



Agenda  
Village of Glen Ellyn  
Village Board Workshop Meeting  
Monday, April 20, 2026  
7:00 PM  
Glen Ellyn Civic Center, Room 301

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Meeting Procedures Statement

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

- A. Call to Order**
- B. 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 when the item is discussed. Please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that one spokesperson for a group be appointed to provide comment for the entire group. When recognized, please step to the microphone and state your name and provide your comment. 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) Reno Center Space Needs Assessment Presentation (Public Works Director Hubsy)

- F. Reminders**

- 1) Village Board Meeting Monday, April 27, 2026

- G. Adjourn**



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

Meeting 4/20/2026 7:00 PM  
Department: Administration  
Department Head: John Hubsy  
Category: Presentation  
Prepared By:

**AGENDA ITEM (ID  
# 2026-305)**

**DOC ID: 2026-305**

## **Reno Center Space Needs Assessment Presentation (Public Works Director Hubsy)**

### **Statement of the Issue:**

The Village Board approved a space needs analysis of the Public Works Reno Center building and campus in June 2025. This was the next step after a building assessment was performed in 2024 and is part of the ongoing efforts to develop and expand upon a facilities capital plan for Village buildings. This presentation provides a brief history of the Reno Center, a summary of the scope for the space needs project, and a summary of the findings by the consultant.

### **Analysis:**

The Reno Center was built in the late 1970s and went into service around 1980. The facility is ~36,000 ft<sup>2</sup> in size and is situated ~4.33 acres, with almost 1 acre of that area dedicated to the drinking water system — reservoir, pump station, pressure adjusting station, and metering station. Those drinking water assets are not included in this study but are part of a hydraulic modeling and capital planning effort. There are forty-one (41) full-time (FT) staff with the majority working at Reno, plus varying levels of part-time and seasonal staff throughout the year. The building is the base for the operations divisions of Forestry, Streets, and Utilities, along with Engineering, Equipment Services, Administrative, and custodial staff. The Facilities division (3 FT) currently works primarily out of the Civic Center, with that group incorporating into the Public Works hierarchy in July 2024. There are approximately 120 pieces of equipment associated with the Reno Center, which includes large dump trucks, pickup trucks, street sweepers, aerial lift trucks, trailers, and specialized vehicles, as well as various other smaller pieces of equipment and small vehicles.

The property is also used for storage of various construction materials such as gravel, asphalt patch, spoils, wood chips, logs and salt. The salt storage is seasonal in the bins at the north end of the building and the space is utilized for other materials in warm seasons. A fuel station is located in the northwest section of the property in what is the lower-level parking lot and is utilized by all Village Departments (except the Village Links), the Volunteer Fire Company and the Park District.

A previous Space Needs Study for the Reno Center was performed in 1994 when Water Division staff moved into the facility. Operations staff were all moved down to the lower level, reducing the amount of indoor workshop space with remodeling of the upper level to accommodate management-level staffers. There were no changes to the vehicle storage area with the 1990s renovation that added more equipment to an area that was already insufficient and has many

operational deficiencies.

A remodeling effort was explored in the early 2020s for the upper level, including building security, reorganizing desk space to provide sufficient work areas for staff, and re-imagining the flow and room layouts to provide multiple flex spaces to maximize usability. As that effort moved forward, some key items like HVAC, electrical, and fire suppression were identified as needing work or near-term replacement, so staff initiated an assessment of the building through a consultant.

A Facility Condition Assessment (FCA) of the Reno Center was completed by an outside consulting firm in early 2025. The intent of the FCA was to identify the current condition of the building's mechanical, electrical, plumbing and structural (MEPS) components, and to formulate a maintenance and MEPS replacement plan and schedule. That ten-year capital plan identified costs of \$4 million dollars just to maintain the building through annual maintenance and planned equipment replacements.

The costs of the proposed remodel project and the results of the facility assessment highlighted the need for a Space Needs Analysis (SNA), to develop a comprehensive plan for the Public Works campus. The scope of work would assess current space utilization, identify future requirements, provide potential cost-saving opportunities, and develop a detailed space plan with recommendations for reconfiguration within the same footprint, expansion at the existing location, or potential relocation to a new site. All three options will include cost estimates and implementation timelines for review and assisting with decision-making. Kluber was awarded the project with work beginning in the fall of 2025 and the report finalized in April.

The following is a summary of the findings, with details and expanded information available in the supplemental attachments for this presentation.

### **Operational Need & Program Size**

The Space Needs Study concludes that Public Works requires approximately 110,000 SF of enclosed space through the year 2048, accommodating all staff, future growth, and the majority of the fleet undercover. Key programmed areas include Fleet Garage ( $\approx 58,588$  SF), Fleet Maintenance & Wash Bay ( $\approx 16,023$  SF), Administration ( $\approx 7,771$  SF), Shops ( $\approx 7,198$  SF), and Employee Support ( $\approx 10,751$  SF), plus a garage mezzanine ( $\approx 7,200$  SF). Currently, the PW building is roughly 36,000 SF. If the building's footprint was expanded, this would limit the amount of outdoor campus space and exacerbate site constraints, outlined below, affecting operational performance.

### **Existing Site & Floodplain Constraints**

The Base Flood Elevation (BFE) at the Reno Center site is 754.5' (USGS - United States Geological Survey). The building's lower-level floor elevation is  $\sim 754.9'$  (only 4–5 inches above BFE). The DuPage County Stormwater & Floodplain Ordinance requires the lowest floor to be at least 1 foot above BFE ( $\geq 755.5'$ ) for new construction or substantial improvements; otherwise, flood proofing at or below Flood Protection Elevation is required with professional certification. Since 1992, “substantial improvement” costs aggregate toward a 50% fair market/CRN threshold. With a Cost of Reproduction New (CRN) for the Reno Center of \$6,928,000 (50% = \$3,464,000), and \$1,682,000 already invested since 1992, only  $\approx \$1,782,000$  in additional substantial improvements remain permissible—far short of what expansion would require. This dollar amount can also be triggered through simple maintenance and upkeep of the building without remodeling or expansion. The facility assessment identified a \$4 million dollar cost over the next 10 years to maintain the

building and, at some point in the relatively near term, the cap for substantial improvements will be exceeded. Expansion of the existing footprint would also require a 1.5:1 mitigation for any impacted wetlands or floodplain containing what can be done on the current site.

### **Proposed Solution**

With the existing building condition and site constraints severely limited on the current campus, the proposed solution is a new building. Open and/or available land within Glen Ellyn that is large enough to incorporate the proposed building (~110,00 SF) and campus (10–11 acres) is very limited. Staff and the consultant were able to identify a potential location, which is the wooded area just to the south between the current campus and the Village Green park. When the Reno Center was constructed, that area was open land and over the years has been utilized in various ways and now includes some primitive walking paths available to the public.

### **Budget Impact:**

On the low end, if no improvements or enhancements were made to the building and campus, costs would be in the range of \$4 million to simply maintain the building as is, based on the condition assessment. On the high end, costs for a new building as proposed in the location to the south would be \$44–48 million. Construction costs are in 2028 dollars and a 4% escalation can be applied for each year past 2028 for a start date. Any efforts to improve or expand the existing building or footprint would fall in between those two extremes but would be very limited by the \$1.8 million cap related to stormwater requirements.

With a new building, there would be very minimal impact on operations. When a remodel or expansion is undertaken, there are additional costs to temporarily rehome staff and equipment. There may be some ability to relocate some staff members and office equipment to an area like the Civic Center gym, but very few opportunities to find a space for the vehicles and materials stored on the campus, with or without cover. An additional benefit, while hard to monetize, could be that the current Reno Center is utilized as a temporary home for the Volunteer Fire Company equipment and personnel, as both of those stations are being assessed for similar needs and long-term decisions on improvements. Lots of variables, including timing, would have to align for an aspect like this to materialize, but that is another group whose equipment greatly limits options available to temporarily store or operate out of.

There is not a current funding source dedicated to a new building or improvements, but the information from the assessment and space needs projects were needed to help provide the Board with the necessary information to make informed decisions about how best to proceed for the Village.

### **Contribution to Strategic Plan**

Strategic Priority: Infrastructure; Initiative: Facility Improvements

Strategic Priority: Workforce and Operations; Initiative: Attract and retain an innovative, high-performing and diverse workforce and evaluate and implement changes to the Village's work environment to make the Village an employer of choice and ensure adequate staffing to meet service demands

### **Action Requested:**

Staff is requesting direction from the Board on what next steps to take after reviewing and discussing this information.

**Attachments:**

1. 1625 - Glen Ellyn Space Needs - FINAL
2. 1625 - Ltr - Initial Findings

SPACE NEEDS STUDY - FINAL



# Public Works Space Needs Study

SUBMITTED TO:

**VILLAGE OF GLEN ELLYN PUBLIC WORKS**

535 Duane Street

Glen Ellyn, Illinois 60137



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April 15, 2026

Mr. John Hubsy  
Director of Public Works  
Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, Illinois 60137

Re: Village of Glen Ellyn Public Works Department Space Needs  
Space Needs Study Deliverable  
Kluber Project No. 1625

The Kluber team has enjoyed the opportunity to work with the representatives from the Village of Glen Ellyn for the space needs and concept development of the Public Works facility. The design solution includes programmatic information that considers future employee projections and existing and future fleet and apparatus quantity. The solution incorporates all fleet and apparatus under one roof and accommodates additional fleet and apparatus projections through 2048 in the design solution as requested by the Village of Glen Ellyn team.

The analysis indicates a need for approximately 110,000 square feet of interior/enclosed space needed, including approximately 7,000 square feet of mezzanine. The solution incorporates all Public Works needs identified during the data gathering process.

The study document has been grouped into several sections as described below:

### **Executive Summary**

A high-level summary of findings for this study including answers to common project design, implementation and cost questions can be found in this section.

### **Space Needs**

This document is the collective result of meetings with Division leaders and select staff to discuss the physical space needs of the 20-year space needs for the building project. The document identifies the different types of spaces needed, sizes, quantities, and descriptions for each group.

### **Site Development Plan**

We have created a site concept plan for the proposed Public Works Building site. The provided image includes information on the various objectives and issues associated with development of the proposed site.

### **Preliminary Space Plans**

These plans reflect the programmed spaces identified in the Space Needs section and are arranged to show relative space sizes and adjacencies proposed.

### **Preliminary Opinion of Probable Cost**

The provided costs align with the proposed plans presented in this study. Costs are intended to reflect 2028 pricing. For construction performed in subsequent years, costs should be incremented at a rate of 4% per year.

### **Next Steps:**

#### **Schematic Design**

Following the Space Needs Study, our team looks forward to proceeding, with the Village's permission, into Schematic Design. This phase includes the development of more detailed floor plans, selected interior elevations, exterior elevations, site plans and three-dimensional imagery of the buildings' exteriors. This information will include architectural, structural, mechanical, electrical, plumbing, and civil engineering portions of the project.

Sincerely,



Clayton Haldeman, AIA, NCARB, LEED AP  
Project Manager  
[chaldeman@kluberinc.com](mailto:chaldeman@kluberinc.com)



# Executive Summary

Overview of the key issues and recommendations.



## EXECUTIVE SUMMARY

### Overview

This Space Needs Assessment examines the space needs for the Village of Glen Ellyn Public Works Facility located at Lambert Road, to adequately accommodate operations of these facilities over the next 20 years. The data compiled during this study has been compared to the extensive Kluber Inc. public works project experience database and other similar municipal agencies in northern Illinois. The results of the study show that approximately 110,000 square feet of enclosed building area is needed to accommodate all operations for Public Works through 2048 and take into account anticipated growth of both staff and fleet during that time period.

### Key Project Questions

Prior to executing a building project of this size, we have identified and addressed ten key questions that need to be considered, based upon our experience:

#### 1. Will the existing site be able to support the operational needs of the next 20 years?

No. The current 36,000 square foot Reno Center building and approximately 105,000 square feet of site area around the building are inadequate to meet current needs, much less the Public Works needs of the next 20 years.

Given the basic need for a facility of approximately 100,000 square feet of ground floor enclosed building square footage needed, the site acreage needed to arrange efficient yard space for storage, vehicle parking and maneuvering and stormwater detention would be approximately three-and-a-half to four times that of the current useable site area.

Moreover, the current site Public Works area is partially within a flood plain, and the lowest level of the existing Reno Center is not sufficiently elevated above the flood water elevation to protect the building from being flooded in the future. This makes it impermissible, by ordinance, to have significant improvement dollars invested into the building. See Key Project Question 6 for additional information.

#### 2. Will the proposed site accommodate the parking requirements for operations, staff and visitors?

Yes. Kluber has worked closely with Public Works staff to identify parking requirements for staff personal vehicles, visitors, Public Works vehicles, and potential overflow or impounded vehicles. We have considered not only current needs but also future growth of public works staff over the next 20 years.

#### 3. Will the proposed site be able to accommodate outdoor buildings such as a salt structure, materials storage bins, dry pads, a wash bay and a fueling station with room to navigate around those structures?

Yes. The design solution for the proposed site can accommodate the outdoor building storage needs. We are proposing to keep the arrangement of the site to a relatively narrow slice through the wooded area between the park district ball fields to the south and Lake Lambert to the north. The arrangement is extremely efficient for traffic flow and ability to maneuver vehicles around the wash bay, salt dome and materials storage bins.

We are proposing nine (9) new, 16.5 foot x 28 foot deep x 12 feet high covered materials storage bins for stone, mulch, sand, etc. This will allow the existing storage bin areas to be removed from the existing Public Works site.

The proposed public works site will also accommodate two new spoils dry pads that will be constructed in accordance with IEPA requirements for "hot soils". We are proposing two 36' x 36' pads. These pad areas will be designed with concrete "push walls" that are 8 feet in height. These site components are being contemplated for the western edge of the proposed site. Creation of these pads will allow removal of similar, but non-compliant facilities at the current Public Works site.

The proposed salt storage structure is a geodesic dome type structure with a 6,000 ton capacity. The entry faces southeast, to protect the stored salt from prevailing winds and to prevent salt washout.

We have also separated the wash bays from the main public works building as part of the strategy to keep the paved site area as narrow as possible but still allow adequate access and turning for vehicles entering and leaving the wash bays.

**4. Can the proposed site accommodate stormwater management requirements associated with the proposed facility?**

Yes. The proposed stormwater detention basin area depicted should be able to accommodate runoff from the proposed impervious surfaces, assuming the depth of the basin is approximately 5 feet.

The basin is proposed to be located outside the flood plain to avoid compensatory floodwater capacity requirements. The basin is also located optimally, based on existing site contours and current overland water flow.

**5. Provided funding is available, how soon can construction begin?**

Construction could begin as early as 2028, after completion of design and construction documents.

The property has certain restrictions imposed upon it by LAWCON/OSLAD grant funding conditions. Based on our review of the information obtained, it appears that there are restrictions on development of the site that may prohibit removing any portion of it from general availability to the public until 2029. However, we recommend the Village seek legal counsel to interpret these requirements.

That said, even if construction must be held until 2029, the Village could still proceed apace with arranging for funding and completing final design and construction documents in the interim.

**6. Did assessment of the existing building and site identify any significant concerns?**

Yes. The primary concern is the existing building being less than one foot above the Base Flood Elevation level. As a direct result, the Village is prohibited by the DuPage County Stormwater & Floodplain Ordinance from spending more than about \$1.8M on further improvements to the existing Reno Center Public Works building and site. See our Initial Findings Letter attached as an Appendix at the end of this study document.

Because the space needs analysis has determined a need for the existing building to be expanded to approximately three times its current size, it is Kluber's opinion that pursuing continued improvements to, or expansions of, the existing Reno Center building and site is not a feasible solution to the Public Works' space needs.

Upon completing and delivering the Initial findings letter to the Village, a brief meeting was held between Kluber, Public Works Staff and Village Staff and the consensus was that further improvements to or expansion of the Reno Center and site should be removed from consideration as a possible solution.

**7. The proposed siting for the new Public Works facility significantly impacts existing natural areas currently available to the public for walking and picnicking. What can be done to mitigate the impact?**

The project approach would be a trade-off, which would involve returning the current Reno Center to a naturalized area, perhaps even going so far as to construct a small nature shelter on the reclaimed site. The proposed concept also encourages the idea of improving and expanding existing nature trails and making modifications to lake Lambert to better manage floodwater and to compensate for some smaller wetlands that will be eliminated to make way for the new public works building.

There may be grants available to offset some of the costs of the nature center and walking path improvements (which are currently dirt paths).

**8. Would a new facility on a new site increase operational efficiency and lessen operational disruption during construction?**

Yes. This approach would have zero effect on daily operations. We would propose to build the new public works facility while the current facility remains in full, unaffected operation.

The current facility, however, due to limited vehicle and equipment storage, currently operates using the very inefficient process of "stacking" vehicles inside the current vehicle storage garage area. This is done to protect as many vehicles as possible from the elements, as these vehicles constitute a significant capital investment to the Village. The current vehicle storage garage is approximately 12,000 square feet, whereas the identified need is for almost 60,000 square feet – nearly 5 times the space currently available. Public Works staff estimates as much as an hour in the mornings and an hour in the afternoons is spent each day jockeying vehicles within the current fleet garage. The proposed new fleet garage, with its three drive-through aisles and angled pull-through parking spaces, would effectively eliminate the additional time needed to arrange vehicles in both mornings and afternoons.

**9. How many acres of land would be needed to accommodate a 100,000 square foot building for operations, including all site amenities and stormwater management components?**

As a point of reference, the Kluber team currently has a 120,000 square foot public works project under construction for the United City of Yorkville. This project is being constructed on 12.75 Acres of land and contemplates similar site amenities, but stormwater management for the project is accommodated off-site. That project includes Fleet Maintenance, a fuel station with canopy, salt structure and covered materials storage and dry pad areas. The project also includes a brine making building, and both public and staff parking. The parcel is part of a Planned Unit Development (PUD) that included an off-site regional stormwater detention basin.

For your proposed project size and assuming stormwater management will need to be accounted for on-site, we would conservatively recommend a parcel of approximately 11 acres to accommodate your needs over the next 20-years.

The acreage of the proposed solution is an extremely efficient layout and works out to just over 10 acres in size. The purpose of the highly efficient site layout was to preserve as much of the parcel as possible to remain in a naturalized condition.

**10. What is the total project cost for additions and renovations on the existing site vs. acquiring a new parcel of land and constructing a new consolidated public works facility assuming a 2028 construction start?**

Please see the section entitled "Preliminary Estimate of Probable Construction Costs" for more information on 2028 on construction and project costs. The project costs are noted in this section and are given in expected 2028 dollars. We recommend inflating the provided costs by 4% per year for projects commencing after 2028.

# Space Needs Assessment

Side-by-side comparison of major project areas of the Current existing building and a Proposed New Building.

Comments on spreadsheets reflect discussions during programming sessions and decisions made during those sessions.



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location		Glen Ellyn, Illinois								Updated 09/24/2025 By: CDH	
Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>A - Administration</b>											
A1	Lobby/Waiting/Meeting (229)	1	8' 6"	15' 2"	129	1	14' 0"	10' 0"	140	Waiting/Meeting area should be off to side; accessed from lobby area; security controlled access from rest of building; sized fro 6 to 8 people; similar to Buffalo Grove	
A2	Reception Area (201)	1	29' 9"	17' 7"	523	1	24' 0"	24' 0"	576	Would like a high counter barrier with a glass barrier above; does not need to be bullet resistant; space for 2 admin assistants + 1 part-time (flex) cubicle with visual control of entry/waiting area; (2) 2-drawer 36" lat file storage at each desk;	
A3	Director's Office (227)	1	17' 10"	14' 2"	253	1	18' 0"	14' 0"	252	4-6 person meeting table with adjacent wall-mounted video display; L-shaped desk with 2 guest chairs; 2 lateral file cabinets; 1 bookcase; remote from entry; not necessary to be immediately adjacent to reception;	
A4	Asst Director Office (206)	1	16' 10"	11' 1"	187	2	16' 0"	12' 0"	384	display monitor on wall; no separate table; L-shaped desk with 2 guest chairs; 4 drawers of 36" lateral filing; work counter/lay space at display	
A5	Asst Director Office (228)	1	14' 2"	12' 3"	166						
A6	Village P.E. Office (207)	1	22' 3"	10' 8"	237	1	14' 0"	12' 0"	168	display monitor on wall; no separate table; L-shaped desk with 2 guest chairs; 4 drawers of 36" lateral filing; work counter/lay space at display	
A7	Asst. Village Engineer Office (205)	1	17' 1"	11' 1"	189	1	14' 0"	12' 0"	168	display monitor on wall; no separate table; L-shaped desk with 2 guest chairs; 4 drawers of 36" lateral filing; work counter/lay space at display	
A8	Civil Engineer Office (204)	1	25' 2"	14' 10"	373	2	14' 0"	12' 0"	336	display monitor on wall; L-shaped desk with 2 guest chairs; 2 peds of vertical filing under worksurfaces; overhead storage	
A9	Engineering Common Space (210)	1	12' 2"	11' 11"	145	1	18' 0"	12' 0"	216	Collaborative space; (2) 36" bookcases for common-use literature; conference table for 6 persons; should shared with rest of Admin spaces	
A10	Copy/Work Room (212)	1	13' 2"	12' 9"	168	1	22' 0"	17' 0"	374	Adjacent to reception but open to reception - easy access; needs to be able to be used for layout of mass mailings; needs visual communication with entry and waiting; multifunction document center with folding attachment (8' footprint); space for engineering plotter (36" roll) Canon TM305; networked postage machine; central workcounter space (island) would be ideal; laminator; binding machine; paper cutter; mailboxes - central location (each person has a mail cubbie) adjustable shelves for cubbies; shredder; recycle bin; trash bin; cabinet storage space for office supplies.	
A11	Utilities Workstation Area (213)	1	37' 5"	11' 9"	440					Currently includes Utilities Superintendent; eliminated in lieu of alternative officing arrangements for Utilities personnel	
A12	Shared Streets & Forestry Supt Office (214)	1	16' 3"	13' 10"	225					Eliminated in lieu of separate private offices for Superintendents	



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location		Glen Ellyn, Illinois								Updated 09/24/2025 By: CDH	
Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>A - Administration</b>											
A13	Document Storage (215)	1	25' 7"	21' 0"	537	1	25' 0"	16' 0"	400	For aging files; current size is adequate; set up for high-density file storage; currently housing some fitness equipment; fitness equipment needs to move to dedicated space	
A14	Conference Room (216)	1	27' 6"	25' 7"	704					Currently awkward in arrangement; arrangement does not serve well either as conference room (generally too large) or training room (often too small); eliminated from Admin area scope and moved to Employee Support as Training room	
A15	Engineering Tech Office					1	14' 0"	9' 0"	126	display monitor on wall; L-shaped desk with 2 guest chairs; 2 peds of vertical filing under worksurfaces;	
A16	Engineering Part-Time / Flex Cubicle					1	7' 0"	8' 0"	56	Adjacent to engineering offices; could be a linear benching arrangement; not many phone calls;	
A17	PW Superintendent Office					4	16' 0"	10' 0"	640	display monitor on wall; L-shaped desk with 2 guest chairs; 2 peds of vertical filing under worksurfaces; overhead storage; should be close to an access point to the shop areas; Facilities Supt does not need to be near other Supts. - should be near admin front entry, FACP, MDF, annunciator panels, generator, toxicity alerts;	
A18	Management Analyst					1	7' 0"	8' 0"	56	Cubicle; ideally, adjacent to PW Director's office; L-shaped worksurfaces; higher cubicle panels	
A19	GIS Office					1	14' 0"	10' 0"	140	display monitor on wall; L-shaped desk with 2 guest chairs; 2 peds of vertical filing under worksurfaces;	
A20	Utilities Inspector					1	7' 0"	8' 0"	56	Currently part of existing Utilities Workstation Area (213); Needs cubicle adjacent to Engineering; L-shaped worksurfaces; higher wall panels	
A21	Large Conference Room					1	24' 0"	16' 0"	384	Seating around a table for 14 people. Used for: Engineering progress meetings; smaller pre-bid meetings; small counter with cabinets and waste receptacle; configured for teleconferencing;	
A22	Small Conference Room					1	15' 0"	14' 0"	210	6-person; Can become a future office	
	<b>Subtotal</b>				4,276				4,682		
	<b>Circulation Factor</b>				N/A				55%	2,563	
					<b>4,276</b>				<b>7,771</b>		



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location: Glen Ellyn, Illinois Updated 09/24/2025 By: CDH

Tag	Space Name	Current				Proposed New				Notes
		Qty	Length	Width	NSF	Qty	Length	Width	NSF	
<b>B - Employee Support</b>										
B1	Existing Lunch Room (223)	1	22' 7"	32' 3"	728					
B2	Women's Lockers, Toilets and Showers (109)	1	24' 0"	15' 6"	363	1	24' 0"	26' 0"	624	(10) lockers desired
B3	Men's Lockers, Toilets and Showers (113)	1	22' 0"	23' 11"	526	1	44' 0"	38' 0"	1,672	(40) full-time and (10) Seasonal lockers are desired;
B4	Laundry (122)	1	8' 10"	5' 10"	52	1	14' 0"	14' 0"	196	
B5	Training / Community Multi-Purpose					1	44' 0"	54' 0"	2,376	Flexible to be used as a conference room or training room; flexible tables; seating for 50
B6	Training Storage					1	27' 0"	8' 0"	216	
B7	A/V Storage Room					1	10' 0"	8' 0"	80	
B8	Kitchenette/Vending/Lunch Room					1	44' 0"	36' 0"	1,584	Bulletin board for DOL information, seating for 20-30 people, 3 refrigerators; 3 microwaves; 1 toaster oven; 50% high top tables; 50% low top tables
B9	Wash Down					1	10' 0"	10' 0"	100	
B10	Boot Drying					1	8' 0"	6' 0"	48	
B11	Wellness/Sleeping/Decompression					1	10' 0"	13' 6"	135	
B12	Lactation					1	10' 0"	13' 6"	135	
	<b>Subtotal</b>				1,669				7,166	
	<b>Circulation Factor</b>			N/A				30%	3,585	
					<b>1,669</b>				<b>10,751</b>	

<b>C - Fleet Garage</b>										
C1	Vehicle Garage (128)	1	123' 6"	99' 6"	12,177	1	302' 0"	194' 0"	58,588	
					12,177				58,588	

<b>C - Fleet Garage - Mezzanine</b>										
C2	Mech. Equip. Platform	1	16' 4"	8' 9"	143					Currently above office space
C3	Mech. Equip. Platform	1	21' 10"	9' 0"	197	1			0	Currently above Lube Equipment; part of mezz. in new building - planned to occupy about 550 SF of new mezz.
C4	Mezzanine	0				1	37' 6"	192' 0"	7,200	
					340				7,200	



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location		Glen Ellyn, Illinois								Updated 09/24/2025 By: CDH	
Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>D - Shops</b>											
D1	Mech. & Maint. Stor. / Elec. Main (106)	1	39' 2"	23' 11"	869					Currently shared between forestry and streets; secondary workshop for streets that are not in sign shop; currently has power panels and transfer switch; small workbench for forestry, extra chainsaws and weed wackers, small cabinet for hand tools; some seasonal decorations and watering wands, hoses, rest of space is streets; streets has 9' long by 6' high pallet racking in here;	
D2	General Storage (107)	1	23' 11"	20' 0"	485						
D3	Sign & Street Division (116)	1	25' 6"	23' 11"	679					Dedicated to streets and sign; not enough room - sign blanks are being stored in garage getting dirty; need 14' worktable; need wall space for roll racks;	
D4	Forestry Shop (118)	1	30' 6"	16' 0"	488					Dedicated to forestry; currently desks 2 computers; climbing gear and personal PPE would be stored here; file cabinets could be eliminated; need cabinets for pesticides and herbicides; flammables storage cabinets; racks for extra saws; grass seed, hand tools, shovels and pesticides are better stored in stored in garage; workbench; need monitor in gathering/dispatch area;	
D5	Utility Division Shop (119)	1	64' 0"	16' 0"	1,024					Currently has some engineering flat file storage; brass fittings; rubber pipe couplings; hydrant parts, sewer couplings; (2) 4'x8'x6' storage shelves; (2) 2'x8'x6' high storage shelves; (3) 3'x8'x6' high shelves; need better storage arrangement for battery storage; dedicated workstation for doing JULIE locates online doing locate "triage" for work that can be cleared more quickly using computer at a desk than a tablet in the field; cantilevered pipe rack for plastic pipe; (7) 4'x8'x8' shelving units; keep smaller (6" and 8") valve boxes b-boxes - would be nice to store here; would be ideal to have shop immediately adjacent and connected to garage; 8' workbench would be adequate - most work being done in field; storage for irrigation equipment - 4'x4'x6' shelving unit;	
D6	Facilities Shop	1	23' 0"	23' 0"	529	1	24' 0"	36' 0"	864	Currently size of 2-car garage at village hall; large center worktable; vertical band saw, table saw, miter saw; would like to add sanding equipment; no large spray painting projects (some small spray can painting); all roller and brush work; direct outside access for deliveries; dust collection system desired; plan for welding equipment; need air compressor; flammables storage cabinet; battery charging station; safety shower, eyewash,	



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location		Glen Ellyn, Illinois								Updated 09/24/2025 By: CDH	
Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>D - Shops</b>											
D7	Facilities Storage	1	13'	8'	104					Currently at village hall; flooring door hardware, ceiling tile, lighting drivers; carpet tiles; paint pails; electrical components; plumbing fittings; no plumbing fixtures; filters, belts; HVAC motors and capacitors; bulk storage for custodial paper products for distribution to village facilities; box truck with liftgate delivery; need some staging area for delivery of products that will be promptly sent to other village facilities; cleaning chemicals; staging area for recycling of electronics (space for 4 totes needed); shared storage space for snowthrowers, shovels and salt; floor cleaning equipment; flat cart and handtruck storage; ladder storage; platform scissor lift storage;	
D8	Snow Command					1			0	Could also be Streets "clean" room; need (1) 12' long workbench, 30" deep; space for (1) 9' long pallet rack for parts and pieces;	
D9	Forestry Shop					1	24' 0"	48' 0"	1,152		
D10	Crew Leader Office					1	8' 0"	10' 0"	80	(1) desk space	
D11	Crew Open Office					1	16' 0"	11' 0"	176		
D12	Streets Shop					1	24' 0"	48' 0"	1,152		
D13	Crew Leader Office					2	8' 0"	10' 0"	160	(2) desk spaces	
D14	Crew Open Office					1	16' 0"	24' 0"	384	also used for "Snow Command"; see requirements for Snow Command, above	
D15	Sign Shop					1	16' 0"	29' 0"	464	(2) fabrication tables; sign blanks; finished sign storage; sign posts	
D16	Sign Shop Design Room					1	18' 0"	16' 0"	288	plotter; (1) U-shaped workstation; print media storage; cutter; 64" laminator; (2) 240V circuits to serve plotter and cutter;	
D17	Utilities Shop					1	24' 0"	48' 0"	1,152		
D18	Crew Leader Office					2	8' 0"	10' 0"	160	(2) desk spaces	
D19	Crew Open Office					1	16' 0"	24' 0"	384		
	<b>Subtotal</b>				4,178				6,416		
	<b>Circulation Factor</b>				N/A				12%	782	
					<b>4,178</b>				<b>7,198</b>		



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location		Glen Ellyn, Illinois								Updated 09/24/2025 By: CDH	
Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>E - Fleet Maintenance</b>											
E1	Machine Shop (101)	1	43' 2"	15' 10"	683	1	45' 0"	30' 0"	1,350	Caged area in Repair Garage; currently storing tires, metal grinding and curfing; sandblasting; need twice current square footage; if floor area is increased then could incorporate welding bench; miscellaneous materials and equipment currently in auto parts storage should be moved to this space;	
E2	Repair Garage (102)	1	90' 8"	50' 2"	3,855	1	120' 0"	60' 0"	7,200	Existing bays are too short for longer vehicles (e.g. fire dept. ladder truck); currently 5 repair bays and 1 upfit bay; would like an overhead (if new bldg) crane over heavy vehicle repair bays, or new mobile crane if remaining in this building - used to pull hydraulic cylinders and booms (not usually for pulling engines); placement of exhaust reels and overhead hose reels is in the way of the workspace; would prefer 2 bays per mechanic (6 total) + the upfit bay; computer workstations in the bays; would like to add tandem axle in-ground lift - preference is for Steril Koni; all-in-ground lifts are preferred for heavy equipment if new bldg; surface lifts are acceptable for light-duty vehicles;	
E3	Upfit Bay (103)	1	21' 0"	40' 9"	856	1	60' 0"	24' 0"	1,440	Narrower than desired; need room for pallet racking to hold project materials; workbench needed;	
E4	Mechanics' Office (104)	1	15' 7"	8' 9"	136	1	16' 0"	18' 0"	288	Space for 3 mechanics; kitchenette, counters, full-size refrigerator; desks for each individual; room for 2 side chairs and small table; shelving for manuals	
E5	Auto Parts (105)	1	21' 0"	24' 4"	511	1	25' 0"	20' 0"	500	Locate inventory clerk in this room; computer workstation; current size is adequate provided miscellaneous other items can be removed to another space;	
E6	Lubrication Equipment (126)	1	21' 10"	8' 7"	187	1	30' 0"	14' 0"	420	Compressor currently in this room; currently barely adequate and additional tank storage is needed;	
E7	Wash Bay (127)	1	21' 10"	40' 11"	893	1	60' 0"	24' 0"	1,440	would like a pull-through manual washbay;	
E8	Superintendent's Office (208)	1	16' 9"	11' 8"	195	1	16' 0"	10' 0"	160	Currently shared with Inventory clerk; currently on floor above maintenance bays; Ideally located directly adjacent to maintenance bays;	
E9	Metal Storage					1			0	Currently in Repair Garage; will be located in Machine Shop E1	
E10	Tire Storage					1			0	Typically store 2 sets of tires for police vehicles, plus some incidental tires; will be located in Machine Shop E1	
E11	Welding Shop	1			0	1			0	Currently at back of existing Repair Garage (102); would like to combine this area with existing caged area (Machine Shop E1).	



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location		Glen Ellyn, Illinois								Updated 09/24/2025 By: CDH	
Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>E - Fleet Maintenance</b>											
E12	Mechanics' Toilet room					2	8' 0"	10' 0"	160	Shower and Lockers for each ESD employee in main building; toilet and sink only in wash bay building.	
E13	Manual Wash Bay Equipment					1	16' 0"	10' 0"	160		
E14	Auto Wash Bay					1	60' 0"	24' 0"	1,440	This feature would be nice to have if budget permits	
E15	Auto Wash Bay Equipment					1	34' 0"	10' 0"	340	Also includes room for storage.	
	<b>Subtotal</b>								7,316	14,898	
	<b>Circulation Factor</b>				N/A					8% 1,125	
									<b>7,316</b>	<b>16,023</b>	



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location		Glen Ellyn, Illinois								Updated 09/24/2025 By: CDH	
Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>F - Building Services</b>											
F1	Entry Vestibule (201)	1	9' 9"	4' 11"	48					Desire a secure entry sequence;	
F2	Entry Vestibule (222)	1	9' 9"	4' 5"	43					Outside access to existing Conference Room 216	
F3	Men's Toilet (202)	1	4' 11"	8' 2"	40					For use by Admin and Eng staff and by visitors	
F4	Women's Toilet (203)	1	4' 11"	8' 2"	40					For use by Admin and Eng staff and by visitors	
F5	Women's Toilet (220)	1	4' 7"	5' 1"	23					Associated with existing Lunch Room 223 and existing Conference Room 216	
F6	Men's Toilet (221)	1	4' 7"	5' 1"	23					Associated with existing Lunch Room 223 and existing Conference Room 216	
F7	Storage (217)	1	5' 1"	3' 7"	18						
F8	Lower Level Stairs (209)	1	4' 0"	16' 11"	68						
F9	Lower Level Stairs (218)	1	9' 10"	10' 1"	99						
F10	Upper Level Stairs (209)	1	4' 0"	16' 9"	67						
F11	Upper Level Stairs (218)	1	9' 10"	13' 11"	115						
F12	Janitor Closet (224)	1	4' 4"	7' 7"	33	3	8' 0"	6' 0"	144	Currently adjacent to existing Lunch Room 223; needs to be large enough to hold a cart, shelving and cleaning products;	
F13	Storage (225)	1	2' 6"	4' 9"	12					Adjacent to existing Lunch Room 223	
F14	MDF/Server Room (123)	1	7' 10"	6' 2"	48	1	11' 0"	8' 0"	88	Increase size for security access panels, video recording equipment and appropriately sized HVAC; rack-mounted (2RU) UPS;	
F15	Salt Storage (129, 130, 131)	3	24' 0"	24' 2"	1,740					Move to separate ancillary structure at new facility.	
F16	Brine Storage (132, 134)	1	24' 0"	24' 2"	580					Move to separate ancillary structure at new facility.	
F17	Water Service Sprinkler Room (133)	1	20' 6"	5' 0"	103	1	24' 0"	10' 0"	240	Village water is 100% Lake Michigan water; move fire alarm panel away from admin and closer to facilities;	



# Programming / Space Needs

## Village of Glen Ellyn - Public Works



Location: Glen Ellyn, Illinois Updated 09/24/2025 By: CDH

Tag	Space Name	Current				Proposed New				Notes	
		Qty	Length	Width	NSF	Qty	Length	Width	NSF		
<b>F - Building Services</b>											
F22	Electrical Room					1	24' 0"	10' 0"	240		
F23	Mechanical Room					1	30' 0"	16' 0"	480	Locate on Mezzanine	
F20	Access Stairways					2	10' 0"	26' 0"	520		
F21	Public Toilet Rooms					2	20' 0"	10' 0"	400	Multi-user, serving shops and trailing room.	
F22	Elevator					1	12' 0"	9' 8"	116	Machine room-less (MRL) traction type.	
F23	SCADA Room					1	12' 0"	10' 0"	120	Currently located in pressure adjusting station, but would prefer to have back in public works building;	
	<b>Subtotal</b>								3,100	2,348	Does not include F23
	<b>Circulation Factor</b>				N/A					0%	0
									3,100	2,348	

<b>Public Works Totals</b>											
	<b>Total Net SF:</b>								<b>33,056</b>		<b>101,298</b>
	<b>Overall Walls and Circ. Factor:</b>				<b>8.70%</b>				<b>2,876</b>	<b>8.47%</b>	<b>8,581</b>
	<b>Total Gross SF:</b>								<b>35,932</b>		<b>109,879</b>
											Includes 7,200 square feet of mezzanine storage space

<b>G - Outdoor Facilities</b>											
G1	Visitor Parking					12	20' 0"	9' 0"	2,160	12 spaces desired	
G2	Staff Parking					68	20' 0"	9' 0"	12,240	minimum of 68 spaces needed	
	Outdoor PW Vehicle Parking					12	30' 0"	12' 0"	4,320	12 spaces desired for parking of PW vehicles and equipment	
G4	Salt dome									6,000 ton capacity; 100' diameter, 8' high walls	
G5	Bulk Dry Storage- Outdoor									Spoils pad, wet pad, dry pad, (9) covered materials storage pads	
G6	Fueling Station									Diesel only	
	<b>Subtotal</b>								0	18,720	
	<b>Circulation Factor</b>				0%				0	0%	0
									0	18,720	



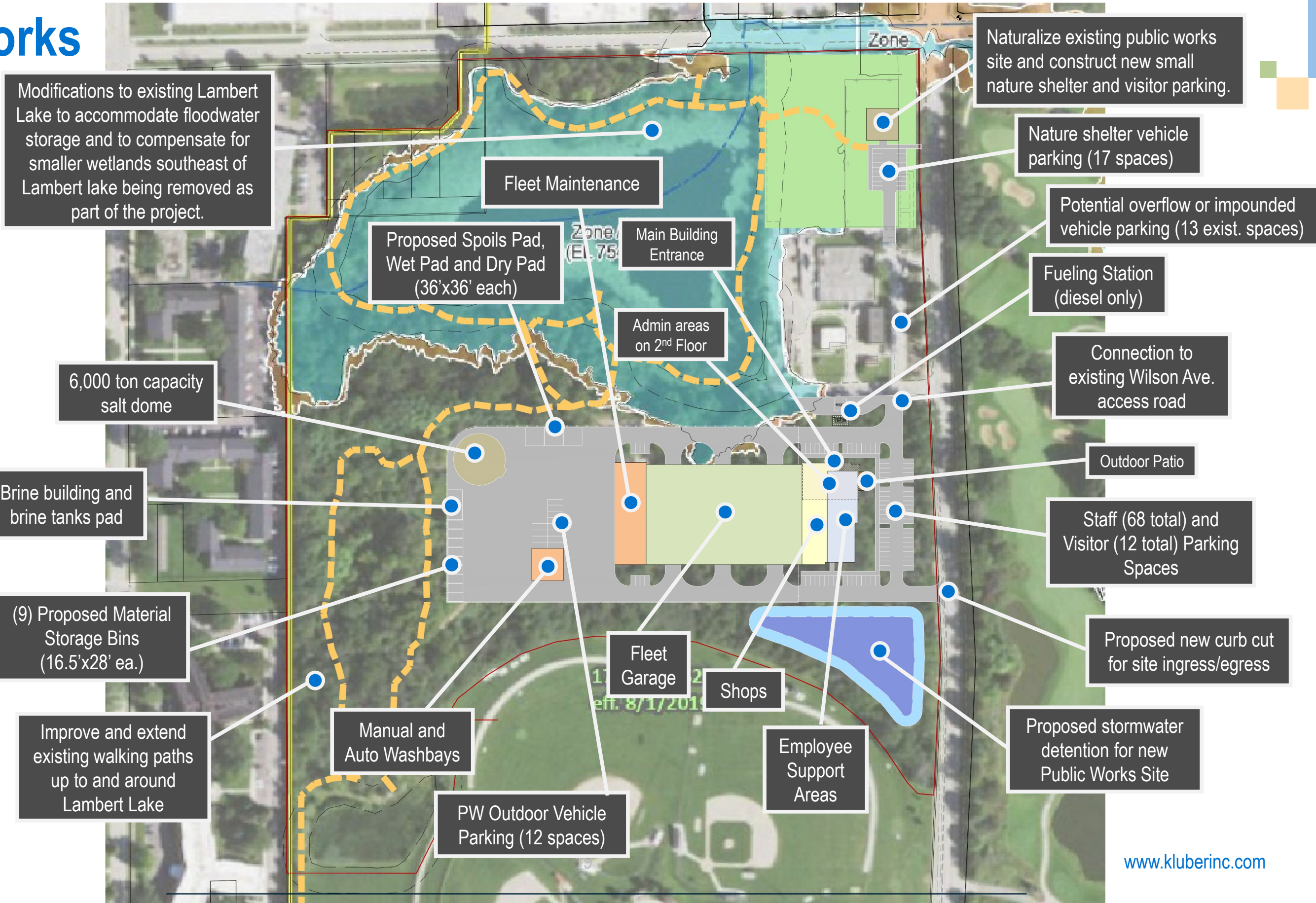
# Preliminary Site Plan

Overall site concept plan.

Relocation of the Public Works facility to new site, naturalization of existing public works property and expansion and improvement to walking paths.



# Public Works Site Plan



[www.kluberinc.com](http://www.kluberinc.com)

# Preliminary Space Plans

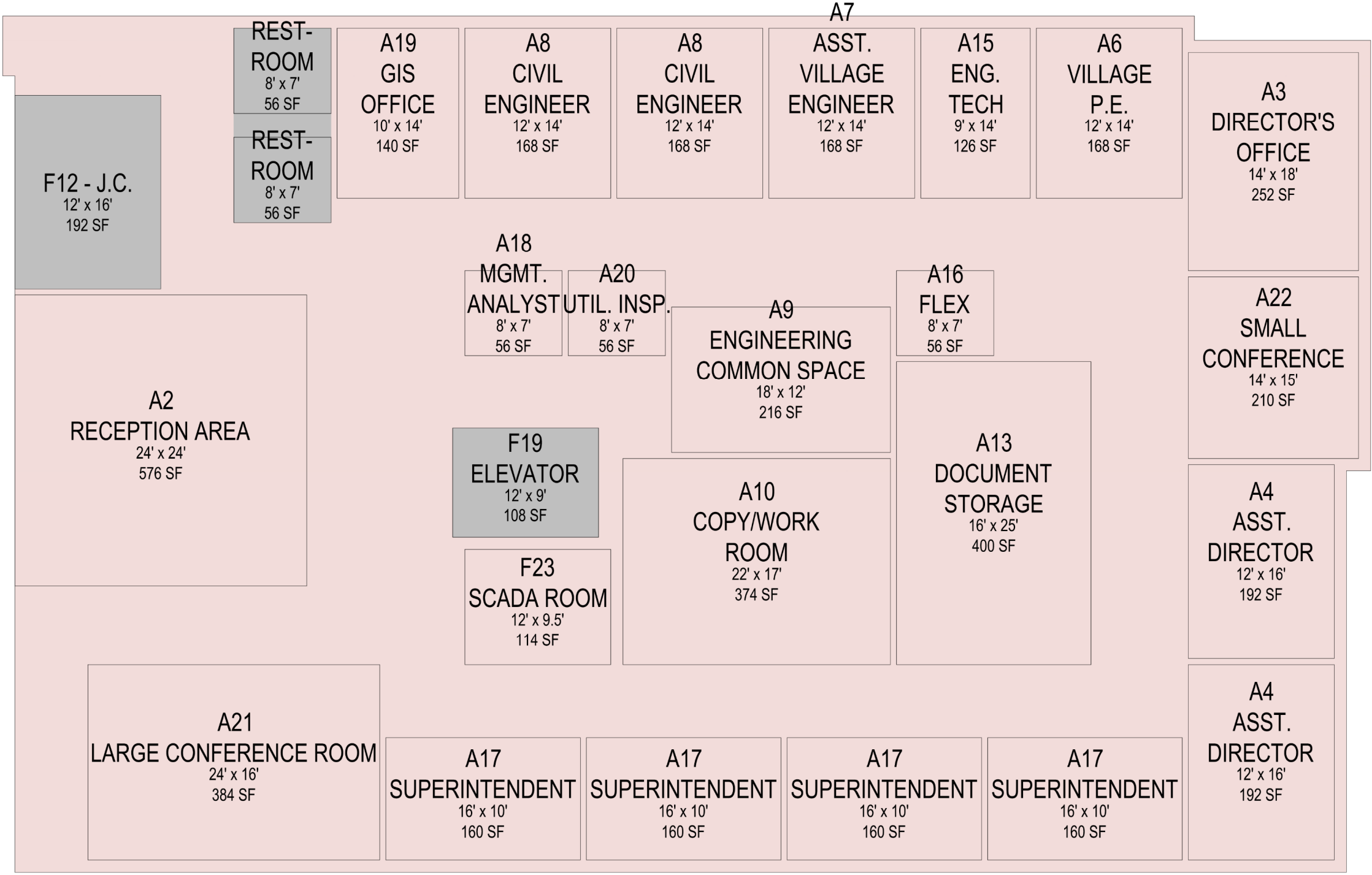
Building floor plan diagrams associated with proposed site plan.

Depicted floor plans align with Space Needs program documents.





# 2<sup>nd</sup> Floor Administration Space Plan



# 1<sup>st</sup> Floor Shop Offices and Employee Support Space Plan

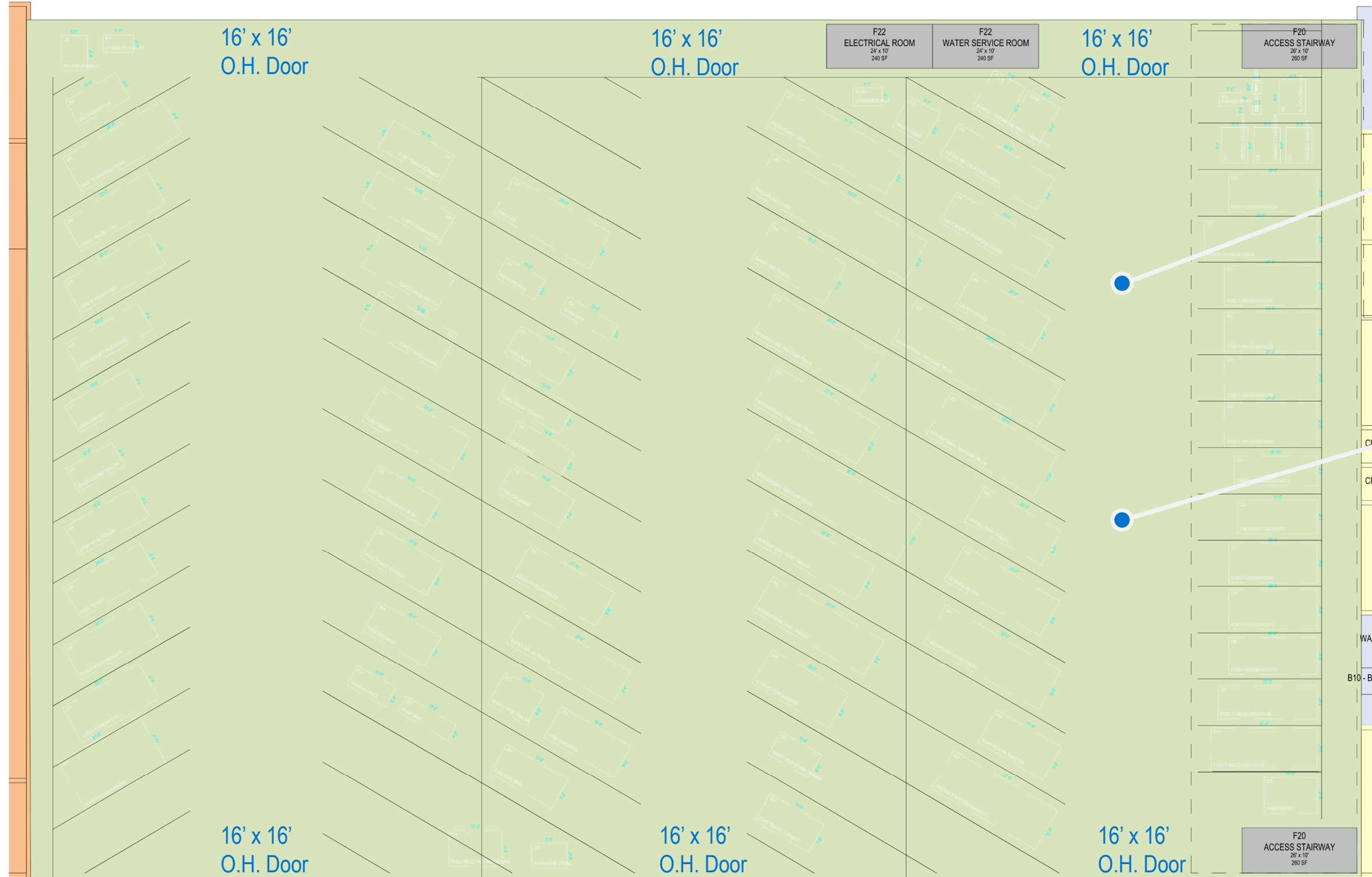


Shop areas have direct man door and overhead door access to Fleet garage area.

Outdoor Patio



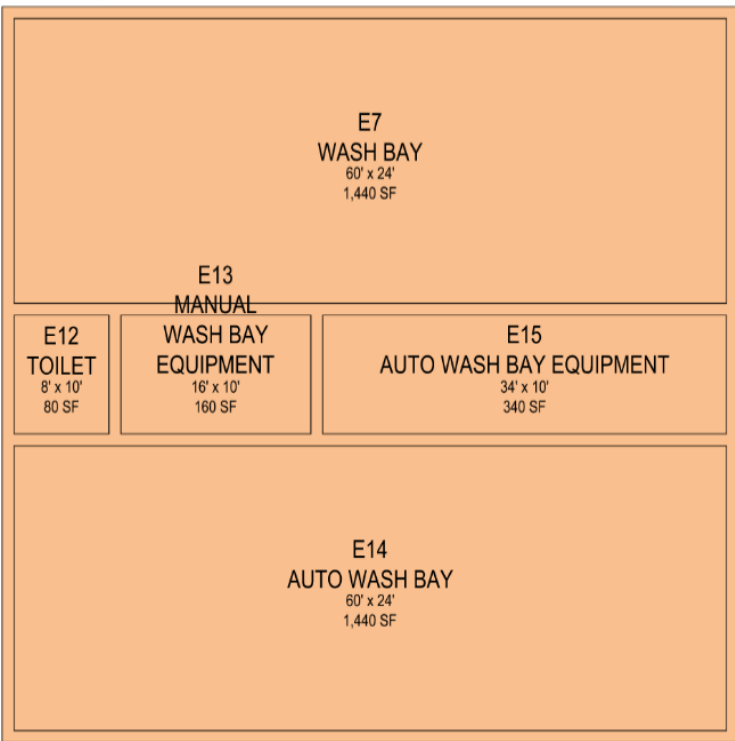
# Fleet Garage Space Plan



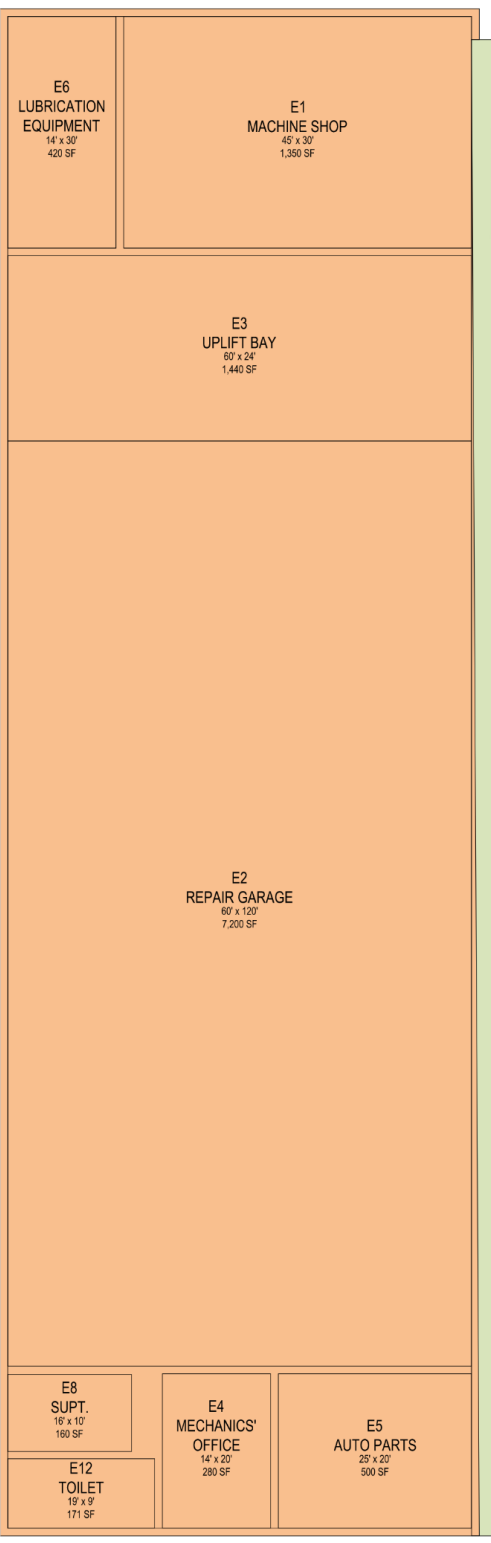
Traffic Flow through Garage can be arranged to flow N-s or S-N.

Garage accommodates all fleet vehicles and equipment desired to be stored inside.

# Fleet Maintenance Areas



Separate Wash Bay Building



# Preliminary Opinion of Probable Costs

**Probable 2027 Construction Costs for proposed solution.**

For Construction after 2028, increase presented costs by 4% per year.



# Preliminary Opinion of Probable Costs – Hard Costs

Item	Description	Total SF	Cost Range Per SF			Budget Range*		
<b>A</b>	<b>Existing Structure Demolition:</b>							
1	Mass Building Demolition - Reno Center, including all site pavement	35,945	\$ 13	to	\$ 19	\$ 467,285	to	\$ 682,955
2	Fuel Station Demolition**					\$ 100,000	to	\$ 130,000
	<b>Sub-Total Existing Building Demolition</b>	<b>35,945</b>				<b>\$ 567,285</b>	<b>to</b>	<b>\$ 812,955</b>
<b>B</b>	<b>New Building Construction:</b>							
1	Building Costs (A - Administration Areas)	7,771	\$ 256	to	\$ 277	\$ 1,990,000	to	\$ 2,153,000
2	Building Costs (B - Employee Support Areas)	10,751	\$ 268	to	\$ 289	\$ 2,882,000	to	\$ 3,108,000
3	Building Costs (C - Fleet Garage)	58,588	\$ 206	to	\$ 220	\$ 12,070,000	to	\$ 12,890,000
4	Building Costs (C - Fleet Garage Mezzanine)	7,200	\$ 109	to	\$ 129	\$ 785,000	to	\$ 929,000
5	Building Costs (D - Shops)	7,198	\$ 233	to	\$ 253	\$ 1,678,000	to	\$ 1,822,000
7	Building Costs (E - Building Services)	2,348	\$ 187	to	\$ 199	\$ 440,000	to	\$ 468,000
6	Building Costs (F - Fleet Maintenance)	16,023	\$ 339	to	\$ 357	\$ 5,432,000	to	\$ 5,721,000
<b>C</b>	<b>Sub-Total New Construction Cost</b>	<b>109,879</b>				<b>\$ 25,277,000</b>	<b>to</b>	<b>\$ 27,091,000</b>
<b>D</b>	<b>Site Development:</b>							
1	Nature Preserve Site Improvements (Allowance)***	Allow				\$ 1,400,000	to	\$ 1,700,000
2	Public Works Site Improvements (Allowance)****	Allow				\$ 3,700,000	to	\$ 4,500,000
3	Accessory Structures - Fuel Station (Allowance)	Allow				\$ 590,000	to	\$ 720,000
4	Accessory Structures - Salt Structure	Allow				\$ 900,000	to	\$ 995,000
5	Accessory Structures - Material Storage (Allowance) - 9 bins with roof	Allow				\$ 550,000	to	\$ 630,000
6	Accessory Structures - Brine Building and Tanks	1,740	\$ 227	to	\$ 242	\$ 395,000	to	\$ 422,000
7	Accessory Structures - Outdoor Patio	580	\$ 112	to	\$ 132	\$ 65,000	to	\$ 77,000
8	Spoils and Dry Pads	Allow				\$ 128,000	to	\$ 139,000
<b>E</b>	<b>Sub-Total Site Development Cost</b>					<b>\$ 7,728,000</b>	<b>to</b>	<b>\$ 9,183,000</b>
<b>F</b>	<b>Sub-Total Project Construction Cost</b>					<b>\$ 33,572,285</b>	<b>to</b>	<b>\$ 37,086,955</b>

\* Projected in 2028 construction dollars.

\*\* Assumes no LUST (leaking underground storage tanks); no soils remediation.

\*\*\* Includes walking path improvements, nature shelter and associated parking. Grants may be available to defray some of this cost.

\*\*\*\* Assumes good soil conditions on site and no environmental remediation. Excess soil to stay on site. Includes tree clearing, stormwater management and Lake Lambert improvements.

# Preliminary Opinion of Probable Costs – Soft Costs, Total Project Cost

Item	Description	Total SF	Cost Range Per SF			Budget Range*		
F	Sub-Total Project Construction Cost					\$ 33,572,285	to	\$ 37,086,955
G	Design Contingency (5% of Line F)					\$ 1,679,000	to	\$ 1,855,000
H	Sub-Total Construction Cost with Design Contingency					\$ 35,251,285	to	\$ 38,941,955
J	Construction Contingency (10% of Line H)					\$ 3,526,000	to	\$ 3,895,000
K	Sub-Total Construction Cost with Const. Contingency					\$ 38,777,285	to	\$ 42,836,955
L	Fixtures, Furniture and Equipment (5% of Line H)					\$ 1,763,000	to	\$ 1,948,000
M	Administrative Expenses & Utility Connection Fees (2% of Line H)					\$ 706,000	to	\$ 779,000
N	A/E Fees (Allowance, Including consultants)					\$ 2,821,000	to	\$ 3,116,000
P	Total Soft Costs (Lines L+M+N)**					\$ 5,290,000	to	\$ 5,843,000
Q	Total Project Budget Including Soft Costs					\$ 44,067,285	to	\$ 48,679,955

\* Projected in 2028 construction dollars.

# Appendices

Letter of Initial Findings

Wetland Delineation Report



# Preliminary Opinion of Probable Costs – Hard Costs

Item	Description	Total SF	Cost Range Per SF			Budget Range		
<b>A</b>	<b>New Building Construction:</b>							
1	Building Costs (A - Administration Areas)	7,771	\$ 240	to	\$ 259	\$ 1,866,000	to	\$ 2,013,000
2	Building Costs (B - Employee Support Areas)	10,751	\$ 251	to	\$ 270	\$ 2,699,000	to	\$ 2,903,000
3	Building Costs (C - Fleet Garage)	58,588	\$ 198	to	\$ 212	\$ 11,601,000	to	\$ 12,421,000
4	Building Costs (C - Fleet Garage Mezzanine)	7,200	\$ 105	to	\$ 124	\$ 756,000	to	\$ 893,000
5	Building Costs (D - Shops)	7,198	\$ 218	to	\$ 237	\$ 1,570,000	to	\$ 1,706,000
7	Building Costs (E - Building Services)	2,348	\$ 180	to	\$ 193	\$ 423,000	to	\$ 454,000
6	Building Costs (F - Fleet Maintenance)	16,023	\$ 315	to	\$ 331	\$ 5,048,000	to	\$ 5,304,000
<b>B</b>	<b>Sub-Total New Construction Cost</b>	<b>109,879</b>				<b>\$ 23,963,000</b>	<b>to</b>	<b>\$ 25,694,000</b>
<b>C</b>	<b>Site Development:</b>							
1	Site Improvements (Allowance)*	Allow	\$ 4,700,000	to	\$ 5,500,000	\$ 4,700,000	to	\$ 5,500,000
2	Accessory Structures - Fuel Station (Allowance)	Allow	\$ 550,000	to	\$ 650,000	\$ 550,000	to	\$ 650,000
3	Accessory Structures - Salt Structure	Allow	\$ 950,000	to	\$ 995,000	\$ 950,000	to	\$ 995,000
4	Accessory Structures - Material Storage (Allowance) - 9 bins with roof	Allow	\$ 515,000	to	\$ 590,000	\$ 515,000	to	\$ 590,000
5	Accessory Structures - Brine Building and Tanks	1,740	\$ 212	to	\$ 226	\$ 369,000	to	\$ 394,000
6	Accessory Structures - Outdoor Patio	580	\$ 105	to	\$ 124	\$ 61,000	to	\$ 72,000
7	Spoils and Dry Pads	Allow	\$ 120,000	to	\$ 130,000	\$ 120,000	to	\$ 130,000
<b>D</b>	<b>Sub-Total Site Development Cost</b>					<b>\$ 7,265,000</b>	<b>to</b>	<b>\$ 8,331,000</b>
<b>E</b>	<b>Sub-Total Project Construction Cost</b>					<b>\$ 31,228,000</b>	<b>to</b>	<b>\$ 34,025,000</b>

\* Assumes good soil conditions on site and no environmental remediation. Excess soil to stay on site. Includes tree clearing and walking path improvements.

# Preliminary Opinion of Probable Costs – Soft Costs, Total Project Cost

Item	Description	Total SF	Cost Range Per SF			Budget Range		
E	Sub-Total Project Construction Cost					\$ 31,228,000	to	\$ 34,025,000
F	Design Contingency (5% of Line E)					\$ 1,562,000	to	\$ 1,702,000
G	Sub-Total Construction Cost with Design Contingency					\$ 32,790,000	to	\$ 35,727,000
H	Construction Contingency (10% of Line G)					\$ 3,279,000	to	\$ 3,573,000
J	Sub-Total Construction Cost with Const. Contingency					\$ 36,069,000	to	\$ 39,300,000
K	Fixtures, Furniture and Equipment (5% of Line G)					\$ 1,640,000	to	\$ 1,787,000
L	Administrative Expenses & Utility Connection Fees (2% of Line G)					\$ 656,000	to	\$ 715,000
M	A/E Fees (Allowance, Including consultants)					\$ 2,624,000	to	\$ 2,859,000
N	Total Soft Costs (Lines K+L+M)**					\$ 4,920,000	to	\$ 5,361,000
P	Total Project Budget Including Soft Costs					\$ 40,989,000	to	\$ 44,661,000

November 11, 2025

Mr. John Hubsy  
Glen Ellyn Public Works  
30 S Lambert Road  
Glen Ellyn, IL 60137

Re: Initial Findings on Reno Center Viability  
Glen Ellyn Public Works Space Needs Analysis  
Kluber Project No. 25-453-1625

Dear Mr. Hubsy,

We are writing this brief letter to inform you of our team's progress on the above referenced project and the findings we have made on the Reno Center and existing surrounding site area.

The existing Reno Center and its immediate site surroundings have several issues that we are concerned may not be feasibly overcome and, thus, any potential "solution" incorporating the current Reno Center site may prove difficult to meet the future needs of the Public Works Department.

### **Current Building Area Versus Area Needed**

The Reno Center currently has about 36,000 feet of floor area. Preliminary indications from Kluber's space needs analysis, based on visual assessment of current conditions, extensive interviews with Glen Ellyn Public Works staff and our experience with our Public Works clients, indicates the Glen Ellyn Public Works space need is approaching 100,000 square feet, or almost three times the current area of the Reno Center, due mostly to the need to efficiently store the majority of the Public Works' vehicles and large equipment indoors to adequately protect those assets.

### **Building Flood Protection Issues Limiting Development**

The Reno Center site is partially covered by a Zone A/E Floodplain with an established Base Flood Elevation (BFE) of 754.5 feet (USGS datum). The floor elevation of the lower level of the Reno Center is at an elevation of approximately 754.9 feet, which is only 4 to 5 inches above the BFE. The DuPage County Stormwater & Floodplain Ordinance requires the following:

- New construction and "substantial improvements" to existing non-residential buildings must have the lowest floor at least 1 foot above BFE: (i.e. 754.5' (BFE) + 1 foot = 755.5')
- The aggregation includes such costs beginning in 1992 (the inception of the Ordinance) to present day.

Excerpts from the DuPage County Stormwater & Floodplain Ordinance:

- Section 15-81.B.3 states that the building shall have the lowest floor elevated to at least the FPE
  - *New Construction and Substantial Improvements of non-residential Buildings within a SFHA shall (i) have the Lowest Floor elevated to at least the FPE or, (ii) together with attendant utility and sanitary facilities be designed so that below the FPE the Building is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Where a nonresidential Structure is intended to be made watertight below the FPE, (i) a registered Professional Engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the applicable provisions of 44CFR60.3 and (ii) a record of such certificates which includes the specific elevation (in relation to sea level) to which such Buildings are Floodproofed shall be maintained by the official designated by the Community under 44CFR59.22.*
- Appendix A defines the following:
  - **Substantial Improvement.** *Any repair, reconstruction, rehabilitation, addition, or other improvement of a building, the cost of which improvement equals or exceeds, individually or in the aggregate, 50 percent of the fair market value of the building, determined from the equalized assessed value of the building, before the start of construction of the improvement or, if the building has been damaged, before the damage occurred. The term "cost of improvement" includes the value of volunteer labor and donated materials. The term "cost of improvement" does not, however, include either (1) any development for improvement of a building to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and that are the Appendix A Page 110 of 125 minimum necessary to assure safe living conditions or (2) any alteration of a historic building that will not preclude the building's continued designation as a historic building.*
  - **Lowest Floor.** *The lowest floor of the lowest enclosed area (including basement). A basement is any area of a building having its floor below grade on all sides. An unfinished or flood resistant enclosure, usage solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirement of the Code of Federal Regulations 44, Part 60.3.*

Kluber requested from the Glen Ellyn Public Works team as much information as could be found on such “substantial improvement” costs incurred at the Reno Center since 1992, as well as a current fair market value of the building. Resultant information provided indicates the following:

- Current Cost of Reproduction New (CRN), as estimated by Kroll, of the existing Reno Center building is approximately \$6,928,000. Fifty percent of this value is \$3,464,000.
- Information obtained from the Glen Ellyn Public Works team notes that \$1,682,000 of substantial improvements to the building have been invested since the Ordinance’s inception in 1992.
- This would leave no more than \$1,782,000 for any subsequent substantial improvements to the building.

### **Wetland Analysis**

There are 5 wetlands on-site. A stormwater management permit will need to be approved by the USACE, Kane-DuPage SWCD, and Village of Glen Ellyn as a full waiver community for any work proposing impacts to the waters, wetlands, or buffers onsite.



- Permanent impacts to regulatory wetlands require a mitigation, unless the wetland in its entirety is less than 0.10 acre, is entirely on-site and is isolated.
- Permanent impacts to regulatory wetlands require a mitigation ration of 1.5:1 and permanent impacts to critical wetlands require a mitigation ratio of 3:1. Mitigation requirements can be met through onsite wetland creation or purchase of wetland banking credits.
- Temporary wetland impacts shall be restored in place. The disturbed area must be returned to its original contour and general soil profile. A comparable wetland community type with an equivalent or greater FQI value to the documented wetland must be re-established.
- Impacts to the buffers require the replacement of lost ecological function. Turf grass and landscaping can be replaced in kind, and impacts to impervious areas do not require mitigation. Impacts to naturalized areas require native plantings that sufficiently replace the functions of the removed or impacted vegetation and have a required maintenance and monitoring period to ensure successful establishment.
- Based on the IDNR EcoCAT and the USFWS Information for Planning and Consultation (IPaC) threatened & Endangered Species Assessments, no threatened, endangered, or protected species are likely to be affected by the development of the study area. However, if tree clearing is necessary, it is recommended to remove trees or brush between November 1st and March 31st to avoid impacts to bats, bees, or birds. Additionally, herbaceous areas within the project construction limits should be mowed as needed from March 15th to October 14th to keep floral resources from blooming.

#### **LAWCON/OSLAD points**

- Based upon coordination with Illinois Department of Natural Resources Grants, the property owned by the Village of Glen Ellyn known as Village Green Park (PIN # 05-22-205-026) was not acquired with grant funds. There was a development grant in 2007 (OS 07-1511) that carries similar restrictions until it amortizes out on 9/29/2029. Only grant-funded components are affected. However, the property cannot be sold or made unavailable to the general public during this time.

#### **Recommendations under the 1965 Recreation Act (LWCF Act)**

1. Maintain Public Outdoor Recreation Use - Under Section 6(f)(3) of the LWCF Act, properties developed or improved with LWCF or state-level recreation grants must remain dedicated to public outdoor recreation use for their useful life (typically 25 years, or until the grant amortizes).

Recommendation: Ensure Village Green Park remains open and accessible to the public. No part of the park or its grant-funded facilities should be closed, sold, leased, or converted to non-recreational use during this period without prior IDNR and National Park Service (NPS) approval.

2. Identify Grant-Funded Components - Since only grant-funded components are subject to Section 6(f)(3) restrictions:

Recommendation: Prepare a map or exhibit clearly identifying the boundaries and components funded under grant OS 07-1511 (e.g., playground, pathways, lighting, or shelter). This will help determine what portions of the site are subject to conversion protections and ongoing public recreation obligations.

3. Conversion Avoidance and Mitigation - Any change that makes a grant-funded area unavailable for outdoor recreation (such as building structures, roads, or utilities) constitutes a conversion under Section 6(f)(3).



Recommendation: Since the proposed project may alter the use or availability of these grant-funded areas, we will continue coordination with IDNR's Office of Grant Administration to determine if the change would be a conversion and whether replacement land or mitigation would be required. Replacement land must be of equal fair market value, usefulness, and recreational quality.

4. Preservation of Public Access and Use - Even if the property was not acquired with grant funds, the existence of development grant obligations means public access must be maintained.

Recommendation: Avoid fencing, gating, or restricting public access to the park or its amenities. If temporary closures (e.g., for construction or maintenance) are necessary, they should be short-term and documented to demonstrate no intent to restrict public use.

5. Documentation and Coordination - To maintain compliance and avoid federal reimbursement or penalty:

Recommendation: Maintain records of public use, maintenance, and improvements within the amortization period.

Continue to coordinate with IDNR Grants staff before any major construction, transfer, or modification to ensure that activities are consistent with the LWCF Act and the 2007 grant terms.

6. Post-Amortization (After 2029) - Once the amortization period ends, the federal interest (LWCF restriction) expires only for the development components funded by the 2007 grant. However, the property may still carry local or deed-based restrictions.

Recommendation: At or after 2029, request written confirmation from IDNR Grants verifying that the project restrictions have expired and that the site is no longer encumbered under the LWCF Act.

Considering the foregoing, a brief meeting with Village Administration may be prudent at this juncture to further discuss this matter.

Sincerely,



Clayton D. Haldeman, AIA, REFP, LEED AP  
Project Manager  
Kluber Architects + Engineers

Attachments:

Appraisal Report for Property Insurance Purposes as of March 19, 2025

Village of Glen Ellyn Schedule of General Fixed Assets as of December 31, 2024 (excerpt, annotated)





# Village of Glen Ellyn

Appraisal Report  
for Property Insurance Purposes  
As of March 19, 2025

*Prepared for*

Municipal Insurance Cooperative Agency

*for discussion purposes only*



Statement Of Insurable Values

As of March 19, 2025

Municipal Insurance Cooperative Agency (DRAFT REPORT - FOR DISCUSSION PURPOSES ONLY)

Glen Ellyn, Illinois

Building	Building Name	Insp. Date	Year Built	Entry Alarm	Manual Fire Alarm	Auto Fire Alarm	Sprinkler	Avg Story Height	Floors	Total Floor Area	Building CRN
Member:	1009	VILLAGE OF GLEN ELLYN									
Site:	005	RENO CENTER									
001 ID: 625	<b>RENO CENTER</b> NON-COMBUSTIBLE (100%) 30 SOUTH LAMBERT ROAD GLEN ELLYN, IL 60137  Latitude: 41.85743222 Longitude: -88.07648767	03/19/2025	1978	No	100	100	100	15	2	35,945	6,928,000
002 ID: 597	<b>FUEL PAVILION</b> NON-COMBUSTIBLE (100%) 30 SOUTH LAMBERT ROAD GLEN ELLYN, IL 60137  Latitude: 41.85805826 Longitude: -88.07722322	03/19/2025	2013	No	0	0	0	18	1	729	193,000
<b>Total for Site:</b>	<b>005</b>	<b>RENO CENTER</b>								<b>36,674</b>	<b>7,121,000</b>

### Municipal Insurance Cooperative Agency (DRAFT REPORT - FOR DISCUSSION PURPOSES ONLY)

#### Glen Ellyn, Illinois

Member:	1009	VILLAGE OF GLEN ELLYN	
Site:	005	RENO CENTER	30 SOUTH LAMBERT ROAD
Building:	001	RENO CENTER	GLEN ELLYN, IL 60137 US



#### Valuation Summary

Date of Inspection: 3/19/2025

**Building Cost of Reproduction New** **\$ 6,928,000** (**\$192.74 per SF**)

#### Construction Components

**ID: 625**

<b>ISO Class:</b>	NON-COMBUSTIBLE (100%)		
<b>Exterior Wall Type:</b>	SIDING, METAL OR OTHER ON GIRTS (65%); BRICK, SOLID (20%); CONCRETE, POURED-IN-PLACE, 7" TO 10" (10%); CONCRETE, PRECAST PANELS (5%)		
<b>Heating:</b>	GAS, OIL, OR ELECTRIC SUSPENDED UNIT HEATER (45%); FORCED WARM AIR (40%); THRU-WALL UNITS (15%)		
<b>Cooling:</b>	NONE (45%); FORCED COOL AIR (40%); ROOFTOP UNIT (15%)		
<b>Roof Material:</b>	SINGLE-PLY MEMBRANE (100%)		
<b>Roof Pitch:</b>	FLAT (100%)		
<b>Elevators:</b>	<b>Passenger:</b>	0	<b>Freight:</b> 0

#### Description

<b>Year Built:</b>	1978
<b>Number of Stories:</b>	2
<b>Average Story Height:</b>	15
<b>Square Footage:</b>	
	<i>Super Structure:</i> 35,945
	<i>Sub Structure:</i> 0
	<b>Total:</b> 35,945

#### Exposure

<b>Latitude:</b>	41.857432
<b>Longitude:</b>	-88.076488

#### Protection

<b>Manual Fire Alarm:</b>	100
<b>Automatic Fire Alarm:</b>	100
<b>Sprinklers:</b>	100
<b>Entry Alarm:</b>	No

#### Flood Information

**Zone:**  
**Certificate:**

#### Miscellaneous Additional Features

CANOPIES; GENERATOR; OVERHEAD DOORS; SURVEILLANCE SYSTEM; EXHAUST FUME EXTRACTION SYSTEM; AUTOMOTIVE LIFTS

Village of Glen Ellyn F.10.1  
 Schedule of General Fixed Assets  
 As of December 31, 2024

FY 24 additions  
 FY 24 disposals

Asset #	Type	Purpose	Description	Acquisition Date	Acquisition Cost	Useful Life	Annual Depreciation	FY23 Depreciation Expense	Accumulated Depreciation 12/31/23	12/31/2023 Book Value	FY24 Depreciation Expense	Accumulated Depreciation 12/31/24	12/31/2024 Book Value
272	BUILDINGS	Hwys & Str	RENO CENTER CONSTRUCTION	04/30/77	923,650.00	40	23,091.25	-	923,650.00	-	-	923,650.00	-
273	BUILDINGS	Hwys & Str	RENO CENTER RENOVATION PHASE #	10/01/97	259,742.00	40	6,493.55	6,493.55	173,077.87	86,664.13	6,493.55	179,571.42	80,170.58
274	BUILDINGS	Hwys & Str	RENO CENTER IMPROVEMENTS	05/01/00	27,984.00	40	699.60	699.60	16,557.20	11,426.80	699.60	17,256.80	10,727.20
275	BUILDINGS	Hwys & Str	RENO CENTER RENOVATION	03/10/97	611,252.00	40	15,281.30	15,281.30	422,382.60	188,869.40	15,281.30	437,663.90	173,588.10
276	BUILDINGS	Hwys & Str	RENO CENTER CANOPY & LIGHTING	11/01/97	44,040.25	20	2,202.01	-	44,040.25	-	-	44,040.25	-
329	BUILDINGS	Hwys & Sts	Reno Center Replace Finishes	03/15/07	76,374.43	15	5,091.63	-	76,374.43	-	-	76,374.43	-
	BUILDINGS	Hwys & Sts	Salt Storage Building Conversion - Leasehold	06/06/19	189,220.00	20	9,461.00	9,461.00	47,305.00	141,915.00	9,461.00	56,766.00	132,454.00
	BUILDINGS	Hwys & Sts	RENO CENTER RENOVATION/ROOF RESTORATION	12/31/21	472,814.00	20	23,640.70	23,640.70	70,922.10	401,891.90	23,640.70	94,562.80	378,251.20
					<u>2,605,076.68</u>			<u>55,576.15</u>	<u>1,774,309.46</u>	<u>830,767.22</u>	<u>55,576.15</u>	<u>1,829,885.61</u>	<u>775,191.07</u>

EQUIPMENT	Hwys & Sts	Reno Center Air Conditioning	05/01/08	26,400.00	20	1,320.00	1,320.00	20,676.33	5,723.67	1,320.00	21,996.33	4,403.67	
EQUIPMENT	Hwys & Sts	Reno Center VVT Climate Control System	04/30/13	30,275.00	20	1,513.75	1,513.75	16,146.67	14,128.33	1,513.75	17,660.42	12,614.58	
EQUIPMENT	Hwys & Sts	Brinemaking system	12/20/24	107,318.00	15	7,154.53	-	-	-	7,154.53	7,154.53	100,163.47	
EQUIPMENT	Hwys & Sts	Storage tanks for brinemaking system	12/20/24	26,446.00	15	1,763.07	-	-	-	1,763.07	1,763.07	24,682.93	
				<u>190,439.00</u>			<u>2,833.75</u>	<u>36,823.00</u>	<u>19,852.00</u>	<u>11,751.35</u>	<u>48,574.35</u>	<u>141,864.65</u>	
Total Equipment					<u>2,565,647.51</u>			<u>85,740.74</u>	<u>1,750,556.21</u>	<u>681,327.30</u>	<u>94,117.01</u>	<u>1,844,673.22</u>	<u>720,974.29</u>
					<u>950-170350</u>			<u>x</u>	<u>x</u>	<u>x</u>	<u>x</u>		