a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and during such time as I am affiliated with the Village of Glen Ellyn Emergency Management Agency, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States of this State by force or violence."

7-16-13. Outdoor warning siren testing.

(A) *Monthly testing:* The testing of outdoor warning sirens shall be held on the first Tuesday of each month at 10:00 a.m.

(B) *Activation of exercises:* Outdoor warning sirens may also be activated during exercises that are specifically and expressly approved in advance by the Illinois Emergency Management Agency.

Section 3. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Passed by the Village President and Board of Trustees of the Village of Glen Ellyn,
Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois, this ____ day of
September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



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

Meeting 9/22/2025 7:00 PM
Department: Administration
Department Head:
Category: Ordinance
Prepared By: Paul Stephanides

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Ordinance No. 7221-VC, An Ordinance Amending Title 1 ("Administrative"), Chapter 10 ("Village Contracts"), Section 1-10-4 ("Advertisement") of the Glen Ellyn Village Code (Village Attorney Stephanides)

Statement of the Issue:

The ordinance eliminates the requirement that the Village publish in a newspaper an invitation for bids.

Analysis:

Section 1-10-4 ("Advertisements") of the Village Code currently requires the Village to publish an invitation for bids in a newspaper. The proposed ordinance eliminates this requirement and continues the requirement that bids be posted on the Village's website and be distributed to potential bidders prior to an award. This amendment will save the Village the cost of publishing a bid invitation in a newspaper. Village staff has found that publication in a newspaper does not necessarily attract bids, and it is sufficient to attract bids by posting an invitation on the Village's website and distributing bid packages to potential bidders. Village staff also will continue to look for opportunities to post bids on websites that provide circulation of bids to contractors and suppliers who subscribe to such websites.

Budget Impact:

Cost savings in not having to publish bid invitations in a newspaper.

Contribution to Strategic Plan

Priority: Workforce and Operations; Initiative: Evaluate technology needs of the organization; redefine organizational philosophy toward the use of technology

Action Requested:

Adopt the ordinance.

Attachments:

1. Ordinance



Village of Glen Ellyn

Ordinance No. xxxx-VC

**An Ordinance Amending Title 1 (“Administrative”),
Chapter 10 (“Village Contracts”), Section 1-10-4 (“Advertisement”)
of the Glen Ellyn Village Code**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Published in pamphlet form by the authority of the
Village President and Board of Trustees
of the Village of Glen Ellyn, DuPage County,
Illinois, this ____ day of September, 2025.

Ordinance No. xxxx-VC

**An Ordinance Amending Title 1 (“Administrative”), Chapter 10 (“Village Contracts”),
Section 1-10-4 (“Advertisement”) of the Glen Ellyn Village Code**

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including, but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, as a home rule unit, the Village of Glen Ellyn’s powers shall be construed liberally as held by the Illinois Supreme Court in the case of *Scadron v. City of Des Plaines*, 153 Ill.2d 164 (1992); and

WHEREAS, Section 8-9-1 of the Illinois Municipal Code, 65 ILCS 5/8-9-1, provides that the Village prescribe by ordinance how it advertises for bids; and

WHEREAS, the Village Board has determined to amend Title 1 (“Administrative”), Chapter 10 (“Village Contracts”), Section 1-10-4 (“Advertisement”) of the Glen Ellyn Village Code regarding how the Village advertises for bids as set forth herein; and

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The foregoing recitals and all exhibits attached to this Ordinance are incorporated as though fully set forth in this Section 1.

Section 2. Village Code Amended. Title 1 (“Administrative”), Chapter 10 (“Village Contracts”), Section 1-10-4 (“Advertisement”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

1-10-4. Advertisement.

When competitive bidding is required, ~~it is the policy of the Village to~~ shall seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:

- (A) ~~Newspaper publication~~ Notice: ~~A Notice notice~~ inviting bids shall be ~~published once in at least one newspaper of general circulation in the Village and~~ advertised on the Village website at least ten days preceding the last day set for the receipt of bid proposals.
- (B) *Scope of notice*: The ~~newspaper notice required herein~~ shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
- (C) *Bidders' list or individual solicitation*: Bids and proposals shall be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the Village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale within the time required by this Section.
- ~~(D) Village website: Bid announcements shall be advertised on the Village website.~~

Section 3. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Passed by the Village President and Board of Trustees of the Village of Glen Ellyn,
Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois, this __ day of
September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



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

Meeting 9/22/2025 7:00 PM
Department: Administration
Department Head:
Category: Ordinance
Prepared By: Paul Stephanides

AGENDA ITEM (ID
[ITEM_ID])

DOC ID: [ITEM_ID]

Adopt Ordinance No. 7222-VC, An Ordinance Amending Title 1 ("Administrative") and Title 2 ("Boards and Commissions") of the Glen Ellyn Code Regarding Village Board Procedures, Electronic Attendance, and Audience Participation (Village Manager Franz and Village Attorney Stephanides)

Statement of the Issue:

Staff was directed to prepare documents that formalize certain Board policies and procedures through the development of an ordinance and supporting protocols. The attached ordinance is a result of those efforts. The ordinance was discussed at the Village Board's Special Workshop Meetings of July 28, 2025 and September 8, 2025. The ordinance contains the changes discussed by the Board at both meetings.

Analysis:

Over the past year, the Village Board directed staff to formalize certain Board policies and procedures through the development of an ordinance and supporting protocols for official adoption. This initiative originated from a Village Board strategic planning meeting facilitated by an outside consultant where the Board reached a consensus on the need to formalize these procedures.

Over the last five months, staff worked closely with Trustees Kalinich and Simon who both volunteered to assist in this effort. The attached ordinance was developed per collaborative meetings with both Trustees. The ordinance is intended to codify existing procedures of the Village Board that have been followed in practice. It also creates new provisions of the Village Code regarding the selection of Trustee liaisons to Village boards and commissions, rules for audience participation, a prohibition against disturbing meetings and general language clean-up of the Code.

The ordinance was discussed by the entire Village Board at Special Workshop Meetings held on July 28, 2025 and September 8, 2025. The ordinance reflects the Board's input from those meetings. As a result of the last meeting, the new Section 1-6-10 proposed to be added to the Village has been changed to reflect that the Village President will appoint Trustee liaisons to the Village's boards and commissions every two (2) years after an election is held to select Trustees and the newly elected Trustees are seated. A new subsection G has also been added to Section 2-14-4 to reflect that a recording secretary will be provided for the Zoning Board of Appeals. Other non-substantive changes have been made to correct language inconsistencies and typographical errors.

A separate agenda item has been prepared regarding Protocols for the Board's adoption pursuant to a resolution. The adoption of the Protocols is enabled pursuant to Section 1-6-7(K) of the attached ordinance.

Budget Impact:

N/A

Contribution to Strategic Plan

Priority: Effective Governance; Initiative: Effective Village Board and Board/Commission processes and meetings

Action Requested:

Adopt the ordinance.

Attachments:

1. Procedures Ordinance



Village Of Glen Ellyn

Ordinance No. xxxx-VC

**An Ordinance Amending Title 1 (“Administrative”)
and Title 2 (“Boards and Commissions”)
of the Glen Ellyn Village Code Regarding Village Board
Procedures, Electronic Attendance, and Rules for Audience Participation**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Published in pamphlet form by the authority of the
Village President and Board of Trustees
of the Village of Glen Ellyn, DuPage County,
Illinois, this ____ day of _____, 2025.

Ordinance No. xxxx-VC

**An Ordinance Amending Title 1 (“Administrative”)
and Title 2 (“Boards and Commissions”)
of the Glen Ellyn Village Code Regarding Village Board
Procedures, Electronic Attendance, and Rules for Audience Participation**

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the Village Board has determined to amend Title 1 (“Administrative”) and Title 2 (“Boards and Commissions”) of the Glen Ellyn Village Code regarding Village Board procedures to further establish an efficient and effective forum for Village Board meetings and other matters pertaining to the Village boards and commissions as set forth herein; and

WHEREAS, the Village Board has also determined to codify its rules for electronic attendance at Board meetings without being physically present as required by Section 7 of the Open Meetings Act, 5 ILCS 120/7 and to adopt rules for public comment as required by Section 2.06(g) of the Open Meetings Act, 5 ILCS 120/2.06(g).

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The foregoing recitals and all exhibits attached to this Ordinance are incorporated as though fully set forth in this Section 1.

Section 2. Village Code Amended. Title 1 (“Administrative”), Chapter 1 (“Official Village Code”) of the Glen Ellyn Village Code is amended to add a new Section 1-1-7

(“Administering Oaths”) as follows:

1-1-7. Administering oaths.

Whenever the administration of an oath is required by law or by this Code, such oath may be administered by the Village President, Village Clerk, Plan Commission Chair, Zoning Board of Appeals Chair, Village Attorney, or recording secretary of the Plan Commission or the Zoning Board of Appeals.

Section 3. Village Code Amended. Title 1 (“Administrative”), Chapter 5 (“Village President”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

1-5-2. No Bond bond; oath.

(A) No Bond bond: ~~Before entering upon the duties of his office, the~~ The President shall ~~give not be required to give a bond in the sum of \$3,000.00, with surety to be approved by the Board of Trustees, conditioned upon his faithful performance of his duties.~~

(B) Oath: ~~He~~ The President shall take the oath of office prescribed by ~~statute~~ law.

* * * *

1-5-6. President Pro Tem.

The Village Board shall select a Trustee to serve as President Pro Tem on a rotating basis for a period of three (3) months. The rotation shall be based upon a Trustee’s seniority with the longest serving Trustee being initially selected to serve; in the case of a tie, the Trustees shall serve in alphabetical order. The President Pro Tem shall preside at all Board meetings in the absence of the President. If the President is temporarily absent from the Village or is unable to perform the duties of the office due to disability or incapacity, the President Pro Tem shall perform the duties and possess all the rights and powers of the President. The Trustee serving as President Pro Tem shall continue to vote as a Trustee and shall not be entitled to vote both as President Pro Tem and as a Trustee. If the President Pro Tem is unable to serve, the Trustee with the next longest seniority shall serve as President Pro Tem; in the case of a tie, Trustees shall serve in alphabetical order.

* * * *

Section 4. Village Code Amended. Title 1 (“Administrative”), Chapter 6 (“Board of Trustees”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

1-6-2. Oath.

Members of the Board of Trustees shall take the oath as prescribed by ~~statute~~ law.

1-6-3. Meetings.

(A) *Regular meetings:* The regular meetings of the Board of Trustees shall be held on the second and fourth Monday in each calendar month in each year at the hour of 7:00 p.m. The meeting place of the Board of Trustees shall be ~~in the boardroom,~~ in the Galligan Board Room in the Village Civic Center, unless otherwise specified by the Board of Trustees.

(B) *Village Board workshops:* One Village Board workshop meeting will be held each month ~~unless otherwise specified by the Board of Trustees or the Village Manager.~~ The Village Board shall hold the workshop Workshop meetings shall be held at the hour of 7:00 p.m. ~~on the third Monday of every a month of each year.~~ During the workshop meeting, the Village Board may discuss any item of current business or matters involving future attention. No formal action shall be taken during any workshop meeting. The meeting place of the Board of Trustees for a workshop meeting shall be in the Civic Center unless otherwise specified by the Board of Trustees.

(C) *Holidays:* When the day of a regular meeting or workshop would occur on a holiday observed by the Village or on a holiday observed by the federal government, the regular meeting shall be held on the Tuesday following the regular meeting or workshop meeting date unless otherwise determined by the Board by resolution not later than the next preceding regular meeting or workshop meeting.

(D) *Special meetings:* Special meetings may be called by any three (3) members of the Board of Trustees, ~~or by the Village President, or by the Village Manger,; provided, that a~~ Written notice of such special meeting shall be given in the manner provided by ~~law~~ Section 2.02 of the Open Meetings Act, 5 ILCS 120/2.02, as amended.

(E) *Emergency meetings:* Emergency meetings may be called as provided by ~~statute~~ Section 2.02 of the Open Meetings Act, 5 ILCS 120/2.02, as amended.

(F) *Closed executive session:* All Village Board regular, workshop, special, or emergency meetings shall be open to the public. The Board may hold closed executive sessions as provided in Section 2 of the Open Meetings Act, 5 ILCS 120/2, as amended. During any properly convened Village Board open meeting, a motion may be made to go into closed executive session. The motion shall specify one (1) or more exceptions contained in the Open Meetings Act. Only those specified exceptions stated in the motion may be considered and discussed during the closed executive session. The motion to go into closed session must be seconded and passed by roll call vote of a majority of Village Board members present as required by Section 2a of the Open Meetings Act, 5 ILCS 120/2a, as amended. Except as required under the Open Meetings Act, matters discussed in closed session are deemed confidential and are not to be disclosed.

1-6-4. President to preside; voting.

The President shall preside at all meetings of the Board of Trustees, ~~The President~~ but shall vote ~~only in those cases as provided by law~~ follows:

- (A) Where the vote of the Trustees has resulted in a tie;
- (B) Where one-half of the Trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or
- (C) Where a vote greater than a majority of the corporate authorities is required by law or a provision of this Code to adopt an ordinance, resolution, or motion.

1-6-5. Quorum.

A majority of the Trustees, or three Trustees and the President, shall constitute a quorum to ~~do~~ conduct business; ~~but and no ordinance may be passed except on the favorable vote of a majority of elective members.~~ Any ordinance, resolution, or motion shall be passed as provided by law.

* * * *

1-6-7. Rules of order.

(A) *Order of business:* The order of business to be considered during regular meetings of the Board of Trustees shall be as follows:

1. Call to order.
2. Roll call.
3. Pledge of Allegiance led by a member of the Village Board, or by a member of a group or organization associated with the Village, or by an individual selected by the Village President.
4. ~~Village recognition~~ Recognitions.
5. Audience participation.
6. Presentations.
- ~~6~~ 7. Consent agenda (omnibus vote), which may include but is not limited to the approval of meeting minutes, approval of payroll and vouchers, and other items considered to be routine in nature.
- ~~7~~ 8. Reports, motions, resolutions, and ordinances.
9. Trustee liaison reports.

8 10. Other business.

11. Reminders.

9 12. Adjournment.

(B) *Rescinding action:* ~~No A~~ vote or action of the Board of Trustees ~~shall~~ may be rescinded at any special or regular meeting ~~unless, there~~ There shall be present at such special or regular meeting as many members of the Board as were present at the meeting when such vote or action was taken.

(C) *Resolutions:* Any resolution submitted to the Board of Trustees shall be reduced in writing before being voted ~~on upon the request of the President or any two members of the Board.~~

(D) *Suspension of rules:* The rules of order, other than those prescribed by statute law, may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

(E) *Robert's Rules of Order:* The latest edition of Robert's Rules of Order shall govern the deliberations of the Board of Trustees, except when in conflict with any ~~of the foregoing rules provisions of this Code or as otherwise adopted by the Board of Trustees.~~ The President shall decide all questions of order.

(F) *Two readings of ordinances:* Upon the request of the President or upon the request of any two or more Trustees, two readings of any ordinance shall be required before final action of the passage thereof is taken; ~~otherwise~~ Otherwise, an ordinance may be passed when first presented. Any request by either the President or any two or more Trustees for two readings of an ordinance shall be made before any vote is taken on the proposed ordinance or as reflected on an agenda. When two readings of an ordinance are requested by either the President or any two or more Trustees, the first reading shall take place at the same meeting as the request to require two readings, and the second reading shall not take place sooner than the regular or adjourned meeting of the Board of Trustees ~~subsequent to~~ after the meeting at which the first reading was presented. ~~In the event an ordinance fails to receive a favorable vote of a majority of the elective members on first reading, it shall nevertheless proceed to a second reading for final action. The vote taken at the second reading shall supersede the vote taken at the first reading. If an ordinance requires two readings pursuant to this section, no vote shall take place on the ordinance at the first reading.~~

(G) *Vote required:* The passage of all ordinances for whatever purpose and any resolution or motion to create any liability against the Village or for the expenditure or appropriation of funds shall require the concurrence of a majority of all Board members then holding office, including the President unless otherwise expressly provided by state law or this Code. A roll call vote of ayes and nays shall be taken and recorded in the meeting minutes for all ordinances or resolutions or for any other matter coming before the Board which creates any liability against or obligation on the part of the Village or for the expenditure or appropriation of its money and in every instance where a request therefor is made by any Trustee. Motions and other matters coming before the Board may be adopted by voice vote unless there is a specific request for a roll call vote. The President shall determine the outcome of all voice votes.

(H) Motions to reconsider: A motion to reconsider an item previously voted upon at a meeting may be made at the same meeting under new business. The motion must be made by a member who voted on the prevailing side and passed by two-thirds (2/3) of the members then holding office. If so passed, the item will be placed on the next regular meeting agenda for consideration. A motion to reconsider a vote taken at the previous regular meeting may also be made at the next regular meeting and must be made by a member who voted on the prevailing side and passed by two-thirds (2/3) of the vote of the members then holding office. If so passed, the item will be placed on the next regular meeting agenda for consideration. Once a motion to reconsider is made and not passed, a motion to reconsider shall not be subsequently considered.

(I) Abstentions: A vote to abstain shall not be counted in the number of votes cast and shall not be counted with the prevailing or non-prevailing side.

(J) Suspension of rules: The rules of order may be suspended at any time by a majority vote of the Board members present at a meeting.

(K) Protocols: The Village Board of Trustees may by a duly adopted resolution approve protocols and procedures applicable to meetings and activities of the corporate authorities and its members, which may also be applicable to Village boards and commissions.

* * * *

1-6-10. Trustee liaisons to boards and commissions:

Upon newly elected Trustees taking office every two (2) years, the President shall appoint a Trustee to serve as a liaison to each of the Village's boards and commissions established by this Code with the advice and consent of the Board of Trustees and acceptance of individual Trustees to a liaison assignment. Trustee liaisons may attend meetings of the board or commission to which they serve as a liaison to observe the activities and discussion of the respective board or commission and report to the Village Board on such activities and discussion.

1-6-11. Attendance by electronic means:

(A) Majority present: A quorum of the Village Board must be physically present at a meeting for a member to attend by electronic means.

(B) Request to attend electronically: A Village Board member wishing to attend a regular or workshop meeting of the Village Board electronically by telephonic or video means must notify the Village Manager at least four (4) hours before a scheduled meeting. Such notice for an emergency meeting shall be given by a Board member as early as possible.

(C) Basis to attend electronically: Attendance electronically is permitted if a Board member is prevented from physically attending because of:

1. Personal illness or disability;

2. Employment purposes or other public business;

3. A family or other emergency; or

4. Unexpected childcare obligation.

(D) *Adequate equipment required:* Before allowing electronic attendance at a meeting, adequate equipment shall be provided by the Village so that the member participating electronically and other members of the Village Board are able to communicate effectively and so that members of the audience are able to hear all communications at the meeting site.

(E) *Minutes:* Any member attending a meeting electronically shall be counted as present for that meeting. The meeting minutes shall also reflect whether each member is physically present or present by electronic means.

(F) *Rights of member attending electronically:* A member attending a meeting electronically shall be permitted to participate in the same capacity as those members physically present. The member attending electronically shall be heard, considered, and counted as to any vote taken. The member's name shall be called during a vote, and their vote shall be counted and recorded by the Village Clerk and placed in the meeting minutes. The member attending electronically may leave a meeting and return, as is the case for any member, provided the member announces their leaving the meeting and returning to the meeting.

(G) *Section applicable to boards and commissions:* This Section shall be applicable to all Village boards and commissions and shall govern the electronic attendance of any of their members.

1-6-12. Audience participation:

(A) *Sign-up procedure:* Members of the public who wish to address the Village Board at a Village Board meeting shall sign up before speaking, identifying themselves by name and indicating whether they wish to provide comment on a particular agenda item or during audience participation.

(B) *Audience participation agenda item:* The purpose of the audience participation portion of an agenda is to allow members of the public an opportunity to address the Village Board on matters not specifically listed on a meeting agenda. The audience participation agenda item shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the President or by a majority vote of the Village Board or may be continued to the end of an agenda by the President or by a majority vote of the Village Board.

(C) *Procedure:* During audience participation or after the introduction of each agenda item, members of the public shall be called in the order in which they signed up. Speakers shall address

the Village Board from the podium, unless an accommodation is necessary, and state their name before providing their comment.

(D) *Three (3) minute limit per speaker:* Speakers shall limit their comment to no more than three (3) minutes unless additional time is granted by the President or by a majority vote of the Village Board. A timer shall be operated by the Village Clerk to notify speakers when the allotted time has expired. Upon the expiration of the applicable time, speakers shall stop speaking and leave the podium unless additional time is granted or unless there are questions directed to the speaker by Village Board members. Speakers shall not cede their time to other speakers except in the discretion of the President or a majority vote of the Village Board. The President may limit repetitive or redundant public comment.

(E) *Written public comment not to be read:* Written public comment shall not be read aloud during a meeting unless otherwise determined by the President or by a majority vote of the Village Board.

(F) *Public comment limits:* Groups of speakers should consolidate their comments and avoid repetition using representative speakers. Except during audience participation, speakers shall limit their comments to the item under consideration. Speakers shall address their remarks to the Village Board as a whole and not to any individual members. Speakers shall not ask questions of individual Board members or of Village staff members without first obtaining permission from the President, and the Board shall not be required to respond. Speakers shall refrain from making threats to or personal attacks against Board members, Village staff, other speakers, or audience members. Board members may ask questions of speakers at the conclusion of their comments.

(G) *Presentations:* Notwithstanding the rules of this Section, petitioners, applicants, or sponsors of a particular agenda item shall be called at the beginning of said agenda item and may address the Village Board concerning the item for no more than ten (10) minutes. After members of the public have had an opportunity to address the Village Board pursuant to the rules provided in this Section, the petitioner, applicant, or sponsor shall have no more than five (5) minutes to reply to any comments or questions from members of the public or Board members. There shall be no additional public participation on said agenda item after the reply period unless granted by the President or by a majority vote of the Village Board.

(H) *Section applicable to boards and commissions:* This section shall be applicable to all Village boards and commissions and shall govern audience participation during any meeting of Village boards or commissions, with the chair and the recording secretary of such board and commission assuming the duties of the President and Village Clerk.

1-6-14. Disturbing a meeting:

Any person may be removed from a Board meeting by the President or a majority vote of the Board if that person addresses or attempts to address the Village Board except in conformance and compliance with the rules provided in this chapter or otherwise acts in a disorderly manner to disrupt the ability of the Village Board to efficiently conduct its meeting. In addition, such person

shall be subject to all penalties as provided by law, including the general penalty provision set forth in Section 1-4-1 of this Code. This Section shall also be applicable to any Village board or commission meeting, and the chair of an applicable board or commission shall have the same authority of the President as set forth herein.

Section 5. Village Code Amended. Title 1 (“Administrative”), Chapter 7 (“Officers and Employees”), Section 1-7-2 (“Village Clerk”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

1-7-2. Village Clerk.

(A) *Election; term of office:* The Village Clerk shall be elected every other odd-numbered year for a term of four years and shall serve as Village Clerk as provided by statute law. A regular term shall commence and a newly elected Village Clerk who has otherwise qualified shall be inaugurated and begin the duties of office during the regular meeting of the Board of Trustees on the second Monday in the month of May, following the proclamation of the results of the regular municipal election at which the Village Clerk is elected. The inauguration shall be scheduled on the agenda under "other business" as that term is used in section 1-6-7 of this title. A Village Clerk who has not qualified at that time or a Village Clerk chosen to fill a vacancy shall take office upon qualification.

~~(B) — *Bond:* Before entering upon the duties of his office, the Village Clerk shall execute a bond in an amount, and with such sureties, as may be required by the Board of Trustees, conditioned upon the faithful performance of his duties.~~

~~(C) (B) *Seal:* The Village Clerk shall be the custodian of the corporate seal of the Village and shall seal and attest all contracts and other documents on which the Village seal is required. The corporate seal of the Village shall be oval in form. In the outer margin shall be the~~ The words "Village of Glen Ellyn 1834" shall be in the outer margin of the seal. In the center shall be a likeness of the clock tower of the Glen Ellyn ~~eivie-center~~ Civic Center.

~~(D) (C) *Records:* The Clerk clerk shall have custody and control of all papers belonging to the Village and shall prepare and keep a record of all of the officers and regular employees of the Village.~~

~~(E) (D) *Duties:* The Clerk shall attend all meetings of the corporate authorities and keep a full record of all proceedings.~~

~~(F) (E) *Indexes:* The Village Clerk shall keep and maintain a proper index to all documents and records kept by him the Clerk so that ready access thereto and use thereof may be had.~~

~~(G) (F) *Appointment of Deputy Clerks:* The Village Clerk may appoint up to two three Deputy Clerks, who need not be residents of the Village and who shall be empowered to discharge the~~

functions and duties of the Office of Village Clerk as provided by ~~statute~~ law or as directed by the Village Clerk.

~~(H)~~ (G) *Additional duties*: In addition to the duties herein provided, the Clerk shall perform such other duties and functions as may be required by the Board of Trustees or by ~~statute~~ law.

~~(H)~~ (H) *Compensation*: There is hereby established, as compensation for the Village Clerk, the amount of \$0.00 per month, commencing on May 1, 2017.

Section 6. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 1 (“Board of Fire and Police Commissioners”), Section 2-1-3 (“Bond”) of the Glen Ellyn Village Code is amended to delete the overstricken language to read as follows:

~~2-1-3. Bond.~~

~~Each member of the Board of Fire and Police Commissioners shall file an oath and a fidelity bond in the sum of \$1,000.00 with such sureties as the President and Board of Trustees shall approve conditioned for the faithful performances of the duties of their office and deliver the same to the Village.~~

Section 7. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 4 (“Plan Commission”), Section 2-4-3 (“Commission Membership”) and Section 2-4-4 (“Meetings”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-4-3. Commission membership.

(A) *Appointment*: The Plan Commission shall consist of nine members who shall be appointed by the Village President ~~by and~~ with the advice and consent of the majority of the Board of Trustees and who shall serve without compensation. ~~A member of the Board of Trustees to be appointed by the President shall serve as an ex officio, nonvoting member for a term of two years. All Commissioners shall reside, own property, or work in the Village. The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, or working within the Village~~ members who do not currently reside, own property, or work within the Village but who have special knowledge or special interest in the Village; otherwise, all members shall reside, own property, and/or work in the Village.

(B) *Terms*: Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on said~~ Commission vacancies shall be filled for the unexpired term of ~~the~~ a member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) *~~Chairman~~ Chair:* The Village President, with the advice and consent of a majority of the ~~Village Board of Trustees,~~ shall designate one of the members of the Commission to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July of ~~each~~ year.

(F) *Secretary:* The Commission shall have a Secretary who is not a member of the Commission and who shall be provided by the Village ~~Clerk's~~ Manager's Office.

2-4-4. Meetings.

(A) *Regular meetings:* Regular meetings of the Commission shall be scheduled to be held ~~twice~~ once a month or as needed.

(B) *Special meetings:* Special meetings of the Commission may be called from time to time by the ~~Chairman~~ Chair ~~from time to time~~. Members of the Commission must receive notice not less than forty-eight (48) hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than forty-eight (48) hours before said meeting. Special meetings may also be called by the written request of any two members of the Commission. Such written request shall be received by the ~~Chairman~~ Chair no less than five (5) days prior to the requested date of the meeting.

(C) *Public hearings:* Public hearings are to be held, when necessary, after due and proper publication, no more than thirty (30) nor less than fifteen (15) days prior to the date of the hearing. This notice shall contain the time and place of the hearing, the name and address of the applicant, the address and legal description of the property affected, and a description of the relief sought by the applicant.

(D) *Quorum:* The presence of a majority of the Commission members then in office shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.

(E) *Manner of acting:* The act of a majority of the members ~~present at a meeting at which a quorum is present shall be the act of the members~~ of the Commission shall be the act of the Commission.

(F) *Rules of procedure:* The Commission shall enact rules of behavior not inconsistent with ordinances or statutes that further enhance the purposes of the Commission.

Section 8. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 6 (“Capital Improvements Commission”), Section 2-6-3 (“Commission Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-6-3. Commission membership.

(A) *Appointment:* The Capital Improvements Commission shall consist of nine members who shall be appointed by the Village President, ~~by and with the advice and consent of the majority of the Board of Trustees~~, to serve without compensation. ~~A member of the Board of Trustees to be appointed by the President shall serve as an ex officio nonvoting member for a term of two years.~~ Also, the Village Manager and/or ~~assistant to the~~ Assistant Village Manager, the Public Works Director, and the professional engineer shall be ex officio nonvoting members of the Commission. ~~All Commissioners shall reside, own property, or work in the Village.~~ The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, or working within the Village ~~members who do not currently reside, own property, or work within the Village but who have special knowledge or special interest in the Village~~; otherwise, all members shall reside, own property, and/or work in the Village.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on said~~ Commission vacancies shall be filled for the unexpired term of ~~the~~ a member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~Chairperson~~ Chair: The Village President, with the advice and consent of ~~a~~ the majority of the ~~Village Board of Trustees~~, shall designate one of the members of the Commission ~~commission~~ to be ~~Chairperson~~ Chair. The ~~Chairperson~~ Chair shall be appointed annually in ~~June~~ July ~~of each year~~.

(F) *Secretary:* The Commission shall have a secretary who is not a member of the Commission and who shall be provided by the Village Manager's office.

Section 9. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 7 (“Building Board of Appeals”), Section 2-7-3 (“Board Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as

follows:

2-7-3. Board membership.

(A) *Appointment:* The Building Board of Appeals shall consist of seven members who are qualified by experience and training to pass upon matters pertaining to building construction. Members shall be appointed by the Village President, with the approval of a majority of the Board of Trustees, to serve without compensation. ~~A member of the Board of Trustees to be appointed by the President shall serve as an ex officio nonvoting member for a term of two years.~~

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Board Vacancies~~ vacancies on said board shall be filled for the unexpired term of ~~the~~ a member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Board ~~board~~ member may be removed by a majority vote of the Village President and Board of Trustees.

(E) *~~Chairman~~ Chair:* The Village President, with the advice and consent of ~~a the~~ majority of the ~~Village Board of Trustees,~~ shall designate one of the members of the Board ~~board~~ to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July of each year.

(F) *Secretary:* The Board ~~board~~ shall have a secretary who is not a member of the Board ~~board~~, and who shall be provided by the Administrator's Village Manager's Office.

(G) *Membership:* The Building Board of Appeals shall consist of seven members who are qualified by experience or training to review matters pertaining to building, mechanical, electrical, plumbing, or fire protection construction. ~~The members~~ Each member of the Board ~~board~~ shall have some experience or education in one or more of the following:

1. Builder/developer/general contractor.
2. Building inspector.
3. Engineer/architect.
4. Mechanical/electrical/plumbing/fire protection contractor.
5. Or related field.

Five of the members shall be appointed by the Village President. The remaining two members of the Board ~~board~~ shall consist of a Village staff member from the building or facilities maintenance division and the fire chief or another officer of the Fire Company. Neither of these two members can serve as a chair ~~or vice chair~~ of the Board ~~board~~, and neither of them shall take any role in

appeals brought under subsection 2-7-5(B) of this chapter. Their activities shall be limited to the review of amendments and recommendations under subsection 2-7-5(A) of this chapter. ~~All Commissioners shall reside, own property, or work in the Village.~~ The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, or working within the Village members who do not currently reside, own property, or work within the Village but who have special knowledge or special interest in the Village; otherwise, all members shall reside, own property, and/or work in the Village.

Section 10. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 8 (“Architectural Appearance Commission”), Section 2-8-3 (“Board Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-8-3. Commission membership.

(A) *Appointment:* The Architectural Appearance Commission shall consist of seven members who shall be appointed by the Village President, ~~by and with the advice and consent of the majority of the Board of Trustees, to serve without compensation. A member of the Board of Trustees to be appointed by the President shall serve as an ex-officio nonvoting member for a term of one year.~~ All Commissioners shall reside, own property, or work in the Village. The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, or working within the Village members who do not currently reside, own property, or work within the Village but who have special knowledge or special interest in the Village; otherwise, all members shall reside, own property, and/or work in the Village.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on said commission~~ Commission vacancies shall be filled for the unexpired term of ~~the~~ a member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission ~~commission~~ member may be removed by a majority vote of the Village President and Board of Trustees.

(E) *Chairman Chair:* The Village President, with the advice and consent of ~~a~~ the majority of the ~~Village Board of Trustees,~~ shall designate one of the members of the Commission ~~commission~~ to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~August~~ July of each year.

(F) *Secretary:* The Commission ~~commission~~ shall have a secretary who is not a member of the

Commission ~~commission~~ and who shall be provided by the ~~Administrator's~~ Manager's office.

(G) *Membership:* The ~~Architectural Appearance~~ Commission shall consist of seven members. Three of the members must be qualified by experience or training to review matters pertaining to architecture. One of the members must be qualified by experience or training to review matters pertaining to landscape architecture. It is preferred that the remaining three members include one appointed current member from each of the following Commissions ~~commissions~~: Plan Commission, Historic Preservation Commission, and Environmental Commission. If current Commission ~~commission~~ members are unavailable, at-large members may be appointed.

Section 11. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 10 (“Community Relations Commission”), Section 2-10-3 (“Commission Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-10-3. Commission membership.

(A) *Appointment:* The Community Relations Commission shall consist of seven volunteer members and two volunteer student members appointed by the Village President, ~~with the approval by and with the advice and consent~~ of the majority of the Board of Trustees; ~~All Commissioners members shall serve without compensation. The student members shall be in grades~~ Grades 9–12 or enrolled in higher education or in vocational school. The student members shall not be voting members nor count toward a quorum of the Commission. shall reside, own property, or work in the Village. The Village President may choose ~~Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, or working within the Village~~ members who do not currently reside, own property, or work within the Village but who have special knowledge or special interest in the Village; otherwise, all voting members shall reside, own property, and/or work in the Village.

(B) *Liaisons:* ~~A member of the Board of Trustees shall be appointed by the Village President and shall serve as a non-voting trustee liaison.~~ A representative from Glen Ellyn Park District, Glen Ellyn Public Library, School District 41, School District 87, School District 89, College of DuPage, and two Village staff members (one from the Police Department) may serve as nonvoting liaisons to the ~~Community Relations~~ Commission.

(C) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(D) *Vacancies:* ~~Vacancies on said Commission~~ vacancies shall be filled for the unexpired term of ~~the a~~ member whose place has been vacant in the same manner in which original appointments are required to be made.

(E) *Removal:* A Commission member may be removed at any time by the majority vote of the Village President and Board of Trustees.

(F) ~~Chairperson~~ Chair: The Village President, with the advice and consent of the majority of the Village Board of Trustees, shall designate one of the members of the Commission to be ~~Chairperson~~ Chair. The ~~Chairperson~~ Chair shall be appointed annually in July.

(G) *Secretary:* The Commission shall have a secretary who is not a member of the Commission and who shall be provided by the Village Administrator's Manager's Office.

Section 12. Village Code Amended. Title 2 ("Boards and Commissions"), Chapter 11 ("Environmental Commission"), Section 2-11-3 ("Commission Membership") of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-11-3. Commission membership.

(A) *Appointment:* The Environmental Commission shall consist of nine members and one volunteer student member who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. The student member shall be in Grades 9–12 or enrolled in higher education or in vocational school. The student member shall not be a voting member nor count toward a quorum of the Commission. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio nonvoting member for a term of two years. All Commissioners shall reside, own property, or work in the Village. The Village President may choose Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, or working within the Village members who do not currently reside, own property, or work within the Village but who have special knowledge or special interest in the Village; otherwise, all voting members shall reside, own property, and/or work in the Village.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Vacancies on said~~ Commission vacancies shall be filled for the unexpired term of ~~the~~ a member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~Chairman~~ Chair: The Village President, with the advice and consent of ~~a~~ the majority of the Village Board of Trustees, shall designate one of the members of the Commission to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July ~~of each year~~.

(F) *Secretary*: The Commission shall have a secretary who is not a member of the Commission, and who shall be provided by the ~~Administrator's~~ Village Manager's Office.

Section 13. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 12 (“Recreation Commission”), Section 2-12-3 (“Commission Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-12-3. Commission membership.

(A) *Appointment*: The Recreation Commission shall consist of seven members and one volunteer student member who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. The student member shall be in Grades 9–12 or enrolled in higher education or in vocational school. The student member shall not be a voting member nor shall count toward a quorum of the Commission.

(B) *Terms*: Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies*: ~~Vacancies on the Recreation Commission~~ vacancies shall be filled for the unexpired term of ~~the~~ a member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal*: A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~*Chairman*~~ *Chair*: The Village President, with the advice and consent of ~~a the~~ majority of the ~~Village Board of Trustees~~, shall designate one of the members of the Commission to be ~~Chairman~~ Chair. The ~~Chairman~~ Chair shall be appointed annually in ~~June~~ July ~~of each year~~.

(F) *Secretary*: The Commission shall have a Secretary who is not a member of the Commission, and who shall be provided by the ~~Administrator's~~ Village Manager's Office.

Section 14. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 13 (“Historic Preservation Commission”), Section 2-13-2 (“Commission on Glen Ellyn Landmarks”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-13-2. Commission on Glen Ellyn Landmarks.

(A) *Creation, membership; terms:*

1. *Creation and membership:* There is hereby continued in existence the Historic Preservation Commission of the Village of Glen Ellyn, which ~~commission~~ shall be empowered to recommend the designation of historical and architectural landmarks within the Village in compliance with the powers and duties enumerated herein. The Commission shall consist of seven members appointed by the Village President with the approval advice and consent of a the majority of the Board of Trustees, to serve without compensation, except that the members of the Historic Preservation Commission as it existed at the time of enactment of this chapter shall continue as members of said Commission. Thereafter, an effort shall be made to select as members persons who are professionals in the disciplines of history, architecture, historic architecture, planning, archaeology, real estate, historic preservation, or related fields or persons who have demonstrated special interest, knowledge, or experience in architecture, history, neighborhood preservation, or related disciplines. ~~A member of the Board of Trustees to be appointed by the President shall serve as an ex-officio, nonvoting member for a term of two years.~~ The Village President, with the advice and consent of ~~a~~the majority of the Village Board of Trustees, shall designate one of the members as Chairman Chair. The Chairman Chair shall be appointed annually in ~~June~~ July ~~of each year.~~ A secretary, who is not a member of the Commission, shall be provided by the ~~manager's~~ Village Manager's office.

2. *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

3. *Vacancies:* ~~Vacancies on the Commission~~ vacancies shall be filled for the unexpired term of ~~the~~ a member whose place has been vacant in the same manner in which original appointments are required to be made.

4. *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(B) *Meetings; voting:*

1. *Regular meetings:* Regular meetings shall be scheduled to be held once a month ~~monthly on a day certain as determined by the Chairman of the board~~ or as needed.

2. *Special meetings:* Special meetings of the Commission may be called by the Chairman Chair from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than forty-eight (48) ~~(48)~~ hours before said meeting. Special meetings may be called by the written request of any two members of the Commission. Such written request shall be received by the Chairman Chair no less than five (5) days prior to the requested date of meeting.

3. *Notice of meetings:* Whenever any action affecting an owner of property proposed or designated as a landmark is to be considered ~~at~~ during a regular or special meeting of the Commission, the owner shall be provided at least seven (7) days' advance written notice of such meeting except where different notice provisions are specified elsewhere in this chapter.

4. *Quorum:* The presence of a majority of the Commission members then in office shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.

5. *Manner of acting:* Except as otherwise provided in this chapter, the act of a majority of the Commission members ~~present at a meeting at which a quorum is present~~ shall be the act of the ~~members~~ Commission.

6. *Rules of procedure:* The Commission shall enact rules of procedure and regulations not inconsistent with ordinances or statutes that further enhance the purpose of the Commission.

* * * *

Section 15. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 14 (“Zoning Board of Appeals”), Section 2-14-4 (“Meetings”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-14-4. Meetings.

(A) *Regular meetings:* Regular meetings shall be scheduled to be held once a month ~~monthly on a day certain as determined by the Chairman of the board or as needed~~.

(B) *Special meetings:* Special meetings of the Board ~~board~~ may be called by the Chairman ~~Chair~~ from time to time. Members of the Board ~~board~~ must receive notice not less than forty-eight (48) hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than forty-eight (48) hours before said meeting. Special meetings may also be called by the written request of any two members of the Board ~~board~~. Such written request shall be received by the Chairman ~~Chair~~ no less than five (5) days prior to the requested date of meeting.

(C) *Public hearings:* Public hearings are to be held when necessary and only after due and prior notice given in the manner specified in the zoning code or in Illinois Compiled Statutes.

(D) *Quorum:* The presence of ~~four board members shall be necessary to constitute a quorum to transact any business at any regular or special meeting of the board, including the conduct of a public hearing~~ a majority of the Board members then in office shall be necessary to constitute a quorum to transact any Board business at any regular or special Board meeting.

(E) *Manner of acting:* The act of a majority of the members of the ~~board~~ Board shall be the act of the ~~board~~ Board.

(F) *Rules of procedure:* The ~~Board board~~ shall enact rules of procedure not inconsistent with ordinances or statutes that further enhance the purposes of the Board ~~board~~.

(G) *Secretary:* The Board shall have a Secretary who is not a member of the Commission, and who shall be provided by the Village Manager's Office.

* * * *

Section 16. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 15 (“Technology Advisory Commission”) of the Glen Ellyn Village Code is deleted in its entirety and shall be replaced as follows:

CHAPTER 16 - RESERVED

Section 17. Village Code Amended. Title 2 (“Boards and Commissions”), Chapter 16 (“Finance Commission”), Section 2-16-3 (“Commission Membership”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language to read as follows:

2-16-3. Commission membership.

(A) *Appointment:* The Finance Commission shall consist of nine members and one volunteer student member who shall be appointed by the Village President, ~~by and~~ with the advice and consent of the majority of the Board of Trustees, to serve without compensation. The student member shall be in Grades 9–12 or enrolled in higher education or in vocational school. The student member shall not be a voting member nor count toward a quorum of the Commission. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio, nonvoting member for a term of two years. In addition, the The Village Manager and/or finance Finance Director shall be ex officio nonvoting members of the Commission. All voting Commissioners members shall reside, own property, or work in the Village. The Village President may choose ~~Commissioners with special knowledge or special interest in the Village of Glen Ellyn who are not currently residing, property owners, or working within the Village~~ members who do not currently reside, own property, or work within the Village but who have special knowledge or special interest in the Village; otherwise, all voting members shall reside, own property, and/or work in the Village.

(B) *Terms:* Each member shall serve for a term of three years. All terms shall expire on July 31.

(C) *Vacancies:* ~~Commission Vacancies~~ vacancies on said Commission shall be filled for the unexpired term of the a member whose place has been vacant in the same manner in which original appointments are required to be made.

(D) *Removal:* A Commission member may be removed by a majority vote of the Village President and Board of Trustees.

(E) ~~Chairperson~~ Chair: The Village President, with the advice and consent of a the majority of the ~~Village Board of Trustees~~, shall designate one of the members of the Commission to be ~~Chairperson~~ Chair. The ~~Chairperson~~ Chair shall be appointed annually in ~~May~~ July of each year.

(F) *Secretary:* The Commission shall have a secretary who is not a member of the Commission and who shall be provided by the Village Manager's office.

(G) ~~Vice Chairperson~~ Chair: The Village President, with the advice and consent of a the majority of the ~~Village Board of Trustees~~, shall designate one of the members of the Commission to be vice ~~Chairperson~~ Chair. The vice ~~Chairperson~~ Chair shall be appointed annually in ~~May~~ July of each year.

Section 18. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 19. Repeal of Ordinance No. 5758 and Ordinance No. 6907. Ordinance No. 5758, "An Ordinance Defining Meeting and Adopting Procedures for Remote Participation," adopted on May 26, 2009, and Ordinance No. 6907, "An Ordinance Amending Ordinance No. 5788, Defining Meeting and Adopting Procedures for Remote Participation to all Advisory Boards and Commissions," are superseded, replaced, and repealed pursuant to this Ordinance.

Section 20. Effective Date. This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Passed by the Village President and Board of Trustees of the Village of Glen Ellyn,
Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois, this __ day of
September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



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

Meeting 9/22/2025 7:00 PM
Department: Administration
Department Head:
Category: Resolution
Prepared By: Paul Stephanides

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Resolution No. 25-63, A Resolution Approving and Adopting Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions (Village Manager Franz and Village Attorney Stephanides)

Statement of the Issue:

The attached Protocols establish procedures for Village Board meetings as well as for Village boards and commissions and the methods and manner for communications. It also formalizes procedures for the consideration of proclamations by the Village Board.

Analysis:

Staff was directed to prepare documents that formalize certain Board policies and procedures through the development of an ordinance and supporting protocols. The attached Protocols document is a result of those efforts. The Protocols were discussed at the Village Board's Special Workshop Meetings of July 28, 2025 and September 8, 2025. The document contains the changes discussed by the Board at both meetings.

Also on this meeting agenda is a proposed ordinance which codifies procedures for the Village Board and Village boards and commissions. The adoption of the Protocols document is enabled pursuant to Section 1-6-7(K) of that ordinance. The Protocols document includes the adoption of the Illinois Municipal League's civility pledge in addition to establishing procedures for meetings. Those procedures include the duties of a chair of a public meeting, when a roll call vote is required, and the precedence of motions made at meetings. Finally, the Protocols contain a formal establishment of a policy for Village Board proclamations and procedures for Village communications.

Budget Impact:

N/A

Contribution to Strategic Plan

Priority: Effective Governance; Initiative: Effective Village Board and Board/Commission process and meetings

Action Requested:

Adopt the resolution.

Attachments:

1. Resolution - Protocols
2. Protocols pdf



Village of Glen Ellyn

Resolution No. xxxx

**A Resolution Approving and Adopting
Village of Glen Ellyn Protocols for the Village Board
and Village Boards and Commissions**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Resolution No. xxxx

**A Resolution Approving and Adopting Village of Glen Ellyn Protocols for the
Village Board and Village Boards and Commissions**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois (“Village”), in the exercise of their home rule powers, that the Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions, attached hereto and incorporated herein by reference, are approved and adopted.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this ____ day of _____, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



Adopted September 22, 2025

Village of Glen Ellyn Protocols for the Village Board and Village Boards and Commissions

I. INTRODUCTION

These Protocols for meetings and other matters govern the Village Board and all Village boards and commissions and all members thereof. Throughout these Protocols, the phrase “Board members” shall mean the Village President, Trustees, members of boards and commissions, and chairs of board and commissions. They are established to promote and protect the health, safety, and general welfare of residents of and visitors to the Village of Glen Ellyn (“Village”) to create an efficient and effective forum for public engagement and a positive and professional atmosphere within which the Village’s business can be conducted.

The purpose of all Village public meetings is to conduct the business of the Village Board and Village boards and commissions. All public meetings shall be conducted in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, applicable state statutes, the Village Code, these protocols as may be amended from time to time, and any additional rules adopted by a Village board or commission that are specifically applicable to the business of that board or commission. If a provision of these Protocols conflicts with the Open Meetings Act or the Village Code, the provision of the Open Meetings Act or the Village Code shall be applicable.

II. CIVILITY PLEDGE

The Village adopts the “Civility Pledge” promulgated by the Illinois Municipal League and which is applicable to all members who serve on the Village Board or any Village boards or commissions:

In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are striving to support and improve our community, and understanding that we each may have different ideas for achieving that objective.

III. MEETING PROCEDURES

To conduct the business of the Village in an efficient manner during a meeting, the matters below shall govern:

A. Duties of the Chair (for purposes of these Protocols, the chair includes the President, President Pro Tem, and the chair of a board or commission)

1. The chair of a meeting is responsible for managing a meeting.
2. All questions of order shall be addressed to the chair and decided by the chair.
3. Decisions of the chair shall not be subject to further discussion or debate other than a motion and a second to appeal the decision of the chair; such vote shall be subject to a voice vote. All members shall respect the decisions of the chair.
4. Members shall speak when recognized by the chair. When two (2) or more members seek to speak at the same time, the chair shall name the member who shall speak first.
5. The latest edition of *Robert's Rules of Order* shall govern the deliberations of the Board of Trustees and of all boards and commissions, except when in conflict with any provisions of the Village Code or as otherwise adopted by the Board of Trustees or a board or commission as applicable. The President or chair shall decide all questions of order.

B. Following the Agenda

1. The chair shall follow the agenda for a meeting and shall be responsible for the initial introduction of an item.
2. Discussion of matters not on the agenda should be avoided. As a courtesy, if a Board member wishes to introduce during a meeting an item for discussion that is not on the agenda, the member should endeavor to share the item with the Village Manager and the President at least twenty-four (24) hours in advance of the meeting.
3. The order of the agenda may be changed by the President or chair or at the request of an individual Trustee or board or commission member, subject to the approval of the President.
4. Trustee liaison reports shall be provided as needed during Board meetings and shall be limited to no more than three (3) minutes in total per report.

C. Roll Call Votes

A roll call vote of “ayes” and “nays” shall be taken and recorded in the meeting minutes for all ordinances, for all resolutions or motions that create any liability against or obligation on the part of the Village, for the expenditure or appropriation of Village money, and for all other instances where requests are made by a member as determined by the chair.

D. Subsidiary Motions

When a motion is pending before the Village Board or a board or commission, no other motion shall be considered except one of the following motions:

1. to table;
2. to call the question, which if seconded and adopted by a two-thirds (2/3) vote, ends debate on an item;
3. to postpone indefinitely;
4. to postpone to a date certain;
5. to amend the motion; or
6. to adjourn the meeting, which shall be in order except when:
 - i. a member has the floor;
 - ii. a motion is pending on the main question; or
 - iii. a motion to reconsider is pending.

IV. PROCLAMATIONS

Proclamations are strictly honorary in nature and do not carry legal or legislative significance; nor do they constitute an endorsement by the Village. Proclamations positively affect the Glen Ellyn community by increasing public awareness, by advancing knowledge through education, and by marking important milestones, accomplishments, endeavors, and pertinent work on behalf of and for Village residents.

A. Proclamations may be issued for the following purposes:

1. Village-sponsored events;

2. Matters of public awareness about an issue for a local community organization;
3. National or international groups hosted by a Village resident or the Village Board;
4. The 100th birthday of a Village resident;
5. Key milestones for local not-for-profits and local businesses (e.g., a 25th anniversary);
6. Individuals who have greatly contributed to the betterment of the community;
7. Arts, cultural, or historic celebrations occurring in or proximate to the Village;
8. A Village resident or not-for-profit organization requesting local recognition of a nationally established commemorative observance as defined by the United States Library of Congress; or
9. A significant accomplishment by a student, team, or group in athletics or academics from a public or private school or college located in the Village or who attended a public or private school or college located in the Village or was a current or former resident of the Village. Such schools shall include Glenbard West High School, Glenbard South High School, and the College of DuPage.

B. To ensure that proclamations highlight attention upon Village-related activities, proclamations shall not be issued for the following:

1. Matters of ideological or religious beliefs or of individual conviction;
2. National, regional, or other organizations with no direct relationship to or location within the corporate limits of the Village of Glen Ellyn;
3. Issues which may imply official bias on a matter under consideration;
4. Political or religious issues not within the immediate responsibility or sphere of influence of the Village;
5. Subjects in conflict with Village policy or the well-being of its residents;
6. Requests or advertisements related to a for-profit business; and
7. Requests by those who reside outside the Village.

C. The Village reserves the right to approve or to decline and/or to edit all requests for proclamations in its discretion. The approval and issuance of a proclamation does not guarantee it will be presented at a public meeting.

D. Proclamation requests are subject to the following:

1. Requests must be submitted at least thirty (30) days in advance of the date the requestor wishes the proclamation to be introduced;
2. Requests must be made by a Village resident or Village-based organization;
3. Proclamations shall be limited to one per year per organization. A new request must be submitted and approved each year. The Village may elect not to issue a formal proclamation for events or honors which occur on an annual basis; and
4. Requests may be submitted by local elected officials within the Village's jurisdiction. Requests submitted within one month of an election for any local office will not be accepted.

V. COMMUNICATIONS

A. General Communications

1. *Contemporaneous communications under the Open Meetings Act.* Board members should avoid contemporaneous communications to avoid a violation of the Open Meetings Act. If an individual Board member nonetheless sends an email to the Board as a whole, Board members should not reply to all but may direct a private response to the original sender. These limitations do not apply to communications regarding scheduling matters.
2. *Use of blind copy.* Substantive email questions that are directed to staff may be copied to all members of the Board utilizing the blind copy (i.e., bcc) function and noting the full board bcc in the salutation. Use of the blind copy avoids group communications outside of a public meeting.
3. *Communication through the Village Manager.* Communication with staff generally should be made through the Village Manager.
4. *Ex parte communications.* Village Board members and members of boards and commissions should avoid situations that could give rise to claims of partiality or bias toward applicants or petitioners who have matters pending before the Village. Thus, communications outside of an applicable public hearing process should be avoided.

B. Responding to Email Sent to the Village Board

1. The Village Manager's Office is responsible for responding to all Village Board inquiries sent to the Village Board group email, "Contact the Board," or Village website contact link.
2. Board members may wish to respond to emails directly but are encouraged to blind copy all Board members on their reply for the purposes of: (1) avoiding contemporaneous communications and (2) informing the other members of the Board that the email has been responded to by an elected official.
3. The Village Manager shall provide the Board with the questions and answers that are provided in response to individual Board members regarding Board meeting agenda items.

C. Individual Board Emails

Village staff does not receive a copy of individual Board emails sent directly to Board members. If there is a need for a staff response or guidance, the Board member should contact the Village Manager as needed.

D. Use of Social Media

1. The Village Communications Coordinator maintains and operates the Village's official social media accounts for the purpose of disseminating information concerning the Village.
2. Board members are not required to maintain any social media accounts or to have a presence on social media. Members may choose to post and/or comment on social media sites using their personal accounts with the understanding that such posts and/or comments do not represent the official position of the Village.
3. If a Board member has an individual social media account, it is the responsibility of the member to monitor their own activities to ensure they are not in violation of the Open Meetings Act as a public official. For example, it is a violation of the Open Meetings Act if more than two Trustees comment on the thread of another Trustee or the Village President.
4. Any account maintained by an individual Board member may be considered a public forum for First Amendment purposes. It is recommended that professional/Village activities and personal activities be kept separate on social media.

VI. REPEAL OF PREVIOUSLY ADOPTED POLICIES

The provisions of these Protocols shall supersede and replace all previously adopted policies, resolutions, ordinances, motions, or other provisions on the matters set forth herein by the Village Board. Furthermore, all previously adopted policies, resolutions, ordinances, or motions are repealed, including but not limited to Resolution No. 24-08, "A Resolution to Adopt a Policy Pertaining to Proclamations and Supporting Resolutions," adopted on June 24, 2024.



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

Meeting 9/22/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Ordinance
Prepared By: Daniel Harper

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Ordinance No. 7223, An Ordinance Annexing Certain Territory Located at 22W164 Butterfield Road to the Village of Glen Ellyn, Illinois 60137 (Community Development Director Henaghan)

Statement of the Issue:

The Village of Glen Ellyn ("Petitioners") are the owners of the property located at 22W164 Butterfield Road, Glen Ellyn, Illinois 60137 ("Property"). The property is located on the north side of Butterfield Road, west of Highway 53. The property is contiguous to the Village limits by way of incorporated properties located to the west of the property.

Analysis:

The Glen Ellyn Comprehensive Plan has identified the area where the property is located as a future annexation area and the property falls into Glen Ellyn's planning jurisdiction. Upon annexation, the property will be given a new Village address and will be rezoned RE Residential Estate District per Section 10-3-3 ("Automatic Zoning") of the Zoning Code, which is consistent with surrounding incorporated properties.

Budget Impact:

The estimated impact on the Village's budget would be minimal.

Contribution to Strategic Plan

Priority: Development; Initiative: Successful growth, development, annexation and business retention

Action Requested:

Adopt the Ordinance.

Attachments:

1. Ordinance - 22W164 Butterfield Road Annexation



Village of Glen Ellyn

Ordinance No. 7223

**An Ordinance Annexing Certain Property Located at 22W164 Butterfield Road,
Glen Ellyn, Illinois 60137 to the Village of Glen Ellyn**

**Adopted by the
Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September 2025.**

Published in pamphlet form by the authority of the
Village President and Board of Trustees of the Village
of Glen Ellyn, DuPage County, Illinois, this _____
day of September, 2025.

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

Ordinance No. 7223

**An Ordinance Annexing Certain Property Located at 22W164 Butterfield Road,
Glen Ellyn, Illinois 60137 to the Village of Glen Ellyn**

WHEREAS, the Village of Glen Ellyn (“Owner”) is the owner of the property located 22W164 Butterfield Road, Glen Ellyn, Illinois 60137, P.I.N. 05-26-400-035 (“Subject Property”), which is currently located in unincorporated DuPage County, Illinois and is legally described in Exhibit A and depicted on the plat of annexation attached as Exhibit B (“Plat of Annexation”); and

WHEREAS, the Subject Property is contiguous to the corporate limits of the Village and is not within the corporate limits of any municipality; and

WHEREAS, the Owner has filed a duly executed Petition for Annexation seeking annexation of the Subject Property to the Village, attached as Exhibit C (“Annexation Petition”); and

WHEREAS, notice of the annexation has been delivered to all entities and officials as required by Section 7-1-1 of the Illinois Municipal Code, 65 ILCS 5/7-1-1; and

WHEREAS, the Village desires to have the Subject Property annexed to the Village pursuant to Section 7-1-8 of the Illinois Municipal Code, 65 ILCS 5/7-1-8; and

WHEREAS, it is deemed to be in the best interest of the Village of Glen Ellyn that said properties be annexed.

NOW THEREFORE, BE IT ORDAINED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals and Exhibits. The foregoing recitals are hereby incorporated into, and made a part of, this Ordinance as findings of the Board of Trustees of the Village of Glen Ellyn. All exhibits attached to this Ordinance are incorporated by reference.

Section 2. Annexation of the Subject Property. The Subject Property, including all adjacent rights of way, is hereby annexed to the Village of Glen Ellyn. The zoning classification of the Subject Property shall be RE Residential Estate District per Section 10-3-3 (“Automatic Zoning”) of the Village’s Zoning Code.

Section 3. Plat of Annexation Approved. The Plat of Annexation for the Subject Property attached hereto and incorporated herein as Exhibit A is hereby approved. The Village President and Village Clerk are authorizing to execute the Plat of Annexation on the Village’s behalf, and the Village Manager or the Manager’s designee is authorized and directed to take all further steps necessary to annex the Subject Property to the Village.

Section 4. Recordation of Ordinance and Plat of Annexation. The Village Manager or the Manager’s designee is authorized and directed to record in the Office of the DuPage County Recorder promptly after the effective date of this Ordinance, a certified copy of this Ordinance and the Plat of Annexation.

Section 5. Notices. The Village Manager or the Manager’s designee is authorized and directed to notify the election authorities as defined in Section 7-1-1 of the Illinois Municipal Code, 65 ILCS 5/7-1-1, and the United States Post Office branches serving the Subject Property of the annexation of the Subject Property by registered or certified mail within 30 days after the effective date of this Ordinance.

Section 6. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, each in the manner provided by law.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois this 22nd day of September 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of September 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk

CERTIFICATION

I, Caren Cosby, the duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is a true and correct copy of Ordinance No. 7223, “An Ordinance Annexing Certain Property Located at 22W164 Butterfield Road, Glen Ellyn, Illinois 60137 to the Village of Glen Ellyn,” adopted by the corporate authorities of the Village of Glen Ellyn, Illinois, at the Village Board meeting of said Board held on September 228, 2025, and that the same was signed and approved by the Village President of the Village of Glen Ellyn on September ___, 2025.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Village Clerk of the Village of Glen Ellyn and that I am lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand affixed the corporate seal of the Village of Glen Ellyn, Illinois, on _____, 2025.

(Seal)

Caren Cosby, Village Clerk

EXHIBIT A

Subject Property Legal Description

LOT 12 IN BUTTERFIELD ESTATES, BEING A SUBDIVISION OF SECTION 26, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 12, 1955 AS DOCUMENT 753824 IN DUPAGE COUNTY, ILLINOIS.

Property Address: 22W164 Butterfield Road, Glen Ellyn, Illinois 60137

P.I.N. 05-26-400-035

EXHIBIT B

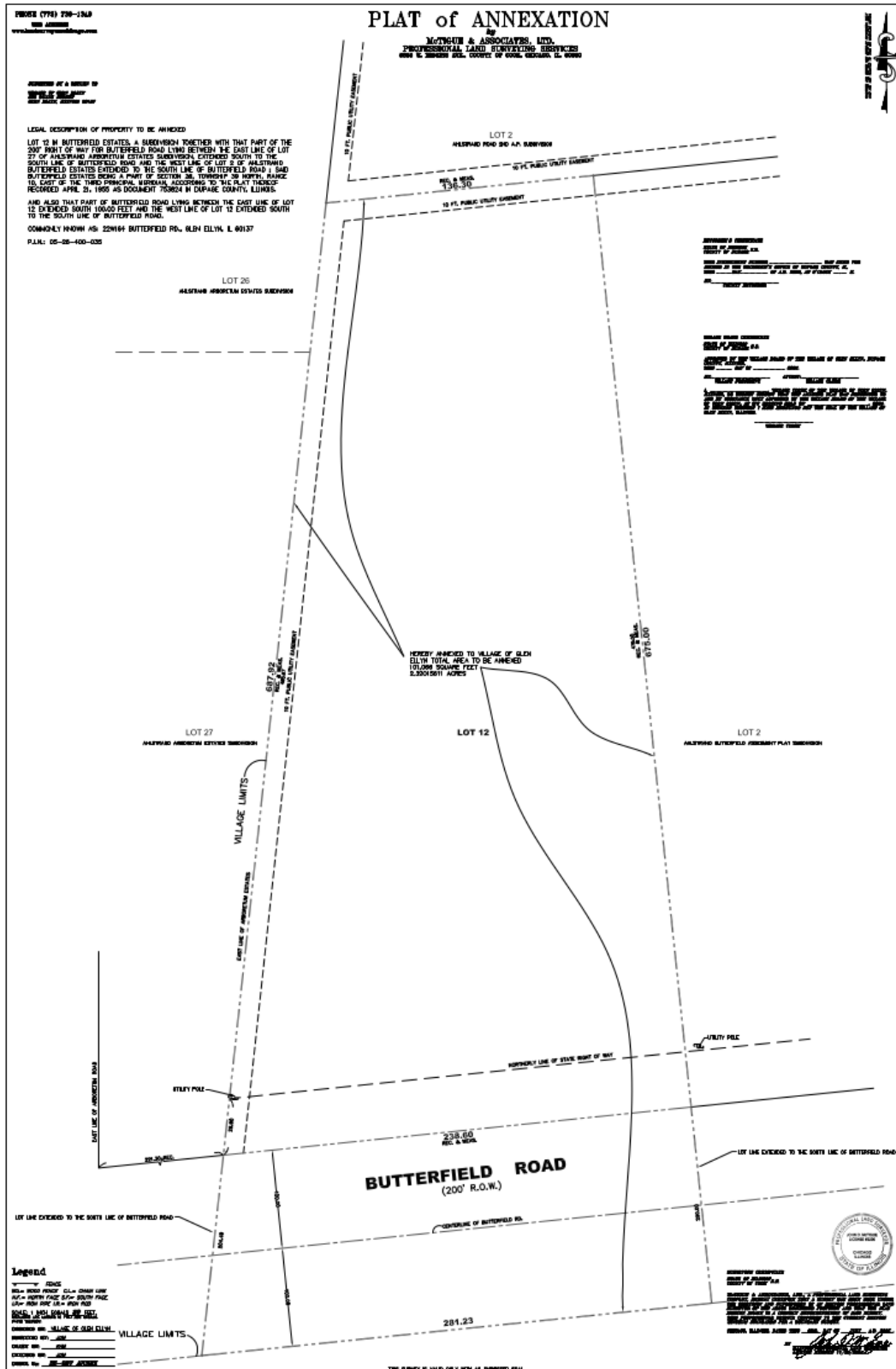


EXHIBIT C

PETITION FOR ANNEXATION **VILLAGE OF GLEN ELLYN, ILLINOIS**

TO THE GLEN ELLYN VILLAGE BOARD:

The Petitioner, the Village of Glen Ellyn, on oath state as follows:

1. That the undersigned is the sole owner of record of all the property described in Attachment A and commonly known as 22W164 Butterfield Road, Glen Ellyn, Illinois 60137 and P.I.N. 15-26-400-035 (Subject Realty).
2. That this petition is executed by all the owners of record of the Subject Realty.
3. That no electors reside on the Subject Realty or, in the alternative, at least fifty-one percent (51%) of the electors residing on the Subject Realty have executed this petition.
4. That no portion of the property is within the corporate limits of any municipality.
5. That the Subject Property is either contiguous to the Village of Glen Ellyn, will be at the time of annexation, or may be contiguous when combined with other property annexing to the Village of Glen Ellyn.
6. That the property which the Petitioners desire to have annexed to the Village of Glen Ellyn is the property that is described in Attachment A attached hereto and made a part hereof.
7. That this Petition shall be in full force and effect from and after the date hereof and until the property is annexed to the Village of Glen Ellyn in agreement with State Law.

WHEREFORE, the applicants' petition that the property be annexed by ordinance to the Village of Glen Ellyn, Illinois, is in accordance with the appropriate statutes.

The undersigned, on oath, states that the undersigned has read the foregoing Petition for Annexation, have knowledge of the matters contained herein, and that said matters are true and correct to the best of the Petitioner's knowledge.

Owner of Record of Subject Property:

VILLAGE OF GLEN ELLYN

Signature: 
Print Name: Mark Franz
Title: Village Manager

Date: 5/28/25



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

Meeting 9/22/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Ordinance
Prepared By: Daniel Harper

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Ordinance No. 7224, An Ordinance Granting a Variation from Section 10-4-8(E)(1) of the Village's Zoning Code to Allow for the Construction of an Addition for the Property Located at 807 Hill Avenue, Glen Ellyn, Illinois (Community Development Director Henaghan)

Statement of the Issue:

The Petitioners, Patrick and Allison Bouchard, are the owners of the property located at 807 Hill Avenue. The Petitioners are requesting a variation from section 10-4-8(E)(1) of the Glen Ellyn Zoning Code to allow for the construction of a 286-square foot three-season room located in the rear of the existing home.

Analysis:

The requested zoning variation is to allow for a lot coverage ratio of 22% in lieu of the maximum allowed lot coverage ratio of 20% in the R2 Residential zoning district. The Zoning Board of Appeals held a public hearing and considered the variation request at its September 9, 2025 regular meeting. The agenda packet for this meeting can be viewed [here](#). The Zoning Board of Appeals recommends to the Village President and Board of Trustees that the Petitioners' request for a zoning variation be approved by a vote of 5-1.

Budget Impact:

N/A

Contribution to Strategic Plan

Strategic Priority: Development; Initiative: Successful growth, development, annexation and business retention

Action Requested:

Adopt the ordinance.

Attachments:

1. Ordinance - 807 Hill Avenue



Village of Glen Ellyn

Ordinance No. _____

**An Ordinance Granting a Variation from Section 10-4-8(E)(1) of
the Village's Zoning Code to Allow for the Construction of a
Three-Season Room Addition for the Property Located at
807 Hill Avenue, Glen Ellyn, Illinois**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September 2025**

Published in pamphlet form by the authority of the
Village President and Board of Trustees
of the Village of Glen Ellyn, DuPage County, Illinois,
this ____ day of September 2025.

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

Ordinance No. _____

Ordinance Granting a Variation from Section 10-4-8(E)(1) of the Village's Zoning Code to Allow for the Construction of an Addition for the Property Located at 807 Hill Avenue, Glen Ellyn, Illinois 60137

WHEREAS, Patrick and Allison Bouchard (“Petitioners”) are the owners of the property located at 807 Hill Avenue, Glen Ellyn, Illinois, 60137 (“Subject Property”) and have applied for a variation from the requirements of Section 10-4-8(E)(1) of the Village's Zoning Code; and

WHEREAS, the requested variation would allow for the construction of an addition resulting in a lot coverage ratio of 22% in lieu of the maximum allowed lot coverage ratio of 20% at the Subject Property in the R2 Residential District; and

WHEREAS, the Subject Property is legally described in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, following due notice by publication in the Daily Herald not less than fifteen (15) nor more than thirty (30) days prior thereto, and by mailing notice to all property Petitioners within 250 feet of the subject property at least ten (10) days prior thereto, and following the placement of a placard on the subject property not less than fifteen (15) days prior thereto, the Village of Glen Ellyn (“Village”) Zoning Board of Appeals conducted a public hearing on September 9, 2025, at which the Petitioners presented evidence, testimony, and exhibits in support of the variation requested and two (2) persons appeared in favor and zero (0) persons spoke in opposition to the request; and

WHEREAS, based upon the evidence, testimony, and exhibits presented at the public hearing on September 9, 2025, the Zoning Board of Appeals adopted Findings of Fact and Recommendation dated September 9, 2025, which is attached hereto and incorporated herein as Exhibit B; and

WHEREAS, the Zoning Board of Appeals recommended that the requested zoning variation reflected in this Ordinance be granted by a vote of five (5) in favor and one (1) against; and

WHEREAS, the Village President and Board of Trustees have reviewed the evidence, exhibits, and materials presented at the September 9, 2025, meeting of the Zoning Board of Appeals and has considered the Findings of Fact and Recommendations of the Zoning Board of Appeals; and

WHEREAS, the Village President and Board of Trustees have determined that the granting of the zoning variation is in the best interests of the Village subject to the terms and conditions set forth in the Findings of Fact and Recommendation of the Zoning Board of Appeals and this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The foregoing recitals and all exhibits attached to this Ordinance are incorporated as though fully set forth in this Section 1.

Section 2. Adoption of Findings of Fact and Recommendation. The Findings of Fact and Recommendation of the Zoning Board of Appeals attached hereto as Exhibit B are adopted by the President and Board of Trustees and incorporated herein.

Section 3. Variation Granted. Based upon the above findings of fact, the Village President and Board of Trustees grant the Petitioners' application for a zoning variation from Section 10-4-8(E)(1) of the Village's Zoning Code to allow for the construction of an addition on the Subject Property resulting in a lot coverage ratio of 22% in lieu of the maximum allowed lot

coverage ratio of 20%.

Section 4. Conditions of Variation. The variation granted herein are subject to the Project being constructed in substantial conformance with the testimony provided at the public hearing before the Zoning Board of Appeals and with the dimensions set forth in the Site Plan, attached hereto and incorporated herein as though fully set forth as Exhibit C.

Section 5. Issuance of Building Permits. The Building and Zoning Official is authorized and directed to issue building permits for the Subject Property consistent with the variation granted herein, provided that all conditions set forth hereinabove have been met and that the Project complies with all other applicable laws and ordinances. The variation granted herein shall expire and become null and void twenty-four (24) months from the date of adoption of this Ordinance unless a building permit to begin construction in reliance on the variation is applied for within said twenty-four (24)-month time period and construction is continuously and vigorously pursued provided, however, the Village Board may by motion extend the period during which permit application, construction, and completion shall take place.

Section 6. Recording of Ordinance. The Village Clerk is hereby authorized and directed to cause a copy of this Ordinance approving the variation to be recorded with the DuPage County Recorder of Deeds.

Section 7. Failure to Comply with Ordinance. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

Section 8. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 10. Effective Date. This Ordinance shall be in full force and effect after its approval, passage and publication as provided by law.

Passed by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois this 22nd day of September 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of September 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk

EXHIBIT A

Subject Property's Legal Description

Lot 2 in Block 1 in Arthur T. McIntosh and Company's May Avenue Subdivision, being a resubdivision of Lots 20, 21 and 22 of J.R. Smith's Addition to Glen Ellyn, being a Subdivision in Sections 12 and 13, Township 39 North, Range 10, East of the Third Principal Meridian, according to the plat of said McIntosh and Company's May Avenue subdivision, recorded March 16, 1925 as Document 189690, in DuPage County, Illinois

P.I.N.: 05-13-310-002

Address: 807 Hill Avenue, Glen Ellyn, Illinois 60137

EXHIBIT B

Village President James Burket and Board of Trustees
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

Re: Application of Patrick Bouchard for a Zoning Variation for 807 Hill Avenue

Dear Village President James Burket and Board of Trustees:

Patrick Bouchard (“Applicant”) filed an application pursuant to Section 10-10-10 of the Glen Ellyn Zoning Code requesting the variation set forth below to allow the total lot coverage ratio of the property to be 22% in lieu of the maximum allowed lot coverage ratio of 20% to allow the construction of a rear sunroom addition to an existing single-family home located at 807 Hill Avenue, Glen Ellyn, Illinois 60137 (“Subject Property”).

The Applicant specifically seeks a variation from Section 10-4-8(E)1 of the Village Code to allow the total lot coverage ratio of the property to be 22% in lieu of the maximum allowed lot coverage ratio of 20% to allow the construction of a rear sunroom addition to an existing single-family home.

A public hearing was held on the application by the Zoning Board of Appeals on September 9, 2025, at 7:00 p.m. The notice and time and place of said public hearing was duly published on August 22, 2025, in the *Daily Herald*, a newspaper of general circulation in the Village.

Findings of Fact

The Zoning Board of Appeals, having fully heard and considered the testimony of all those present at the hearing who wished to testify and being fully advised in the premises, makes the following findings pursuant to Sections 10-10-12 of the Village’s Zoning Code:

1. The Applicant seeks a zoning variation to allow the total lot coverage ratio of the property to be 22% in lieu of the maximum allowed lot coverage ratio of 20% to allow the construction of a rear sunroom addition to an existing single-family home. The proposed addition will follow all other zoning regulations.
2. The Zoning Board of Appeals considered the following documents which were submitted into evidence at the time of the Public Hearing, and made part of the Record:
 - a. Application for Zoning Variation;
 - b. Plat of Survey;
 - c. Location and Zoning Map
 - d. Proposed Construction Plans

Zoning Variation Standards

A zoning variation may be granted only if evidence is presented to meet the following standards pursuant to Section 10-10-12 of the Zoning Code:

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; and that the variation, if granted, will not alter the essential character of the locality; or
2. That the plight of the owner is due to unique circumstances; and that the variation, if granted, will not alter the essential character of the locality;

For the purpose of supplementing the above standards, in consideration of recommending approval of a variation, the Zoning Board of Appeals shall also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:

1. That the particular physical surroundings, shape or topographical condition of the specific property involved would bring particular hardship upon the owner as distinguished from a mere inconvenience, if the strict letter of the regulation were to be carried out;
2. That the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district;
3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property;
4. That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant;
5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
6. That the proposed variation will not:
 - (a) Impair an adequate supply of light and air to adjacent property;
 - (b) Substantially increase the hazard from fire or other dangers to said property or adjacent property;
 - (c) Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village;
 - (d) Diminish or impair property values within the neighborhood;

- (e) Unduly increase traffic congestion in the public streets and highways;
- (f) Create a nuisance; or

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

The evidence provided by the applicant and presented in the public hearing shows that the proposed zoning variation meets the above standards because the proposed variation is necessary to construct a three-season room addition as the lot has non-conforming lot width of approximately 57 feet but does have a conforming lot area per the R2 Residential District standards. The property was granted a variation in 1992 which allowed for the construction of the home on lot with a non-conforming lot width. The proposed addition is compliant with all other requirements of the R2 District and that the plight of the owner is due to unique circumstances and the variation will not alter the essential character of the locality.

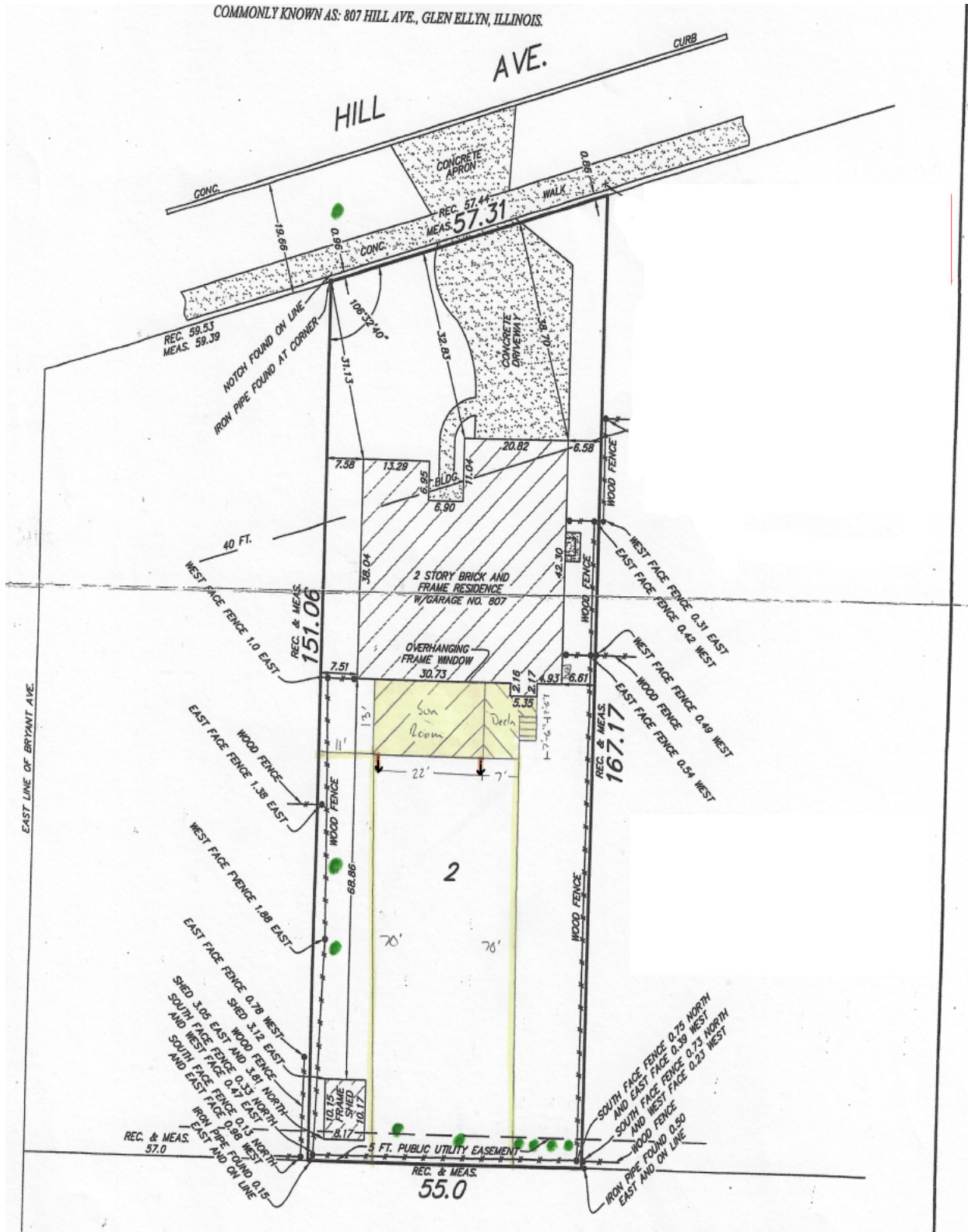
RECOMMENDATION

Pursuant to the authority vested in it by the statutes of the State of Illinois and the Zoning Code of the Village of Glen Ellyn, the Zoning Board of Appeals, hereby recommends to the Village President and Board of Trustees pursuant to a vote of 5-1, that the Applicant's request for a zoning variation be approved for the property located at 807 Hill Avenue, Glen Ellyn, Illinois.

The report adopted by a 6-0 vote of this Zoning Board of Appeals, this 9th day of September 2025.

EXHIBIT C

COMMONLY KNOWN AS: 807 HILL AVE., GLEN ELLYN, ILLINOIS





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

Meeting 9/22/2025 7:00 PM
Department: Public Works - Internal Services
Department Head: John Hubsby
Category: Contract
Prepared By: Richard Daubert

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Resolution No. 25-64, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Lambert Road Resurfacing Project in the Not-To-Exceed Amount of \$126,244 to be Expensed to the Motor Fuel Tax Fund and Authorizing the Agreement's Execution (Public Works Director Hubsky)

Statement of the Issue:

This agenda item serves to secure Village Board approval of a Joint Funding Agreement with the State of Illinois as well as a Construction Engineering Services Agreement with Primera Engineers for the Lambert Road Resurfacing Project.

The Federal Aid Project involving the rehabilitation of Lambert Road from Roosevelt Road (IL-38) to the southern Village limit continues to progress towards bidding and construction. In terms of scope, the project will involve rehabilitation work including spot sidewalk repairs, curb replacement, driveway approach replacement, milling and resurfacing of the roadway, line striping, installation of recessed pavement reflectors, and parkway lawn restoration. Final engineering plans and special provisions have been submitted to the Illinois Department of Transportation (IDOT) with the project on track for competitive bidding on November 7, 2025.

The project has qualified for \$1,201,306 in Federal Surface Transportation Program (STP) funding for construction and construction engineering.

Analysis:

Joint Funding Agreement

Due to the Federal Funding, the construction contract portion of the project needs to be competitively bid, awarded, and contracted by the State through the Illinois Department of Transportation (IDOT). IDOT will pay the contractor for the work using the Federal Funds and invoice the Village for the balance of the construction costs. Due to this arrangement, the Village needs to enter into a Joint Funding Agreement (JFA) with the State through IDOT.

The JFA establishes the division of estimated project costs that will be paid for either by federal funds or local agency dollars and contains various provisions detailing local agency and IDOT responsibilities. Most significantly, execution of the JFA constitutes the Village's concurrence in the

award of the construction contract to the responsible low bidder as determined by the State. As a formality, the State requests concurrence of the low bid following its identification of the low bidder. This has typically been provided by staff subject to its determination that the low bid is not objectionable.

The Joint Funding Agreement shows a Local Agency (Village) cost share of \$800,871 for construction and construction engineering. This is based on prior cost estimates for construction and construction engineering with updates to the JFA not being efficient nor timely. Based on the Final Engineering Submittal, Staff anticipates the Village's as-bid cost share for construction and construction engineering to be on the order of \$1,024,938, excluding storm sewer repairs which will be handled through a separate contract.

Once the low bid amount is confirmed, staff will follow up with the Village Board with a separate agenda item which commemorates the construction contract costs and specific funding breakdown. Approval of a resolution authorizing the use of Motor Fuel Tax (MFT) Funds for construction and construction engineering will also be requested. Depending on the bid results, staff may also be able to request additional grant funding from DuPage Mayors and Manager's Conference.

At this time, Village Board approval is requested to authorize the Village President to sign the JFA and to affirm that sufficient monies are available to pay the local agency share of project construction costs. As requested by IDOT, this approval is requested in the form of the provided resolution. This approval ultimately allows the project to get on the State's November 7, 2025 Letting (Competitive Bidding).

Construction Engineering

Given the size of the project and staff responsibilities, engineering oversight for the project is recommended to be supplemented by a consultant. Responsibilities of the consultant engineer will include conducting a 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.

In order to use federal dollars for funding a portion of both construction and construction engineering, staff solicited and reviewed proposals for construction engineering services according to federal requirements for Qualifications Based Selection (QBS) as outlined in IDOT's Bureau of Local Roads and Streets Manual. Staff's QBS evaluation resulted in Primera Engineers being selected as the most qualified firm. Consistent with QBS procedures, a fee was then requested and negotiated with Primera. The resulting not-to-exceed cost for construction engineering services was in the amount of \$126,244. While this cost is notably below the amount listed in the attached JFA (\$165,317), it should be noted that the majority of this surplus is recommended to be attributed to the coinciding federally funded project on Riford Road. Although Riford Road's construction engineering contract amount is greater than originally estimated in its JFA, the combined contracts are less than their combined estimates. Consequently, staff is recommending that Primera Engineers be awarded both contracts, with Riford Road being discussed in a separate memorandum. Staff is confident that Primera's team is the most qualified firm and is providing their services at a cost that is in line with staff's expectations.

Approval of the Engineering Agreement is required now due to the timelines required for State approval of the Construction Engineering Services Agreements. In terms of mechanics, the Village will pay for construction engineering services and request reimbursement from the State for the Federal Funding set aside for Construction Engineering.

Budget Impact:

As the low bid and cost breakdown is not available at this time, the specific funding breakdown for the construction contract will be presented as a subsequent Board Item to commemorate the construction contract costs and funding breakdown. However, sufficient funding is proposed in the CY2026 budget in the Motor Fuel Tax (MFT) and Capital Projects Funds.

Current Estimated Cost for Construction and Construction Engineering	Grant Amount	Anticipated Village Share
\$2,226,244	\$1,201,306	\$1,024,938

Account	Amount Budgeted for 2026
Motor Fuel Tax	\$1,000,000
Capital Projects Fund	\$24,938

Staff notes that it intends to have some limited storm sewer repairs completed on Lambert prior to the completion of the project. The proposed 2026 Budget includes \$100,000 in additional funding to complete said repairs.

Contribution to Strategic Plan

Priority: Infrastructure; Initiative: Develop the Capital Improvement Plan; Action: Execute the Capital Improvement Plan (CIP) including IT improvements, facility improvements, and equipment replacement annually as well as GWA projects

Priority: Infrastructure; Initiative: Safe & reliable roads & utilities; Action: Continue to improve streets on a 20-22 year cycle by conducting regular street assessments and executing on approved CIP priorities

Action Requested:

Staff recommends the following motions be made by the Village Board of Trustees at the September 22, 2025 Village Board Meeting:

1. Adopt Resolution No. 25-64, A Resolution Authorizing the Village President to Execute a Joint Funding Agreement with the State of Illinois concerning the construction of the Lambert Road Resurfacing Project.
2. Adopt Resolution No. 25-65, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Lambert Road Resurfacing Project in the Not-To-Exceed amount of \$126,244 to be Expensed to the Motor Fuel Tax Fund and authorizing the Agreement's Execution.

If approved, the Village President will be requested to sign five (5) original copies of the Joint Funding Agreement and four (4) copies of the Engineering Agreement.

Attachments:

1. Resolution for Construction Engineering Agreement
2. Construction Engineering Agreement - C-91-219-25
3. Engineering Agreement and Joint Funding Presentation



Village of Glen Ellyn

Resolution No. 25-XX

**A Resolution Approving an Engineering Services Agreement
with Primera Engineers, Ltd. for Construction Engineering
Services for the Lambert Road Resurfacing Project in an
Amount Not To Exceed \$126,244 to be Expensed to the Motor
Fuel Tax Fund and Authorizing the Agreement's Execution**

**Adopted by the
Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Resolution No. 25-XX

**A Resolution Approving an Engineering Services Agreement with
Primera Engineers, Ltd. for Construction Engineering Services for the Lambert Road
Resurfacing Project in an Amount Not to Exceed \$126,244 to be Expensed to
the Motor Fuel Tax Fund and Authorizing the Agreement's Execution**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois (“Village”), in the exercise of their home rule powers, that the Engineering Services Agreement with Primera Engineers, Ltd. (“agreement”) for Construction Engineering Services for the Lambert Road Resurfacing Project in an amount not to exceed \$126,244 to be expensed to the Motor Fuel Tax Fund is approved and the Village President is authorized to execute the Agreement in substantially the form attached subject to the review and approval of the Village Attorney.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



Using Federal Funds? ☒ Yes ☐ No	Agreement For Federal CE	Agreement Type Original
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LOCAL PUBLIC AGENCY

Local Public Agency Glen Ellyn	County DuPage	Section Number 24-00086-00-RS	Job Number C-91-219-25
Project Number 8QDK(196)	Contact Name Richard Daubert	Phone Number (630) 547-5507	Email rdaubert@glenellyn.org

SECTION PROVISIONS

Local Street/Road Name Lambert Road	Key Route FAU 2576	Length 1.521 Miles	Structure Number N/A
Location Termini South Village Limits to IL 38 (Roosevelt Road)			Add Location Remove Location

Project Description

This work consists of pavement patching and resurfacing with HMA surface and binder course, combination concrete curb and gutter, PCC sidewalk, detectable warnings, pavement markings, detector loop replacement, maintenance of traffic, restoration, and all other appurtenant work required to complete the project in accordance with the plans, specifications and all other applicable standards.

Engineering Funding	☒ Federal	☒ MFT/TBP	☐ State	☐ Other	
Anticipated Construction Funding	☒ Federal	☒ MFT/TBP	☐ State	☐ Other	

AGREEMENT FOR

☒ Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name Primera Engineers, Ltd.	Contact Name Mary Ellen Mack	Phone Number (773) 682-7994	Email mmack@primeraeng.com
Address 650 Warrenville Rd, Suite 200	City Lisle	State IL	Zip Code 60532

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT D: Cost Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514)
- ☒ EXHIBIT E: BC 775
- ☒ EXHIBIT F: BC776
- ☐

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Construction Engineering Contracts:
 - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
 - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials. "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
 - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
 - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Lump Sum

☐ Specific Rate

☒ Cost plus Fixed Fee: Anniversary

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

6. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT, the Federal Highway Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
12. For Construction Engineering Contracts:
 - (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
 - (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
 - (c) That any difference between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
 - (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.
 - (e) Inspection of all materials when inspection is not provided by the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Primera Engineers, Ltd.	36-3520747	\$111,403.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
State Testing	45-4611729	\$14,841.00
Subconsultant Total		\$14,841.00
Prime Consultant Total		\$111,403.00
Total for all work		\$126,244.00

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00086-00-RS

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

The services/tasks including, but not limited to, the following will need to be performed/provided for the Project, unless otherwise designated.

1. Assistance with drafting and submitting an Engineering Services Agreement and supporting documentation to IDOT for review and execution.
2. Review of Contract Documents/Special Provisions/Engineering Drawings;
3. Pre-Construction Meeting with IDOT, Contractor, Village Staff, School District Staff, College of DuPage staff, Utility Company Representatives, USIC (JULIE Locator);
4. Attend and participate in Village Administered Project Informational Meeting with Impacted Property Owners and other Project Stakeholders. The meeting will be arranged at a Glen Ellyn meeting facility with the meeting location, date, and time TBD. It is noted that the meeting will be conducted in the evening between the hours of 6 p.m. and 9 p.m.;
5. Develop and distribute regular Project Notifications (letters to impacted residents, businesses, schools, refuse and delivery companies, etc);
6. Review of all submittals to ensure conformance with the requirements set forth in the Contract Documents and Engineering Drawings;
7. Review of Pre-Construction Videos to ensure project site conditions have been adequately documented prior to the start of construction;
8. Permit Coordination (DuPage County Stormwater, NPDES – NOI/SWPPP; etc.)
9. Maintain all documentation in accordance with IDOT Federal Aid Project Requirements including CMMS entries, Daily Project Diary, Daily Inspection Reports, Field Books, Quantity Books, Material Inspection Reports, and all other Pertinent Records;
10. Verify Construction Layout Performed by Contractor;
11. Construction Inspection of all Contract Work to ensure improvements are constructed safely with minimal impact on the public and in accordance with the project specifications, including routine daytime and nighttime Traffic Control & Protection inspections;
12. Utility Coordination (Nicor, ComEd, AT&T, Comcast, WOW, etc.);
13. Performance of Quality Assurance Material Testing in conformance with IDOT requirements for QC/QA Material Testing;
14. Assisting with handling of all issues associated with the off-site disposal of all excavated material (CCDD, special waste, etc.);
15. Witnessing Sub-Grade Proof-Rolling and Recommending Undercutting Depths;
16. Identification of Required Spot Curb/Gutter and Sidewalk Repairs within the Project Corridor.
17. Answering of questions and resolving issues and concerns from impacted property owners;
18. Contract Administration/Documentation;
19. Development and Enforcement of Stormwater Pollution Prevention Plan (SWPPP) to ensure compliance with IEPA NPDES Permit (silt fence, stabilized construction entrance, etc.);
20. Ensure that Construction Completion Schedule is adhered to;
21. Conduct Weekly Progress Meetings with Contractor and Village staff;
22. Provide Weekly Progress Updates to Village Staff;
23. Quantity Measurement (including cross-sections as necessary);
24. Processing of Pay Estimates documentation;
25. Develop and Process Change Orders as necessary including Final Balancing Change Order;
26. Develop and ensure completion of "Punch List" prior to final inspection/project acceptance;
27. Provide one (1) hard copy and one (1) electronic copy of the Engineering Drawings Detailing the "As-Built" Conditions;
28. All project documentation, payment, and closeout procedures required for Federal Aid Projects.
29. Any other tasks recommended by Respondents to this RFP required to successfully deliver the assignment.

AGREEMENT SIGNATURES

Attest: The

Local Public Agency Type
Village

 of

Local Public Agency
Glen Ellyn

By (Signature & Date)

--

By (Signature & Date)

--

Local Public Agency

Glen Ellyn

Local Public Agency Type

Village

Clerk

Title

President

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

Primera Engineers, Ltd.

By (Signature & Date)

 Digitally signed by Stacie Dovalovsky DN: cn=Stacie Dovalovsky, c=US, o=Primera Engineers, ou=Transportation Division - Executive, email=sdovalovsky@primeraeng.com Date: 2025.09.10 16:58:00 -05'00'
--

Title

Sr. VP and Transportation Division Manager
--

By (Signature & Date)

--

Title

--

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00086-00-RS

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00086-00-RS

**EXHIBIT B
PROJECT SCHEDULE**

Anticipated Start Date - January 1, 2026

Completion Date - December 31, 2026

Construction Duration is anticipated to be 20 weeks

Provide closeout documentation six weeks after completion of IDOT and notification of materials deficiency list.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00086-00-RS

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	☐	☒
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	☐	☒
3	Was the scope of services for this project clearly defined?	☐	☒
4	Was public notice given for this project?	☐	☒

If yes Due date of submittal **07/16/25**

Method(s) used for advertisement and dates of advertisement

Daily Herald Legals 6/26/2026

5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☒
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☒
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☒

Project Criteria	Weighting
Technical Approach	30%
Staff Capabilities (Prime/Sub)	30%
Firm Experience	20%
Past Performance	20%

8	Do the written QBS policies and procedures discuss the method of selection?	☐	☒
---	---	--------------------------	-------------------------------------

Selection committee (titles) for this project

Professional Engineer (Village Engineer), Assistant Village Engineer, Civil Engineer II

Top three consultants ranked for this project in order	
1	Primera
2	Baxter & Woodman
3	BLA

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☒
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☒
11	Were acceptable costs for this project verified?	☐	☒
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	☐	☒
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	☐	☒
14	QBS according to State requirements used?	☐	☒
15	Existing relationship used in lieu of QBS process?	☒	☐
16	LPA is a home rule community (Exempt from QBS).	☐	☒

Appendix A

Village of Glen Ellyn QBS Procedures

Background

The Village of Glen Ellyn receives federal funds, which may be used to fund engineering and design related consultant services. For federally funded engineering assignments, the Village's written policies and procedures as described hereinafter for Qualification Based Selection (QBS) Procedures will be utilized to procure engineering and design related services.

Overview of Village QBS Procedures

The Village's QBS Procedure is generally summarized as follows:

- 1) The scope of the proposed engineering assignment is defined in a request for qualifications/proposals document.
- 2) The proposed engineering assignment is advertised (via Public Notice in a newspaper, website, magazines, etc.) with a request for qualifications/proposals.
- 3) The received proposals are evaluated by a selection committee to short-list at least three firms that are capable of completing the assignment within the specified parameters.
- 4) A minimum of three firms are selected for interviews and presentations by the firms. Based on the evaluations, discussions and presentations, the short-listed firms are ranked on the merits of their qualifications to provide the services for the project.

It is emphasized that during steps 1-4, cost is not part of the evaluation process.

- 5) The most qualified firm is then contacted and an attempt is made to negotiate an agreement at a fair and reasonable means of compensation based on the Municipality's estimated value of the services being rendered. This process involves developing a specific scope of services with the project schedule, staffing and hours, engineering effort, responsibility/liability, and other critical parameters clearly identified and agreed to as part of the negotiation of the agreement. The independent estimate is to be prepared by the municipality prior to negotiating the agreement.

Specific Village QBS Procedures

The Village's QBS procedures meet the requirements of 23 CFR 172 and the Brooks Act. As it relates to the 13 specific procedural requirements in Section 5-5 of the BLRS Manual, the Village's QBS Procedures are as follows:

1. Initial Administration – The Village of Glen Ellyn QBS policy and procedures assigns responsibilities to the Village Manager, Village Attorney, Finance Director, Public Works Director, and Professional Engineer within the Village of Glen Ellyn organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – The Village of Glen Ellyn believes its adopted QBS written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT/FHWA is not required.

Appendix A

Village of Glen Ellyn QBS Procedures

3. Project Description – The Village of Glen Ellyn will include the following five items when developing the project description in its request for qualifications/proposals and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any specific challenges, problems, and concerns;
 - Determine the total project budget.
4. Public Notice – The Village of Glen Ellyn will publish an ad/legal notice in the Daily Herald soliciting qualifications/proposals. The legal notice shall be published at least 14 calendar days prior to the last date of acceptance of qualifications/proposals. Interviews of short-listed firms will be required and so noted in the Public Notice.
5. Conflict of Interest – The Village of Glen Ellyn requires consultants to submit with their qualifications/proposals a disclosure statement through the use of the IDOT BDE DISC 2 Template as the conflict of interest form.
6. Suspension and Debarment – The Village of Glen Ellyn procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The Village shall utilize the SAM Exclusions, IDOT CPO's website and the three other state CPO's websites to verify suspensions and debarments.
7. Evaluation Factors – The Village of Glen Ellyn allows the Professional Engineer to set the evaluation factors for each project, but must include a minimum of 4 qualification based criterion including Technical Approach (10-30%), Firm Experience (10-30%), Specialized Expertise (10-30%), Staff Capabilities (Prime/Sub)(10-30%), Work Load Capacity (10-30%), Past Performance (10-30%), and other qualification based criterion included in Figure 5-5B of the BLRS Manual and as set by the Professional Engineer. The criterion and weighting form shall be included within each request for qualifications/proposals as to aid firms in understanding how they will be evaluated. The criterion weighting factors shall not include any consideration of costs.
8. Selection – The Village of Glen Ellyn requires a minimum (3) person selection committee. Typically, the selection committee members include the Village Manager, Public Works Director, Professional Engineer, and/or other staff as deemed necessary by the Village Manager. Members of the selection committee may delegate this responsibility to other staff members.

The selection committee members must certify that they do not have a conflict of interest. Following consultation by the Professional Engineer, the selection committee members are chosen by the Village Manager for each project. The Village of Glen Ellyn requires each member of the selection committee to provide an independent score for each proposal using the criterion, weighting factor, and evaluation form provided by the Professional Engineer in the Request for Qualifications/Proposals document, prior to the selection committee meeting. The

Appendix A

Village of Glen Ellyn QBS Procedures

selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the top three firms' scores, the Village Manager may choose to expand the short list to include more than 3 firms. The short listed firms are then interviewed, including a presentation by the firms. The committee score is adjusted by the committee based on a group discussion and information gained from presentations and interviews to develop a final ranking of the short listed firms. The product of these efforts will yield identification of the most qualified firm for the assignment.

9. Independent Estimate – The Village of Glen Ellyn will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation – The Village of Glen Ellyn requires a minimum (3) person team to negotiate with firms. The team typically consists of the Village Manager, Village Attorney, and Professional Engineer, and/or other staff as deemed necessary by the Village Manager. Members of the negotiation team may delegate this responsibility to other staff members. The Village will attempt to negotiate an agreement with the most qualified firm. Should
11. Acceptable Costs – The Village of Glen Ellyn requires the Village Manager, or delegate, to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – The Village of Glen Ellyn requires the Finance Director, or delegate, to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration – The Village of Glen Ellyn requires the Professional Engineer to monitor work on the project in accordance with the contract and to file reports with the Village Manager. The Village of Glen Ellyn procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village of Glen Ellyn's project records. The Village of Glen Ellyn follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.



EXHIBIT D
COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET
ANNIVERSARY RAISE

Local Public Agency	County	Section Number
Village of Glen Ellyn	DuPage	24-00086-00-RS
Prime Consultant (Firm) Name	Prepared By	Date
Primera Engineers, Ltd.	Mary Ellen Mack	8/20/2025
Consultant / Subconsultant Name	Job Number	
Primera Engineers, Ltd.	C-91-219-25	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Lambert Rd (South Village Limits to Roosevelt Rd)

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS
START DATE	1/1/2026	
RAISE DATE	ANNIVERSARY	

OVERHEAD RATE	132.68%
COMPLEXITY FACTOR	0
% OF RAISE	3.00%

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.50%

The total escalation for this project would be:

1.50%

Section Number

24-00086-00-RS

Job Number

C-91-219-25

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

MAXIMUM PAYROLL RATE	90.00
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ESCALATION FACTOR	1.50%
-------------------	-------

[illegible]

Local Public Agency	County	Section Number
Village of Glen Ellyn	DuPage	24-00086-00-RS
Consultant / Subconsultant Name		Job Number
Primera Engineers, Ltd.		C-91-219-25

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

[illegible]

Total	0.00	371.50
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NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

Village of Glen Ellyn

County

DuPage

Section Number

24-00086-00-RS

Consultant / Subconsultant Name

Primera Engineers, Ltd.

Job Number

C-91-219-25

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	100	\$65.00	\$6,500.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$6,500.00

BLR 05513 (Rev. 02/06/25)

Village of Glen Ellyn

Consultant / Subconsultant Name

Primera Engineers, Ltd.

County

DuPage

Section Number

24-00086-00-RS

Job Number

C-91-219-25

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

OVERHEAD RATE	132.68%
----------------------	----------------

COMPLEXITY FACTOR 0.00%

TASK	DIRECT COSTS	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Project Management		12	849	1,126	280		2,255	1.79%
Pre-Construction Activities	325	40	1,905	2,528	629		5,062	4.01%
Construction Inspection	5,850	720	32,780	43,492	10,817		87,089	68.98%
Post-Construction Activiites	325	80	3,811	5,056	1,258		10,125	8.02%
			-	-	-		-	
Material Inspection			-	-	-	14,841	14,841	11.76%
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Subconsultant DL							\$371.50	0.29%
Direct Costs Total ==>	\$6,500.00						\$6,500.00	5.15%
TOTALS		852	39,345	52,202	12,984	14,841	126,244	100.00%

91,547

Village of Glen Ellyn

DuPage

24-00086-00-RS

[illegible]

Primera Engineers, Ltd.

Job Number

C-91-219-25

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

SHEET 1 OF 1

[illegible]

Local Public Agency Village of Glen Ellyn	County DuPage	Section Number 24-00086-00-RS
Prime Consultant (Firm) Name Primera Engineers, Ltd.	Prepared By Mary Ellen Mack	Date 9/11/2025
Consultant / Subconsultant Name State Materials Engineering, LLC.	Job Number C-91-219-25	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Lambert Rd

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS			OVERHEAD RATE	138.62%
START DATE	1/1/2026				COMPLEXITY FACTOR	0
RAISE DATE	1/1/2027				% OF RAISE	3.00%
END DATE	12/31/2026					

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	1/1/2026	12/31/2026	12	100.00%

The total escalation = 0.00%

Village of Glen Ellyn

DuPage

24-00086-00-RS

State Materials Engineering, LLC.

C-91-219-25

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	90.00
ESCALATION FACTOR	0.00%

[illegible]

Local Public Agency	County	Section Number
Village of Glen Ellyn	DuPage	24-00086-00-RS
Consultant / Subconsultant Name		Job Number
State Materials Engineering, LLC.		C-91-219-25

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

[illegible]

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

Village of Glen Ellyn

County

DuPage

Section Number

24-00086-00-RS

Consultant / Subconsultant Name

State Materials Engineering, LLC.

Job Number

C-91-219-25

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	8	\$65.00	\$520.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Lab Services - PCC Cylinders 4x8		24	\$25.00	\$600.00
Lab Services - Cores 4"		8	\$75.00	\$600.00
Lab Services - Product Verification (Gmm, Gmb, etc)		3	\$1,010.00	\$3,030.00
				\$0.00
TOTAL DIRECT COSTS:				\$4,750.00

FLR 05514 (Rev. 02/06/25)

Village of Glen Ellyn

DuPage

24-00086-00-RS

State Materials Engineering, LLC.

C-91-219-25



Regional Engineer

Jose Rios, PE

Contract Number

61L79

District

1

Letting Date

11/07/25

Department of Transportation

Address

201 W Center Court

Municipality

Glen Ellyn

Route

FAU 2576 (Lambert Rd)

County

DuPage

City

Schaumburg

State

IL

Zip Code

60196

Project Number

8QDK(196)

Job Number

C-91-219-25

Section Number

25-00086-00-RS

☐ I recommend the following individual as a local public agency employee qualified to be resident construction supervisor and to be in responsible charge of this construction project.

☒ I certify that I am in responsible charge as defined by the department of this construction project. Since the local public agency does not have a local public agency employee qualified to be the resident construction supervisor, I am recommending a consulting engineer to serve as resident construction supervisor.

Signature (for the local public agency)

Date

Title

Applicants Name

Shane Cameron

The following describes my educational background, experience and other qualifications to be resident construction supervisor of this construction project for the Local Public Agency.

For Consultants: I certify that my firm is pre-qualified in Construction Inspection. Documentation of Contract Quantities certificate number

22-20385

Signature of Applicant

Date

9/9/25

Job Title of Applicant

Resident Engineer

Based on the above information and my knowledge of the applicant's experience and training, it is my opinion that the applicant is qualified to serve as the resident construction supervisor on this construction project.

Regional Engineer Signature

Date Approved

cc: Engineer of Local Roads and Streets, Central Bureau of Local Roads and Streets
Engineer of Construction, Central Bureau of Construction
Resident Construction Supervisor
Local Public Agency

Instructions for Preparation of Form BC 775

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

When a project is located on a street or highway over which the STD does not have legal jurisdiction, or when special conditions warrant, the STD, while not relieved of overall project responsibility, may arrange for the local public agency having jurisdiction over such street or highway to perform the work with its own forces or by contract. In those instances where a local public agency elects to use consultants for construction engineering services, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project.

The full-time local public agency employee in responsible charge of the project shall perform the following duties and functions:

- Administer inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of projects;
- Maintain familiarity of day to day project operations, including project safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Review financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The Department of Transportation, in accordance with the requirements, requires the local public agency to identify the local public agency employee who will be in responsible charge of each Federal-Aid project which will be constructed under the supervision of the county, municipality or other public agency. County Engineers, Municipal Engineers, and full-time local public agency employees registered as a professional engineer should be identified in the pre-construction meeting minutes. All other resident construction supervisors must submit their qualifications on this form for approval by the department. Resident construction supervisors who are consultants shall be certified in Documentation of Contract Quantities and their firm shall be prequalified in Construction Inspection.

This form will be completed by the applicant, endorsed by a representative of the local public agency, and submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This signatory for the local public agency should be the County Engineer or Municipal Engineer, as applicable. In the event a municipality does not have a Municipal Engineer, the applicant will be recommended by the appropriate municipal authority.

If a consultant is named on this form, the approved form will be included as an attachment to the appropriate construction engineering consultant agreement.

This document should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.



Regional Engineer

Jose Rios, PE

Department of Transportation

Address

201 W Center Court

City

Schaumburg

State

IL

Zip Code

60196

Contract Number

61L79

District

1

Letting Date

11/07/25

Municipality

Glen Ellyn

Route

FAU 2576 (Lambert Rd)

County

DuPage

Project Number

8QDK(196)

Job Number

C-91-219-25

Section Number

25-00086-00-RS

I consider the following individual to be qualified as a local public agency construction inspector. In addition, I certify that adequate instruction has been given this individual concerning the requirements of the contract, specifications and construction manual which pertain to the work which he/she will inspect. This individual has been instructed on the proper procedures for any necessary tests. Furthermore, if a consultant, this individual has a valid Documentation of Contract Quantities certification.

Approved

Signature and Title of Resident Construction Supervisor

Date

Applicants Name

Michael McKevitt

The following describes the educational background, experience and other qualifications of the named applicant to serve as an inspector on this project.

For Consultants Employees: Documentation of Contract Quantities certificate number is 24-22289.

Inspector on Tinley Park Heliport with IDOT Aeronautics;

Inspector on Richards Ave over Hickory Creek by I-80 for IDOT Construction;

Inspector for SR 249 Bridge Reconstruction over US 12 and RRs into the Port of Indiana for INDOT

If the Resident from BC-775 is a consultant, the local public agency employee in responsible charge must also approve this individual.

Approved

Signature and Title of In Responsible Charge from BC-775

Date

9/12/2025

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

A consultant may be utilized for periodic examination and consultation or for full-time technical inspection of construction. However, the prime responsibility for general supervision of the construction must remain with the state. The state (or county or municipality under agreement with the state) cannot be relieved of its responsibility to ensure that the work is performed in accordance with the approved project plans, specifications and estimate.

Therefore, the Department of Transportation requires the local public agency to submit the qualifications of all personnel who will be assigned to construction layout and inspection duties on each Federal-Aid project which will be constructed under the supervision of the county, municipality or other local public agency. This form will be approved by the resident construction supervisor. If the resident construction supervisor is a consultant, this form will also be approved by the local public agency employee in responsible charge.

If a consultant is named on this form, the approved form will be included as an attachment to the construction engineering consultant agreement.

The approved form will be submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This form should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.

LAMBERT ROAD FEDERAL AID RESURFACING PROJECT

September 22, 2025
Village Board Meeting



OBJECTIVES

- Overview Project
- Review Procurement of Construction Engineering Services
- Review Next Steps
- Request Village Board Approval of Joint Funding and Construction Engineering Agreements

PROJECT OVERVIEW

Project includes resurfacing of Lambert Road from Woodcroft Drive to Roosevelt Road ~1.5 Miles

Project has been working through Federal Aid Planning and Design Process which has included public engagement



PROJECT SCOPE

- Select concrete curb and gutter replacement
- Select sidewalk replacement
- Select driveway approach replacement
- Structure adjustments
- Pavement patching
- 3" of asphalt removal and replacement
- Pavement markings
- Recessed pavement markers
- Other associated work (traffic control, tree protection, erosion control, etc.)



PLANNED PROJECT TIMELINE

- **Competitive Bidding: November 7, 2025**
- **Construction Start in Earnest: June, 2026 (after College of DuPage commencement)**
- **Substantial Completion: August, 2026 (before College of DuPage fall semester)**

JOINT FUNDING AGREEMENT

- **Due to Federal Funding, project will be competitively bid by IDOT**
- **Village and IDOT to enter into Joint Funding Agreement to commemorate the following main items:**
 - A. IDOT agrees to bid and award construction contract on Village's behalf
 - B. Village agrees to reimburse IDOT for the Village's share of construction cost and has appropriated sufficient funds to do so
 - C. Village agrees to provide construction engineering services
 - D. IDOT agrees to reimburse the Village for the Federal Funding for construction engineering



CURRENT COST ESTIMATE AND 2026 BUDGET

Current Estimated Cost for Construction and Construction Engineering	Grant Amount	Anticipated Village Share
\$2,226,244	\$1,201,306	\$1,024,938

\$2,100,000 Construction Contract, \$126,244 Construction Engineering

Account	Amount Budgeted for 2026
Motor Fuel Tax	\$1,000,000
Capital Projects Fund	\$24,938

Separate from this project, staff has budgeted \$100,000 for storm sewer repairs, including along Lambert Road



CONSTRUCTION ENGINEERING SERVICES

Engineering oversight for the project is recommended to be supplemented by a consultant. Responsibilities of the consultant engineer will include:

- Conducting a preconstruction conference, weekly meetings, and general consultations/meetings
- Review of the project schedule, shop drawings, and material submittals
- Full-time construction observation, material testing (using a sub-consultant), spot grade checking, etc.
- Resident notifications and communications
- Pay estimate and change order processing
- Final inspection and project close-out, including rectification of any issues that arise during the warranty period
- Record drawing preparation



CONSTRUCTION ENGINEERING SERVICES

Due to the use of Federal Funds, the Federal Qualification Based Selection process was followed to procure construction engineering services. Cost is not a factor in the process of identifying the most qualified firm for the assignment.

Criteria	Weighting (Points)
Technical Approach	30
Staff Capabilities (Prime/Sub)	30
Firm Experience	20
Past Performance	20
Total	100

Pre-Interview Composite Scoring and Ranking		
Firm	Evaluation Score	Evaluation Rank
Baxter & Woodman	92	1
V3 Companies	90	2
BLA	89	3
Primera Engineers	87	4
Chastain & Associates	85	5
SWE Solutions	80	6
Engineering Resource Associates	77	7

Following evaluation of 7 proposals by 3 staff members, top 4 firms were selected for interviews



CONSTRUCTION ENGINEERING SERVICES

Following interview of top 4 firms, their scores were reevaluated with post-interview scoring and ranking as follows:

Post-Interview Composite Scoring and Ranking		
Firm	Evaluation Score	Evaluation Rank
Primera Engineers	94	1
Baxter & Woodman	91	2
BLA	90	3
V3 Companies	88	4

Primera Engineers was identified as the most qualified firm for the assignment.



CONSTRUCTION ENGINEERING SERVICES

Using its overall cost estimates for the project, staff negotiated the scope and fee for construction engineering services to be performed by Primera.

Cost Estimate (9% of PPI Cost Estimate)	\$165,317
Initial Proposal	\$132,447
Negotiated Proposal	\$126,244

Village ultimately enters into construction engineering services agreement with Consultant, IDOT to reimburse Village the federal funds for construction engineering



NEXT STEPS

1. Staff will submit executed Joint Funding and Construction Engineering Agreements to IDOT
2. Staff will continue to work with IDOT to have Project competitively bid on November 7, 2025
3. Bids will be received and reviewed in early November; so long as bid is within reason, staff will direct State to award contract in concurrence with Village Manager
4. Staff will prepare follow-up agenda item for Village Board (November/December timeline) including request for approval of resolution to use Motor Fuel Tax Funds for the Village's local share of construction and construction engineering
5. Project startup activities including continued communication to Public will commence in early 2026



RECOMMENDED MOTIONS

1. Adopt Resolution No. 25-XX, A Resolution Authorizing the Village President to Execute a Joint Funding Agreement with the State of Illinois concerning the Construction of the Lambert Road Resurfacing Project
2. Adopt Resolution No. 25-XX, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Lambert Road Resurfacing Project in the Not-To-Exceed amount of \$126,244 to be Expensed to the Motor Fuel Tax Fund and authorizing the Agreement's Execution





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

Meeting 9/22/2025 7:00 PM
Department: Public Works - Internal Services
Department Head: John Hubsy
Category: Resolution
Prepared By: Richard Daubert

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Resolution No. 25-65, A Resolution Approving a Joint Funding Agreement with the State of Illinois for the Lambert Road Resurfacing Project and Authorizing the Agreement's Execution (Public Works Director Hubsy)

Statement of the Issue:

See previous memorandum.

Analysis:

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Attachments:

1. Joint Funding Resolution - C-91-219-25
2. Joint Funding Agreement - C-91-219-25

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00086-00-RS	C9121925	8QDK(196)

SCHEDULE NUMBER 5

Resolution No. _____

A Resolution for:

Section Number 24-00086-00-RS

State Job Number C-91-219-25

Project Number 8QDK(196)

WHEREAS, the Village of Glen Ellyn is proposing to
Complete the Lambert Road Roadway Resurfacing Project

WHEREAS, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT); and signer

WHEREAS, the use of these funds requires a joint funding agreement (AGREEMENT) with IDOT; and

WHEREAS, the improvement requires matching funds; and

NOW, THEREFORE, be it resolved by the Village of Glen Ellyn

Section 1: The Village of Glen Ellyn hereby appropriates \$800,871.00
or as much as may be needed to match the required funding to complete the proposed improvement from
local funds and furthermore agree to pass a supplemental resolution if necessary to
appropriate additional funds for completion of the project.

Section 2: The Village President is hereby authorized to execute an AGREEMENT with IDOT
for the above-mentioned project.

Section 3: This resolution will become Attachment 3 of the AGREEMENT.

Section 4: The Village Clerk of Glen Ellyn is directed to transmit 2 (two) copies of the AGREEMENT
and Resolution to IDOT District 1 Bureau of Local Roads and Streets.

I, Caren Cosby Village Clerk in and for said Village
Name of Clerk Local Public Agency Type Local Public Agency Type
of Glen Ellyn in the State aforesaid, and keeper of the records and files thereof, as provided by
Name of Local Public Agency

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Glen Ellyn at a meeting held on _____
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ ..
Day Month, Year

(SEAL)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation



LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number
Village of Glen Ellyn	DuPage	24-00086-00-RS

Fund Type	ITEP, SRTS, HSIP Number(s)	MPO Name	MPO TIP Number
STU	N/A	CMAQ	08-24-0038

Construction

State Job Number	Project Number
C-91-219-25	8QDK(196)

☐ Local Let/Day Labor ☒ Construction on State Letting ☒ Construction Engineering ☐ Utilities ☐ Railroad Work

LOCATION

Local Street/Road Name	Key Route	Length	Stationing From	To
Lambert Road	FAU 2576	1.52 miles	00.01	01.53

Location Termini

S of Roosevelt Rd (IL Rte 38) to Glen Ellyn Southern Village Limits

Current Jurisdiction	Existing Structure Number(s)
Village of Glen Ellyn	N/A

Remove

PROJECT DESCRIPTION

Roadway resurfacing of Lambert Road from the south Village Limits up to 50' south of Roosevelt Road (IL Rte 38). Project improvements also include concrete curb and gutter replacement, sidewalk repairs, and replacement of traffic signal detector loops.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00086-00-RS	C9121925	8QDK(196)

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "**LPA**" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as the "**STATE**". The **STATE** and **LPA** jointly proposes to improve the designated location as described in the Location and Project Description sections of this agreement. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the **LPA** and approved by the **STATE** using the **STATE's** policies and procedures approved and/or required by the Federal Highway Administration, hereby referred to as "**FHWA**".

I. GENERAL

- 1.1 Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. The **STATE** may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the **LPA** by the **STATE** or the federal funding source, (ii) the Governor or **STATE** reserves funds, or (iii) the Governor or **STATE** determines that funds will not or may not be available for payment. The **STATE** shall provide notice, in writing, to **LPA** of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.
- 1.2 Domestic Steel Requirement. Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Build America-Buy America provisions.
- 1.3 Federal Authorization. That this Agreement and the covenants contained herein shall become null and void in the event that the **FHWA** does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this agreement.
- 1.4 Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.
- 1.5 Termination. This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the **STATE**, the **STATE** must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If the **STATE** determines in the case of a partial termination that the reduced or modified portion of the funding award will not accomplish the purposes for which the funding award was made, the **STATE** may terminate the Agreement in its entirety.

This Agreement may be terminated, in whole or in part, by the **STATE** without advance notice:

- a. Pursuant to a funding failure as provided under Article 1.1.
- b. If **LPA** fails to comply with the terms and conditions of this funding award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any award.

II. REQUIRED CERTIFICATIONS

By execution of this Agreement and the **LPA's** obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules and any and all license requirements or professional certification provisions.

- 2.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). The **LPA** certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference.
- 2.2 Compliance with Registration Requirements. **LPA** certifies that it: (i) is registered with the federal SAM system; (ii) is in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS Number; (iv) have a valid UEI, if applicable. It is **LPA's** responsibility to remain current with these registrations and requirements.
- 2.3 Bribery. The **LPA** certifies to the best of its knowledge that its officials have not been convicted of bribery or attempting to bribe an officer or employee of the state of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).
- 2.4 Bid Rigging. **LPA** certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).
- 2.5 Debt to State. **LPA** certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because the **LPA**, or its affiliate(s), is/are delinquent in the payment of any debt to the **STATE**, unless the **LPA**, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and **STATE** acknowledges the **LPA** may declare the Agreement void if the certification is false (30 ILCS 500/50-11).
- 2.6 Debarment. The **LPA** certifies to the best of its knowledge and belief that its officials:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or

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commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;

c. are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and

d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.

- 2.7 Construction of Fixed Works. The **LPA** certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, the **LPA** shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.
- 2.8 Criminal Convictions. The **LPA** certifies that neither it nor any managerial agent of **LPA** has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. The **LPA** further certifies that it is not barred from receiving an funding award under 30 ILCS 500/50-10.5 and acknowledges that **STATE** shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).
- 2.9 Improper Influence. The **LPA** certifies that no funds have been paid or will be paid by or on behalf of the **LPA** to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, the **LPA** certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.
- 2.10 Telecom Prohibition. The **LPA** certifies that it will comply with Section 889 of the FY 2019 National Defense Authorization Act (NDAA) that prohibits the use of telecommunications or video surveillance equipment or services produced or provided by the following companies: Dahua Technology Company, Hangzhou Hikvision Digital Technology Company, Huawei Technologies Company, Hytera Communications Corporation, and ZTE Corporation. Covered equipment and services cannot be used as substantial or essential component or any system, or as critical technology as part of any system.
- 2.11 Personal Conflict of Interest - (50 ILCS 105/3, 65 ILCS 5/3.1-55-10, 65 ILCS 5/4-8-6) The **LPA** certifies that it shall maintain a written code or standard of conduct which shall govern the performance of its employees, officers, board members, or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer, board member or agent of the **LPA** may participate in the selection, award, or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
- the employee, officer, board member, or agent;
 - any member of his or her immediate family;
 - his or her partner; or
 - an organization which employs, or is about to employ, any of the above.

The conflict of interest restriction for former employees, officers, board members and agents shall apply for one year.

The code shall also provide that **LPA's** employees, officers, board members, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The **STATE** may waive the prohibition contained in this subsection, provided that any such present employee, officer, board member, or agent shall not participate in any action by the **LPA** relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members, or agents of the **LPA** from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

- 2.12 Organizational Conflict of Interest - The **LPA** certifies that it will also prevent any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subcontract may, without some restriction on future activities, result in an unfair competitive advantage to the third party contractor or **LPA** or impair the objectivity in performing the contract work.
- 2.13 Accounting System. The **LPA** certifies that it has an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state and federally funded program. Accounting records must contain information

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pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. To comply with 2 CFR 200.305(b)(7)(i), the **LPA** shall use reasonable efforts to ensure that funding streams are delineated within **LPA's** accounting system. See 2 CFR 200.302.

III. AUDIT AND RECORD RETENTION

- 3.1 **Single Audits:** The **LPA** shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200.

If, during its fiscal year, **LPA** expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), **LPA** must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. A copy of the audit report must be submitted to the **STATE** (IDOT's Financial Review & Investigations Section, Room 126, 2300 South Dirksen Parkway, Springfield, Illinois, 62764) within 30 days after the completion of the audit, but no later than one year after the end of the **LPA's** fiscal year.

Assistance Listing number (formally known as the Catalog of Federal Domestic Assistance (CFDA) number) for all highway planning and construction activities is **20.205**.

Federal funds utilized for construction activities on projects let and awarded by the **STATE** (federal amounts shown as "Participating Construction" on Schedule 2) are not included in a **LPA's** calculation of federal funds expended by the **LPA** for Single Audit purposes.

- 3.2 **STATE Audits:** The **STATE** may, at its sole discretion and at its own expense, perform a final audit of the Project (30 ILCS 5, the Illinois State Auditing Act). Such audit may be used for settlement of the Project expenses and for Project closeout purposes. The **LPA** agrees to implement any audit findings contained in the **STATE's** authorized inspection or review, final audit, the **STATE's** independent audit, or as a result of any duly authorized inspection or review.
- 3.3 **Record Retention.** The **LPA** shall maintain for three (3) years from the date of final project closeout by the **STATE**, adequate books, records, and supporting documents to verify the amounts, recipient, and uses of all disbursements of funds passing in conjunction with this contract. adequate to comply with 2 CFR 200.334. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.
- 3.4 **Accessibility of Records.** The **LPA** shall permit, and shall require its contractors and auditors to permit, the **STATE**, and any authorized agent of the **STATE**, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project; and to audit the books, records, and accounts of the **LPA** with regard to the Project. The **LPA** in compliance with 2 CFR 200.337 shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized **STATE** representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the **STATE's** Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by the **STATE** (including auditors), by the state of Illinois or by federal statute. The **LPA** shall cooperate fully in any such audit or inquiry.
- 3.5 **Failure to maintain the books and records.** Failure to maintain the books, records and supporting documents required by this section shall establish presumption in favor of the **STATE** for recovery of any funds paid by the **STATE** under the terms of this contract.

IV. LPA FISCAL RESPONSIBILITIES

- 4.1 To provide all initial funding and payment for construction engineering, utility, and railroad work
- 4.2 **LPA Appropriation Requirement.** By execution of this Agreement the **LPA** attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the **LPA** share of project costs. A copy of the authorizing resolution or ordinance is attached as Schedule 5.
- 4.3 **Reimbursement Requests:** For reimbursement requests the **LPA** will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.
- 4.4 **Financial Integrity Review and Evaluation (FIRE) program:** **LPA's** and the **STATE** must justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months. To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- 4.5 **Final Invoice:** The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, whichever occurs first. If a final invoice is not received within this time frame, the most recent invoice

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may be considered the final invoice and the obligation of the funds closed. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice for engineering projects.

- 4.6 **Project Closeout:** The **LPA** shall provide the final report to the appropriate **STATE** district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
- 4.7 **Project End Date:** The period of performance (end date) for state and federal obligation purposes is five (5) years for projects under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.

V. THE LPA AGREES

- 5.1 To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, the **STATE**, and the **FHWA** if required.
- 5.2 To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.
- 5.3 To provide on-site engineering supervision and inspection during construction of the proposed improvement.
- 5.4 To retain jurisdiction of the completed improvement unless specified otherwise by schedule (schedule should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, a jurisdictional schedule is required.
- 5.5 To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by schedule) in a manner satisfactory to the **STATE** and the **FHWA**.
- 5.6 To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- 5.7 To regulate parking and traffic in accordance with the approved project report.
- 5.8 To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.
- 5.9 To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.
- 5.10 For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT - assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT - assisted contracts. The **LPA's** DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S. C 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.). In the absence of a USDOT - approved **LPA** DBE Program or on **STATE** awarded contracts, this agreement shall be administered under the provisions of the **STATE'S** USDOT approved Disadvantaged Business Enterprise Program.
- 5.12 That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.

VI. THE STATE AGREES

- 6.1 To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Title II and III Requirements.
- 6.2 To receive bids for construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement after receipt of a satisfactory bid.
- 6.3 To provide all initial funding and payments to the contractor for construction work let by the **STATE**. The **LPA** will be invoiced for their share of contract costs per the method of payment selected under Method of Financing based on the Division of Costs shown on Schedule 2.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00086-00-RS	C9121925	8QDK(196)

- 6.4 For agreements with federal and/or state funds in local let/day labor construction, construction engineering, utility work and/or railroad work:
- To reimburse the **LPA** for federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the **LPA**;
 - To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors for steel, cement, aggregate, structural steel, and other materials customarily tested by the **STATE**.

SCHEDULES

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

☒	1.	Division of Cost
☒	2.	Location Map
☒	3.	Risk Assessment
☒	4.	Attestations
☒	5.	Resolution*
☐		
☐		
☐		
☐		

*Appropriation and signature authority resolution must be in effect on, or prior to, the execution date of the agreement.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00086-00-RS	C9121925	8QDK(196)

AGREEMENT SIGNATURES EXECUTION

The LPA agrees to accept and comply with the applicable provision set forth in this agreement including attached schedules.

APPROVED

Local Public Agency

Name of Official (Print or Type Name)

James Burket

Title of Official

Village President

Signature

Date

The above signature certifies the agency's TIN number is

366005897 conducting business as a Governmental Entity.

DUNS Number 076856988

UEI ZKKCDY3X1BL3

APPROVED

State of Illinois
Department of Transportation

Omer Osman, P.E., Secretary of Transportation

Date

By:

George A. Tapas, P.E., S.E., Engineer of Local Roads & Streets

Date

Stephen M. Travia, P.E., Director of Highways PI/Chief Engineer

Date

Michael Prater, Chief Counsel

Date

Vicki Wilson, Chief Fiscal Officer

Date

NOTE: A resolution authorizing the local official (or their delegate) to execute this agreement and appropriation of local funds is required and attached as Schedule 5. The resolution must be approved prior to, or concurrently with, the execution of this agreement. If BLR 09110 or BLR 09120 are used to appropriate local matching funds, attach these forms to the signature authorization resolution.

☒ Please check this box to open a fillable Resolution form within this form.

SCHEDULE NUMBER 1

Local Public Agency	County	Section Number	State Job Number	Project Number
Village of Glen Ellyn	DuPage	24-00086-00-RS	C-91-219-25	8QDK(196)

DIVISION OF COST

Type of Work	Federal Funds			State Funds			Local Public Agency			Totals
	Fund Type	Amount	%	Fund Type	Amount	%	Fund Type	Amount	%	
Participating Construction	STU	\$1,102,116.00	*				Local	\$734,744.00	BAL	\$1,836,860.00
Construction Engineering	STU	\$99,190.00	*				Local	\$66,127.00	BAL	\$165,317.00
Total		\$1,201,306.00		Total			Total			\$2,002,177.00

If funding is not a percentage of the total place an asterisk (*) in the space provided for the percentage and explain below:
 *Maximum FHWA (STU) participation 60%, NTE \$1,201,306 (Construction Engineering portion 60%, NTE \$99,190)

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final LPA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

METHOD OF FINANCING - (State-Let Contract Work Only)

Check One

- ☐ METHOD A - Lump Sum (80% of LPA Obligation _____)
- Lump Sum Payment - Upon award of the contract for this improvement, the LPA will pay the **STATE** within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the LPA's estimated obligation incurred under this agreement. The LPA will pay to the **STATE** the remainder of the **LPA's** obligation (including any nonparticipating costs) in a lump sum within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.
- ☐ METHOD B - _____ Monthly Payments of _____ due by the _____ of each successive month.
- Monthly Payments - Upon award of the contract for this improvement, the LPA will pay to the **STATE** a specified amount each month for an estimated period of months, or until 80% of the **LPA's** estimated obligation under the provisions of the agreement has been paid. The LPA will pay to the **STATE** the remainder of the **LPA's** obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
- ☒ METHOD C - LPA's Share _____ Balance _____ divided by estimated total cost multiplied by actual progress payment.
- Progress Payments - Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the LPA will pay to the **STATE** within thirty (30) calendar days of receipt, an amount equal to the **LPA's** share of the construction cost divided by the estimated total cost multiplied by the actual payment (appropriately adjust for nonparticipating costs) made to the contractor until the entire obligation incurred under this agreement has been paid.

SCHEDULE NUMBER 3

Local Public Agency	Section Number	County	State Job Number	Project Number
Village of Glen Ellyn	24-00086-00-RS	DuPage		

LRS Federal Funds RISK ASSESSMENT				
Risk Factor	Description	Definition of Scale (time frames are based on LPA fiscal year)		Points
General History of Performance	Have there been any changes in key organizational staff or leadership, such as Fiscal and Administrative Management, Transportation Related Program/Project Management, and/or Elected Officials?	0 points - no significant changes in the last 4 or more years; 1 point - minor changes, but majority of key staff and officials have not changed in the last 4 years; 2 points - significant key staff or elected leadership changes within the last 3 years; 3 points - significant key staff and elected leadership changes within the last 3 years		2
	What is the LPA's history with federal-aid funded transportation projects?	0 points - One or more federal-aid funded transportation projects initiated per year; 1 point - At least one project initiated within the past three years; 2 points - AT least one project initiated within the past 5 years; 3 points - None or more than 5 years		1
	Does LPA have qualified technical staff with experience managing federal-aid funded transportations through IDOT?	0 points - Full-time employee with experience designated as being in "responsible charge"; 1 point - LPA has qualified technical staff, but will be utilizing an engineering consultant to manage day-to-day with LPA technical staff oversight; 2 points - LPA has no technical staff and all technical work will be completed by consultant, but LPA staff has prior experience with federal-aid projects; 3 points - LPA staff have no prior experience or technical expertise and relying solely on consultant		1
	Has the LPA been untimely in submitting invoicing, reporting on federal-aid projects as required in 2 CFR 200, and or audits as required?	0 points - No; 1 point - Delays of 6 or more months; 2 points - Delays of up to 1 year; 3 points - 1 year or more years of delay		0
Financial Controls	Are the annual financial statements prepared in accordance with Generally Accepted Accounting Principles or on a basis acceptable by the regulatory agency?	0 points - yes; 3 points - no		0
	What is the LPA's accounting system?	0 points - Automated accounting software; 1 point - Spreadsheets; 2 points - paper only; 3 points - none		0
	Does the organization have written policies and procedures regarding proper segregation of duties for fiscal activities that include but are not limited to: a) authorization of transactions; b) recordkeeping for receipts and payments; and c) cash management?	0 points - yes; 3 points - no		0
Audits	When was the last time a financial statement audit was conducted?	0 points - in the past year; 1 point - in the past two years; 2 points - in the past three years; 3 points - 4 years or more, or never		0
	What type of financial statement audit has the organization had conducted?	0 points - Single Audit/Program Specific Audit in accordance with 2 CFR 200.501 or Financial audit conducted in accordance with Generally Accepted Auditing Standards or Generally Accepted Government Auditing Standards; 1 point - Financial review; 2 points Other type? or no audit required; 3 points - none		0
	Did the most recent audit disclose findings considered to be significant deficiencies or material weaknesses?	0 points - no; 3 points - yes, or no audits required		0
	Have the findings been resolved?	0 points - yes or no findings; 1 point - in progress; 3 points - no		0

Summary of Risk	
General History of Performance	4
Financial Controls	0
Audits	0
Total	4

District Review Signature & Date
Fely Gregorio
Digitally signed by Fely Gregorio
Date: 2025.07.28 09:31:47
-05'00'

Central Office Review Signature & Date
Teresa Cline
Digitally signed by Teresa Cline
Date: 2025.08.06 16:10:36
-05'00'

Additional Requirements? ☐ Yes ☒ No

Local Public Agency

Section Number

State Job Number

Project Number

Village of Glen Ellyn

24-00086-00-RS

C-91-219-25

8QDK(196)

SCHEDULE NUMBER 4
Attestation on Single Audit Compliance

1. In the prior fiscal year, did Village of Glen Ellyn LPA expend more than \$750,000 in federal funds in aggregate from all federal sources?

☐ Yes ☒ No

2. Does the Village of Glen Ellyn LPA anticipate expending more than \$750,000 in federal funds in aggregate from all federal sources in the current Village of Glen Ellyn LPA fiscal year?

☐ Yes ☒ No

If answers to question 1 and 2 are no, please proceed to the signature section.

If answer to question 1 is yes, please answer question 3a.

If answer to question 2 is yes, please answer question 3b.

3. A single audit must be conducted in accordance with Subpart F of 2 CFR 200 if \$750,000 or more in federal funds are expended in a single fiscal year.

a. Has the Village of Glen Ellyn LPA performed a single audit for their previous fiscal year?

☐ Yes ☐ No

i. If yes, has the audit be filed with the Illinois Office of the Comptroller in accordance with 50 ILCS 310 (see also 55 ILCS 5 & 65 ILCS 5 & 60 ILCS 1/80)?

☐ Yes ☐ No

b. For the current fiscal year, does the Village of Glen Ellyn LPA intend to comply with Subpart F of 2 CFR 200?

☐ Yes ☐ No

By completing this attestation, I certify that I have authority to sign this attestation on behalf of the LPA; and that the foregoing information is correct and complete to the best of my knowledge and belief.

Name

Title

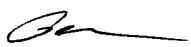
LPA

Patrick Brankin

Finance Director

Village of Glen Ellyn

Signature & Date

 7/16/25

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00086-00-RS	C9121925	8QDK(196)

SCHEDULE NUMBER 5

Resolution No. _____

A Resolution for:

Section Number 24-00086-00-RS

State Job Number C-91-219-25

Project Number 8QDK(196)

WHEREAS, the Village of Glen Ellyn is proposing to
Complete the Lambert Road Roadway Resurfacing Project

WHEREAS, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT); and signer

WHEREAS, the use of these funds requires a joint funding agreement (AGREEMENT) with IDOT; and

WHEREAS, the improvement requires matching funds; and

NOW, THEREFORE, be it resolved by the Village of Glen Ellyn

Section 1: The Village of Glen Ellyn hereby appropriates \$800,871.00
or as much as may be needed to match the required funding to complete the proposed improvement from
local funds and furthermore agree to pass a supplemental resolution if necessary to
appropriate additional funds for completion of the project.

Section 2: The Village President is hereby authorized to execute an AGREEMENT with IDOT
for the above-mentioned project.

Section 3: This resolution will become Attachment 3 of the AGREEMENT.

Section 4: The Village Clerk of Glen Ellyn is directed to transmit 2 (two) copies of the AGREEMENT
and Resolution to IDOT District 1 Bureau of Local Roads and Streets.

I, Caren Cosby Village Clerk in and for said Village
Name of Clerk Local Public Agency Type Local Public Agency Type
of Glen Ellyn in the State aforesaid, and keeper of the records and files thereof, as provided by
Name of Local Public Agency

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Glen Ellyn at a meeting held on _____
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ ..
Day Month, Year

(SEAL)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation

Instructions for BLR 05310C Page 1 of 4

NOTE: Form instructions should not be included when the form is submitted.

This form shall be used when a local public agency (LPA) project involves Federal-Aid, with or without state funds and this standard form is sufficient to describe all details of the agreement. For more information refer to the Bureau of Local Roads and Streets (BLRS) Manual, Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual. When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Local Public Agency

Name of Local Public Agency	Insert the name of the LPA.
County	Insert the name of the county in which the LPA is located.
Section Number	Insert the section without dashes. The dashes are automatically inserted.
Fund Type	Insert the funding type(s) being used for this project (e.g. STU, STR, ITEP, etc.).
ITEP, SRTS, HSIP, Number	Insert the ITEP, SRTS, HSIP number assigned to this project.
MPO Name	From the drop-down choose the MPO in which the project is located. If the project is not located within an MPO, select N/A. Types to choose from are: Bi-State Bi-State Regional Commission CMAP Chicago Metropolitan Planning Organization CUUATS Champaign/Urbana Urban Area Transportation Study DATS Danville Area Transportation Study DMATS Dubuque DSATS DeKalb/Sycamore Area Transportation Study DUATS Decatur Urbanized Area Transportation Study EWGCG East-West Gateway Council of Governments KATS Kankakee Area Transportation Study MCRPC McLean County Regional Planning Commission PPUATS Peoria/Pekin Urban Area Transportation Study RPC Region 1 Planning Council SATS Springfield Area Transportation Study SEMPO South East Metropolitan Planning Organization SIMPO Southern Illinois Metropolitan Planning Organization SLATS State Line Area Transportation Study

MPO Tip Number Insert MPO Tip Number assigned to this project, this is required for all projects located within the MPO planning boundaries if applicable. If not, insert "N/A"

Construction

Job Number	Insert the job number assigned for the construction portion, the number will begin with a "C"
Project Number	Insert the project number assigned to the construction portion of this project.
Local Let/Day Labor	Check this box if the construction portion of this project will be local let or day labor.
Construction on State Letting	Check this box if the construction portion of this project will be on a state held letting.
Construction Engineering	Check this box if the construction portion of this project will involve construction engineering.
Utilities	Check this box if the construction portion of this project will involve utility work.
Railroad Work	Check this box if the construction portion of this project will involve railroad work.

Location

Use the add location bu

Local Street/Road Name	Insert the local street/road name.
Key Route	Insert the key route of the street/road listed above.
Length	Insert the length in miles as it pertains to the location listed above. For a structure insert 0.01.
Station	
From	Insert the beginning station of the project as it pertains to the key route for this location for this project
To	Insert the ending station of the project as it pertains to the key route for this location for this project.
Location Termini	Insert the beginning and ending termini as it pertains to this location for this project.
Existing Structure Number(s)	Insert the existing structure number(s) for this project.

Use the add location button to add additional locations if needed for up to a total of five locations. If there are more than five locations, use various.

Project Description

Project Description	Insert a description of the work to be accomplished by this project.
---------------------	--

Instructions for BLR 05310C Page 2 of 4

Agreement Signatures Execution

Local Public Agency	The appropriate LPA official shall insert their name, sign, and date. Insert the LPA's TIN number, DUNS Number, and the UEI (note the UEI will be replacing the DUNS Number https://sam.gov/content/duns-uei).
Illinois Dept. of Transportation	The appropriate IDOT official shall sign and date here.

Schedules

Within the schedule table, check the box as applicable. Insert the item number of the schedule and a description of the item.

1. Location Map - Attach a location map to this agreement showing all locations being improved by this project.
2. Location Map - Attach a location map to this agreement showing all locations being improved by this project.
3. Division of Cost — See separate instructions for completing this page. (All Agreements)
4. Risk Assessment - See separate instructions for completing these pages. (All Agreements)
5. Attestations - See separate instructions for completing this page. (All Agreements)
6. Resolution — The LPA must pass an appropriation resolution covering the local share of the project and must grant signature authority to the signee. Attach the resolution as Schedule 5. (check the box at the bottom of Agreement Signatures page) If BLR 09110 or BLR 09120 are used to appropriate local fund, attach these forms to the signature authorization resolution.

For additional schedules, check the selection box and insert a schedule number and a short schedule description / name and attach it to the agreement.

Division of Cost (Schedule 1) Instructions

When the LPA desires to use one or more lump-sum amounts before the federal percentage is calculated, specify the order in which it should be used and the "not to exceed" amount. The following provides an example of the wording that may be used:

Lump-sum \$60,000 TARP funds not to exceed 50% of final cost of project credited to the project to be utilized first.
Lump-sum to be utilized second not to exceed \$20,000 EDP funds.
Lump-sum to be utilized third not to exceed \$40,000 SMA funds.

These specified amounts will be used in sequence, with the federal and local percentages calculated after they are deducted.

When the LPA desires to use a percent "not to exceed" commitment, the federal and state funds will be used concurrently at the specified percentages up to the "not to exceed" amount.

Example: Maximum STR participation 80% not to exceed \$100,000.
Lump-sum SMA not to exceed \$20,000 to be used as a match to the federal funds.

Be advised that the "not to exceed" amount specified under a percentage commitment will be tied up and unavailable for programming until the project is closed out and a documentation review has been completed by IDOT or FHWA, if required.

Use a separate line for each type of work as it relates to the fund type for federal, state and/or LPA funds.

Type of Work	Choose the type of work from the drop-down list. Types to choose from are: Participating Construction, Non-Participating Construction, Construction Engineering, Railroads, Utilities, and Materials.
Federal Funds	If federal funds are being used on this project complete the following for federal funds.
Fund Type	Choose the type of federal fund type from the drop-down.
Amount	Insert the amount of federal funds for the type of listed under fund type.
%	Insert the percentage of federal funds for this type.
State Funds	If state funds are being used on this project complete with following for state funds.
Fund Type	Choose the type of state fund type from the drop-down.
Amount	Insert the amount of state funds for the type of listed under fund type.
%	Insert the percentage of state funds for this type.
Local Public Agency Funds	
Fund Type	Choose the type of LPA funds from the drop-down.
Amount	Insert the amount of LPA funds for the type of listed under fund type.
%	Insert the percentage of LPA funds for this type.
Explanation	Insert any necessary additional information as to how the funding is being applied for this project.

For State-Let Construction Projects

Method of Financing	This area is for state-let contract only. Check one.
Method A	If this box is checked, insert the dollar amount equal to 80% of the LPA's total obligation.
Method B	If this box is checked, insert the number of monthly payments needed to repay 80% of the LPA's estimated obligation.
Method C	If this box is checked, insert the dollar amount of the LPA's share of the construction costs for this project.

Instructions for BLR 05310C Page 3 of 4

LRS Federal Funds Risk Assessment (Schedule 3) Instructions

The LPA shall complete the risk assessment to the best of their knowledge.

District staff will review the assessment and make recommendations for risk monitoring based on the results of the assessment. If monitoring is required above normal policy procedures, those requirements shall be itemized in the Additional Requirements box. Appropriate full-time district staff will approve the assessment by signing and dating in the box provided.

Attestation on Single Audit Compliance (Schedule 4) Instructions

The LPA shall complete the risk assessment to the best of their knowledge.

The appropriate local agency official shall certify the attestation by signing and dating in the box provided.

A minimum of two (2) originals executed by the LPA must be submitted to the District through its Regional Engineer's Office. If the DocuSign process is used no physical copies are required to be submitted.

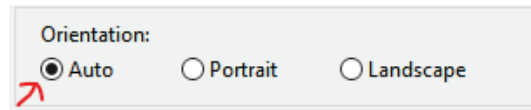
Upon execution distribution will be as follows:

LPA

Bureau of Local Roads & Streets

Printing Instructions

For the document to print properly, please make sure "Orientation" is set to "Auto" (see image below) within the print dialog window. If this setting is not chosen, then some pages may be cut off during the printing process.



Sample Resolution

RESOLUTION No: _____

A Resolution for:

Section No: _____

Job No.: _____

Project No.: _____

WHEREAS, the [city, village, town, county] of _____ is proposing to _____.

WHEREAS, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT); and signee

WHEREAS, the use of these funds requires a joint funding agreement (AGREEMENT) with IDOT; and

WHEREAS, the improvement requires matching funds; and

NOW, THEREFORE, be it resolved by the {Board}:

Section 1: The {Board} hereby appropriates \$_____, _____ or as much as may be needed to match the required funding to complete the proposed improvement from {Local fund source} and furthermore agree to pass a supplemental resolution if necessary to appropriate additional funds for completion of the project.

Section 2: The {Local Official or delegate} is hereby authorized to execute an AGREEMENT with IDOT for the above-mentioned project.

Section 3: This resolution will become Attachment 3 of the AGREEMENT.

Section 4: The _____ Clerk of _____ is directed to transmit 3 (three) copies of the AGREEMENT and Resolution to IDOT District ___ Bureau of Local Roads and Streets.

I, _____, _____ Clerk in and for _____, Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the forgoing to be a true, perfect and complete copy of the resolution approved by the _____ at its meeting on the _____ day of _____, 20__.

IN TESTIMONY WHEREOF; I have unto set my hand and seal, at my office, this _____ day of _____, 20__.

(seal)



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

Meeting 9/22/2025 7:00 PM
Department: Public Works - Internal Services
Department Head: John Hubsy
Category: Contract
Prepared By: Richard Daubert

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

Adopt Resolution No. 25-66, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Riford Road Resurfacing Project in the Not-To-Exceed Amount of \$81,700 to be Expensed to the Motor Fuel Tax Fund and Authorizing the Agreement's Execution (Public Works Director Hubsy)

Statement of the Issue:

This agenda item serves to secure Village Board approval of a Joint Funding Agreement with the State of Illinois as well as a Construction Engineering Services Agreement with Primera Engineers for the Riford Road Resurfacing Project.

The Federal Aid Project involving the rehabilitation of Riford Road from St. Charles Road to Crescent Boulevard continues to progress towards bidding and construction. In terms of scope, the project will involve rehabilitation work including spot sidewalk repairs, curb replacement, driveway approach replacement, milling and resurfacing of the roadway, line striping, and parkway lawn restoration. Final engineering plans and special provisions have been submitted to the Illinois Department of Transportation (IDOT) with the project on track for competitive bidding on November 7, 2025.

The project has qualified for \$338,788 in Federal Surface Transportation Program (STP) funding for construction and construction engineering.

Analysis:

Joint Funding Agreement

Due to the Federal Funding, the construction contract portion of the project needs to be competitively bid, awarded, and contracted by the State through the Illinois Department of Transportation (IDOT). IDOT will pay the contractor for the work using the Federal Funds and invoice the Village for the balance of the construction costs. Due to this arrangement, the Village needs to enter into a Joint Funding Agreement (JFA) with the State through IDOT.

The JFA establishes the division of estimated project costs that will be paid for either by federal funds or local agency dollars and contains various provisions detailing local agency and IDOT responsibilities. Most significantly, execution of the JFA constitutes the Village's concurrence in the

award of the construction contract to the responsible low bidder as determined by the State. As a formality, the State requests concurrence of the low bid following its identification of the low bidder. This has typically been provided by staff subject to its determination that the low bid is not objectionable.

The Joint Funding Agreement shows a Local Agency (Village) cost share of \$225,859 for construction and construction engineering. This is based on prior cost estimates for construction and construction engineering with updates to JFAs not being efficient nor timely. Based on the Final Engineering Submittal, Staff anticipates the Village's as-bid cost share for construction and construction engineering to be on the order of \$342,912.

Once the low bid amount is confirmed, staff will follow up with the Village Board with a separate agenda item which commemorates the construction contract costs and specific funding breakdown. Approval of a resolution authorizing the use of Motor Fuel Tax (MFT) Funds for construction and construction engineering will also be requested. Depending on the bid results, staff may also be able to request additional grant funding from DuPage Mayors and Manager's Conference.

At this time, Village Board approval is requested to authorize the Village President to sign the JFA and to affirm that sufficient monies are available to pay the local agency share of project construction costs. As requested by IDOT, this approval is requested in the form of the provided resolution. This approval ultimately allows the project to get on the State's November Letting (Competitive Bidding).

Construction Engineering

Given the size of the project and staff responsibilities, engineering oversight for the project is recommended to be supplemented by a consultant. Responsibilities of the consultant engineer will include conducting a 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.

In order to use federal dollars for funding a portion of both construction and construction engineering, staff solicited and reviewed proposals for construction engineering services according to federal requirements for Qualifications Based Selection (QBS) as outlined in IDOT's Bureau of Local Roads and Streets Manual. Staff's QBS evaluation resulted in Primera Engineers being selected as the most qualified firm. Consistent with QBS procedures, a fee was then requested and negotiated with Primera. The resulting not-to-exceed cost for construction engineering services was in the amount of \$81,700. While this cost is notably higher than the amount listed in the attached JFA (\$46,622), it should be noted that the JFA amount was estimated using a percentage of the construction cost (9%). This percentage assumption can end up low for projects that require strong public outreach but have smaller relative scopes such as this project. Although Riford Road's construction engineering contract amount is greater than originally estimated in its JFA, when combined with the concurrent project on Lambert Road, total anticipated costs are less than their original estimates. Consequently, staff is Recommending that Primera Engineers be awarded both contracts, with Lambert Road being discussed in a separate memorandum. Staff is confident that Primera's team is the most qualified firm and is providing their services at a cost that is in line with

staff's expectations.

Approval of the Engineering Agreement is required now due to the timelines required for State approval of the Construction Engineering Services Agreements. In terms of mechanics, the Village will pay for construction engineering services and request reimbursement from the State for the Federal Funding set aside for Construction Engineering.

Budget Impact:

As the low bid and cost breakdown is not available at this time, the specific funding breakdown for the construction contract will be presented as a subsequent Board Item to commemorate the construction contract costs and funding breakdown. However, sufficient funding is proposed in the CY2026 budget in the Motor Fuel Tax (MFT) and Capital Projects Funds.

Current Estimated Cost for Construction and Construction Engineering	Grant Amount	Anticipated Village Share
\$681,700	\$338,788	\$342,912

Account	Amount Budgeted for 2026
Motor Fuel Tax	\$300,000
Capital Projects Fund	\$42,912

Contribution to Strategic Plan

Strategic Issue: Infrastructure. Initiative: Develop the Capital Improvement Plan. Action: Execute the Capital Improvement Plan (CIP) including IT improvements, facility improvements, and equipment replacement annually as well as GWA projects

Strategic Issue: Infrastructure. Initiative: Safe & reliable roads & utilities. Action: Continue to improve streets on a 20-22 year cycle by conducting regular street assessments and executing on approved CIP priorities

Action Requested:

Staff recommends the following motions be made by the Village Board of Trustees at the September 22, 2025 Village Board Meeting:

1. Motion to Adopt Resolution No. 25-65 A Resolution Authorizing the Village President to Execute a Joint Funding Agreement with the State of Illinois concerning the construction of the Riford Road Resurfacing Project (Public Works Director Hubsy)
2. Motion to Adopt Resolution No. 25-66, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Riford Road Resurfacing Project in the Not-To-Exceed amount of \$81,700 to be Expensed to the Motor Fuel Tax Fund and authorizing the Agreement's Execution (Public Works Director Hubsy)

If approved, the Village President will be requested to sign five (5) original copies of the Joint Funding Agreement and four (4) copies of the Engineering Agreement.

Attachments:

1. Resolution - Riford Road
2. Construction Engineering Agreement - C-91-218-25
3. Engineering Agreement and Joint Funding Presentation



Village of Glen Ellyn

Resolution No. 25-XX

**A Resolution Approving an Engineering Services Agreement
with Primera Engineers, Ltd. for Construction Engineering
Services for the Riford Road Resurfacing Project in an Amount
Not To Exceed \$81,700 to be Expensed to the Motor Fuel Tax
Fund and Authorizing the Agreement's Execution**

**Adopted by the
Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 22nd Day of September, 2025**

Resolution No. 25-XX

**A Resolution Approving an Engineering Services Agreement with
Primera Engineers, Ltd. for Construction Engineering Services for the Riford Road
Resurfacing Project in an Amount Not to Exceed \$81,700 to be Expensed to
the Motor Fuel Tax Fund and Authorizing the Agreement's Execution**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois (“Village”), in the exercise of their home rule powers, that the Engineering Services Agreement with Primera Engineers, Ltd. (“agreement”) for Construction Engineering Services for the Riford Road Resurfacing Project in an amount not to exceed \$81,700 to be expensed to the Motor Fuel Tax Fund is approved and the Village President is authorized to execute the Agreement in substantially the form attached subject to the review and approval of the Village Attorney.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 22nd day of September, 2025.

Voting	Ayes	Nays	Abstain	Absent
Bhagwakar				
Christiansen				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this _____ day of September, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



Using Federal Funds? ☒ Yes ☐ No	Agreement For Federal CE	Agreement Type Original
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LOCAL PUBLIC AGENCY

Local Public Agency Glen Ellyn	County DuPage	Section Number 24-00087-00-RS	Job Number C-91-218-25
Project Number FJ9N(571)	Contact Name Richard Daubert	Phone Number (630) 547-5507	Email rdaubert@glenellyn.org

SECTION PROVISIONS

Local Street/Road Name Riford Road	Key Route FAU 2995	Length 0.545 Mile	Structure Number N/A
Location Termini Crescent Boulevard to St Charles Road			Add Location Remove Location

Project Description

This work consists of pavement patching and resurfacing with HMA surface and binder course, combination concrete curb and gutter, PCC sidewalk, detectable warnings, pavement markings, detector loop replacement, maintenance of traffic, restoration, and all other appurtenant work required to complete the project in accordance with the plans, specifications and all other applicable standards.

Engineering Funding	☒ Federal	☒ MFT/TBP	☐ State	☐ Other	
Anticipated Construction Funding	☒ Federal	☒ MFT/TBP	☐ State	☐ Other	

AGREEMENT FOR

☒ Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name Primera Engineers, Ltd.	Contact Name Mary Ellen Mack	Phone Number (773) 682-7994	Email mmack@primeraeng.com
Address 650 Warrenville Rd, Suite 200	City Lisle	State IL	Zip Code 60532

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT D: Cost Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514)
- ☒ EXHIBIT E: BC 775
- ☐ _____
- ☐ _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Construction Engineering Contracts:
 - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
 - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials. "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
 - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
 - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Lump Sum

☐ Specific Rate

☒ Cost plus Fixed Fee: Anniversary

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

6. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT, the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
12. For Construction Engineering Contracts:
 - (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
 - (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
 - (c) That any difference between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
 - (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.
 - (e) Inspection of all materials when inspection is not provided by the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Primera Engineers, Ltd.	36-3520747	\$71,901.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Material Solutions Laboratory	20-5755513	\$9,799.00
Subconsultant Total		\$9,799.00
Prime Consultant Total		\$71,901.00
Total for all work		\$81,700.00

AGREEMENT SIGNATURES

Attest: The

Local Public Agency Type
Village

 of

Local Public Agency
Glen Ellyn

By (Signature & Date)

--

By (Signature & Date)

--

Local Public Agency

Glen Ellyn

Local Public Agency Type

Village

Clerk

Title

President

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

Primera Engineers, Ltd.

By (Signature & Date)

 Digitally signed by Stacie Dovalovsky DN: cn=Stacie Dovalovsky, c=US, o=Primera Engineers, ou=Transportation Division - Executive, email=sdovalovsky@primeraeng.com Date: 2025.09.10 16:55:14 -05'00'
--

Title

Sr VP and Transportation Division Manager

By (Signature & Date)

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Title

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Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00087-00-RS

EXHIBIT A
SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

The services/tasks including, but not limited to, the following will need to be performed/provided for the Project, unless otherwise designated.

1. Assistance with drafting and submitting an Engineering Services Agreement and supporting documentation to IDOT for review and execution.
2. Review of Contract Documents/Special Provisions/Engineering Drawings;
3. Pre-Construction Meeting with IDOT, Contractor, Village Staff, School District Staff, College of DuPage staff, Utility Company Representatives, USIC (JULIE Locator);
4. Attend and participate in Village Administered Project Informational Meeting with Impacted Property Owners and other Project Stakeholders. The meeting will be arranged at a Glen Ellyn meeting facility with the meeting location, date, and time TBD. It is noted that the meeting will be conducted in the evening between the hours of 6 p.m. and 9 p.m.;
5. Develop and distribute regular Project Notifications (letters to impacted residents, businesses, schools, refuse and delivery companies, etc);
6. Review of all submittals to ensure conformance with the requirements set forth in the Contract Documents and Engineering Drawings;
7. Review of Pre-Construction Videos to ensure project site conditions have been adequately documented prior to the start of construction;
8. Permit Coordination (DuPage County Stormwater, NPDES – NOI/SWPPP; etc.)
9. Maintain all documentation in accordance with IDOT Federal Aid Project Requirements including CMMS entries, Daily Project Diary, Daily Inspection Reports, Field Books, Quantity Books, Material Inspection Reports, and all other Pertinent Records;
10. Verify Construction Layout Performed by Contractor;
11. Construction Inspection of all Contract Work to ensure improvements are constructed safely with minimal impact on the public and in accordance with the project specifications, including routine daytime and nighttime Traffic Control & Protection inspections;
12. Utility Coordination (Nicor, ComEd, AT&T, Comcast, WOW, etc.);
13. Performance of Quality Assurance Material Testing in conformance with IDOT requirements for QC/QA Material Testing;
14. Assisting with handling of all issues associated with the off-site disposal of all excavated material (CCDD, special waste, etc.);
15. Witnessing Sub-Grade Proof-Rolling and Recommending Undercutting Depths;
16. Identification of Required Spot Curb/Gutter and Sidewalk Repairs within the Project Corridor.
17. Answering of questions and resolving issues and concerns from impacted property owners;
18. Contract Administration/Documentation;
19. Development and Enforcement of Stormwater Pollution Prevention Plan (SWPPP) to ensure compliance with IEPA NPDES Permit (silt fence, stabilized construction entrance, etc.);
20. Ensure that Construction Completion Schedule is adhered to;
21. Conduct Weekly Progress Meetings with Contractor and Village staff;
22. Provide Weekly Progress Updates to Village Staff;
23. Quantity Measurement (including cross-sections as necessary);
24. Processing of Pay Estimates documentation;
25. Develop and Process Change Orders as necessary including Final Balancing Change Order;
26. Develop and ensure completion of "Punch List" prior to final inspection/project acceptance;
27. Provide one (1) hard copy and one (1) electronic copy of the Engineering Drawings Detailing the "As-Built" Conditions;
28. All project documentation, payment, and closeout procedures required for Federal Aid Projects.
29. Any other tasks recommended by Respondents to this RFP required to successfully deliver the assignment.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00087-00-RS

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00087-00-RS

**EXHIBIT B
PROJECT SCHEDULE**

Anticipated Start Date - January 1, 2026

Completion Date - December 31, 2026

Construction Duration is anticipated to be 16 weeks

Provide closeout documentation six weeks after completion of IDOT and notification of materials deficiency list.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Glen Ellyn	Primera Engineers, Ltd.	DuPage	24-00087-00-RS

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	☐	☒
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	☐	☒
3	Was the scope of services for this project clearly defined?	☐	☒
4	Was public notice given for this project?	☐	☒

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☒
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☒
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☒

Project Criteria	Weighting
Technical Approach	30%
Staff Capabilities (Prime/Sub)	30%
Firm Experience	20%
Past Performance	20%

8	Do the written QBS policies and procedures discuss the method of selection?	☐	☒
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Selection committee (titles) for this project

Top three consultants ranked for this project in order

- | | |
|---|---------|
| 1 | Primera |
| 2 | V3 |
| 3 | BLA |

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☒
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☒
11	Were acceptable costs for this project verified?	☐	☒
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	☐	☒
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	☐	☒
14	QBS according to State requirements used?	☐	☒
15	Existing relationship used in lieu of QBS process?	☒	☐
16	LPA is a home rule community (Exempt from QBS).	☐	☒

Appendix A

Village of Glen Ellyn QBS Procedures

Background

The Village of Glen Ellyn receives federal funds, which may be used to fund engineering and design related consultant services. For federally funded engineering assignments, the Village's written policies and procedures as described hereinafter for Qualification Based Selection (QBS) Procedures will be utilized to procure engineering and design related services.

Overview of Village QBS Procedures

The Village's QBS Procedure is generally summarized as follows:

- 1) The scope of the proposed engineering assignment is defined in a request for qualifications/proposals document.
- 2) The proposed engineering assignment is advertised (via Public Notice in a newspaper, website, magazines, etc.) with a request for qualifications/proposals.
- 3) The received proposals are evaluated by a selection committee to short-list at least three firms that are capable of completing the assignment within the specified parameters.
- 4) A minimum of three firms are selected for interviews and presentations by the firms. Based on the evaluations, discussions and presentations, the short-listed firms are ranked on the merits of their qualifications to provide the services for the project.

It is emphasized that during steps 1-4, cost is not part of the evaluation process.

- 5) The most qualified firm is then contacted and an attempt is made to negotiate an agreement at a fair and reasonable means of compensation based on the Municipality's estimated value of the services being rendered. This process involves developing a specific scope of services with the project schedule, staffing and hours, engineering effort, responsibility/liability, and other critical parameters clearly identified and agreed to as part of the negotiation of the agreement. The independent estimate is to be prepared by the municipality prior to negotiating the agreement.

Specific Village QBS Procedures

The Village's QBS procedures meet the requirements of 23 CFR 172 and the Brooks Act. As it relates to the 13 specific procedural requirements in Section 5-5 of the BLRS Manual, the Village's QBS Procedures are as follows:

1. **Initial Administration** – The Village of Glen Ellyn QBS policy and procedures assigns responsibilities to the Village Manager, Village Attorney, Finance Director, Public Works Director, and Professional Engineer within the Village of Glen Ellyn organization for the procurement, management, and administration for consultant services.
2. **Written Policies and Procedures** – The Village of Glen Ellyn believes its adopted QBS written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT/FHWA is not required.

Appendix A

Village of Glen Ellyn QBS Procedures

3. Project Description – The Village of Glen Ellyn will include the following five items when developing the project description in its request for qualifications/proposals and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any specific challenges, problems, and concerns;
 - Determine the total project budget.
4. Public Notice – The Village of Glen Ellyn will publish an ad/legal notice in the Daily Herald soliciting qualifications/proposals. The legal notice shall be published at least 14 calendar days prior to the last date of acceptance of qualifications/proposals. Interviews of short-listed firms will be required and so noted in the Public Notice.
5. Conflict of Interest – The Village of Glen Ellyn requires consultants to submit with their qualifications/proposals a disclosure statement through the use of the IDOT BDE DISC 2 Template as the conflict of interest form.
6. Suspension and Debarment – The Village of Glen Ellyn procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The Village shall utilize the SAM Exclusions, IDOT CPO's website and the three other state CPO's websites to verify suspensions and debarments.
7. Evaluation Factors – The Village of Glen Ellyn allows the Professional Engineer to set the evaluation factors for each project, but must include a minimum of 4 qualification based criterion including Technical Approach (10-30%), Firm Experience (10-30%), Specialized Expertise (10-30%), Staff Capabilities (Prime/Sub)(10-30%), Work Load Capacity (10-30%), Past Performance (10-30%), and other qualification based criterion included in Figure 5-5B of the BLRS Manual and as set by the Professional Engineer. The criterion and weighting form shall be included within each request for qualifications/proposals as to aid firms in understanding how they will be evaluated. The criterion weighting factors shall not include any consideration of costs.
8. Selection – The Village of Glen Ellyn requires a minimum (3) person selection committee. Typically, the selection committee members include the Village Manager, Public Works Director, Professional Engineer, and/or other staff as deemed necessary by the Village Manager. Members of the selection committee may delegate this responsibility to other staff members.

The selection committee members must certify that they do not have a conflict of interest. Following consultation by the Professional Engineer, the selection committee members are chosen by the Village Manager for each project. The Village of Glen Ellyn requires each member of the selection committee to provide an independent score for each proposal using the criterion, weighting factor, and evaluation form provided by the Professional Engineer in the Request for Qualifications/Proposals document, prior to the selection committee meeting. The

Appendix A

Village of Glen Ellyn QBS Procedures

selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the top three firms' scores, the Village Manager may choose to expand the short list to include more than 3 firms. The short listed firms are then interviewed, including a presentation by the firms. The committee score is adjusted by the committee based on a group discussion and information gained from presentations and interviews to develop a final ranking of the short listed firms. The product of these efforts will yield identification of the most qualified firm for the assignment.

9. Independent Estimate – The Village of Glen Ellyn will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation – The Village of Glen Ellyn requires a minimum (3) person team to negotiate with firms. The team typically consists of the Village Manager, Village Attorney, and Professional Engineer, and/or other staff as deemed necessary by the Village Manager. Members of the negotiation team may delegate this responsibility to other staff members. The Village will attempt to negotiate an agreement with the most qualified firm. Should
11. Acceptable Costs – The Village of Glen Ellyn requires the Village Manager, or delegate, to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – The Village of Glen Ellyn requires the Finance Director, or delegate, to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration – The Village of Glen Ellyn requires the Professional Engineer to monitor work on the project in accordance with the contract and to file reports with the Village Manager. The Village of Glen Ellyn procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village of Glen Ellyn's project records. The Village of Glen Ellyn follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.



EXHIBIT D
COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET
ANNIVERSARY RAISE

Local Public Agency

Village of Glen Ellyn

County

DuPage

Section Number

24-00087-00-RS

Prime Consultant (Firm) Name

Primera Engineers, Ltd.

Prepared By

Mary Ellen Mack

Date

8/20/2025

Consultant / Subconsultant Name

Primera Engineers, Ltd.

Job Number

C-91-218-25

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Riford Road (Crescent Blvd to St Charles Rd)

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS
START DATE	1/1/2026	
RAISE DATE	ANNIVERSARY	

OVERHEAD RATE	132.68%
COMPLEXITY FACTOR	0
% OF RAISE	3.00%

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.50%

The total escalation for this project would be:

1.50%

Section Number

24-00087-00-RS

Job Number

C-91-218-25

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

ESCALATION FACTOR	1.50%
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[illegible]

Local Public Agency	County	Section Number
Village of Glen Ellyn	DuPage	24-00087-00-RS
Consultant / Subconsultant Name		Job Number
Primera Engineers, Ltd.		C-91-218-25

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

[illegible]

Total	0.00	235.70
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NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

Village of Glen Ellyn

County

DuPage

Section Number

24-00087-00-RS

Consultant / Subconsultant Name

Primera Engineers, Ltd.

Job Number

C-91-218-25

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	68	\$65.00	\$4,420.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$4,420.00

BLR 05513 (Rev. 02/06/25)

Village of Glen Ellyn

DuPage

24-00087-00-RS

Consultant / Subconsultant Name

Primera Engineers, Ltd.

Job Number

C-91-218-25

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

OVERHEAD RATE	132.68%
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COMPLEXITY FACTOR 0.00%

TASK	DIRECT COSTS	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Project Management		4	347	460	114		921	1.13%
Pre-Construction Activities	195	20	953	1,264	314		2,531	3.10%
Construction Inspection	3,900	480	22,106	29,330	7,295		58,731	71.89%
Post-Construction Activiites	325	40	1,905	2,528	629		5,062	6.20%
			-	-	-		-	
Material Inspection			-	-	-	9,799	9,799	11.99%
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Subconsultant DL							\$235.70	0.29%
Direct Costs Total ==>	\$4,420.00						\$4,420.00	5.41%
TOTALS		544	25,311	33,582	8,352	9,799	81,700	100.00%

58,893

Village of Glen Ellyn

County

Section Number

Consultant / Subconsultant Name	
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Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

SHEET 1 OF 1

PAYROLL	AVG	TOTAL PROJ. RATES			Project Management			Pre-Construction Activities			Construction Inspection			Post-Construction Activiites					
CLASSIFICATION	HOURLY RATES	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Administrative	39.49	0.0																	
Engineer 1	36.87	0.0																	
Engineer 2	42.89	160.0	29.41%	12.62							160	33.33%	14.30						
Engineer 3	55.13	0.0																	
Field Technician 1	31.71	0.0																	
Field Technician 2	41.19	0.0																	
Field Technician 3	47.63	380.0	69.85%	33.27				20	100.00%	47.63	320	66.67%	31.76	40	100.00%	47.63			
Principal	90.00	0.0																	
Project Management Assistant	38.78	0.0																	
Project Manager	67.31	0.0																	
Senior Project Manager	86.69	4.0	0.74%	0.64	4	100.00%	86.69												
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TOTALS		544.0	100%	\$46.53	4.0	100.00%	\$86.69	20.0	100%	\$47.63	480.0	100%	\$46.05	40.0	100%	\$47.63	0.0	0%	\$0.00



EXHIBIT D
COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET
ANNIVERSARY RAISE

Local Public Agency	County	Section Number
Village of Glen Ellyn	Dupage	24-00087-00-RS
Prime Consultant (Firm) Name	Prepared By	Date
Primera Engineers	Daniel Tiltges	8/8/2025
Consultant / Subconsultant Name	Job Number	
Material Solutions Laboratory Corporation	C-91-218-25	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

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PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS
START DATE	1/1/2026	
RAISE DATE	ANNIVERSARY	

OVERHEAD RATE	151.84%
COMPLEXITY FACTOR	
% OF RAISE	3.00%

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.50%

The total escalation for this project would be:

1.50%

County

Dupage

Job Number

C-91-218-25

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

ESCALATION FACTOR	1.50%
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[illegible]

Local Public Agency	County	Section Number
	Dupage	24-00087-00-RS
Consultant / Subconsultant Name		Job Number
Material Solutions Laboratory Corporation		C-91-218-25

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

[illegible]

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

County

Dupage

Section Number

24-00087-00-RS

Consultant / Subconsultant Name

Material Solutions Laboratory Corporation

Job Number

C-91-218-25

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	5	\$65.00	\$325.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)	0	\$28.33	\$0.00
Shift Differential	Actual Cost (Based on firm's policy)	0	\$8.50	\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Lab Services - HMA Air Voids, AC, Gradation		2	\$960.00	\$1,920.00
Lab Services - Standard Proctor		0	\$275.00	\$0.00
Lab Services - Cylinder Compressive Strength		18	\$30.00	\$540.00
Lab Services - Tack Coat/LJS Testing		3	\$100.00	\$300.00
TOTAL DIRECT COSTS:				\$3,085.00

BLR 05513 (Rev. 02/06/25)

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Dupage

24-00087-00-RS

Material Solutions Laboratory Corporation

C-91-218-25



Regional Engineer

Jose Rios, PE

Contract Number

61L80

District

1

Letting Date

11/07/25

Department of Transportation

Address

201 W Center Court

Municipality

Glen Ellyn

Route

FAU 2995 (Riford Road)

County

DuPage

City

Schaumburg

State

IL

Zip Code

60196

Project Number

FJ9N(571)

Job Number

C-91-218-25

Section Number

25-00087-00-RS

☐ I recommend the following individual as a local public agency employee qualified to be resident construction supervisor and to be in responsible charge of this construction project.

☒ I certify that I am in responsible charge as defined by the department of this construction project. Since the local public agency does not have a local public agency employee qualified to be the resident construction supervisor, I am recommending a consulting engineer to serve as resident construction supervisor.

Signature (for the local public agency)

Date

Title

Applicants Name

Shane Cameron

The following describes my educational background, experience and other qualifications to be resident construction supervisor of this construction project for the Local Public Agency.

For Consultants: I certify that my firm is pre-qualified in Construction Inspection. Documentation of Contract Quantities certificate number

22-20385

Signature of Applicant

Date



9/9/25

Job Title of Applicant

Resident Engineer

Based on the above information and my knowledge of the applicant's experience and training, it is my opinion that the applicant is qualified to serve as the resident construction supervisor on this construction project.

Regional Engineer Signature

Date Approved

cc: Engineer of Local Roads and Streets, Central Bureau of Local Roads and Streets
Engineer of Construction, Central Bureau of Construction
Resident Construction Supervisor
Local Public Agency

Instructions for Preparation of Form BC 775

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

When a project is located on a street or highway over which the STD does not have legal jurisdiction, or when special conditions warrant, the STD, while not relieved of overall project responsibility, may arrange for the local public agency having jurisdiction over such street or highway to perform the work with its own forces or by contract. In those instances where a local public agency elects to use consultants for construction engineering services, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project.

The full-time local public agency employee in responsible charge of the project shall perform the following duties and functions:

- Administer inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of projects;
- Maintain familiarity of day to day project operations, including project safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Review financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The Department of Transportation, in accordance with the requirements, requires the local public agency to identify the local public agency employee who will be in responsible charge of each Federal-Aid project which will be constructed under the supervision of the county, municipality or other public agency. County Engineers, Municipal Engineers, and full-time local public agency employees registered as a professional engineer should be identified in the pre-construction meeting minutes. All other resident construction supervisors must submit their qualifications on this form for approval by the department. Resident construction supervisors who are consultants shall be certified in Documentation of Contract Quantities and their firm shall be prequalified in Construction Inspection.

This form will be completed by the applicant, endorsed by a representative of the local public agency, and submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This signatory for the local public agency should be the County Engineer or Municipal Engineer, as applicable. In the event a municipality does not have a Municipal Engineer, the applicant will be recommended by the appropriate municipal authority.

If a consultant is named on this form, the approved form will be included as an attachment to the appropriate construction engineering consultant agreement.

This document should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.



Regional Engineer

Jose Rios, PE

Department of Transportation

Address

201 W Center Court

City

Schaumburg

State

IL

Zip Code

60196

Contract Number

61L80

District

1

Letting Date

11/07/25

Municipality

Glen Ellyn

Route

FAU 2995 (Riford Rd)

County

DuPage

Project Number

FJ9N(571)

Job Number

C-91-218-25

Section Number

25-00087-00-RS

I consider the following individual to be qualified as a local public agency construction inspector. In addition, I certify that adequate instruction has been given this individual concerning the requirements of the contract, specifications and construction manual which pertain to the work which he/she will inspect. This individual has been instructed on the proper procedures for any necessary tests. Furthermore, if a consultant, this individual has a valid Documentation of Contract Quantities certification.

Approved

Signature and Title of Resident Construction Supervisor

Date

Applicants Name

Michael McKevitt

The following describes the educational background, experience and other qualifications of the named applicant to serve as an inspector on this project.

For Consultants Employees: Documentation of Contract Quantities certificate number is 24-22289.

Inspector on Tinley Park Heliport with IDOT Aeronautics;
Inspector on Richards Ave over Hickory Creek by I-80 for IDOT Construction;
Inspector for SR 249 Bridge Reconstruction over US 12 and RRs into the Port of Indiana for INDOT

If the Resident from BC-775 is a consultant, the local public agency employee in responsible charge must also approve this individual.

Approved

Signature and Title of In Responsible Charge from BC-775

Date

9/12/2025

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

A consultant may be utilized for periodic examination and consultation or for full-time technical inspection of construction. However, the prime responsibility for general supervision of the construction must remain with the state. The state (or county or municipality under agreement with the state) cannot be relieved of its responsibility to ensure that the work is performed in accordance with the approved project plans, specifications and estimate.

Therefore, the Department of Transportation requires the local public agency to submit the qualifications of all personnel who will be assigned to construction layout and inspection duties on each Federal-Aid project which will be constructed under the supervision of the county, municipality or other local public agency. This form will be approved by the resident construction supervisor. If the resident construction supervisor is a consultant, this form will also be approved by the local public agency employee in responsible charge.

If a consultant is named on this form, the approved form will be included as an attachment to the construction engineering consultant agreement.

The approved form will be submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This form should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.



RIFORD ROAD FEDERAL AID RESURFACING PROJECT

September 22, 2025
Village Board Meeting

OBJECTIVES

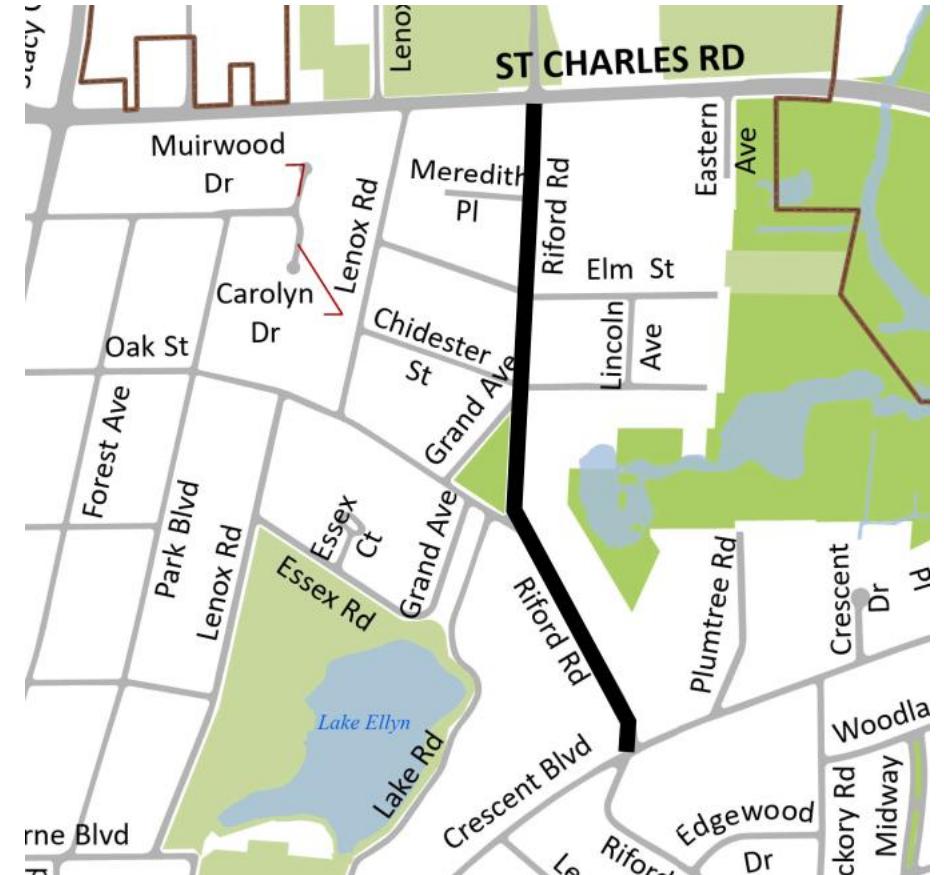
- Overview Project
- Review Procurement of Construction Engineering Services
- Review Next Steps
- Request Village Board Approval of Joint Funding and Construction Engineering Agreements



PROJECT OVERVIEW

Project includes resurfacing of Riford Road from Crescent Boulevard to Saint Charles Road ~0.5 Miles

Project has been working through Federal Aid Planning and Design Process which has included public engagement



PROJECT SCOPE

- Select concrete curb and gutter replacement
- Select sidewalk replacement
- Select driveway approach replacement
- Structure adjustments
- Pavement patching
- 3" of asphalt removal and replacement
- Pavement markings
- Other associated work (traffic control, tree protection, erosion control, etc.)



PLANNED PROJECT TIMELINE

- **Competitive Bidding: November 7, 2025**
- **Construction Start in Earnest: June, 2026 (during Glenbard West Summer Recess)**
- **Substantial Completion: August, 2026 (before Glenbard West Fall Semester)**



JOINT FUNDING AGREEMENT

- **Due to Federal Funding, project will be competitively bid by IDOT**
- **Village and IDOT to enter into Joint Funding Agreement to commemorate the following main items:**
 - A. IDOT agrees to bid and award construction contract on Village's behalf
 - B. Village agrees to reimburse IDOT for the Village's share of construction cost and has appropriated sufficient funds to do so
 - C. Village agrees to provide construction engineering services
 - D. IDOT agrees to reimburse the Village for the Federal Funding for construction engineering



CURRENT COST ESTIMATE AND 2026 BUDGET

Current Estimated Cost for Construction and Construction Engineering	Grant Amount	Anticipated Village Share
\$681,700	\$338,788	\$342,912

\$600,000 Construction Contract, \$81,700 Construction Engineering

Account	Amount Budgeted for 2026
Motor Fuel Tax	\$300,000
Capital Projects Fund	\$42,912



CONSTRUCTION ENGINEERING SERVICES

Engineering oversight for the project is recommended to be supplemented by a consultant. Responsibilities of the consultant engineer will include:

- Conducting a preconstruction conference, weekly meetings, and general consultations/meetings
- Review of the project schedule, shop drawings, and material submittals
- Full-time construction observation, material testing (using a sub-consultant), spot grade checking, etc.
- Resident notifications and communications
- Pay estimate and change order processing
- Final inspection and project close-out, including rectification of any issues that arise during the warranty period
- Record drawing preparation



CONSTRUCTION ENGINEERING SERVICES

Due to the use of Federal Funds, the Federal Qualification Based Selection process was followed to procure construction engineering services. Cost is not a factor in the process of identifying the most qualified firm for the assignment.

Criteria	Weighting (Points)
Technical Approach	30
Staff Capabilities (Prime/Sub)	30
Firm Experience	20
Past Performance	20
Total	100

Pre-Interview Composite Scoring and Ranking		
Firm	Evaluation Score	Evaluation Rank
V3 Companies	90	1
Bollinger Lach & Associates	88	2
Primera Engineers	87	3
Chastain & Associates	86	4
Engineering Resource Associates	77	5

Following evaluation of 5 proposals by 3 staff members, top 3 firms were selected for interviews



CONSTRUCTION ENGINEERING SERVICES

Following interview of top 3 firms, their scores were reevaluated with post-interview scoring and ranking as follows:

Post-Interview Composite Scoring and Ranking		
Firm	Evaluation Score	Evaluation Rank
Primera Engineers	91.7	1
V3 Companies	88.3	2
BLA, Inc.	88.0	3

Primera Engineers was identified as the most qualified firm for the assignment.



CONSTRUCTION ENGINEERING SERVICES

Using its overall cost estimates for the project, staff negotiated the scope and fee for construction engineering services to be performed by Primera.

Cost Estimate (9% of PPI Cost Estimate)	\$46,622
Initial Proposal	\$82,112
Negotiated Proposal	\$81,700

Village ultimately enters into construction engineering services agreement with Consultant, IDOT to reimburse Village the federal funds for construction engineering



NEXT STEPS

1. Staff will submit executed Joint Funding and Construction Engineering Agreements to IDOT
2. Staff will continue to work with IDOT to have Project competitively bid on November 7, 2025
3. Bids will be received and reviewed in early November; so long as bid is within reason, staff will direct State to award contract in concurrence with Village Manager
4. Staff will prepare follow-up agenda item for Village Board (November/December timeline) including request for approval of resolution to use Motor Fuel Tax Funds for the Village's local share of construction and construction engineering
5. Project startup activities including continued communication to Public will commence in early 2026



RECOMMENDED MOTIONS

1. Adopt Resolution No. 25-XX, A Resolution Authorizing the Village President to Execute a Joint Funding Agreement with the State of Illinois concerning the Construction of the Riford Road Resurfacing Project
2. Adopt Resolution No. 25-XX, A Resolution Approving an Engineering Services Agreement with Primera Engineers, Ltd. of Lisle, Illinois, for Construction Engineering Services for the Riford Road Resurfacing Project in the Not-To-Exceed amount of \$81,700 to be Expensed to the Motor Fuel Tax Fund and authorizing the Agreement's Execution





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

Meeting 9/22/2025 7:00 PM
Department: Public Works - Internal Services
Department Head: John Hubsy
Category: Resolution
Prepared By: Richard Daubert

**AGENDA ITEM (ID
[ITEM_ID])**

DOC ID: [ITEM_ID]

**Adopt Resolution No. 25-67, A Resolution Approving a Joint
Funding Agreement with the State of Illinois for the Riford Road
Resurfacing Project and Authorizing the Agreement's Execution
(Public Works Director Hubsy)**

Statement of the Issue:

See previous memorandum.

Analysis:

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Attachments:

1. Joint Funding Resolution - C-91-218-25
2. Joint Funding Agreement - C-91-218-25

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00087-00-RS	C9121825	FJ9N(571)

SCHEDULE NUMBER 5

Resolution No. _____

A Resolution for:

Section Number 24-00087-00-RS

State Job Number C-91-218-25

Project Number FJ9N(571)

WHEREAS, the Village of Glen Ellyn is proposing to

Complete the Riford Road Roadway Resurfacing Project

WHEREAS, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT); and signer

WHEREAS, the use of these funds requires a joint funding agreement (AGREEMENT) with IDOT; and

WHEREAS, the improvement requires matching funds; and

NOW, THEREFORE, be it resolved by the Village of Glen Ellyn

Section 1: The Village of Glen Ellyn hereby appropriates \$225,859.00

or as much as may be needed to match the required funding to complete the proposed improvement from local funds and furthermore agree to pass a supplemental resolution if necessary to appropriate additional funds for completion of the project.

Section 2: The Village President is hereby authorized to execute an AGREEMENT with IDOT for the above-mentioned project.

Section 3: This resolution will become Attachment 3 of the AGREEMENT.

Section 4: The Village Clerk of Glen Ellyn is directed to transmit 2 (two) copies of the AGREEMENT and Resolution to IDOT District 1 Bureau of Local Roads and Streets.

I, Caren Cosby Village Clerk in and for said Village
Name of Clerk Local Public Agency Type Local Public Agency Type
of Glen Ellyn in the State aforesaid, and keeper of the records and files thereof, as provided by
Name of Local Public Agency

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Glen Ellyn at a meeting held on _____
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ ..
Day Month, Year

(SEAL)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation



LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number
Village of Glen Ellyn	DuPage	24-00087-00-RS

Fund Type	ITEP, SRTS, HSIP Number(s)	MPO Name	MPO TIP Number
STU	N/A	CMAP	08-24-0040

Construction

State Job Number	Project Number
C-91-218-25	FJ9N(571)

☐ Local Let/Day Labor ☒ Construction on State Letting ☒ Construction Engineering ☐ Utilities ☐ Railroad Work

LOCATION

Local Street/Road Name	Key Route	Length	Stationing From	To
Riford Road	FAU 2995	0.56 MI	00.00	00.56

Location Termini
St Charles Road to Crescent Blvd

Current Jurisdiction	Existing Structure Number(s)
Village of Glen Ellyn	N/A

Remove

PROJECT DESCRIPTION

Roadway resurfacing of Riford Road from St Charles Road to Crescent Boulevard . Project improvements also include concrete curb and gutter replacement, sidewalk repairs, and replacement of traffic signal detector loops.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00087-00-RS	C9121825	FJ9N(571)

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "**LPA**" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as the "**STATE**". The **STATE** and **LPA** jointly proposes to improve the designated location as described in the Location and Project Description sections of this agreement. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the **LPA** and approved by the **STATE** using the **STATE's** policies and procedures approved and/or required by the Federal Highway Administration, hereby referred to as "**FHWA**".

I. GENERAL

- 1.1 Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. The **STATE** may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the **LPA** by the **STATE** or the federal funding source, (ii) the Governor or **STATE** reserves funds, or (iii) the Governor or **STATE** determines that funds will not or may not be available for payment. The **STATE** shall provide notice, in writing, to **LPA** of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.
- 1.2 Domestic Steel Requirement. Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Build America-Buy America provisions.
- 1.3 Federal Authorization. That this Agreement and the covenants contained herein shall become null and void in the event that the **FHWA** does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this agreement.
- 1.4 Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.
- 1.5 Termination. This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the **STATE**, the **STATE** must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If the **STATE** determines in the case of a partial termination that the reduced or modified portion of the funding award will not accomplish the purposes for which the funding award was made, the **STATE** may terminate the Agreement in its entirety.

This Agreement may be terminated, in whole or in part, by the **STATE** without advance notice:

- a. Pursuant to a funding failure as provided under Article 1.1.
- b. If **LPA** fails to comply with the terms and conditions of this funding award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any award.

II. REQUIRED CERTIFICATIONS

By execution of this Agreement and the **LPA's** obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules and any and all license requirements or professional certification provisions.

- 2.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). The **LPA** certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference.
- 2.2 Compliance with Registration Requirements. **LPA** certifies that it: (i) is registered with the federal SAM system; (ii) is in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS Number; (iv) have a valid UEI, if applicable. It is **LPA's** responsibility to remain current with these registrations and requirements.
- 2.3 Bribery. The **LPA** certifies to the best of its knowledge that its officials have not been convicted of bribery or attempting to bribe an officer or employee of the state of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).
- 2.4 Bid Rigging. **LPA** certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).
- 2.5 Debt to State. **LPA** certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because the **LPA**, or its affiliate(s), is/are delinquent in the payment of any debt to the **STATE**, unless the **LPA**, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and **STATE** acknowledges the **LPA** may declare the Agreement void if the certification is false (30 ILCS 500/50-11).
- 2.6 Debarment. The **LPA** certifies to the best of its knowledge and belief that its officials:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or

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commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;

c. are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and

d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.

- 2.7 Construction of Fixed Works. The **LPA** certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, the **LPA** shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.
- 2.8 Criminal Convictions. The **LPA** certifies that neither it nor any managerial agent of **LPA** has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. The **LPA** further certifies that it is not barred from receiving an funding award under 30 ILCS 500/50-10.5 and acknowledges that **STATE** shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).
- 2.9 Improper Influence. The **LPA** certifies that no funds have been paid or will be paid by or on behalf of the **LPA** to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, the **LPA** certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.
- 2.10 Telecom Prohibition. The **LPA** certifies that it will comply with Section 889 of the FY 2019 National Defense Authorization Act (NDAA) that prohibits the use of telecommunications or video surveillance equipment or services produced or provided by the following companies: Dahua Technology Company, Hangzhou Hikvision Digital Technology Company, Huawei Technologies Company, Hytera Communications Corporation, and ZTE Corporation. Covered equipment and services cannot be used as substantial or essential component or any system, or as critical technology as part of any system.
- 2.11 Personal Conflict of Interest - (50 ILCS 105/3, 65 ILCS 5/3.1-55-10, 65 ILCS 5/4-8-6) The **LPA** certifies that it shall maintain a written code or standard of conduct which shall govern the performance of its employees, officers, board members, or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer, board member or agent of the **LPA** may participate in the selection, award, or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
- the employee, officer, board member, or agent;
 - any member of his or her immediate family;
 - his or her partner; or
 - an organization which employs, or is about to employ, any of the above.

The conflict of interest restriction for former employees, officers, board members and agents shall apply for one year.

The code shall also provide that **LPA's** employees, officers, board members, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The **STATE** may waive the prohibition contained in this subsection, provided that any such present employee, officer, board member, or agent shall not participate in any action by the **LPA** relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members, or agents of the **LPA** from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

- 2.12 Organizational Conflict of Interest - The **LPA** certifies that it will also prevent any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subcontract may, without some restriction on future activities, result in an unfair competitive advantage to the third party contractor or **LPA** or impair the objectivity in performing the contract work.
- 2.13 Accounting System. The **LPA** certifies that it has an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state and federally funded program. Accounting records must contain information

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pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. To comply with 2 CFR 200.305(b)(7)(i), the **LPA** shall use reasonable efforts to ensure that funding streams are delineated within **LPA's** accounting system. See 2 CFR 200.302.

III. AUDIT AND RECORD RETENTION

- 3.1 **Single Audits:** The **LPA** shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200.

If, during its fiscal year, **LPA** expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), **LPA** must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. A copy of the audit report must be submitted to the **STATE** (IDOT's Financial Review & Investigations Section, Room 126, 2300 South Dirksen Parkway, Springfield, Illinois, 62764) within 30 days after the completion of the audit, but no later than one year after the end of the **LPA's** fiscal year.

Assistance Listing number (formally known as the Catalog of Federal Domestic Assistance (CFDA) number) for all highway planning and construction activities is **20.205**.

Federal funds utilized for construction activities on projects let and awarded by the **STATE** (federal amounts shown as "Participating Construction" on Schedule 2) are not included in a **LPA's** calculation of federal funds expended by the **LPA** for Single Audit purposes.

- 3.2 **STATE Audits:** The **STATE** may, at its sole discretion and at its own expense, perform a final audit of the Project (30 ILCS 5, the Illinois State Auditing Act). Such audit may be used for settlement of the Project expenses and for Project closeout purposes. The **LPA** agrees to implement any audit findings contained in the **STATE's** authorized inspection or review, final audit, the **STATE's** independent audit, or as a result of any duly authorized inspection or review.
- 3.3 **Record Retention.** The **LPA** shall maintain for three (3) years from the date of final project closeout by the **STATE**, adequate books, records, and supporting documents to verify the amounts, recipient, and uses of all disbursements of funds passing in conjunction with this contract. adequate to comply with 2 CFR 200.334. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.
- 3.4 **Accessibility of Records.** The **LPA** shall permit, and shall require its contractors and auditors to permit, the **STATE**, and any authorized agent of the **STATE**, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project; and to audit the books, records, and accounts of the **LPA** with regard to the Project. The **LPA** in compliance with 2 CFR 200.337 shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized **STATE** representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the **STATE's** Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by the **STATE** (including auditors), by the state of Illinois or by federal statute. The **LPA** shall cooperate fully in any such audit or inquiry.
- 3.5 **Failure to maintain the books and records.** Failure to maintain the books, records and supporting documents required by this section shall establish presumption in favor of the **STATE** for recovery of any funds paid by the **STATE** under the terms of this contract.

IV. LPA FISCAL RESPONSIBILITIES

- 4.1 To provide all initial funding and payment for construction engineering, utility, and railroad work
- 4.2 **LPA Appropriation Requirement.** By execution of this Agreement the **LPA** attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the **LPA** share of project costs. A copy of the authorizing resolution or ordinance is attached as Schedule 5.
- 4.3 **Reimbursement Requests:** For reimbursement requests the **LPA** will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.
- 4.4 **Financial Integrity Review and Evaluation (FIRE) program:** **LPA's** and the **STATE** must justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months. To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- 4.5 **Final Invoice:** The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, whichever occurs first. If a final invoice is not received within this time frame, the most recent invoice

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may be considered the final invoice and the obligation of the funds closed. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice for engineering projects.

- 4.6 **Project Closeout:** The **LPA** shall provide the final report to the appropriate **STATE** district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
- 4.7 **Project End Date:** The period of performance (end date) for state and federal obligation purposes is five (5) years for projects under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.

V. THE LPA AGREES

- 5.1 To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, the **STATE**, and the **FHWA** if required.
- 5.2 To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.
- 5.3 To provide on-site engineering supervision and inspection during construction of the proposed improvement.
- 5.4 To retain jurisdiction of the completed improvement unless specified otherwise by schedule (schedule should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, a jurisdictional schedule is required.
- 5.5 To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by schedule) in a manner satisfactory to the **STATE** and the **FHWA**.
- 5.6 To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- 5.7 To regulate parking and traffic in accordance with the approved project report.
- 5.8 To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.
- 5.9 To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.
- 5.10 For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT - assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT - assisted contracts. The **LPA's** DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S. C 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.). In the absence of a USDOT - approved **LPA** DBE Program or on **STATE** awarded contracts, this agreement shall be administered under the provisions of the **STATE'S** USDOT approved Disadvantaged Business Enterprise Program.
- 5.12 That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.

VI. THE STATE AGREES

- 6.1 To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Title II and III Requirements.
- 6.2 To receive bids for construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement after receipt of a satisfactory bid.
- 6.3 To provide all initial funding and payments to the contractor for construction work let by the **STATE**. The **LPA** will be invoiced for their share of contract costs per the method of payment selected under Method of Financing based on the Division of Costs shown on Schedule 2.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00087-00-RS	C9121825	FJ9N(571)

- 6.4 For agreements with federal and/or state funds in local let/day labor construction, construction engineering, utility work and/or railroad work:
- To reimburse the **LPA** for federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the **LPA**;
 - To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors for steel, cement, aggregate, structural steel, and other materials customarily tested by the **STATE**.

SCHEDULES

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

☒	1.	Division of Cost
☒	2.	Location Map
☒	3.	Risk Assessment
☒	4.	Attestations
☒	5.	Resolution*
☐		
☐		
☐		
☐		

*Appropriation and signature authority resolution must be in effect on, or prior to, the execution date of the agreement.

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00087-00-RS	C9121825	FJ9N(571)

AGREEMENT SIGNATURES EXECUTION

The LPA agrees to accept and comply with the applicable provision set forth in this agreement including attached schedules.

APPROVED

Local Public Agency

Name of Official (Print or Type Name)

James Burket

Title of Official

Village President

Signature

Date

The above signature certifies the agency's TIN number is

366005897 conducting business as a Governmental Entity.

DUNS Number 076856988

UEI ZKKCDY3X1BL3

APPROVED

State of Illinois
Department of Transportation

Omer Osman, P.E., Secretary of Transportation

Date

By:

George A. Tapas, P.E., S.E., Engineer of Local Roads & Streets

Date

Stephen M. Travia, P.E., Director of Highways PI/Chief Engineer

Date

Michael Prater, Chief Counsel

Date

Vicki Wilson, Chief Fiscal Officer

Date

NOTE: A resolution authorizing the local official (or their delegate) to execute this agreement and appropriation of local funds is required and attached as Schedule 5. The resolution must be approved prior to, or concurrently with, the execution of this agreement. If BLR 09110 or BLR 09120 are used to appropriate local matching funds, attach these forms to the signature authorization resolution.

☒ Please check this box to open a fillable Resolution form within this form.

SCHEDULE NUMBER 1

Local Public Agency	County	Section Number	State Job Number	Project Number
Village of Glen Ellyn	DuPage	24-00087-00-RS	C-91-218-25	FJ9N(571)

DIVISION OF COST

Type of Work	Federal Funds			State Funds			Local Public Agency			Totals
	Fund Type	Amount	%	Fund Type	Amount	%	Fund Type	Amount	%	
Participating Construction	STU	\$310,815.00					Local	\$207,210.00		\$518,025.00
Construction Engineering	STU	\$27,973.00					Local	\$18,649.00		\$46,622.00
Total		\$338,788.00		Total			Total		\$225,859.00	\$564,647.00

If funding is not a percentage of the total place an asterisk (*) in the space provided for the percentage and explain below:
 *Maximum FHWA (STU) participation 60%, NTE \$338,788 (Construction Engineering portion 60%, NTE \$27,973)

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final LPA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

METHOD OF FINANCING - (State-Let Contract Work Only)

Check One

☐ METHOD A - Lump Sum (80% of LPA Obligation _____)

Lump Sum Payment - Upon award of the contract for this improvement, the LPA will pay the STATE within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the LPA's estimated obligation incurred under this agreement. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.

☐ METHOD B - _____ Monthly Payments of _____ due by the _____ of each successive month.

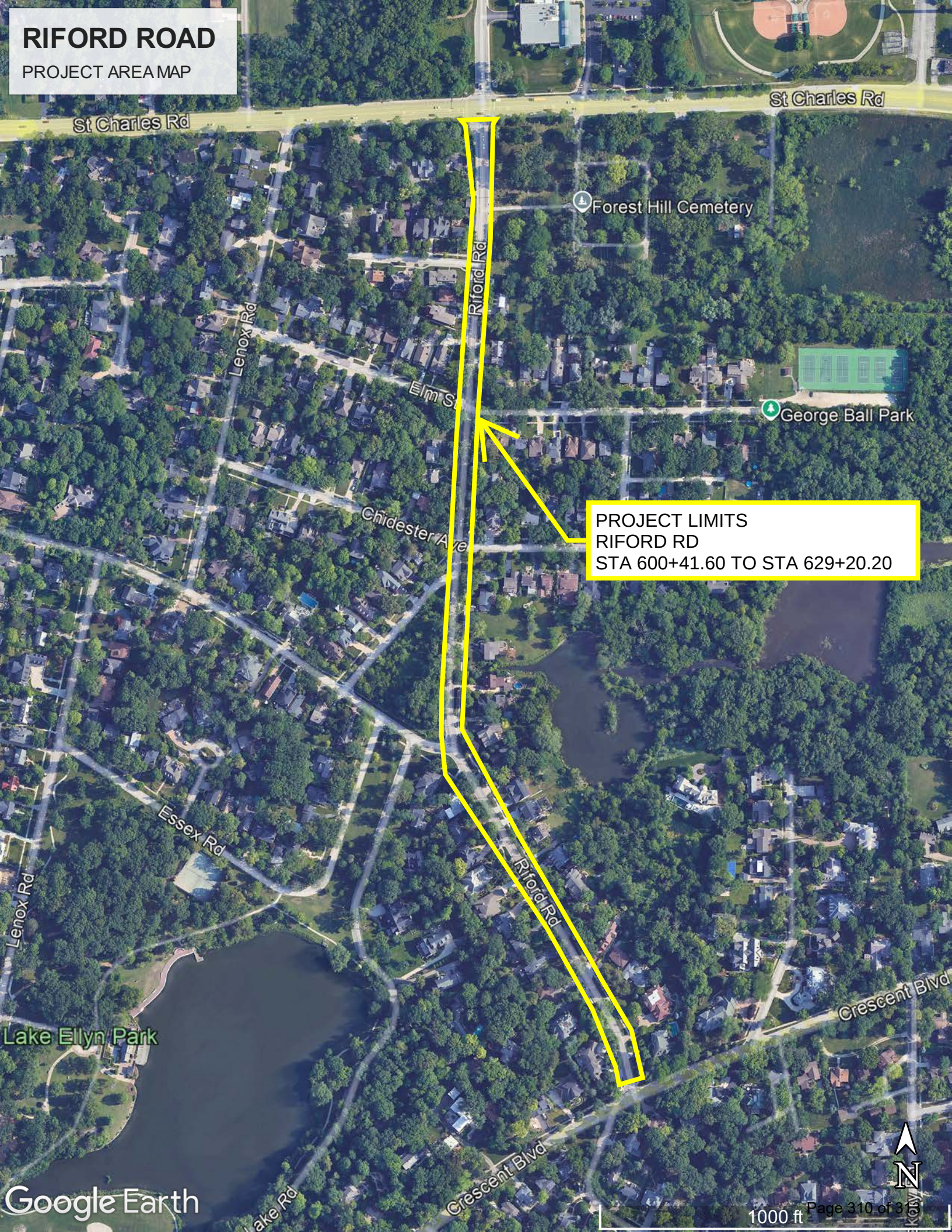
Monthly Payments - Upon award of the contract for this improvement, the LPA will pay to the STATE a specified amount each month for an estimated period of months, or until 80% of the LPA's estimated obligation under the provisions of the agreement has been paid. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.

☒ METHOD C - LPA's Share _____ Balance _____ divided by estimated total cost multiplied by actual progress payment.

Progress Payments - Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the LPA will pay to the STATE within thirty (30) calendar days of receipt, an amount equal to the LPA's share of the construction cost divided by the estimated total cost multiplied by the actual payment (appropriately adjust for nonparticipating costs) made to the contractor until the entire obligation incurred under this agreement has been paid.

RIFORD ROAD

PROJECT AREA MAP



St Charles Rd

St Charles Rd

Forest Hill Cemetery

George Ball Park

PROJECT LIMITS
RIFORD RD
STA 600+41.60 TO STA 629+20.20

Chidester Ave

Essex Rd

Riford Rd

Crescent Blvd

Lake Ellyn Park

Google Earth



1000 ft

SCHEDULE NUMBER 3

Local Public Agency Village of Glen Ellyn	Section Number 24-00087-00-RS	County DuPage	State Job Number	Project Number
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LRS Federal Funds RISK ASSESSMENT				
Risk Factor	Description	Definition of Scale (time frames are based on LPA fiscal year)		Points
General History of Performance	Have there been any changes in key organizational staff or leadership, such as Fiscal and Administrative Management, Transportation Related Program/Project Management, and/or Elected Officials?	0 points - no significant changes in the last 4 or more years; 1 point - minor changes, but majority of key staff and officials have not changed in the last 4 years; 2 points - significant key staff or elected leadership changes within the last 3 years; 3 points - significant key staff and elected leadership changes within the last 3 years		2
	What is the LPA's history with federal-aid funded transportation projects?	0 points - One or more federal-aid funded transportation projects initiated per year; 1 point - At least one project initiated within the past three years; 2 points - AT least one project initiated within the past 5 years; 3 points - None or more than 5 years		1
	Does LPA have qualified technical staff with experience managing federal-aid funded transportations through IDOT?	0 points - Full-time employee with experience designated as being in "responsible charge"; 1 point - LPA has qualified technical staff, but will be utilizing an engineering consultant to manage day-to-day with LPA technical staff oversight; 2 points - LPA has no technical staff and all technical work will be completed by consultant, but LPA staff has prior experience with federal-aid projects; 3 points - LPA staff have no prior experience or technical expertise and relying solely on consultant		1
	Has the LPA been untimely in submitting invoicing, reporting on federal-aid projects as required in 2 CFR 200, and or audits as required?	0 points - No; 1 point - Delays of 6 or more months; 2 points - Delays of up to 1 year; 3 points - 1 year or more years of delay		0
Financial Controls	Are the annual financial statements prepared in accordance with Generally Accepted Accounting Principles or on a basis acceptable by the regulatory agency?	0 points - yes; 3 points - no		0
	What is the LPA's accounting system?	0 points - Automated accounting software; 1 point - Spreadsheets; 2 points - paper only; 3 points - none		0
	Does the organization have written policies and procedures regarding proper segregation of duties for fiscal activities that include but are not limited to: a) authorization of transactions; b) recordkeeping for receipts and payments; and c) cash management?	0 points - yes; 3 points - no		0
Audits	When was the last time a financial statement audit was conducted?	0 points - in the past year; 1 point - in the past two years; 2 points - in the past three years; 3 points - 4 years or more, or never		0
	What type of financial statement audit has the organization had conducted?	0 points - Single Audit/Program Specific Audit in accordance with 2 CFR 200.501 or Financial audit conducted in accordance with Generally Accepted Auditing Standards or Generally Accepted Government Auditing Standards; 1 point - Financial review; 2 points Other type? or no audit required; 3 points - none		0
	Did the most recent audit disclose findings considered to be significant deficiencies or material weaknesses?	0 points - no; 3 points - yes, or no audits required		0
	Have the findings been resolved?	0 points - yes or no findings; 1 point - in progress; 3 points - no		0

Summary of Risk	
General History of Performance	4
Financial Controls	0
Audits	0
Total	4

District Review Signature & Date

Fely Gregorio
Digitally signed by Fely Gregorio
Date: 2025.07.28 13:16:44
-05'00'

Central Office Review Signature & Date

Teresa Cline
Digitally signed by Teresa Cline
Date: 2025.08.07 09:31:52
-05'00'

Additional Requirements? ☐ Yes ☒ No

Local Public Agency

Section Number

State Job Number

Project Number

Village of Glen Ellyn

24-00087-00-RS

C-91-218-25

FJ9N(571)

SCHEDULE NUMBER 4

Attestation on Single Audit Compliance

1. In the prior fiscal year, did Village of Glen Ellyn LPA expend more than \$750,000 in federal funds in aggregate from all federal sources?

☐ Yes ☒ No

2. Does the Village of Glen Ellyn LPA anticipate expending more than \$750,000 in federal funds in aggregate from all federal sources in the current Village of Glen Ellyn LPA fiscal year?

☐ Yes ☒ No

If answers to question 1 and 2 are no, please proceed to the signature section.

If answer to question 1 is yes, please answer question 3a.

If answer to question 2 is yes, please answer question 3b.

3. A single audit must be conducted in accordance with Subpart F of 2 CFR 200 if \$750,000 or more in federal funds are expended in a single fiscal year.

a. Has the Village of Glen Ellyn LPA performed a single audit for their previous fiscal year?

☐ Yes ☐ No

i. If yes, has the audit be filed with the Illinois Office of the Comptroller in accordance with 50 ILCS 310 (see also 55 ILCS 5 & 65 ILCS 5 & 60 ILCS 1/80)?

☐ Yes ☐ No

b. For the current fiscal year, does the Village of Glen Ellyn LPA intend to comply with Subpart F of 2 CFR 200?

☐ Yes ☐ No

By completing this attestation, I certify that I have authority to sign this attestation on behalf of the LPA; and that the foregoing information is correct and complete to the best of my knowledge and belief.

Name

Title

LPA

Patrick Brankin

Finance Director

Village of Glen Ellyn

Signature & Date



7/18/25

Local Public Agency	Section Number	State Job Number	Project Number
Village of Glen Ellyn	24-00087-00-RS	C9121825	FJ9N(571)

SCHEDULE NUMBER 5

Resolution No. _____

A Resolution for:

Section Number 24-00087-00-RS

State Job Number C-91-218-25

Project Number FJ9N(571)

WHEREAS, the Village of Glen Ellyn is proposing to

Complete the Riford Road Roadway Resurfacing Project

WHEREAS, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT); and signer

WHEREAS, the use of these funds requires a joint funding agreement (AGREEMENT) with IDOT; and

WHEREAS, the improvement requires matching funds; and

NOW, THEREFORE, be it resolved by the Village of Glen Ellyn

Section 1: The Village of Glen Ellyn hereby appropriates \$225,859.00

or as much as may be needed to match the required funding to complete the proposed improvement from local funds and furthermore agree to pass a supplemental resolution if necessary to appropriate additional funds for completion of the project.

Section 2: The Village President is hereby authorized to execute an AGREEMENT with IDOT for the above-mentioned project.

Section 3: This resolution will become Attachment 3 of the AGREEMENT.

Section 4: The Village Clerk of Glen Ellyn is directed to transmit 2 (two) copies of the AGREEMENT and Resolution to IDOT District 1 Bureau of Local Roads and Streets.

I, Caren Cosby Village Clerk in and for said Village
Name of Clerk Local Public Agency Type Local Public Agency Type
of Glen Ellyn in the State aforesaid, and keeper of the records and files thereof, as provided by
Name of Local Public Agency

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Glen Ellyn at a meeting held on _____
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ ..
Day Month, Year

(SEAL)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation