

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, August 20, 2013
7:00 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) September 3, 2013 Regular Meeting
 - b) September 10, 2013 Study Session
 - c) September 17, 2013 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Village Council Minutes
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 - b) Approval of Warrant Lists 1809 and 18109
 - c) Ordinance MC-3-2013: Village Code Amendments for Calendar-Based Fiscal Year – Adoption 10
 - d) Resolution R-28-2013: A Resolution Authorizing the Disposition of Surplus Office Furnishings – Adoption26
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- 6) Comprehensive Annual Financial Report (CAFR).....51
- 7) Stormwater Monthly Report52
- 8) Ordinances and Resolutions: None.
- 9) Public Comment

- 10) Old Business: None.
- 11) New Business
 - a) Traffic Signal and Streetlight Pole Painting, Bid #013-02361
- 12) Appointments
- 13) Reports
 - a) Village President’s Report: 2013 Strategic Planning Process Update
- 14) Executive Session
- 15) Adjournment

NOTICE

All agenda materials are available at villageofwinnetka.org (*Council > Current Agenda*); the Reference Desk at the Winnetka Library; or in the Manager’s Office at Village Hall (2nd floor).

Broadcasts of the Village Council meetings are televised on Channel 10 and AT&T Uverse Channel 99 every night at 7 PM. Webcasts of the meeting may also be viewed on the Internet via a link on the Village’s web site: villageofwinnetka.org

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator – Megan Pierce, at 510 Green Bay Road, Winnetka, Illinois 60093, 847.716.3543; T.D.D. 847.501.6041.

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
August 6, 2013**

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Council Chambers on Tuesday, August 6, 2013, at 6:30 p.m.

- 1) Call to Order. President Greable called the meeting to order at 6:33 p.m. Present: Trustees Joe Adams, Richard Kates, and Stuart McCrary. Absent: Trustees Arthur Braun, Jack Buck and Patrick Corrigan. Also present: Assistant to the Village Manager Megan Pierce, Village Attorney Katherine Janega, Community Development Director Mike D’Onofrio, Assistant Director of Community Development Brian Norkus, Public Works Director Steve Saunders, Assistant Director of Public Works Steve Auth, Planning Assistant Ann Klaassen, and approximately 9 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) August 13, 2013 Study Session. President Greable announced that this meeting has been cancelled.
 - b) August 20, 2013 Regular Meeting. All of the Council members present indicated that they expected to attend.
 - c) September 3, 2013 Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee McCrary, seconded by Trustee Adams, moved to approve the final form of the Agenda. By roll call vote, the motion carried. Ayes: Trustees Adams, Kates and McCrary and President Greable. Nays: None. Absent: Trustees Braun, Buck and Corrigan.
- 5) Consent Agenda
 - a) Village Council Minutes.
 - i) July 9, 2013 Study Session
 - ii) July 11, 2013 Special Study Session
 - iii) July 16, 2013 Regular Meeting
 - iv) July 19, 2013 Special Meeting
 - b) Warrant Lists Nos. 1807 and 1808. Approving Warrant List No. 1807 in the amount of \$1,532,991.13, and Warrant List No. 1808 in the amount of \$1,000,409.83.
 - c) Abandoned Tank Removal and Cleanup: 93 Green Bay Road. A ratification of Staff’s authorization to Mankoff Industries for environmental soil removal and remediation expenses incurred to-date in the amount of \$43,535.98.

Trustee McCrary, seconded by Trustee Adams, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Adams, Kates and McCrary and President Greable. Nays: None. Absent: Trustees Braun, Buck and Corrigan.

- 6) Stormwater Update. No report.
- 7) Urban Land Institute Technical Assistance Panel: Final Report. In August, 2012 the Council authorized the Urban Land Institute (ULI) to conduct a two-part Technical Assistance Process (TAP) to assess the health of the Village's commercial districts and to create a long-term commercial strategy.

Cindy McSherry, Executive Director of ULI Chicago, introduced Winnetka TAP members Michael Tobin and Michael Fitzgerald.

Mr. Tobin reviewed the first TAP process, which assessed the state of retail, noting that Winnetka, along with many older communities, was designed when all retail was local, and each small town had individual retail businesses. In the last 50 or so years, with the increase in automobile usage, retail has become more regional and people travel to buy things they used to buy close to home. Most successful local businesses are entertainment and food related.

Mr. Tobin explained that parking for the modern shopper must be readily apparent and visible, and that the panel examined ways to accommodate zoning and parking to increase the concentration of businesses in order to create a sense of community in the downtown areas. Other areas of study: (i) infill strategies for vacant development sites; (ii) strategies to cross-promote each district; (iii) use of public spaces for community events to draw people downtown and (iv) encourage investment in existing buildings. Mr. Tobin also reviewed the significant recommendations of TAP 1.

Mr. Fitzgerald continued the presentation by describing the Indian Hill district as primarily auto-oriented, and he suggested including Kenilworth and New Trier High School in discussions about branding strategies for the area. He said streetscape improvements should be developed as much for safety as for improving appearances. He presented three development scenarios for adding vitality, primarily focused around the Winnetka Avenue/Green Bay Road intersection and the existing Land Rover dealership.

[Trustee Buck arrived at 6:58 p.m.]

Focusing on the Village's "downtown," Mr. Fitzgerald next presented three visions for the Post Office Site in the West Elm district, ranging from adaptive re-use to low density development, to higher density development with mixed use buildings and underground parking.

General recommendations for the Elm Street districts included: link Dwyer Park to downtown and Village Hall via Chestnut Court; evaluate parking demand; and gather community input on preference for open space vs. development

Mr. Fitzgerald next reviewed the goals for the Hubbard Woods business district: (i) improve the synergy between the park and commercial district by holding festivals in the park; (ii) become a "gem" within the community, perhaps by branding the area as an arts or design district; and (iii) brainstorm with Glencoe and the merchants to make the area a multi-

community shopping destination. Planning recommendations from the TAP panelists to enliven Hubbard Woods included improved traffic circulation, better accessibility and user-friendly parking deck, and a range of uses for Hubbard Woods park.

Mr. Tobin resumed the presentation and reviewed the overarching recommendations for all three business districts. ULI emphasized the need to maximize the use of the Village's parking spaces, consider form-based zoning and revisions to the Retail Overlay District, increase coordination with neighboring communities and stakeholders, and to become more proactive in economic development.

Responding to questions from Trustee Kates, Mr. Tobin said: (i) Highland Park has been successful in eliminating a retail overlay district and Deerfield and Glencoe are exploring the tactic; (ii), the Village needs to locate parking in the best places to meet competing needs; and (iii) relaxing height and density limitations can help minimize the use of public funds for mixed use development in the commercial districts.

Mr. Tobin explained that the TAP panel was limited to examining specific sites, but that the Fell site in the East Elm district should also be a focus of attention, in addition to the Post Office site in the West Elm district. He suggested adding visual cues to encourage people to shop on both sides of the Metra tracks.

Mr. Tobin clarified that the suggestions for the Post Office site development were intended to be marketed to a developer – not for the Village to develop the site; although the Village may need to explore underground parking to ensure viability of a redevelopment project.

Ms. McSherry informed the Council that two panelists will periodically check in with the Village over a one-year period to see what kind of progress is being made towards implementing the TAP recommendations.

Bernard Hammer, 1455 Tower: Mr. Hammer said selling the Post Office site to a developer would contribute a small return to the Village, but if the land were leased on a long-term basis and a parking fee imposed, the return to the Village might be greater.

Jeffrey Liss, 1364 Edgewood: Mr. Liss had a list of questions about details of implementing the recommendations.

President Greable explained that the purpose of the report was to provide a big picture vision, and that details will be fleshed out as the process moves forward.

Trustee McCrary said some new ideas have been suggested, and now the Council needs to think about what is important to the Village before making any changes.

Trustee Buck said the sooner the Council can provide policy direction, the sooner the Fell site can be redeveloped.

Trustee Kates said it might be helpful if the ULI recommendations are streamlined by eliminating some of the options.

President Greable said he will work with Manager Bahan to get the recommendations into a manageable form so the Council can take action, and he added that the Plan Commission, Business Community Development Commission and possibly the Zoning Board of Appeals will provide assistance.

8) Ordinances and Resolutions.

- a) Ordinance MC-3-2013: Village Code Amendments for Calendar-Based Fiscal Year – Introduction. Attorney Janega explained that the subject ordinance would amend the Village Code to align the Village’s fiscal year with the calendar year, pursuant to Council discussions in consideration of the tax levy ordinance in 2011. She reviewed the draft ordinance, including corresponding amendments to other Village Code provisions that are tied to the fiscal year.

In response to Trustee Kates’ suggestion of formally scheduling two regular Council meetings for the first two Tuesdays in August instead of cancelling the August Study Session, Attorney Janega explained that this would require another code amendment.

After a brief discussion, Trustee Adams, seconded by Trustee McCrary, moved to introduce Ordinance MC-3-2013. By voice vote, the motion carried.

- b) Resolution R-27-2013: Stormwater Financing Reimbursement – Adoption. At its July 11 special Study Session, the Council approved moving forward with issuing approximately \$18.5 million in general obligation bonds to begin financing the Stormwater Improvement Project. Attorney Janega reviewed the draft Resolution that is required to formalize the Village’s intent to use bond proceeds to reimburse Village funds for qualified expenditures incurred before the actual bond issuance.

Bernard Hammer, 1455 Tower: Mr. Hammer maintained that he had submitted drafts of documents to the Village Attorney stating that having stormwater projects funded by a fee rather than by a tax could be thrown out by the courts, and that in addition, a fee is not tax deductible for residents, whereas property taxes are income-tax deductible.

Attorney Janega explained that she had met with Mr. Hammer, and they did not come to agreement on the legal issue. She stated that the Council is aware of his concerns and that she cannot discuss the matter further with a resident who is an attorney and who has openly threatened to sue the Village over a stormwater fee. She said no final action has been taken on any stormwater funding or fees, and that the subject Resolution has no impact on establishing a stormwater utility, as General Obligation funds by definition are paid from tax revenues.

Trustee Kates, seconded by Trustee Buck, moved to adopt Resolution R-27-2013. By roll call vote, the motion carried. Ayes: Trustees Adams, Buck, Kates and McCrary. Nays: None. Absent: Trustees Braun and Corrigan.

9) Public Comment and Questions.

10) Old Business. None.

11) New Business.

- a) Board and Commission Annual Update. Each year the Village Council provides the lower Boards and Commissions an opportunity to report on their activity for the previous year. President Greable welcomed the Chairs of the Plan Commission, Business Community Development Commission, Zoning Board of Appeals, Environmental & Forestry Commission, Landmark Preservation Commission and Design Review Board and he thanked them for their service to the Village. He asked each Chair to give a brief

report, identify any significant initiatives that will need Council consideration and request Village funds if applicable.

i) Bill Krucks, Plan Commission Chair: Mr. Krucks said the Commission's only task currently is a review of Appendix 6 of the Comprehensive Plan, as an exploration of voluntary design guidelines is dormant at this time. The Commission recommends streamlining the process for special use applications, and it would like the opportunity to update Chapter 5 of the Comprehensive Plan.

ii) Terry Dason, Business Community Development Commission member and Chamber Executive Director: Ms. Dason reviewed significant policy considerations that the BCDC is interested in working on: (i) Post Office site redevelopment; (ii) review of ULI recommendations; (iii) creating a strategy for improved communication with businesses; (iv) developing a brand for the Village; (v) drawing people into the Village for shopping and recreation; (vi) implementing a wayfinding signage program; (vii) enhancing promotion of Village-wide events; (viii) expanding the Floral Program; and (ix) continuing with the "listen and learn" sessions.

President Greable said it would make sense for the BCDC and Plan Commission to work together on the ULI recommendations, and he asked for a budget request from the Commission in advance of the Council's upcoming budget meetings.

Trustee Kates requested that notice be given in advance of the "listen and learn" sessions so that interested Trustees may attend.

iii) Joni Johnson, Zoning Board of Appeals Chair: Ms. Johnson commented that building activity in the Village has been consistent over the past 13 years. She requested Council authorization to update the ZBA's rules and regulations and asked the Village to explore the feasibility of compressing the special use process by combining the meetings of the ZBA and PC for special use requests.

President Greable asked Attorney Janega to do some research to determine if Ms. Johnson's suggestion was possible.

iv) Chuck Dowding, Interim Chair of Environmental & Forestry Commission: Mr. Dowding said the EFC anticipates a role in implementing the Stormwater Master Plan, and he presented the Commission's proposed project to put recycling receptacles in the Hubbard Woods and Elm Street business districts.

The Council recommended also putting recycling cans in the Indian Hill business district, and suggested that addressing issues around the Emerald Ash Borer is also part of the EFC's mission.

v) Louise Holland, Landmark Preservation Commission Chair: Ms. Holland reviewed the major cases heard by the LPC in the past year, as well as some ongoing projects. The Commission recommends increasing the demolition permit delay for historic structures from 2 to 6 months, as the number of demolitions of these homes, especially Edwin Clark homes, is increasing. The only recommendation with a budget impact is the suggestion to rent a trolley for a landmark tour, at an estimated cost of \$900.

Ms. Holland also requested that Christopher Enck be appointed to the LPC immediately, to fill one of two long-standing vacancies on the Commission.

- vi) John Swierk, Design Review Board Chair: Mr. Swierk said the Board is interested in undertaking a review of the Winnetka Design Guidelines, and that the Guidelines will be discussed at an upcoming meeting. He was also in favor of joint board meetings for large projects and special use applications, as some projects are approved by the ZBA or PC in advance of the DRB meeting and therefore the DRB's recommendations are not heard at those meetings.

12) Appointments. None.

13) Reports.

a) Village President.

- i) Village President's Report: 2013 Strategic Planning Discussion. President Greable said he would like to pursue a strategic planning process, in order to gain consensus around priorities and initiatives for the 2014 Budget; identify challenges and develop strategies for moving forward; and create a vision for the future. He recommended a professional facilitator to assist with the process and added that he welcomed input from his fellow Council members about options for proceeding with strategic planning in 2013.

Trustees Adams, Buck and McCrary were in favor of proceeding with strategic planning as described by President Greable, with the use of a professional facilitator.

Trustee Kates did not favor the use of a facilitator but instead suggested the Council conduct strategic planning on its own. He moved to table the strategic planning discussion to a later meeting when Trustees Braun and Corrigan are present. Trustee McCrary seconded the motion. By voice vote, the motion failed. Ayes: Trustee Kates. Nays: Trustees Adams, Buck and McCrary. Absent: Trustees Braun and Corrigan.

President Greable said he knows that Trustee Braun and Manager Bahan support a strategic planning process, and that he would make arrangements to begin the process.

- ii) Trustees. No reports.

b) Attorney. No report.

c) Manager. No report.

14) Executive Session. None.

15) Adjournment. Trustee McCrary, seconded by Trustee Kates, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:50 p.m.

Recording Secretary



Agenda Item Executive Summary

Title: Warrant Lists Nos. 1809 and 1810

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/20/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Bid Authorization/Award
<input type="checkbox"/>	Policy Direction
<input checked="" type="checkbox"/>	Informational Only

Item History:

None.

Executive Summary:

Warrant Lists Nos. 1809 and 1810 were emailed to each Village Council member.

Recommendation / Suggested Action:

Consider approving Warrant Lists Nos. 1809 and 1810

Attachments:

None.



Agenda Item Executive Summary

Title: MC-3-2013 - Village Code Amendments for Calendar-Based Fiscal Year - Adopt

Presenter: Katherine S. Janega, Village Attorney

Agenda Date: 08/20/2013

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input type="checkbox"/> | Informational Only |

Item History:

August 6, 2013 Village Council Agenda, pp. 93 - 112

Executive Summary:

Ordinance MC-3-2013 amends various provisions of the Village Code to change from the Village's long-standing April-through-March fiscal year to a calendar-based fiscal year as of January 1, 2014.

Ordinance MC-3-2013 also makes several other related amendments:

- > Sections 3, 4 and 5 amend the dates for the Village Manager, Village Collector and Village Attorney to perform certain duties.
- > Sections 6 and 7 amend provisions pertaining to the election and terms of office of members of the statutorily required Foreign Fire Insurance Board, and provides for the terms to transition to the calendar year.
- > Section 8 contains technical amendments that amend the structure, but not the substance, of Chapter 4.08 of the Village Code, which pertains to the budget and tax levy.
- > Sections 9 through 14 more clearly link food, liquor and business licenses to the calendar year and modify license renewal procedures.
- > Sections 10 and 11 are of particular note, in that they provide for full calendar year terms for sidewalk rider liquor licenses, and add administrative flexibility to allow businesses to take advantage of favorable weather that may occur in early spring or late fall.

Recommendation / Suggested Action:

Consider adopting Ordinance MC-3-2013, titled "An Ordinance Amending the Winnetka Village Code to Effectuate a Calendar-Year Based Fiscal Year for the Village of Winnetka."

Attachments:

- Ordinance MC-3-2013 - Draft Ordinance with red-lining to highlight proposed Village Code amendments
- Ordinance MC-3-2013 - Draft Ordinance showing final text of proposed amendments, without red-lining

**AN ORDINANCE
AMENDING THE WINNETKA VILLAGE CODE
TO EFFECTUATE A CALENDAR-YEAR BASED FISCAL YEAR
FOR THE VILLAGE OF WINNETKA**

WHEREAS, the fiscal year of the Village of Winnetka (“Village”) extends from April 1st of each year through March 31st of the following year; and

WHEREAS, the annual budget for the Village must be adopted before the beginning of the fiscal year, so that the annual budget is adopted in March of each year; and

WHEREAS, the annual budget provides the basis for the Village’s annual property tax levy, which is adopted in December of each year; and

WHEREAS, because property taxes levied in one year are collected in the following calendar year, the property taxes levied for each fiscal year are not received until after expenditures have been made under the budget that forms the basis for the property tax levy; and

WHEREAS, the Corporate Authorities of the Village of Winnetka (“Village Council”) have determined that it is in the best interests of the Village to use a calendar-based fiscal year so that the annual budget and tax levy are more closely aligned, and so that both installments of revenues from the annual property tax levy are received during a single fiscal year; and

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village Council finds that matters pertaining to the fiscal affairs of the Village, including defining the fiscal year, are matters pertaining to the affairs of the Village; and

WHEREAS, this Ordinance has been placed on the Village Council’s agenda and made available for public inspection at Village Hall and on the Village’s web site, in accordance with Sections 2.04.040 and 2.16.040 of the Winnetka Village Code and applicable law.

NOW, THEREFORE, be it ordained by the President and Board of Trustees of the Village of Winnetka, as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Section 1.04.050, “Fiscal Year,” of Chapter 1.04, “General Provisions,” of Title 1 of the Winnetka Village Code, “General Provisions,” is hereby amended to provide as follows:

Section 1.04.050 Fiscal year.

The fiscal year of the Village shall be the period from January 1 of each calendar year through and including December 31 of the same calendar year. ~~is fixed and determined to commence on the first day of April in each year.~~

SECTION 3: Subsection B of Section 2.12.050, “Powers and Duties,” of Chapter 2.12, “Village Manager,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

H. Proposed Budget. To appoint the Budget Officer and to present to the Council for its consideration on or before the first regular meeting in ~~February~~November of each year, the proposed budget prepared by the Budget Officer for the following fiscal year.

SECTION 4: Subsection E of Section 2.24.010, “Village Collector,” of Chapter 2.24, “Village Collector,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Reports to Council. The Village Collector shall make a report in writing to the Council of all money collected by him or her, the account collected on, the balance of money uncollected on all warrants in his or her hands, the balance remaining uncollected at the time of return on all warrants which he or she shall have returned during the preceding fiscal year to the Finance Director, and of any other matter in connection with his or her office, annually on or before the tenth day of ~~April~~January of each year.

SECTION 5: Subsection E of Section 2.28.010, “Village Attorney,” of Chapter 2.28, “Village Attorney,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Attendance at Council Meetings; Reports. The Village Attorney shall attend the meetings of the Council and, at the request of the Council, on or before its first meeting in ~~May~~February of each year, make a report in writing to the Council of all suits, prosecutions or actions prosecuted or defended by him or her during the preceding fiscal year, of the names of the parties to such suits, prosecutions or actions, of the title of the courts in which they were commenced, of their progress or final disposition, and other information concerning the legal interests of the Village which may be deemed necessary or proper; by the Council.

SECTION 6: Subsection B of Section 3.24.030, “Qualifications, Terms and Vacancies,” of Chapter 3.24, “Foreign Fire Insurance Board,” of Title 3 of the Winnetka Village Code, “Boards and Commissions,” is hereby amended to provide as follows:

B. Term of office.

1. Subject to the provisions of the following paragraph 2, the term of office for each of the elected members shall be two years, beginning on the first day of the fiscal year immediately following the election in which the member is elected, and all elected members shall hold office during their terms and until their respective successors are elected and qualified.

2. Notwithstanding the foregoing, the terms of office of the three members of the Board elected in March of 2014 shall expire at the end of the 2015 fiscal year, and the terms of office of the other three members of the Board shall expire at the end of the 2014

fiscal year. From and after December of 2014, the Board shall hold its annual elections each December, with three of its six members being elected during the month of December in even numbered years, and the other three members being elected during the month of December in odd-numbered years. From and after December of 2014, the two-year term of office of the elected members shall begin on the first day of the fiscal year immediately following the date of the member's election.

~~—Notwithstanding the foregoing, in order to accomplish the increase in the number of elected Board members from four to six, two additional members shall be elected to the Board at an election to be held in the month of October, 2009. The terms of all six elected members shall expire at the end of the 2009-10 fiscal year. At the election to be held in March 2010, three members shall be elected to serve a two-year term, beginning on the first day of the 2010-11 fiscal year and ending at the end of 2011-12 fiscal year, and three members shall be elected to serve a one-year term, beginning on the first day of the 2010-11 fiscal year and ending on the last day of that same fiscal year. Thereafter, the term of office for all of the elected members shall be two years, beginning on the first day of the fiscal year in which the member is elected, so that members serve staggered terms, with three members of the Board standing for election each year.~~

3. Any member who resigns, retires or is discharged from the Department, or who leaves active duty for any reason, shall automatically be removed from the Board and the position shall be deemed vacant. The election procedures established pursuant to section 3.24.040 of this chapter shall provide for the Board to fill such vacancy by special elections if more than 6 months remain in the term of office of the position that has been vacated.

SECTION 7: Section 3.24.040, “Election Procedures,” of Chapter 3.24, “Foreign Fire Insurance Board,” of Title 3 of the Winnetka Village Code, “Boards and Commissions,” is hereby amended to provide as follows:

Section 3.24.040 Election Procedures.

The Board shall adopt rules and regulations establishing procedures for the nomination and election of candidates for membership on the Board, with three members of the Board to be elected each year. All such rules shall be adopted and posted throughout the Department not less than thirty (30) days before the date of the election, which shall be held during the last month of each fiscal year, except for the election to be held in March of 2014, as provided in subsection B of section 3.24.030.

SECTION 8: Chapter 4.08.010, “Annual Budget and Tax Levy,” of Title 4 of the Winnetka Village Code, “Revenue and Finance,” is hereby amended in its entirety to provide as follows:

Chapter 4.08

ANNUAL BUDGET AND TAX LEVY

Sections:

- ~~4.08.010 Budget Resolution. — Budget resolution and tax levy ordinance.~~
- ~~4.08.020 Contents of Annual Budget.~~
- ~~4.08.030 Public Inspection, Notice and Hearing on Budget.~~
- ~~4.08.040 Revision of Annual Budget.~~
- ~~4.08.050 Tax Levy Ordinance.~~
- ~~4.08.060 Filing of Tax Levy Ordinance.~~

~~Section 4.08.010 Budget Resolution. — Budget resolution and tax levy ordinance.~~

~~A. Budget Resolution.~~ Before the beginning of each fiscal year, the Council shall adopt a resolution adopting the annual budget for that fiscal year.

Section 4.08.020 Contents of Annual Budget.

~~B. Contents of Annual Budget.~~ The annual budget shall meet the requirements of Section 8-2-9.3 of the Illinois Municipal Code. It shall contain estimates of revenues available to the Village for the fiscal year for which the budget is drafted, together with recommended expenditures for the Village and all of the Departments, Commissions and Boards, showing the specific fund from which each anticipated expenditure is to be made. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. The annual budget shall also contain actual or estimated revenues and expenditures for the two years immediately preceding the fiscal year for which the budget is prepared, itemized in a manner which conforms to the extent possible with the charts of account used in presenting the revenue estimates and expenditure recommendations. The annual budget may include a fund designated as the capital improvement fund, in order to provide for the accumulation and use of funds in the manner specified in Section 8-2-9.5 of the Illinois Municipal Code. The annual budget may include money set aside for contingency purposes, the amounts and expenditures of which shall be in accordance with Section 8-2-9.7 of the Illinois Municipal Code.

Section 4.08.030 Public Inspection, Notice and Hearing on Budget.

~~C. Public Inspection, Notice and Hearing on Budget.~~ The proposed annual budget shall be made conveniently available for public inspection for at least ten (10) days prior to its passage. Publication of the proposed budget shall be by publication in the journal of the proceedings of the Council, unless otherwise required by law. Prior to final action on the budget, the Council shall hold at least one public hearing on the proposed annual budget, pursuant to notice given by publication in a newspaper having a general circulation in the Village of at least one week prior to the time of the hearing. After the hearing or hearings, the proposed budget may be further revised and passed without any further publication, inspection, notice or hearing.

Section 4.08.040 Revision of Annual Budget.

~~—D. Revision of Annual Budget.—~~The annual budget may be revised in any of the following manners; provided, that, no revision of the budget shall increase the annual budget unless funds are available to cover the proposed expenditure increase.

~~A. 1.—~~The head of a department may delete, add to, change or create subclasses within the classifications budgeted to that department, subject to the approval of the Village Manager.

~~B. 2.—~~The Budget Director, with the approval of the Village Manager, may transfer funds between budget line items, may create new classifications of expenditures, and may delete, change or create subclasses within expenditure classifications.

~~C. 3.—~~The Council, by a two-thirds vote of the Council, may transfer funds between budget line items, may create new classifications of expenditures, may delete, change or create subclasses within expenditure classifications, and may otherwise delegate authority to department heads to revise the annual budget in accordance with Section 8-2-9.6 of the Illinois Municipal Code.

Section 4.08.050 Tax Levy Ordinance.

~~—E. Tax Levy Ordinance.—~~On or before the last Tuesday in December of each year, the Council shall determine the total amount of expenditures legally budgeted ~~for~~, and any amount deemed necessary to defray additional expenses and liabilities, for all corporate purposes to be provided for by the tax levy of that year, and shall adopt an ordinance specifying in detail, in the manner authorized for the budget, the purposes for which the budget or such additional amounts deemed necessary have been made and the amount assignable for each purpose respectively, and shall levy upon all property subject to taxation within the Village as that property is assessed and equalized for state and county purposes for the current year.

Section 4.08.060 Filing of Tax Levy Ordinance.

~~—F. Filing of Tax Levy Ordinance.—~~The Village Clerk shall promptly file a copy of the tax levy ordinance with the county clerk, as required by state statute.

SECTION 9: Section 5.04.060, “Expiration,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.060 Expiration.

All licenses issued under the provisions of this article shall expire ~~on December 31st at the end~~ of the fiscal year for which they were issued, unless otherwise specifically provided.

SECTION 10: Section 5.04.070, “Notice to Renew,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.070 Notice to renew.

~~If a license extends beyond one month, it shall be the duty of the Village Manager, from ten (10) to twenty (20) days prior to the termination of the license period, to cause a written notice to be mailed to each licensee, except in the case of a dog or vehicle license, stating that a new license will be required on the day following the expiration of such existing license and stating also~~ The Village will issue written notification to the holder of any license that has been issued for a term that exceeds one month, and to the holder of any license that expires at the end of the calendar year, of the date such license is due to expire and of the need to renew such license in order remain in lawful operation. The notice will be issued from fifteen (15) to forty-five (45) days before the expiration date of the license, and will also state the amount of the license fee and the penalty for failure to procure a new license. Neither the Village’s failure to issue, nor the licensee’s failure to receive, such notice shall relieve the licensee of the obligation to procure a new license. Failure on the part of the Village Manager to cause such notice to be mailed to any licensee shall not waive the requirement that a license be procured.

SECTION 11: Section 5.09.090, “Termination Date,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.09.090 Termination date.

A. Every Class A, Class A-1, television rider, packaged meal rider, wine station rider, Class B, Class D, Class D-1, Class E, Class E-1 and Class P license issued under the provisions of this chapter shall terminate ~~on the last day of March next following its issuance~~ at the end of the fiscal year for which the license was issued.

B. Every Class C license issued under the provisions of this chapter shall terminate on the date specified in the license.

C. Every sidewalk restaurant rider shall terminate ~~on the last day of November in the year the license is issued~~ at the end of the fiscal year for which the license was issued; provided, that all sidewalk restaurant rider licenses shall be subject to the seasonal limitations stated in subsection M of section 5.09.100 of this chapter.

SECTION 12: Paragraph 9 of Subsection M, “Sidewalk Restaurant Rider License,” of Section 5.09.100, “Classification of Licenses,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

9. ~~The term of any~~ No service shall be allowed under a sidewalk restaurant rider license ~~shall begin no earlier than prior to April 1 of any year and shall end no later than or after November 30, of the same year,~~ except that the Village Manager shall have the authority to permit such service prior to April 1 or after November 30, upon determining

that weather conditions permit and upon issuing written notice to licensees. that
Notwithstanding the foregoing, no service shall be allowed under any such license ~~when~~
at any time that the Village determines that weather conditions necessitate the removal of
snow or other debris from the public sidewalks.

SECTION 13: Subsection E, “License Fee,” of Section 5.16.010 of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

E. License Fee. The applicant shall pay an annual fee for the license issued under this chapter. The annual fee shall be in an amount set from time to time by resolution of the Village Council and shall be paid to the Village on or before ~~April~~January 1st of the year for which the license is to be issued.

SECTION 14: Subsection F, “Term of License,” of Section 5.16.010, “Coin-operated musical devices,” of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

F. Term of License. Each license issued under the provisions of this chapter shall terminate on the last day of December of the year for which it is issued.~~March next following its issuance. If a license is issued for a period beginning after April 30th, the fee to be paid for the license shall be reduced in proportion to the number of calendar months which have expired in the license year prior to the issuance of the license.~~

[Remainder of this page intentionally left blank.]

SECTION 15: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 16: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this 20th day of August, 2013, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 20th day of August, 2013.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this ___ day of _____, 2013.

Introduced: August 6, 2013

Passed and Approved:

**AN ORDINANCE
AMENDING THE WINNETKA VILLAGE CODE
TO EFFECTUATE A CALENDAR-YEAR BASED FISCAL YEAR
FOR THE VILLAGE OF WINNETKA**

WHEREAS, the fiscal year of the Village of Winnetka (“Village”) extends from April 1st of each year through March 31st of the following year; and

WHEREAS, the annual budget for the Village must be adopted before the beginning of the fiscal year, so that the annual budget is adopted in March of each year; and

WHEREAS, the annual budget provides the basis for the Village’s annual property tax levy, which is adopted in December of each year; and

WHEREAS, because property taxes levied in one year are collected in the following calendar year, the property taxes levied for each fiscal year are not received until after expenditures have been made under the budget that forms the basis for the property tax levy; and

WHEREAS, the Corporate Authorities of the Village of Winnetka (“Village Council”) have determined that it is in the best interests of the Village to use a calendar-based fiscal year so that the annual budget and tax levy are more closely aligned, and so that both installments of revenues from the annual property tax levy are received during a single fiscal year; and

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, pursuant thereto, has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village Council finds that matters pertaining to the fiscal affairs of the Village, including defining the fiscal year, are matters pertaining to the affairs of the Village; and

WHEREAS, this Ordinance has been placed on the Village Council’s agenda and made available for public inspection at Village Hall and on the Village’s web site, in accordance with Sections 2.04.040 and 2.16.040 of the Winnetka Village Code and applicable law.

NOW, THEREFORE, be it ordained by the President and Board of Trustees of the Village of Winnetka, as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Section 1.04.050, “Fiscal Year,” of Chapter 1.04, “General Provisions,” of Title 1 of the Winnetka Village Code, “General Provisions,” is hereby amended to provide as follows:

Section 1.04.050 Fiscal year.

The fiscal year of the Village shall be the period from January 1 of each calendar year through and including December 31 of the same calendar year.

SECTION 3: Subsection B of Section 2.12.050, “Powers and Duties,” of Chapter 2.12, “Village Manager,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

H. Proposed Budget. To appoint the Budget Officer and to present to the Council for its consideration on or before the first regular meeting in November of each year, the proposed budget prepared by the Budget Officer for the following fiscal year.

SECTION 4: Subsection E of Section 2.24.010, “Village Collector,” of Chapter 2.24, “Village Collector,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Reports to Council. The Village Collector shall make a report in writing to the Council of all money collected by him or her, the account collected on, the balance of money uncollected on all warrants in his or her hands, the balance remaining uncollected at the time of return on all warrants which he or she shall have returned during the preceding fiscal year to the Finance Director, and of any other matter in connection with his or her office, annually on or before the tenth day of January of each year.

SECTION 5: Subsection E of Section 2.28.010, “Village Attorney,” of Chapter 2.28, “Village Attorney,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Attendance at Council Meetings; Reports. The Village Attorney shall attend the meetings of the Council and, at the request of the Council, on or before its first meeting in February of each year, make a report in writing to the Council of all suits, prosecutions or actions prosecuted or defended by him or her during the preceding fiscal year, of the names of the parties to such suits, prosecutions or actions, of the title of the courts in which they were commenced, of their progress or final disposition, and other information concerning the legal interests of the Village which may be deemed necessary or proper by the Council.

SECTION 6: Subsection B of Section 3.24.030, “Qualifications, Terms and Vacancies,” of Chapter 3.24, “Foreign Fire Insurance Board,” of Title 3 of the Winnetka Village Code, “Boards and Commissions,” is hereby amended to provide as follows:

B. Term of office.

1. Subject to the provisions of the following paragraph 2, the term of office for each of the elected members shall be two years, beginning on the first day of the fiscal year immediately following the election in which the member is elected, and all elected members shall hold office during their terms and until their respective successors are elected and qualified.

2. Notwithstanding the foregoing, the terms of office of the three members of the Board elected in March of 2014 shall expire at the end of the 2015 fiscal year, and the terms of office of the other three members of the Board shall expire at the end of the 2014

fiscal year. From and after December of 2014, the Board shall hold its annual elections each December, with three of its six members being elected during the month of December in even numbered years, and the other three members being elected during the month of December in odd-numbered years. From and after December of 2014, the two-year term of office of the elected members shall begin on the first day of the fiscal year immediately following the date of the member's election.

3. Any member who resigns, retires or is discharged from the Department, or who leaves active duty for any reason, shall automatically be removed from the Board and the position shall be deemed vacant. The election procedures established pursuant to section 3.24.040 of this chapter shall provide for the Board to fill such vacancy by special elections if more than 6 months remain in the term of office of the position that has been vacated.

SECTION 7: Section 3.24.040, "Election Procedures," of Chapter 3.24, "Foreign Fire Insurance Board," of Title 3 of the Winnetka Village Code, "Boards and Commissions," is hereby amended to provide as follows:

Section 3.24.040 Election Procedures.

The Board shall adopt rules and regulations establishing procedures for the nomination and election of candidates for membership on the Board, with three members of the Board to be elected each year. All such rules shall be adopted and posted throughout the Department not less than thirty (30) days before the date of the election, which shall be held during the last month of each fiscal year, except for the election to be held in March of 2014, as provided in subsection B of section 3.24.030.

SECTION 8: Chapter 4.08.010, "Annual Budget and Tax Levy," of Title 4 of the Winnetka Village Code, "Revenue and Finance," is hereby amended in its entirety to provide as follows:

Chapter 4.08

ANNUAL BUDGET AND TAX LEVY

Sections:

- 4.08.010 Budget Resolution.**
- 4.08.020 Contents of Annual Budget.**
- 4.08.030 Public Inspection, Notice and Hearing on Budget.**
- 4.08.040 Revision of Annual Budget.**
- 4.08.050 Tax Levy Ordinance.**
- 4.08.060 Filing of Tax Levy Ordinance.**

Section 4.08.010 Budget Resolution

Before the beginning of each fiscal year, the Council shall adopt a resolution adopting the annual budget for that fiscal year.

Section 4.08.020 Contents of Annual Budget.

The annual budget shall meet the requirements of Section 8-2-9.3 of the Illinois Municipal Code. It shall contain estimates of revenues available to the Village for the fiscal year for which the budget is drafted, together with recommended expenditures for the Village and all of the Departments, Commissions and Boards, showing the specific fund from which each anticipated expenditure is to be made. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. The annual budget shall also contain actual or estimated revenues and expenditures for the two years immediately preceding the fiscal year for which the budget is prepared, itemized in a manner which conforms to the extent possible with the charts of account used in presenting the revenue estimates and expenditure recommendations. The annual budget may include a fund designated as the capital improvement fund, in order to provide for the accumulation and use of funds in the manner specified in Section 8-2-9.5 of the Illinois Municipal Code. The annual budget may include money set aside for contingency purposes, the amounts and expenditures of which shall be in accordance with Section 8-2-9.7 of the Illinois Municipal Code.

Section 4.08.030 Public Inspection, Notice and Hearing on Budget.

The proposed annual budget shall be made conveniently available for public inspection for at least ten (10) days prior to its passage. Publication of the proposed budget shall be by publication in the journal of the proceedings of the Council, unless otherwise required by law. Prior to final action on the budget, the Council shall hold at least one public hearing on the proposed annual budget, pursuant to notice given by publication in a newspaper having a general circulation in the Village of at least one week prior to the time of the hearing. After the hearing or hearings, the proposed budget may be further revised and passed without any further publication, inspection, notice or hearing.

Section 4.08.040 Revision of Annual Budget.

The annual budget may be revised in any of the following manners; provided, that no revision of the budget shall increase the annual budget unless funds are available to cover the proposed expenditure increase.

A. The head of a department may delete, add to, change or create subclasses within the classifications budgeted to that department, subject to the approval of the Village Manager.

B. The Budget Director, with the approval of the Village Manager, may transfer funds between budget line items, may create new classifications of expenditures, and may delete, change or create subclasses within expenditure classifications.

C. The Council, by a two-thirds vote of the Council, may transfer funds between budget line items, may create new classifications of expenditures, may delete, change or

create subclasses within expenditure classifications, and may otherwise delegate authority to department heads to revise the annual budget in accordance with Section 8-2-9.6 of the Illinois Municipal Code.

Section 4.08.050 Tax Levy Ordinance.

On or before the last Tuesday in December of each year, the Council shall determine the total amount of expenditures legally budgeted, and any amount deemed necessary to defray additional expenses and liabilities, for all corporate purposes to be provided for by the tax levy of that year, and shall adopt an ordinance specifying in detail, in the manner authorized for the budget, the purposes for which the budget or such additional amounts deemed necessary have been made and the amount assignable for each purpose respectively, and shall levy upon all property subject to taxation within the Village as that property is assessed and equalized for state and county purposes for the current year.

Section 4.08.060 Filing of Tax Levy Ordinance.

The Village Clerk shall promptly file a copy of the tax levy ordinance with the county clerk, as required by state statute.

SECTION 9: Section 5.04.060, “Expiration,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.060 Expiration.

All licenses issued under the provisions of this article shall expire at the end of the fiscal year for which they were issued, unless otherwise specifically provided.

SECTION 10: Section 5.04.070, “Notice to Renew,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.070 Notice to renew.

The Village will issue written notification to the holder of any license that has been issued for a term that exceeds one month, and to the holder of any license that expires at the end of the calendar year, of the date such license is due to expire and of the need to renew such license in order remain in lawful operation. The notice will be issued from fifteen (15) to forty-five (45) days before the expiration date of the license, and will also state the amount of the license fee and the penalty for failure to procure a new license. Neither the Village’s failure to issue, nor the licensee’s failure to receive, such notice shall relieve the licensee of the obligation to procure a new license.

SECTION 11: Section 5.09.090, “Termination Date,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.09.090 Termination date.

A. Every Class A, Class A-1, television rider, packaged meal rider, wine station rider, Class B, Class D, Class D-1, Class E, Class E-1 and Class P license issued under the provisions of this chapter shall terminate at the end of the fiscal year for which the license was issued.

B. Every Class C license issued under the provisions of this chapter shall terminate on the date specified in the license.

C. Every sidewalk restaurant rider shall terminate at the end of the fiscal year for which the license was issued; provided, that all sidewalk restaurant rider licenses shall be subject to the seasonal limitations stated in subsection M of section 5.09.100 of this chapter.

SECTION 12: Paragraph 9 of Subsection M, “Sidewalk Restaurant Rider License,” of Section 5.09.100, “Classification of Licenses,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

9. No service shall be allowed under a sidewalk restaurant rider license prior to April 1 or after November 30, except that the Village Manager shall have the authority to permit such service prior to April 1 or after November 30, upon determining that weather conditions permit and upon issuing written notice to licensees. Notwithstanding the foregoing, no service shall be allowed under any such license at any time that the Village determines that weather conditions necessitate the removal of snow or other debris from the public sidewalks.

SECTION 13: Subsection E, “License Fee,” of Section 5.16.010 of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

E. License Fee. The applicant shall pay an annual fee for the license issued under this chapter. The annual fee shall be in an amount set from time to time by resolution of the Village Council and shall be paid to the Village on or before January 1st of the year for which the license is to be issued.

SECTION 14: Subsection F, “Term of License,” of Section 5.16.010, “Coin-operated musical devices,” of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

F. Term of License. Each license issued under the provisions of this chapter shall terminate on the last day of December of the year for which it is issued.

[Remainder of this page intentionally left blank.]

SECTION 15: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 16: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this 20th day of August, 2013, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 20th day of August, 2013.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this ___ day of _____, 2013.

Introduced: August 6, 2013

Passed and Approved:



Agenda Item Executive Summary

Title: R-28-2013 - Authorizing the Disposition of Surplus Office Furnishings - Adopt

Presenter: Katherine S. Janega, Village Attorney

Agenda Date: 08/20/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Bid Authorization/Award
<input type="checkbox"/>	Policy Direction
<input type="checkbox"/>	Informational Only

Item History:

None.

Executive Summary:

The Police Department has 4 wooden desks, a wooden bookcase, 2 small office tables and 11 fabric covered office chairs that have been replaced and are currently being stored in the basement of the Public Safety Building. Chief of Police Kreis advises that the furniture is old and worn, and is no longer useful or appropriate for regular office use. None of the Village's other departments have any use for the furniture, and propertyroom.com, the third-party vendor that often sells Police Department surplus, will not dispose of it.

However, the surplus furniture could be of some value for infrequent duty, and the Board of the North Regional Major Crimes Task Force ("NORTAF") has indicated an interest in using it in space it is expanding for its Forensics Team at the Northeastern Illinois Public Safety Training Academy ("NIPSTA") facilities. The Village is a member of both NORTAF and NIPSTA.

Resolution R-28-2013 authorizes the Village Manager to donate the surplus furniture to NORTAF. In the alternative, the furniture can be donated to any other intergovernmental agency or Illinois municipality, or disposed of in any other reasonable manner, considering its absence of value.

Recommendation / Suggested Action:

Consider a motion to adopt Resolution R-28-2013, titled "A Resolution Authorizing the Disposition of Surplus Office Furnishings."

Attachments:

Resolution R-28-2013 A Resolution Authorizing the Disposition of Surplus Office Furnishings

RESOLUTION NO. R-28-2013

**A RESOLUTION
AUTHORIZING THE DISPOSITION
OF SURPLUS OFFICE FURNISHINGS**

WHEREAS, the Winnetka Police Department (“Department”) is in possession of four wooden desks, a wooden bookcase, two small office tables and 11 fabric covered office chairs (collectively, the “Surplus Office Furniture”), all of which has been replaced and is in storage in the Public Safety Building; and

WHEREAS, due to its age and its worn condition, the Surplus Office Furniture is beyond its useful life for regular usage in the Police Department and the other operating departments of the Village of Winnetka (“Village”); and

WHEREAS, the Police Department has also informed the Village Manager that the Department’s third-party on-line property vendor will not dispose of the Surplus Office Furniture, and that there is no other cost-effective way to attempt to sell it because of its negligible value; and

WHEREAS, the Forensics Team of the North Regional Major Crimes Task Force (“NORTAF”) is expanding space at the Northeastern Illinois Public Safety Training Academy (“NIPSTA”) facilities, and the NORTAF Board has indicated a desire to obtain the Surplus Office Furniture for the team’s use; and

WHEREAS, the Village participates in both NORTAF and NIPSTA through intergovernmental agreements; and

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act (“Act”), 5 ILCS 220/1, *et seq.*, provides that any power or powers, privileges or authority exercised or which may be exercised by a public agency may be exercised and enjoyed jointly with any other public agency; and

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, the Council of the Village of Winnetka (“Village Council”) finds that the disposal of surplus property owned by the Village, such as the Surplus Office Furniture described in this Resolution, is a matter pertaining to the affairs of the Village and to the public health, safety and general welfare; and

WHEREAS, the Village Council has determined that disposal of the Surplus Office Furniture as provided in this Resolution is necessary and proper, in that it will further intergovernmental cooperation with the members of NORTAF and NIPSTA and will avoid incurring unnecessary storage and disposal costs.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Winnetka as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka (“Village Council”), as if fully set forth herein.

SECTION 2: The Village Council finds (a) that the Surplus Office Furniture described above in this Resolution is no longer necessary or useful to the Village of Winnetka and does not have any reasonable resale value, and (b) that the best interests of the Village of Winnetka will be served by the disposition of the Surplus Office Furniture as provided in this Resolution.

SECTION 3: In furtherance of intergovernmental cooperation as provided in Article VII, Section 10 of the Illinois Constitution of 1970, and in the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, the Village Manager is hereby authorized and directed to dispose of the Surplus Office Furniture by donating it to NORTAF for its use in its operations.

SECTION 4: To the extent NORTAF is unable to accept the Surplus Office Furniture, the Village Manager may, in the exercise of his discretion: (a) donate the Surplus Office Furniture, either to any other intergovernmental agency of which the Village is a member, or to any other Illinois municipality; or (b) dispose of the Surplus Office Furniture in any other reasonable manner, in light of its absence of value.

SECTION 5: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970

SECTION 6: This Resolution shall take effect immediately upon its adoption.

ADOPTED this ___ day of _____, 2013, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk



Agenda Item Executive Summary

Title: Village Green Flag Request

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/20/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Bid Authorization/Award
<input type="checkbox"/>	Policy Direction
<input type="checkbox"/>	Informational Only

Item History:

August 21, 2012 Council Agenda Packet, "Request to Place Flags on Village Green"

Executive Summary:

In 2008, a tradition began: planting 2,977 American flags on the Village Green to remember the victims of the September 11, 2001 terrorist attacks.

Attached is the letter from resident Elliott Tucker who is the student-lead wishing to continue this tradition. The Village has previously granted this same request since 2008.

Recommendation / Suggested Action:

Consider request.

Attachments:

1) Tucker letter, re: Request to place flags on Village Green for Patriot Day, September 11, 2013.

June 25, 2013

Elliott Tucker
Winnetka, Illinois 60093

Via e-mail

Mr. E. Gene Greable,
Village President

Mr. Rob Bahan,
Village Manager

Village of Winnetka
510 Green Bay Road
Winnetka, Illinois 60093

Re: Request to place flags on the Village Green for Patriot Day,
September 11, 2013.

Dear President Greable and Manager Bahan:

Hi. In continuing the flag-planting tradition begun by Genevieve Nielsen in 2008 and carried on by my sister Taylor, I am seeking permission to again plant 2,977 American flags on the Village Green at the base of the Cenotaph, to remember the victims who lost their lives during the September 11, 2001 terrorist attacks on the United States. The flags would be planted during the late afternoon of September 10th, and removed around sunset on September 11, 2013.

This has become an annual, community-wide tradition. Now that Taylor is heading off to college (as Genevieve did before her) I am honored to continue this student-lead tradition. I will be a junior at New Trier High School this fall.

Thank you for your consideration.

Sincerely,

Elliott Tucker



Agenda Item Executive Summary

Title: Change Order for Primary Cable, The Okonite Company

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 08/20/2013

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input type="checkbox"/> | Informational Only |

Item History:

The Water & Electric Department issued Bid Number #13-008 for the purchase of cable during the timeframe of April 1, 2013 through March 31, 2014. The bid covered both secondary cable (600V) and medium voltage (15kV) power cable. Bid prices are indexed to the cost of metals.

At the April 4, 2013 Council Meeting, the Village Manager was authorized to award two purchase orders for the procurement of medium voltage (15kV) power cable and secondary (600V) cable. Based on the bid evaluation, the primary cable was awarded to the Okonite Company and the secondary cable was awarded to Wesco.

Executive Summary:

In order to insure that an adequate supply of underground medium voltage power cable is available for service connections, staff is requesting authorization to purchase additional quantities of 15kV 1/0 copper cable. The requested change order amount is \$38,663.

The Electric Fund FY2013-14 Budget contains \$604,000 (account #50-47-640-209) for the purchase and installation of cable. The Village Council has previously approved \$50,000 of wire pulling services and \$313,643 of cable purchases.

Recommendation / Suggested Action:

Consider authorizing the Village Manager to award a change order to the Okonite Company in the amount of \$38,663 for the purchase of 15kV 1/0 copper cable at the unit prices bid, subject to the contract conditions.

Attachments:

Agenda Report dated August 12, 2013

AGENDA REPORT

SUBJECT: **Change Order for Primary Cable, The Okonite Company**

PREPARED BY: Brian Keys, Director Water & Electric

REF: March 19, 2013 Village Council Meeting, pp. 39-45
 April 4, 2013 Village Council Meeting, pp. 15-24

DATE: August 12, 2013

The Water & Electric Department issued Bid Number #13-008 for the purchase of cable during the timeframe of April 1, 2013 through March 31, 2014. The bid covered both secondary cable (600V) and medium voltage (15kV) power cable. Bid prices are indexed to the cost of metals.

At the April 4, 2013 Council Meeting, the Village Manager was authorized to award two purchase orders for the procurement of medium voltage (15kV) power cable and secondary (600V) cable. Based on the bid evaluation, the primary cable was awarded to the Okonite Company and the secondary cable was awarded to Wesco.

In order to insure that an adequate supply of underground medium voltage power cable is available for service connections, staff is requesting authorization to purchase additional quantities of 15kV 1/0 copper cable. Manufacturing lead time for the cable is 14 weeks. This cable is used for connections to serve pad mount transformers from switchgear or the overhead system and/or connections between pad mount transformers.

The requested change order amount is \$38,663. The change order amount includes additional funds for manufacturing length tolerances as noted below.

15kV Cable			
Quantity 3-1/c 1/0: 2,000 ft. 1/c 1/0: 1,500 ft.	Metals Escalation	Shipping Length Tolerance (5%) & Packaging	Requested Amount
\$36,821.00	\$0	\$1,841.05	\$38,662.05
			↓ \$38,663

The Electric Fund FY2013-14 Budget contains \$604,000 (account #50-47-640-209) for the purchase and installation of cable. The Village Council has previously approved \$50,000 of wire pulling services and \$315,259 of cable purchases.

Recommendation:

Consider authorizing the Village Manager to award a change order to the Okonite Company in the amount of \$38,663 for the purchase of 15kV 1/0 copper cable at the unit prices bid, subject to the contract conditions.



Agenda Item Executive Summary

Title: Change Order for Transformer, Wesco

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 08/20/2013

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input type="checkbox"/> | Informational Only |

Item History:

The Water & Electric Department issued Bid Number 13-011 for the purchase and delivery of pad mount transformers through March 31, 2014. At the April 18th Council Meeting, the Village Manager was authorized to award a purchase order to Wesco for the FYE 2014 requirements of three phase transformers.

Executive Summary:

North Shore Country Day School has initiated renovation to one of their facilities. The changes will increase the electrical demand for the building and require a larger transformer. The existing 300 kVA transformer will be replaced with a 500 kVA transformer. The requested change order amount is \$19,712 for the required three phase transformer.

The FY2013-14 Budget contains \$80,000 (account #50-47-640-212) for the purchase of Line Transformers and Devices. The Village Council has previously approved purchase orders for \$66,499 of transformer purchases. Purchase of this 500 kVA unit will exceed the budgeted account amount by \$6,211. This amount will be offset by lower expenditures in other Electric Fund capital accounts such as: underground conductors, underground conduits and overhead conductors.

Recommendation / Suggested Action:

Consider authorizing the Village Manager to award a change order to Wesco in the amount of \$19,712 for the purchase of one (1) three phase transformers at the unit price bid, subject to the terms and conditions in Bid Number 13-011.

Attachments:

1) Agenda Report (dated August 6, 2013)

AGENDA REPORT

SUBJECT: **Change Order for Transformer, Wesco**

PREPARED BY: Brian Keys, Director Water & Electric

REF: April 18, 2013 Council Meeting, pp. 30-40
 June 18, 2013 Council Meeting, pp. 72-73

DATE: August 6, 2013

The Water & Electric Department issued Bid Number 13-011 for the purchase and delivery of pad mount transformers through March 31, 2014. Vendors provided unit prices for each of the pad mount transformers required. At the April 18th Council Meeting, the Village Manager was authorized to award a purchase order to Wesco for the FYE 2014 requirements of three phase transformers. Single phase transformers were awarded to Resco.

North Shore Country Day School has initiated renovation to one of their facilities. The changes, which include increased amounts of air conditioning, will increase the electrical demand for the building and require a larger transformer. The existing 300 kVA transformer will be replaced with a 500 kVA transformer. The quoted manufacturing lead-time for the transformers is 12-14 weeks. The requested change order amount is \$19,712 for the required three phase transformer. Staff is requesting authorization to proceed with an order for the following unit:

Three Phase:
Quantity of (1): 500 kVA (120/208V)
Total Cost: \$19,712

The FY2013-14 Budget contains \$80,000 (account #50-47-640-212) for the purchase of *Line Transformers and Devices*. The Village Council has previously approved purchase orders for \$66,499 of transformer purchases. Purchase of this 500 kVA unit will exceed the budgeted account amount by \$6,211. This amount will be offset by lower expenditures in other Electric Fund capital accounts such as: underground conductors, underground conduits and overhead conductors.

Recommendation:

Consider authorizing the Village Manager to award a change order to Wesco in the amount of \$19,712 for the purchase of one (1) three phase transformers at the unit price bid, subject to the terms and conditions in Bid Number 13-011.



Agenda Item Executive Summary

Title: Water Plant Spare Breaker, Bid Number #013-022

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 08/20/2013

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input type="checkbox"/> | Informational Only |

Item History:

The Water Plant is served from 480V switchgear located in the Electric Plant. During prior maintenance on the 1986 switchgear, it was noted that spare breakers were not readily available and the Village did not own a spare unit for this critical piece of switchgear. As part of the FYE 2014 budget, it was proposed that a spare 2000 amp breaker be purchased for emergency stock.

Executive Summary:

The Water & Electric Department requested bids (Bid Number #013-022) for the purchase of a Westinghouse / Cutler-Hammer / Eaton, 480 volt, 2000 amp, molded case drawout circuit breaker. The specification allowed vendors to quote new or refurbished breakers that were compatible with the existing switchgear. Staff received only one bid for the equipment.

Wesco bid \$29,451 for the required breaker. The Water Fund budget contains \$30,000 for the purchase of a spare breaker in account 52-62-540-201, Operations-Commodities.

Recommendation / Suggested Action:

Consider authorizing the Village Manager to issue a purchase order to Wesco in the amount of \$29,451.00 for the purchase of a spare breaker in accordance with the terms and conditions of Bid Number #013-022.

Attachments:

Agenda Report dated August 12, 2013

AGENDA REPORT

SUBJECT: **Water Plant Spare Breaker, Bid Number #013-022**

PREPARED BY: Brian Keys, Director Water & Electric

REF: February 13, 2013 Budget Review Meeting

DATE: August 12, 2013

The Water Plant is served from 480V switchgear located in the Electric Plant. During prior maintenance on the 1986 switchgear, it was noted that spare breakers were not readily available and the Village did not own a spare unit for this critical piece of switchgear. As part of the FYE 2014 budget, it was proposed that a spare 2000 amp breaker be purchased for emergency stock.

The Water & Electric Department requested bids (Bid Number #013-022) for the purchase of a Westinghouse / Cutler-Hammer / Eaton, 480 volt, 2000 amp, molded case drawout circuit breaker. The specification allowed vendors to quote new or refurbished breakers that were compatible with the existing switchgear. The bid notice was published in the Pioneer Press and bid notices were sent to seven vendors. Wesco was the only vendor that responded with a quote to furnish an OEM remanufactured breaker.

Company Name	Lump Sum Bid
Wesco	\$32,200.00
Wesco (without key interlock)	\$29,451.00

Upon receipt of the bid, staff identified an option that was included in the breaker quoted by Wesco, but not required by the Water Plant. The vendor was asked to identify the cost reduction associated for eliminating the key interlock provision. The unit price was reduced by \$2,749.00. Lead time for the unit is 3-4 weeks. Staff is recommending acceptance of the bid amount for the breaker without the key interlock provision. The Water Fund budget contains \$30,000 for the purchase of a spare breaker in account 52-62-540-201, *Operations-Commodities*.

Recommendation:

Consider authorizing the Village Manager to issue a purchase order to Wesco in the amount of \$29,451.00 for the purchase of a spare breaker in accordance with the terms and conditions of Bid Number #013-022.



Agenda Item Executive Summary

Title: Utility Tractor Replacement

Presenter: Steven M. Saunders, Director of Public Works/Village Engineer

Agenda Date: 08/20/2013

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input type="checkbox"/> | Informational Only |

Item History:

FY 2013-14 Budget Item

Executive Summary:

The Village operates four multi-purpose utility tractors used for leaf collection, sidewalk and business district snow removal, landfill mowing, and backup power of stormwater pumps. These units are designed with several interchangeable attachments, including a sweeper, a snowblower, a leaf pusher, a mower, and straight and v-plow blades, and interchangeable rear parts including a dump body and optional anti-icing setup. The FY 2013-14 Budget contains \$90,000 to replace one of these units, a 1999 Holder C-9700H with 2705 hours that is no longer in operable condition, with engine and frame damage.

On June 25, 2013, the Village opened bids to replace this unit. Two bidders responded, with only one placing a bid. At \$102,531, the one bid provided exceeds the \$90,000 contained in the FY 2013-14 Budget for this purchase. Pursuant to these bids, Village staff has been in contact with the low bidder about the possibility of purchasing a similar piece of equipment that has been used as a demonstration unit for municipalities this year. The demonstration unit, with 405 hours, is an M-B MSV 110 horsepower 4-Wheel Drive Articulated Tractor, equipped with options and attachments necessary to replace the current Holder unit. The demonstration unit as equipped costs \$77,534.

There are several advantages to the demonstration unit proposed to be purchased; however, State of Illinois purchasing law requires that municipal purchases exceeding \$20,000 be competitively bid, unless the Corporate Authority (in Winnetka's case the Village Council) waives the competitive bidding requirement. The approach of soliciting a price proposal for a demo unit from the vendor who bid a new machine results in a unit that meets all of the Village's needs, yet saves approximately \$25,000 compared to the purchase of a comparable new unit. Staff requests that the Council waive the requirement for competitive bidding, and recommends that the Council award a purchase order to R.N.O.W., of West Allis, WI, for the purchase of a demonstration 2013 M-B MSV-110 HP 4-Wheel Drive Utility Tractor, for the amount of \$77,534.

Recommendation / Suggested Action:

1. Consider waiving the competitive bid process for purchasing a replacement 4-Wheel Drive Utility Tractor;
2. Consider awarding a Purchase Order to R.N.O.W., of West Allis, WI, for the purchase of a demonstration 2013 M-B MSV-110 HP 4-Wheel Drive Utility Tractor, for the amount of \$77,534.

Attachments:

- 1) Agenda Report
- 2) Price Quotation
- 3) Photos of Tractor Attachments

Agenda Report

Subject: Utility Tractor Replacement

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: August 12, 2013

The Village operates four multi-purpose utility tractors used for leaf collection, sidewalk and business district snow removal, landfill mowing, and backup power of stormwater pumps. These units are designed with several interchangeable attachments, including a sweeper, a snowblower, a leaf pusher, a mower, and straight and v-plow blades, and interchangeable rear parts including a dump body and optional anti-icing setup. The following photograph illustrates one of these vehicles.



One of these units, PW-45, is a 1999 Holder C-9700H with 2705 hours. The vehicle is no longer in operable condition, with engine and frame damage. The inoperable unit has been disassembled and will be used for parts for the other three Holder tractors in the fleet.

On June 25, 2013, the Village opened bids to replace this unit. 2 bidders responded, summarized as follows:

Item	R.N.O.W., Inc.	Standard Equipment	Comments
Base Bid: 4-Wheel Drive Articulated Utility Tractor	M-B MSV 110 HP \$96,059.00	Holder NO BID	Standard Equipment provided a "No Bid" based on expected inability to compete on price.
Meets Specifications?	Yes	N/A	The product being considered for bid by Standard Equipment would have met the Village's specifications.
Option: 10-ply "winter lugged Spare Tire and Wheel	\$702.00	N/A	
Option: Rear Hydraulic Control Circuit	\$1,438.00	N/A	
Option: 2-year Parts & Labor Warranty	\$3,000.00	N/A	
Option: Oscillating Front Hitch Hooks	\$850.00	N/A	
Option: Emergency Towing Kit	\$482.00	N/A	
TOTAL BID w/ Options	\$102,531.00	N/A	

The one bid provided exceeds the \$90,000 contained in the FY 2013-14 Budget for this purchase. Pursuant to these bids, Village staff has been in contact with R.N.O.W. about the possibility of purchasing a similar piece of equipment that has been used as a demonstration unit for municipalities this year. The demonstration unit, with 405 hours, is an M-B MSV 110 horsepower 4-Wheel Drive Articulated Tractor, equipped with options and attachments necessary to replace the current Holder unit. The demonstration unit as equipped costs \$77,534, as detailed below:

Item	R.N.O.W. Equipment Demo Unit
M-B MSV 110hp 4-Wheel Drive Articulated Tractor	\$59,995
M-B VOH-11 192 Turf Tires & Rims	\$2,832
Demo Unit Discount	(\$712)
M-B 60-inch Hydraulic Angling Broom	\$6,406
Demo Unit Discount	(\$2,100)
M-B MSV H2-SB 50-inch Hydraulic/PTO Snow Blower	\$9,063
Demo Unit Discount	(\$2,063)
M-B 60-inch Hydraulic Angling Plow w/ Trip Moldboard	\$4,113
Total Price as equipped	\$77,534

There are several advantages to the demonstration unit proposed to be purchased. First, the demonstration unit being supplied, although it has 405 hours of use, is in excellent condition. Second, the unit will be returned to the M-B Factory, located in New Holstein, WI, for a full factory reconditioning service prior to delivery. Third, the necessary attachments, including a plow blade, rotary broom, and snow blower for winter maintenance, will be provided with the demo unit, at discounted prices. Finally, the price of the demonstration unit is approximately \$36,000 less than the price of a new unit, and the total cost with the necessary attachments is about \$25,000 less than the cost of a new unit.

State of Illinois purchasing law requires that municipal purchases exceeding \$20,000 must be competitively bid, unless the Corporate Authority (in Winnetka's case the Village Council) waives the competitive bidding requirement. The approach of soliciting a price proposal for a demo unit from the vendor who bid a new machine results in a unit that meets all of the Village's needs, yet saves approximately \$25,000 compared to the purchase of a comparable new unit. Staff requests that the Council waive the requirement for competitive bidding, and recommends that the Council award a purchase order to R.N.O.W., of West Allis, WI, for the purchase of a demonstration 2013 M-B MSV-110 HP 4-Wheel Drive Utility Tractor, for the amount of \$77,534.

Recommendation:

1. Consider waiving the competitive bid process for purchasing a replacement 4-Wheel Drive Utility Tractor;
2. Consider awarding a Purchase Order to R.N.O.W., of West Allis, WI, for the purchase of a demonstration 2013 M-B MSV-110 HP 4-Wheel Drive Utility Tractor, for the amount of \$77,534.

Attachments:

1. Price Quotation
2. Photos of Tractor Attachments

ATTACHMENT #1
PRICE QUOTATION



R.N.O.W., Inc.
 8636R West National Avenue
 West Allis, WI 53227

QUOTATION

Quote Number: e2013-635
 Quote Date: Aug 5, 2013
 Page: 1

Voice: 414-541-5700
 Fax: 414-543-9797

Quoted To:
 VILLAGE OF WINNETKA
 ACCOUNTS PAYABLE - JUDY KRAUSE
 510 GREEN BAY ROAD
 WINNETKA, IL 60093
 USA

Accepted By:
 Sign above to accept quotation and place order

Customer Fax: 847-501-2680

Customer ID	Good Thru	Payment Terms	Sales Rep
WINNETKA	9/4/13	DUE ON DELIVERY	JAS

Quantity	Item	Description	Unit Price	Amount
1.00	M-B MSV <i>405 Hours</i>	M-B MSV- 110 HP Tier 3 Diesel Engine, Wheel Motor Based Ground Drive, 26 GPM Std Auxiliary Hyd Flow, Standard Front 540 RPM PTO. CAT 1 CAT2, two point hitch. DEMO UNIT LISTED - DISCOUNTED	59,995.00	59,995.00
2.00	M-B VOH-100192	PAIR, ASSY, OSCILLATING HITCH		
4.00	M-B MSV 0007	SPARE SUMMER TURF RIM & TIRE (TIRE 33/16LL500, 10 PLY)	708.00	2,832.00
4.00	DISCOUNT	DEMO DISCOUNT TIRES	178.00	-712.00
1.00	M-B MSV 60" BROOM	60" Hydraulic Angling Broom, Dual Motor DEMO BROOM	6,406.00	6,406.00
1.00	DISCOUNT	DEMO DISCOUNT FOR BROOM	2,100.00	-2,100.00
1.00	M-B MSV H2-SB 50	Hydraulic Fan and PTO Dual Auger Snow Blower - 50" Cutting Width DEMO UNIT	9,063.00	9,063.00
1.00	DISCOUNT	DEMO DISCOUNT ON BLOWER	2,063.00	-2,063.00

Thank you for the opportunity to quote

SUBMITTED BY
Steven D. Krall
 President

Subtotal	Continued
Sales Tax	Continued
Freight	
TOTAL	Continued



R.N.O.W., Inc.
 8636R West National Avenue
 West Allis, WI 53227

QUOTATION

Quote Number: e2013-635
 Quote Date: Aug 5, 2013
 Page: 2

Voice: 414-541-5700
 Fax: 414-543-9797

Quoted To:
 VILLAGE OF WINNETKA
 ACCOUNTS PAYABLE - JUDY KRAUSE
 510 GREEN BAY ROAD
 WINNETKA, IL 60093
 USA

Accepted By: _____
 Sign above to accept quotation and place order

Customer Fax: 847-501-2680

Customer ID	Good Thru	Payment Terms	Sales Rep
WINNETKA	9/4/13	DUE ON DELIVERY	JAS

Quantity	Item	Description	Unit Price	Amount
1.00	M-B MSV 0032	60" Hydraulic Angling Plow with trip moldboard NOTE THE DEMO TRACTOR WILL BE FULLY SERVICED AND GONE THROUGH BY M-B COMPANIES FACTORY IN NEW HOLSTEIN, WI PRIOR TO DELIVERY. ORIGINAL FACTORY FOLD AWAY MIRRORS TO BE PUT BACK ON THE MACHINE. STROBE LIGHT TO BE RELOCATED PER CUSTOMER SPECIFICATION 6 MONTH WARRANTY INCLUDED	4,113.00	4,113.00

Thank you for the opportunity to quote

SUBMITTED BY 
Steven D. Krall
 President

Subtotal	77,534.00
Sales Tax	
Freight	
TOTAL	77,534.00

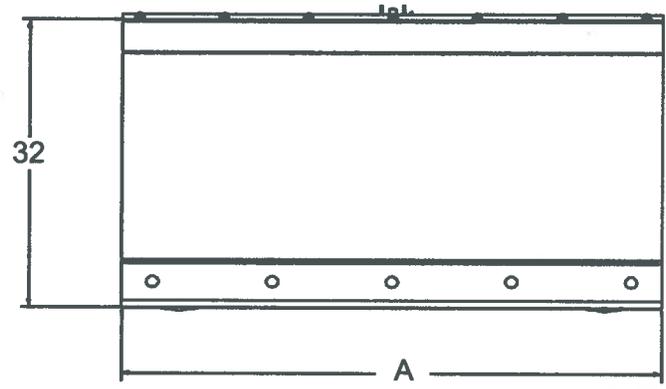
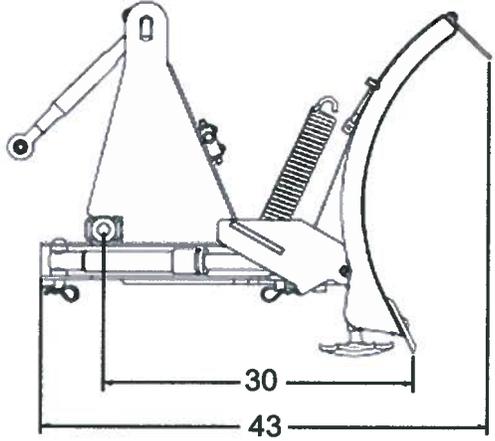
ATTACHMENT #2

PHOTOS OF TRACTOR ATTACHMENTS



Hydraulic Angling Plow

MODEL	APA 50"	APA 60"	APA 72"	APA 84"	APA 96"
Weight	430 lbs	500 lbs	570 lbs	640 lbs	710 lbs
Height	32"	32"	32"	32"	32"
Width - A	50"	60"	72"	84"	96"
Clearing Width When Angled 30°	43"	52"	62"	73"	83"



DISTRIBUTED BY:

Sold and Serviced By



R.N.O.W., Inc.
 8636R W. National Ave.
 West Allis, WI 53227
 414-541-5700
 www.rnow-inc.com



MSV Sales
 1615 Wisconsin Avenue
 New Holstein, Wisconsin 53061
 1-800-558-5800



In the interest of continual product improvement, M-B Companies, Inc. reserves the right to change specifications without notice. (8/2009)



Agenda Item Executive Summary

Title: Lloyd Park Storm Sewer Outlet Contract Award

Presenter: Steven M. Saunders, Director of Public Works/Village Engineer

Agenda Date: 08/20/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	Bid Authorization/Award
<input type="checkbox"/>	Policy Direction
<input type="checkbox"/>	Informational Only

Item History:

June 18, 2013 Regular Council Meeting (Council authorized staff to solicit bids)

Executive Summary:

At the June 18, 2013 Council Meeting, the Council directed staff to solicit construction bids for one of the Northeast Winnetka stormwater improvements, the Lloyd Outlet project. This project consists of separating the large Spruce Street Outlet watershed into two separate outlet areas by constructing a new storm sewer outlet from Sheridan Road at the south end of Lloyd Park. The size of this drainage area and change of topography, along with insufficient storm sewer capacity for larger rain events, contribute to significant flooding along Sheridan Road from Maple Street south, and along Spruce Street east to the lake. The proposed storm sewer outlet consists of a new 36-inch diameter storm sewer beneath the parking lot at Lloyd Park. The project re-uses an existing abandoned 20" ductile iron water main to transit the slope to reach lake level. While this section of water main is smaller in diameter than the incoming 36-inch storm sewer, the significantly steeper slope provides sufficient capacity to carry the necessary flow. The water discharges to the lake via a new rubble-covered discharge structure constructed by the Park District last spring.

On August 8, 2013, the Village received and opened bids for the proposed improvements. Six firms submitted bids, and the low bidder was Lenny Hoffman Excavating with a bid in the amount of \$251,488.00. The engineer's estimate of probable construction cost was \$268,385.00. Staff reviewed the bid documents and confirmed the accuracy of the bid. Lenny Hoffman Excavating has successfully completed numerous projects for the Village.

Recommendation / Suggested Action:

Award a contract to Lenny Hoffman Excavating, of Wilmette, IL, to construct the Lloyd Park Storm Sewer Outlet project in the amount of \$251,488.00.

Attachments:

- 1) Agenda Report
- 2) Bid Tabulation

Agenda Report

Subject: Lloyd Park Storm Sewer Outlet Contract Award

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: August 12, 2013

On March 8, 2012 the Village awarded a contract to Christopher B. Burke Engineering, Ltd. (CBBEL) to complete detailed plans and specifications suitable for permits and obtaining construction bids for two drainage improvements in the Spruce Street Outlet Study Area of northeast Winnetka, one of which is the Lloyd Park Storm Sewer Outlet.

This project consists of separating the large Spruce Street Outlet watershed into two separate outlet areas by constructing a new storm sewer outlet from Sheridan Road at the south end of Lloyd Park. The size of this drainage area and change of topography, along with insufficient storm sewer capacity for larger rain events, contribute to significant flooding along Sheridan Road from Maple Street south, and along Spruce Street east to the lake. The project would divert stormwater from the north half of the watershed and allow the existing Spruce Street outlet to function much more effectively, reducing flooding in the area.

The proposed storm sewer outlet consists of a new 36-inch diameter storm sewer beneath the parking lot at Lloyd Park. The project re-uses an existing abandoned 20" ductile iron water main to transit the slope to reach lake level. While this section of water main is smaller in diameter than the incoming 36-inch storm sewer, the significantly steeper slope provides sufficient capacity to carry the necessary flow. The water discharges to the lake via a new rubble-covered discharge structure constructed by the Park District last spring.

On August 8, 2013, the Village received and opened bids for the proposed improvements. Six firms submitted bids, and the low bidder was Lenny Hoffman Excavating with a bid in the amount of \$251,488.00. The engineer's estimate of probable construction cost was \$268,385.00. Staff reviewed the bid documents and confirmed the accuracy of the bid. Lenny Hoffman Excavating has successfully completed numerous projects for the Village.

Recommendation:

Award a contract to Lenny Hoffman Excavating, of Wilmette, IL, to construct the Lloyd Park Storm Sewer Outlet project in the amount of \$251,488.00.

Attachments:

1. Bid Tabulation

ATTACHMENT #1
BID TABULATION

Spruce Street Outlet Study Area
Lloyd Outlet
8/8/13 Bid Opening

	Unit	Quantity	Lenny Hoffman		Maneval		Bolder		Copenhaver		Berger		A. Lamp	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
Construction Costs														
Tree Removal	UN	10	\$ 61.00	\$ 610.00	\$ 157.50	\$ 1,575.00	\$ 60.00	\$ 600.00	\$ 45.00	\$ 450.00	\$ 65.00	\$ 650.00	\$ 50.00	\$ 500.00
Trench Backfill	CY	425	\$ 45.00	\$ 19,125.00	\$ 37.00	\$ 15,725.00	\$ 40.00	\$ 17,000.00	\$ 38.00	\$ 16,150.00	\$ 50.00	\$ 21,250.00	\$ 40.00	\$ 17,000.00
Aggregate Subgrade Improvement 12"	SY	24	\$ 21.00	\$ 504.00	\$ 47.26	\$ 1,134.24	\$ 15.00	\$ 360.00	\$ 18.00	\$ 432.00	\$ 20.00	\$ 480.00	\$ 15.00	\$ 360.00
Aggregate Subbase, Type B	TN	10	\$ 211.00	\$ 2,110.00	\$ 61.86	\$ 618.60	\$ 30.00	\$ 300.00	\$ 60.00	\$ 600.00	\$ 40.00	\$ 400.00	\$ 12.00	\$ 120.00
Aggregate Subbase, Type B-9"	TN	225	\$ 6.00	\$ 1,350.00	\$ 9.32	\$ 2,097.00	\$ 9.00	\$ 2,025.00	\$ 15.00	\$ 3,375.00	\$ 15.00	\$ 3,375.00	\$ 11.00	\$ 2,475.00
Bituminous Materials (Prime Coat)	GAL	200	\$ 5.00	\$ 1,000.00	\$ 3.54	\$ 708.00	\$ 5.00	\$ 1,000.00	\$ 2.00	\$ 400.00	\$ 5.00	\$ 1,000.00	\$ 1.00	\$ 200.00
HMA Binder Course, IL 19.0 N50	TN	92	\$ 131.00	\$ 12,052.00	\$ 191.05	\$ 17,576.60	\$ 145.00	\$ 13,340.00	\$ 105.00	\$ 9,660.00	\$ 145.00	\$ 13,340.00	\$ 85.00	\$ 7,820.00
HMA Surface Course, Mix D, N50	TN	175	\$ 107.00	\$ 18,725.00	\$ 108.76	\$ 19,033.00	\$ 104.00	\$ 18,200.00	\$ 98.00	\$ 17,150.00	\$ 104.00	\$ 18,200.00	\$ 95.00	\$ 16,625.00
Pavement Removal	SY	333	\$ 5.00	\$ 1,665.00	\$ 7.89	\$ 2,627.37	\$ 4.00	\$ 1,332.00	\$ 15.00	\$ 4,995.00	\$ 11.00	\$ 3,663.00	\$ 15.00	\$ 4,995.00
HMA Surface Removal, 1/4"	SY	1,670	\$ 2.50	\$ 4,175.00	\$ 5.14	\$ 8,583.80	\$ 2.50	\$ 4,175.00	\$ 3.00	\$ 5,010.00	\$ 2.50	\$ 4,175.00	\$ 6.00	\$ 10,020.00
Detectable Warning Strips	SF	8	\$ 50.00	\$ 400.00	\$ 52.50	\$ 420.00	\$ 50.00	\$ 400.00	\$ 40.00	\$ 320.00	\$ 35.00	\$ 280.00	\$ 35.00	\$ 280.00
Manholes to be Adjusted	EA	1	\$ 480.00	\$ 480.00	\$ 1,475.00	\$ 1,475.00	\$ 700.00	\$ 700.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 350.00	\$ 350.00
Catch Basins to be Adjusted	EA	1	\$ 480.00	\$ 480.00	\$ 1,475.00	\$ 1,475.00	\$ 700.00	\$ 700.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 350.00	\$ 350.00
MH, TY A, 4' DIA, Type 1 Frame, Closed Lid	EA	1	\$ 2,260.00	\$ 2,260.00	\$ 4,184.37	\$ 4,184.37	\$ 2,500.00	\$ 2,500.00	\$ 3,200.00	\$ 3,200.00	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00
MH, TY A, 5' DIA, Type 1 Frame, Closed Lid	EA	2	\$ 4,400.00	\$ 8,800.00	\$ 5,273.61	\$ 10,547.22	\$ 3,500.00	\$ 7,000.00	\$ 3,500.00	\$ 7,000.00	\$ 4,450.00	\$ 8,900.00	\$ 4,500.00	\$ 9,000.00
MH, TY A, 6' DIA, Type 1 Frame, Closed Lid	EA	2	\$ 5,200.00	\$ 10,400.00	\$ 5,883.29	\$ 11,766.58	\$ 4,400.00	\$ 8,800.00	\$ 4,100.00	\$ 8,200.00	\$ 6,500.00	\$ 13,000.00	\$ 7,500.00	\$ 15,000.00
MH, TY A, 7' DIA, Type 1 Frame, Closed Lid	EA	1	\$ 8,800.00	\$ 8,800.00	\$ 9,628.61	\$ 9,628.61	\$ 5,500.00	\$ 5,500.00	\$ 9,000.00	\$ 9,000.00	\$ 7,200.00	\$ 7,200.00	\$ 12,500.00	\$ 12,500.00
MH, TY A, 8' DIA, Type 1 Frame, Closed Lid	EA	1	\$ 10,002.00	\$ 10,002.00	\$ 9,378.78	\$ 9,378.78	\$ 6,000.00	\$ 6,000.00	\$ 14,000.00	\$ 14,000.00	\$ 10,500.00	\$ 10,500.00	\$ 18,500.00	\$ 18,500.00
Stormwater Treatment System	EA	1	\$ 80,000.00	\$ 80,000.00	\$ 76,489.79	\$ 76,489.79	\$ 75,000.00	\$ 75,000.00	\$ 80,000.00	\$ 80,000.00	\$ 89,900.00	\$ 89,900.00	\$ 65,000.00	\$ 65,000.00
Storm Sewers, Class A, Type 2, 27"	FT	5	\$ 400.00	\$ 2,000.00	\$ 310.07	\$ 1,550.35	\$ 160.00	\$ 800.00	\$ 190.00	\$ 950.00	\$ 185.00	\$ 925.00	\$ 100.00	\$ 500.00
Storm Sewers, Class A, Type 2, 36"	FT	125	\$ 118.00	\$ 14,750.00	\$ 123.38	\$ 15,422.50	\$ 170.00	\$ 21,250.00	\$ 110.00	\$ 13,750.00	\$ 200.00	\$ 25,000.00	\$ 135.00	\$ 16,875.00
Storm Sewers, Class A, Type 2, 48"	FT	248	\$ 122.00	\$ 30,256.00	\$ 205.87	\$ 51,055.76	\$ 220.00	\$ 54,560.00	\$ 190.00	\$ 47,120.00	\$ 250.00	\$ 62,000.00	\$ 225.00	\$ 55,800.00
Combination C&G, Type B6-12	FT	25	\$ 39.00	\$ 975.00	\$ 36.75	\$ 918.75	\$ 40.00	\$ 1,000.00	\$ 50.00	\$ 1,250.00	\$ 57.65	\$ 1,441.25	\$ 35.00	\$ 875.00
Combination C&G Remove and Replace	FT	34	\$ 45.00	\$ 1,530.00	\$ 58.80	\$ 1,999.20	\$ 40.00	\$ 1,360.00	\$ 50.00	\$ 1,700.00	\$ 62.00	\$ 2,108.00	\$ 50.00	\$ 1,700.00
PCC Sidewalk Removal and Replacement	SF	156	\$ 8.00	\$ 1,248.00	\$ 10.50	\$ 1,638.00	\$ 9.00	\$ 1,404.00	\$ 10.00	\$ 1,560.00	\$ 16.50	\$ 2,574.00	\$ 20.00	\$ 3,120.00
Traffic Control and Protection	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 2,380.00	\$ 2,380.00	\$ 18,000.00	\$ 18,000.00	\$ 19,000.00	\$ 19,000.00	\$ 14,500.00	\$ 14,500.00	\$ 42,500.00	\$ 42,500.00
Paint Pavement Marking - Line 4" (Yellow)	FT	1,000	\$ 1.00	\$ 1,000.00	\$ 0.40	\$ 400.00	\$ 3.00	\$ 3,000.00	\$ 2.00	\$ 2,000.00	\$ 3.00	\$ 3,000.00	\$ 1.50	\$ 1,500.00
Exploration Trench	FT	10	\$ 32.00	\$ 320.00	\$ 147.50	\$ 1,475.00	\$ 140.00	\$ 1,400.00	\$ 55.00	\$ 550.00	\$ 25.00	\$ 250.00	\$ 100.00	\$ 1,000.00
Mobilization	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 2,380.00	\$ 2,380.00	\$ 17,000.00	\$ 17,000.00	\$ 39,000.00	\$ 39,000.00	\$ 6,750.00	\$ 6,750.00	\$ 20,000.00	\$ 20,000.00
Construction Layout	LS	1	\$ 1,600.00	\$ 1,600.00	\$ 2,625.00	\$ 2,625.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00	\$ 12,000.00	\$ 3,400.00	\$ 3,400.00	\$ 15,000.00	\$ 15,000.00
Remove and Re-Erect Fence	LS	1	\$ 1,680.00	\$ 1,680.00	\$ 1,359.75	\$ 1,359.75	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,550.00	\$ 1,550.00	\$ 4,510.00	\$ 4,510.00
PCC Parking Block	EA	12	\$ 98.00	\$ 1,176.00	\$ 179.95	\$ 2,159.40	\$ 115.00	\$ 1,380.00	\$ 100.00	\$ 1,200.00	\$ 375.00	\$ 4,500.00	\$ 150.00	\$ 1,800.00
PCC Parking Blocks to be Removed and Replace	EA	6	\$ 90.00	\$ 540.00	\$ 147.50	\$ 885.00	\$ 65.00	\$ 390.00	\$ 80.00	\$ 480.00	\$ 220.00	\$ 1,320.00	\$ 125.00	\$ 750.00
PCC Parking Blocks to be Removed	EA	13	\$ 75.00	\$ 975.00	\$ 74.88	\$ 973.44	\$ 65.00	\$ 845.00	\$ 80.00	\$ 1,040.00	\$ 125.00	\$ 1,625.00	\$ 25.00	\$ 325.00
As Bid				\$ 251,488.00		\$ 282,266.51		\$ 290,821.00		\$ 326,542.00		\$ 332,456.25		\$ 350,350.00
As Computed				\$ 251,488.00		\$ 282,266.51		\$ 290,821.00		\$ 326,542.00		\$ 332,456.25		\$ 350,350.00
Engineer's Estimate of Probable Costs				\$ 268,385.00										





Agenda Item Executive Summary

Title: Comprehensive Annual Financial Report (CAFR)

Presenter: Edward McKee, Finance Director

Agenda Date: 08/20/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Bid Authorization/Award
<input type="checkbox"/>	Policy Direction
<input checked="" type="checkbox"/>	Informational Only

Item History:

None.

Executive Summary:

Lauterbach and Amen, an accounting firm that works as the Village's auditor, has completed Winnetka's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending March 31, 2013. The CAFR was previously distributed to the Council and placed on file at the Library. The complete document is also available on the Village's website.

Auditing staff will be attending the August 20 Council Meeting to discuss the report and answer any questions.

The CAFR is the Village's financial accounting of the previous fiscal year. In terms of content, the overall financial position of the Village remains strong, and operations were generally in line with the budget for the fiscal year beginning April 1, 2012 and ending March 31, 2013.

Recommendation / Suggested Action:

Informational report only. Any questions regarding the CAFR or Village's audit can be addressed with the Village's Finance Director.

Attachments:

None. See www.villageofwinnetka.org for a copy of the 2013 CAFR.



Agenda Item Executive Summary

Title: Stormwater Monthly Summary Report

Presenter: Steven M. Saunders, Director of Public Works/Village Engineer

Agenda Date: 08/15/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Bid Authorization/Award
<input type="checkbox"/>	Policy Direction
<input checked="" type="checkbox"/>	Informational Only

Item History:

Monthly Report

Executive Summary:

The Village's Stormwater Project Manager has prepared a monthly report for the Village Council that brings together status, cost, and schedule information, for each separate stormwater project, in one place. The report consists of four documents, explained below:

AT Group Project Summary Report (Attachment #1)

This report provides a brief outline and summary of each major stormwater project currently being undertaken by the Village.

One Year Look-Ahead Schedule (Attachment #2)

This document provides an overview schedule for each project.

Program Budget (Attachment #3)

This report provides financial information for the stormwater and sanitary sewer improvement programs.

Program Organization Chart (Attachment #4)

This document presents a one-page "snapshot" view of the status of each project, and how each project fits into the overall stormwater and sanitary sewer management program.

Recommendation / Suggested Action:

Informational Report

Attachments:

1. AT Group Project Summary Report
2. One Year Look-Ahead Schedule
3. Program Budget
4. Program Organization Chart



MEMORANDUM

DATE: August 15, 2013
TO: Steven Saunders, P.E.
Village of Winnetka
SUBJECT: Project Summary

Spruce Outlet (Tower)

Activity Summary The Village provided Christopher B. Burke Engineering, Ltd. (CBBEL) comments and additional information for the design plans. CBBEL will prepare the bid documents, and the Village will proceed with the bid process. Tentatively, construction is scheduled for the fall of 2013.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$111,429. The total project cost estimate remains \$1,162,853.

6-Month Look Ahead The project team will:

1. Complete final bid documents
2. Present the project to the Council for bidding approval
3. Award the contract with Village Council approval
4. Conduct a neighborhood pre-construction meeting on the project
5. Construct the project

Spruce Outlet (Lloyd)

Activity Summary The Village received bids for the project and will seek Council approval at the August 20 meeting. Construction is scheduled for the fall of 2013.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$37,143. The total project cost estimate is now \$288,631.

6-Month Look Ahead The project team will:

1. Award the contract with Village Council approval
2. Conduct a neighborhood pre-construction meeting on the project
3. Construct the project

Winnetka Avenue Pump Station

Activity Summary The Forest Preserve District Board approved the project. United States Army Corps of Engineers (USACE) and the Illinois Department of Natural Resources (IDNR) approved the project previously. CBBEL finalized the plans and the Village will proceed with the bid process. Construction is scheduled for late 2013 and will continue to spring 2014.

Budget Summary The Village budgeted \$750,000 for the project and committed \$29,300 for engineering. The current cost estimate is \$1,002,300.

6-Month Look Ahead The project team will:

1. Proceed with the bid process
2. Let the contract with Village Council approval
3. Construct the project

NW Winnetka (Greenwood/Forest Glen)

Activity Summary CBBEL is proceeding with the final engineering and preparing the plans for the bid process. The USACE issued a permit for construction of the proposed outlet to the lagoon. The Forest Preserve District of Cook County (FPDCC) is reviewing a request for permission to construct the outfall on District property.

Budget Summary The Village budgeted \$250,000 for engineering and committed \$226,874 for engineering. The total project cost estimate – including the Forest Glen improvements - remains \$4,266,924.

6-Month Look Ahead The project team will:

1. Prepare construction documents for bidding
2. Prepare and submit the required permits
3. Let the contract with Village Council approval
4. Conduct a neighborhood meeting on the project



Willow Road Tunnel

Activity Summary The Village prepared and published a RFQ for engineering services. A pre-submittal meeting was held on August 14. RFQ submittals are due August 29.

Budget Summary The Village budgeted \$800,000 for engineering and committed \$70,350. The total project cost estimate remains \$34,369,048.

6-Month Look Ahead The project team will:

1. Receive and review the submittals
2. Present the recommended firms and the RFP to the Village Council
3. Issue the RFP, review the submittals and conduct interviews
4. Present the recommended firm to the Village Council for approval
5. Process the engineering services agreement

Stormwater Master Plan

Activity Summary Village staff continues to meet monthly with Baxter & Woodman (B&W) representatives to discuss the status of the project. In addition to B&W, CBBEL also attends as needed for project coordination. The next scheduled meeting is August 17 during which staff and B&W will review the draft Plan document. Staff and B&W are preparing for a Council discussion on the Village's engineering development regulations, and the new Metropolitan Water Reclamation District countywide stormwater management regulations, for an upcoming study session.

Budget Summary The Village budgeted \$50,000 and committed \$101,220.

6-Month Look Ahead The project team will:

1. Prepare the draft Stormwater Master Plan.

Stormwater Utility Feasibility Study

Activity Summary The Village Council approved the stormwater utility and directed staff to proceed with implementation. Municipal & Financial Services Group (MFSG) was retained for the implementation phase.

Budget Summary The Village budgeted \$50,000 and awarded an agreement in the amount of \$77,550 for the stormwater utility study. The Village also awarded an agreement in the amount of \$89,766 for implementation assistance for the proposed stormwater utility.

6-Month Look Ahead The project team will:

1. Proceed with implementation



Sanitary Sewer Evaluation

Activity Summary Baxter & Woodman is proceeding with the detailed I/I evaluation in select areas of the Village to identify specific system repairs and corrections needed.

Budget Summary The Village has budgeted \$150,000 and committed \$152,157.

6-Month Look Ahead The project team will:

1. Complete detailed evaluations as approved
2. Report findings to the Council
3. Complete design engineering of initial system improvements

Public Outreach

Activity Summary The project team continues to update the website and monitor the activity. The team prepared a draft special edition of the Winnetka Report newsletter to be published in late August.

Budget Summary There is no separate budget associated with this project.

6-Month Look Ahead The project team will:

1. Publish the newsletter
2. Proceed with public engagement
3. Continue to update the website and monitor activity

Ravine/Sheridan Road Improvements

Activity Summary IDOT is planning pavement and drainage improvements for the area with paving tentatively scheduled for 2014. Due to the need for easement acquisition, the drainage work is scheduled for 2015. Staff met with IDOT to review the preliminary plans and discuss the project in general.

Budget Summary This project is funded in its entirety by IDOT.

6-Month Look Ahead The project team will:

1. Monitor IDOT activities
2. Update the Council as needed



Ash Street Pump Station

Activity Summary CBBEL completed plans and specifications for the station to include pump and electrical equipment replacement. Village will include the project in the upcoming budget discussions. Construction is tentatively scheduled for 2014.

Budget Summary This project is funded within the PW Department Operations Budget.

6-Month Look Ahead The project team will:

1. Budget for the project
2. Proceed with final engineering and construction

Attached are the following documents:

1. One-Year Look-Ahead Schedule including Council Meeting Presentations
2. Program Budget
3. Program Organization Chart

If you have any questions or need additional information, please call me at 847-691-9832, or send an e-mail to jjohnson@theatgrp.com.



**Village of Winnetka
Stormwater Management Program**

One-Year Look Ahead Schedule

8/15/2013

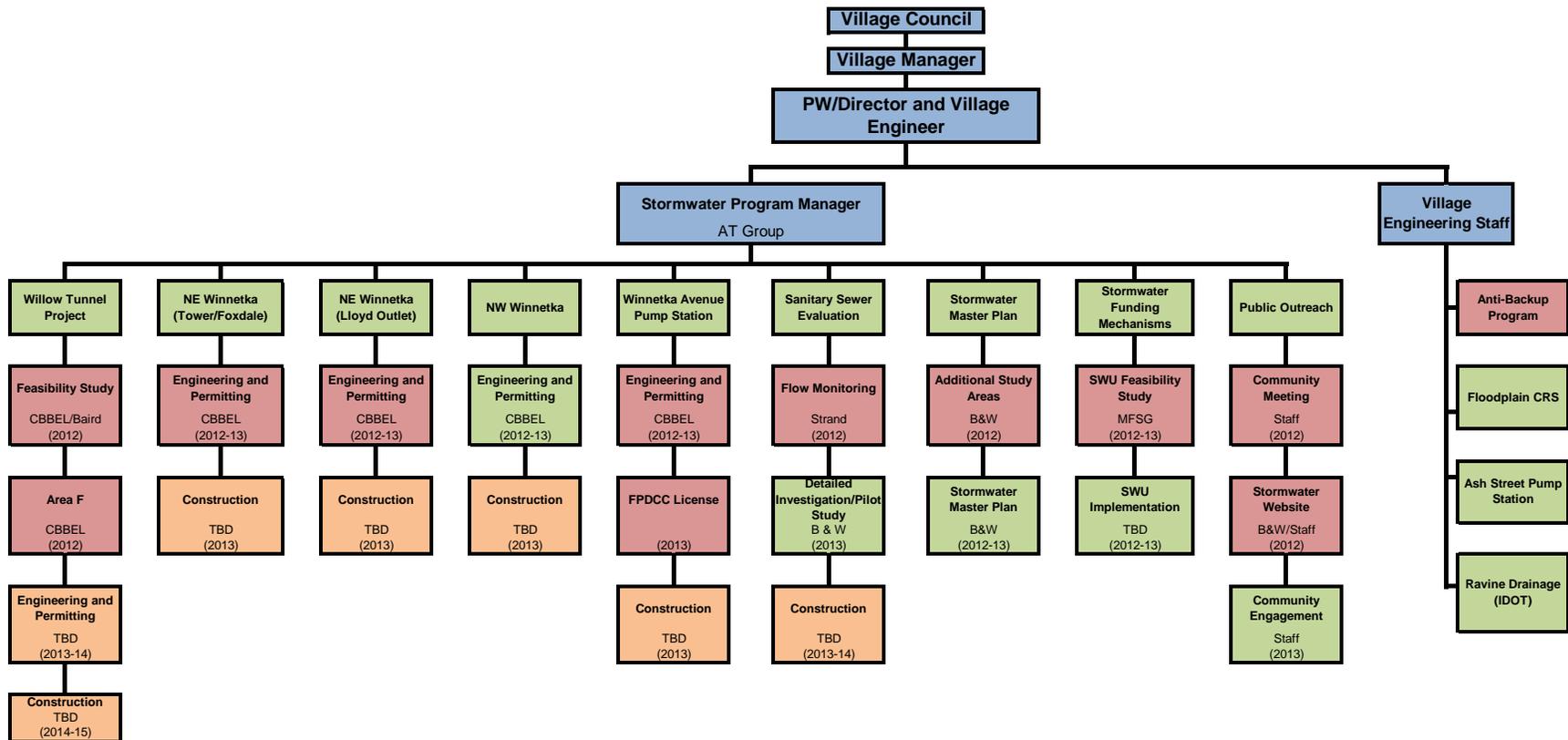
	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14
Tower/Foxdale												
Preliminary Engineering												
Permitting												
Final Engineering												
Bid Authorization/Bidding												
Construction												
Lloyd Outlet												
Preliminary Engineering												
Permitting												
Final Engineering												
Bid Authorization/Bidding												
Construction												
Tunnel (Willow North, Willow South, Provident, Cherry Outlet, Underpass)												
Feasibility Study												
Engineering RFQ/RFP												
Preliminary Engineering												
NW Winnetka (Greenwood/Forest Glen)												
Preliminary Engineering												
Permitting												
Final Engineering												
Bid Authorization/Bidding												
Construction												
Winnetka Avenue Pump Station												
Preliminary Engineering												
Permitting												
Final Engineering												
Bid Authorization/Bidding												
Construction												
Sanitary Sewer												
Detailed Investigations												
Engineering												
Construction												
Stormwater Master Plan												
Develop SMP												
Community Outreach												
Village Council Meeting Presentations												
Stormwater Monthly Report												
Stormwater Master Plan Draft Report												
Stormwater Development Regulations												
Willow Road Tunnel RFQ Responses												
Winnetka Avenue Pump Station Bid Award												
NE Winnetka Bid Awards - Tower/Foxdale												
Stormwater Monthly Report												
NW Winnetka Bid Authorization												
Stormwater Monthly Report												



**Village of Winnetka
Stormwater Management Program Budget**

Project	Initial Estimated Project Costs	Current Estimated Project Costs	2013/2014 Budget	Council Authorized	Spent	Comments
<u>Stormwater Fund</u>						
<u>58.75.640.601</u>						
Winnetka Ave. pump station	\$ 1,002,300	\$ 1,002,300	\$ 750,000	\$ 29,300	\$ 21,175	Increase based on detailed cost estimate July 2013.
Tower Road/Foxdale	\$ 1,419,544	\$ 1,162,853	\$ 1,000,000	\$ 111,429	\$ 92,768	Decrease based on 65% construction drawings
Lloyd Park/Spruce Street	\$ 601,030	\$ 288,631	\$ 414,000	\$ 37,143	\$ 30,923	Decrease based on actual bids.
NW Winnetka Greenwood/Forest Glen	\$ 2,880,887	\$ 4,266,924	\$ 4,040,000	\$ 226,874	\$ 178,575	Added Forest Glen and included utilities from different line item
Willow Rd tunnel <i>Proposed Area F</i>	\$ 32,498,697	\$ 34,369,048	\$ 800,000	\$ 37,750	\$ 37,705	CBBEL October 2011 budget w/Kenny and Baird estimates
Stormwater rate study	\$ 50,000	\$ 167,316	\$ 10,000	\$ 72,100	\$ 77,500	Feasibility study, plus 5th workshop, plus implementation assistance.
Stormwater master plan	\$ 50,000	\$ 101,220	\$ 60,000	\$ 101,220	\$ 76,746	DPW 2011/12 Budget vs proposal (added 6 drainage areas)
Total Stormwater Costs	\$ 38,502,458	\$ 41,358,292	\$ 7,074,000	\$ 633,416	\$ 532,799	
<u>Sanitary Sewer Fund</u>						
<u>54.70.640.201</u>						
Sanitary Sewer Studies/Engineering	\$ 150,000	\$ 152,157	\$ 50,000	\$ 152,157	\$ 112,947	Additional monitoring
System I & I repairs	\$ 1,000,000	\$ 1,000,000	\$ 300,000	\$ -	\$ -	
Total Sanitary Sewer Costs	\$ 1,150,000	\$ 1,152,157	\$ 350,000	\$ 152,157	\$ 112,947	





KEY	
Position	
Completed	
Ongoing	
Future	



Agenda Item Executive Summary

Title: Traffic Signal and Streetlight Pole Painting, Bid Number #013-023

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 08/20/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	Bid Authorization/Award
<input type="checkbox"/>	Policy Direction
<input type="checkbox"/>	Informational Only

Item History:

In conjunction with a sign pole painting initiative underway in the Public Works Department, the Village Manager requested that the Water & Electric Department examine the cost of painting steel streetlight poles, light fixtures, traffic signals, and control cabinets in the Hubbard Woods business district, whose appearance had not been addressed by prior Water & Electric painting projects. The Water & Electric Department issued Bid Number #013-023 for the painting of the facilities primarily located in Hubbard Woods.

Executive Summary:

Bid Number #013-023 was prepared to secure quotes to paint the light poles, fixtures, and traffic signals in the Hubbard Woods business district. The bid notice was published in the Pioneer Press and two bids were received for the project. The lowest qualified contractor, Pete the Painter, has completed similar work for the Village.

In order to fund the scope of work in calendar year 2013, staff was asked to identify budgeting for the Council's consideration of the project. The Business District Revitalization account (#42-20-500-901) contains \$150,000. The Public Works Department is currently securing bids for paver repairs in the business districts. Staff is proposing to allocate any remaining funds not allocated toward pavers to the painting project.

In the event that funding from the Business District Revitalization account is insufficient, staff has identified four Electric Fund accounts that would have adequate funding for the project as bid.

Recommendation / Suggested Action:

Consider authorizing the Village Manager to award a purchase order to Pete the Painter in an amount not to exceed \$29,020, subject to the terms and conditions of Bid Number #013-023.

Attachments:

- 1) Agenda Report dated August 13, 2013
- 2) Exhibit A - Bid detail by vendor
- 3) Exhibit B - Photos

AGENDA REPORT

SUBJECT: Traffic Signal and Streetlight Pole Painting, Bid Number #013-023

PREPARED BY: Brian Keys, Director Water & Electric

DATE: August 13, 2013

In conjunction with a sign pole painting initiative underway in the Public Works Department, the Village Manager requested that the Water & Electric Department examine the cost of painting steel streetlight poles, light fixtures, traffic signals, and control cabinets in the Hubbard Woods business district, whose appearance had not been addressed by prior Water & Electric painting projects. The Water & Electric Department issued Bid Number #013-023 for the painting of the facilities primarily located in Hubbard Woods. With the exception of one steel pole located at Green Bay Road and Chatfield Road, all of the facilities are located north of Tower Road along Green Bay Road, Tower Court and at the Hubbard Woods Train Station.

Background:

As funding permits, the Water & Electric Department has budgeted to paint traffic signals and to paint and/or replace steel street light poles to improve their appearance. A summary of recently completed painting projects is as follows:

FYE 2010

- Painted traffic signals at Green Bay Road & Elm Street and Green Bay & Oak Street (by Village Hall)
- Painted ten (10) street light poles and fixtures

FYE 2011

- Painted traffic signals at Green Bay Road & Oak Street (by the bridge)
- Painted fifteen (15) streetlight poles and fixtures

FYE 2012

- Painted traffic signals at Lloyd & Sheridan Road, Maple & Sheridan Road, and Tower Road & Green Bay Road
- Painted twenty-four (24) streetlight poles and fixtures

FYE 2013

- Painted traffic signals at Elder Lane & Sheridan Road
- Painted nine (9) school crossing poles and control boxes
- Painted one (1) street light pole and fixture

In order to meet expenditure targets for FYE 2014, no pole or traffic signal painting projects were advanced. The budget contains \$14,300 in funding for replacement of poles and streetlight fixtures. Of these funds, \$9,060 has been spent.

Proposed Project:

Bid Number #013-023 was prepared to secure quotes to paint the light poles, fixtures, and traffic signals in the Hubbard Woods business district. Photos that show the existing condition of some locations have been provided in Exhibit B. The scope of the painting work includes the following:

- Traffic signals and control cabinet at Scott Avenue & Green Bay Road
- Traffic signals and control cabinet at Gage Street & Green Bay Road
- Eighteen (18) steel street light poles and fixtures
- Two (2) street light fixtures
- Four (4) street light poles located at the upper elevation of the Scott Avenue Parking Lot
- Emergency siren pole located in the southeast corner of Tower Court

Four of the steel poles along the road in the immediate area of the Hubbard Woods Train Station will also be painted. These poles are owned by the railroad. In accordance with existing agreements, the Village would be responsible for any costs to have these poles painted for appearance purposes.

The bid notice was published in the Pioneer Press. Notices were sent to six contractors. Two contractors attended the pre-bid meeting held on July 16, 2013. The Village received bids from both contractors. Bid detail for each contractor has been included in Exhibit A. The bids are summarized as follows:

Company	Total Bid Amount
Pete the Painter	\$29,020.00
Utility Dynamics Corporation	\$36,205.00

The Village has previously used Pete the Painter for other traffic signal and streetlight pole painting projects. The work was performed in a satisfactory manner. In order to fund the scope of work in calendar year 2013, staff was asked to identify budgeting for the Council’s consideration of the project. The *Business District Revitalization* account (# 42-20-500-901) contains \$150,000. The Public Works Department is currently securing bids for paver repairs in the business districts. Staff is proposing to allocate any remaining funds not allocated toward pavers to the painting project.

In the event that funding from the *Business District Revitalization* account is insufficient, staff has identified four Electric Fund accounts that would have adequate funding for the project as bid.

Recommendation:

Consider authorizing the Village Manager to award a purchase order to Pete the Painter in an amount not to exceed \$29,020, subject to the terms and conditions of Bid Number #013-023.

Exhibit A
SUMMARY OF POLE PAINTING PRICES

Bid # 13-023

Location	Pole Description	Quantity	Pete the Painter			Utility Dynamics Corp.		
			Price per each	Total	SubTotals	Price per each	Total	SubTotals
Scott & Green Bay	35' Traffic Signal with 27' arm & street light (KIM)	1	\$1,550	\$1,550		\$1,575	\$1,575	
	35' Traffic Signal with 25' arm & street light (KIM)	1	\$1,575	\$1,575		\$1,575	\$1,575	
	20' Traffic Signal with 24' arm	1	\$850	\$850		\$1,225	\$1,225	
	20' Traffic Signal with 14' arm	1	\$750	\$750		\$1,185	\$1,185	
	14' Traffic Signal	4	\$550	\$2,200		\$755	\$3,020	
	Control cabinet	1	\$150	\$150	\$7,075	\$955	\$955	\$9,535
Gage & Green Bay	35' Traffic Signal with 34' arm	2	\$1,650	\$3,300		\$1,225	\$2,450	
	20' Traffic Signal with 28' arm	1	\$900	\$900		\$1,225	\$1,225	
	14' Traffic Signal	3	\$550	\$1,650		\$855	\$2,565	
	10' Traffic Signal	1	\$500	\$500		\$305	\$305	
	Control cabinet	1	\$250	\$250	\$6,600	\$955	\$955	\$7,500
Various Locations	30' Street Lights (KIM)	18	\$600	\$10,800		\$730	\$13,140	
	Street Light heads only	2	\$350	\$700	\$11,500	\$200	\$400	\$13,540
Scott Street Parking	30' Street Light (KIM)	1	\$600	\$600		\$730	\$730	
	20' Quad light parking area	3	\$500	\$1,500	\$2,100	\$1,100	\$3,300	\$4,030
Tower & Green Bay	40' Pole with Siren Do not paint siren or control box	1	\$900	\$900		\$900	\$900	
Bid Bond		1	\$845	\$845		\$700	\$700	
TOTAL				\$29,020			\$36,205	

TRAFFIC SIGNAL AND STREETLIGHT POLE PAINTING
EXHIBIT B



TRAFFIC SIGNAL AND STREETLIGHT POLE PAINTING
EXHIBIT B

