



**AGENDA
VILLAGE OF ROSELLE
VILLAGE BOARD COMMITTEE OF THE WHOLE
May 14, 2018**

Following Village Board Meeting

Meeting Chaired by Mayor Andy Maglio

1. Roll Call

2. Approval of Prepared Agenda

3. Citizen Comments/Questions

Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.

4. Public Works Facility Roof Replacement

Documents:

[PW ROOF REPLACEMENT.PDF](#)

5. T-Mobile Ground Lease Agreement

Documents:

[T-MOBILE LEASE AGREEMENT.PDF](#)

6. "Draft" Strategic Plan Summary (2018-2021).

Documents:

[DRAFT STRATEGIC PLAN SUMMARY 2018-2021.PDF](#)

7. Executive Session

- A. Executive Session Minutes
- B. Collective Bargaining

- C. Litigation
- D. Personnel
- E. Real Property
- F. Security Procedures
- G. Risk Management

8. Citizen Comments/Questions

Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.

9. Other Business

10. Adjourn

In compliance with the Americans with Disabilities Act, any person with a disability requiring a reasonable accommodation to participate in the meeting should contact Jason Bielawski, ADA Compliance Officer, 8:30 a.m. to 5:00 p.m. Monday through Friday, telephone: 630-671-2810, email jbielawski@roselle.il.us.

31 South Prospect Street Roselle, Illinois 60172-2023 www.roselle.il.us

Telephone: (630) 980-2000 Administrative Fax: (630) 980-8558 General Village Fax: (630) 980-0824



AGENDA ITEM # 4

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
May 14, 2018**

Item Title: **Public Works Facility Roof Replacement**

Staff Contact: Victor C. Ramirez, P.E. Public Works Director

COMMITTEE OF THE WHOLE ACTION

Consider a staff recommendation for the Village to enter into an agreement with CIC Corporation for the replacement of the roof on the Public Works Administration and garage facility.

Executive Summary:

The Public Works Administration and garage facility roof replacement is one of the improvements identified in the Village’s Capital Improvement Plan and is budgeted in the FY2018 budget. Staff utilized one of the consortium options the Village participates in to acquire the most competitive pricing for the roof replacement. Staff utilized the US Communities consortium which has the lowest price for a roofing system that would work with the Public Works Facility and utilize their competitive bidding process to acquire the lowest, responsive, and responsible bidder to install said roofing. Three bids were received as follows:

- CIC Corporation \$644,940
- National Roofing \$654,430
- Custom Installations \$671,079

The replacement process involves vacuuming off of all the existing ballast rock and EDPM membrane removal and disposal, installation of new drain pipe boots, new 3.5” of insulation over existing insulation, 0.5” Densdeck, 1xPly HPR Torch base on Densdeck, 1xPly Stressply IV mineral cap sheet, flashing, and entire roof coating of Garlabrite.

There is \$390,000 budgeted for this project. The low bid is significantly higher than this amount. After an extensive staff review of the bids and project, we determined the following factors impacted the price variance as follows:

- The original estimate is years old and had not been re-estimated or increased annually, at a minimum the CPI index.
- The Village requires prevailing wages.
- The Building Code changed in 2015 and increased the R-value requiring the additional insulation. The State of Illinois Energy Code mandates compliance with this code. This factor alone adds \$110,000 to the cost of the project.

Since the bids are reflective of the actual 2018 costs for this project, staff recommends the Village Board direct preparation of the necessary documents for final approval at the June 12 meeting.

Implications:

Is this item budgeted? Yes.

Any other implications to be considered? The recent contract award for the 2018 Street Improvement Program reflected \$55,000 in savings from the original budget estimate. As the budget reflects 70% of project costs coming from the General Capital Projects Fund and 30% coming from the W/S Fund, \$76,000 of the \$255,000 variance in project costs will come from the W/S Fund. Therefore, the remaining \$123,000 will come from reserves in the General Capital Projects Fund.

Attachments:

Garland/DBS, Inc. Roofing Materials and Services Proposal



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Village of Roselle
Public Works
474 Congress Cir N
Roselle, IL 60172

Date Submitted: 05/09/2018

Proposal #: 25-IL-180425

MICPA # 14-5903

Illinois Contractor License #: 104.015673

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work: Public Works Roof Replacement

1. Remove existing ballast rock and EPDM membrane leaving existing 2.0" polyisocyanurate insulation on structural metal deck.
2. Mechanically fasten existing 2.0" polyisocyanurate insulation directly to metal deck in pattern determined by wind uplift calculations.
3. Install additional 3.5" iso insulation in insulation adhesive directly to existing iso insulation.
4. Install .5" Densdeck in insulation adhesive directly to second layer of iso insulation.
5. Install 1xPly HPR Torch base directly to Densdeck.
6. Install 1xPly Stressply IV Mineral cap sheet directly to torch base sheet.
7. Install HPR torch base sheet at all projections and perimeter. Extend modified flashing ply 6" onto field of roof.
8. Install finished modified flashing ply, Stressply IV mineral cap sheet at all projections and perimeter. Extend modified flashing ply 9" onto field of roof.
9. Coat entire roof with Garlabrite at a rate of 2.0 gallons/square (two coats applied 90 degrees apart).
10. Seal all pitch pans with 2-part pitch pan filler.
11. Install new 24-ga. Kynar coated steel coping at all perimeters and penetrations in a color selected by owner.
12. Install new boots at all drain pipe between drain bowl and pipe.

Public Works Roof Replacement (Upper Roof):

Proposal Price Based Upon Market Experience: \$ 485,760

Cost Breakdown - Upper Roof (CIC Corporation):

Labor & Non Garland Materials:	\$ 277,053
Garland Materials:	\$ 149,559
Freight:	\$ 7,500
Insurance:	\$ 6,669
Bonds:	\$ 6,192
<u>*General Conditions:</u>	<u>\$ 38,787</u>
TOTAL:	\$ 485,760

*General Conditions include: Engineering, Permits, Overhead and Profit

Public Works Roof Replacement (Lower Roof):

Proposal Price Based Upon Market Experience: \$ 159,198

Cost Breakdown - Lower Roof (CIC Corporation):

Labor & Non Garland Materials:	\$ 90,132
Garland Materials:	\$ 50,004
Freight:	\$ 3,000
Insurance:	\$ 1,934
Bonds:	\$ 1,510
<u>*General Conditions:</u>	<u>\$ 12,618</u>
TOTAL:	\$ 159,198

*General Conditions include: Engineering, Permits, Overhead and Profit

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 12/31/2018.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Temporary protection is excluded.
7. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Village of Roselle
Public Works
474 Congress Cir N
Roselle, IL 60172

Date Submitted: 04/24/2018

Proposal #: 25-IL-180425

MICPA # 14-5903

Illinois Contractor License #: 104.015673

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work: Public Works Roof Replacement

1. Remove existing ballast rock and EPDM membrane leaving existing 2.0" polyisocyanurate insulation on structural metal deck.
2. Mechanically fasten existing 2.0" polyisocyanurate insulation directly to metal deck in pattern determined by wind uplift calculations.
3. Install additional 3.5" iso insulation in insulation adhesive directly to existing iso insulation.
4. Install .5" Densdeck in insulation adhesive directly to second layer of iso insulation.
5. Install 1xPly HPR Torch base directly to Densdeck.
6. Install 1xPly Stressply IV Mineral cap sheet directly to torch base sheet.
7. Install HPR torch base sheet at all projections and perimeter. Extend modified flashing ply 6" onto field of roof.
8. Install finished modified flashing ply, Stressply IV mineral cap sheet at all projections and perimeter. Extend modified flashing ply 9" onto field of roof.
9. Coat entire roof with Garlabrite at a rate of 2.0 gallons/square (two coats applied 90 degrees apart).
10. Install new skylights at all locations.
11. Seal all pitch pans with 2-part pitch pan filler.

12. Install new 24-ga. Kynar coated steel coping at all perimeters and penetrations in a color selected by owner.
13. Install new boots at all drain pipe between drain bowl and pipe.

Public Works Roof Replacement:

Proposal Price Based Upon Market Experience: \$ 644,940

Garland/DBS Price Based Upon Local Market Competition:

CIC Corporation	\$ 644,940
National Roofing	\$ 654,430
Custom Installations	\$ 671,079

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 12/31/2018.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Temporary protection is excluded.
7. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662



AGENDA ITEM # 5

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
May 14, 2018**

Item Title: T-Mobile Ground Lease Agreement

Staff Contact: Jeffrey D. O'Dell, Village Administrator

COMMITTEE OF THE WHOLE ACTION

Consider a staff recommendation regarding T-Mobile's request to amend the current Ground Lease Agreement for the company to continue to locate its antenna and ancillary equipment on the Village's elevated water tank located at 1800 Central Avenue.

Executive Summary:

The Village has received a request from T-Mobile to amend the current Ground Lease Agreement between the Village and the company to reflect a reduction in the annual rent payment and escalator percentage which increases the rent each year. The Village entered into the Ground Lease Agreement on September 22, 2003. The company locates a macro wireless network antenna site on the Village's elevated water tank located at 1800 Central Avenue. In 2018, the Village will receive \$45,725 in annual rent from T-Mobile in return for the company using the Village's property. In 2019, the rent will increase by a 5% annual rent escalator.

After discussing the T-Mobile proposal with Village Attorney Jim Knippen and telecommunications consulting expert Stuart Chapman, I would like an opportunity to use Monday's Committee of the Whole meeting to discuss the status of the current Ground Lease Agreement and options moving forward.

Implications:

Is this item budgeted? Yes, the Village's FY 2018 General Fund budget reflects a Ground Lease Agreement rent amount of \$45,725

Any other implications to be considered? In 2017, Sprint/Clearwire decommissioned its network wireless site on the same elevated water tank located at 1800 Central Avenue. As a result of that decommissioning, the Sprint Ground Lease Agreement with similar annual rent payments was terminated.

Attachments:

N/A



AGENDA ITEM # 6

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
May 14, 2018**

Item Title: "Draft" Strategic Plan Summary (2018 – 2021)

Staff Contact: Jeffrey D. O'Dell, Village Administrator

COMMITTEE OF THE WHOLE ACTION

Review the "Draft" Village of Roselle Strategic Plan Summary (2018 – 2021) and provide further direction to staff regarding desired outcomes, key outcome indicators, and targets.

Executive Summary:

Per the direction of the Village Board at its April 27 and 28 strategic planning sessions, please find attached a "Draft" Village of Roselle Strategic Planning Summary. As you recall, the Village Board identified the four Strategic Priorities of Fiscal Sustainability, Economic Development, Community Engagement, and Operational Readiness. The Village Board also defined each priority's desired outcome, key outcome indicators, and targets. Still to come, will be the management team meeting with facilitator Craig Rapp on Thursday, May 24, 2018 to develop all of the strategic initiatives necessary to accomplish each of the Village Board's strategic priorities. Once those strategic initiatives are developed, I will bring back the entire plan back to the Village Board for its final review and approval.

Implications:

Is this item budgeted? N/A

Any other implications to be considered? N/A

Attachments:

"Draft" Village of Roselle Strategic Plan Summary (2018 – 2021)

Village of Roselle-Strategic Plan Summary 2018-2021

STRATEGIC PRIORITY	DESIRED OUTCOME	KEY OUTCOME INDICATOR (KOI)	TARGET	STRATEGIC INITIATIVES
FISCAL SUSTAINABILITY	Adequate General Fund reserves	- FYE Fund Balance	- Maintain at least 35% reserves	
	Sufficient capital project funding	-Capital project revenues/expenses	- Fully fund 5-year Capital Improvement Program	
	Sustainable General Fund operations	- General Fund expenditures	- Balanced budget while maintaining General Fund reserve target	
ECONOMIC DEVELOPMENT	Strong tax base	- Sales tax, EAV, and fees	- \$/% General Fund Revenue - \$/% sales tax increase - \$/% EAV increase	
	Positive working relationship with all businesses	- Feedback - Survey results	- Base line ___% increase	
	East Irving Park Road corridor redeveloped	- Project approval - Square feet added - Sales tax and EAV	\$/% EAV increase % ___ Square foot increase by 2020	
COMMUNITY ENGAGEMENT	Robust resident participation	- Special Event attendance - Shared responsibility - Other involvement	- ___ Increased attendance and response rates - Volunteer diversity - New leaders developed	
	Shared vision for Roselle	- Appropriate recognition - Progress to common goal - Jurisdictions articulating common vision	- Accountability and recognition to our vision	
	Vibrant civic engagement	- New ideas learned - Groups engaged - # of people involved	- New relationships realized thru increased engagements - School district board meetings - PTOs, HOAs, business appearances, churches, Boy Scouts and taxing bodies	
OPERATIONAL READINESS	Well-trained and engaged work force	- Employee satisfaction score - Performance eval ratings - Employee tenure; turnover rate	- All employees “meet expectations” - Improve employee satisfaction rate by ___% - Maintain ___% or less turnover	
	An operation that meets internal service demands	- Pension funding requirements - Authorized staffing levels - Operations budgets	-Increased pension funding by ___% each year - Develop pipeline process for identifying good candidates - Meet authorized staffing levels by ___ (date) - Operating budgets meet authorized service level (people/resources)	
	A Village adaptive to changing needs of community	- Community survey - Trends in service needs - Housing availability and choices - New ideas	- Diversify employee training - Increase by ___% employee training on new and innovative concepts - Housing?	