

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, September 3, 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 10, 2013 Study Session (6:30 start)
 - b) September 17, 2013 Regular Meeting
 - c) October 1, 2013 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) August 20, 2013 Regular Meeting.....3
 - b) Approval of Warrant Lists 1811 and 18128
 - c) Birch Street Water Main: Bid #013-024.....9
 - d) Bid #013-027: 2013 Holiday Lighting.....13
- 6) Stormwater: No report.
- 7) Ordinances and Resolutions
 - a) Ordinance M-14-2013: Disposition of Surplus Vehicles and Equipment – Introduction14
- 8) Public Comment
- 9) Old Business: None.
- 10) New Business
 - a) Water Plant Intake, Maintenance Work.....19
 - b) Bid #013-026: Paver Crosswalk Replacement22

- 11) Appointments
- 12) Reports
- 13) Executive Session
- 14) 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).

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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 20, 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 20, 2013 at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:02 p.m. Present: Trustees Joe Adams, Arthur Braun, Jack Buck, Richard Kates, and Stuart McCrary. Absent: Trustee Patrick Corrigan (arrived at 7:15 p.m.). Also present: Village Manager Robert Bahan, Village Attorney Katherine Janega, Assistant to the Village Manager Megan Pierce, Finance Director Edward McKee, Assistant Finance Director Hanna Sullivan, Public Works Director Steven Saunders, Water & Electric Director Brian Keys, and approximately five persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) September 3, 2013 Regular Meeting. All of the Council members present indicated that they expected to attend.
 - b) September 10, 2013 Study Session. All of the Council members present indicated that they expected to attend.
 - c) September 17, 2013 Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee Braun, seconded by Trustee Buck, moved to approve the Agenda. By roll call vote the motion carried. Ayes: Trustees Adams, Braun, Buck, Kates and McCrary. Nays: None. Absent: Trustee Corrigan.
- 5) Consent Agenda
 - a) Village Council Minutes.
 - i) August 6, 2013 Regular Meeting Minutes.
 - b) Warrant Lists Nos. 1809 and 1810. Approving Warrant List No. 1809 in the amount of \$727,548.29, and Warrant List No. 1810 in the amount of \$648,174.22.
 - c) Ordinance MC-3-2013: Village Code Amendments for Calendar-Based Fiscal Year – Adoption. An ordinance amending the Village Code to change from the current April through March fiscal year to a calendar-based fiscal year starting January 1, 2014. The ordinance was introduced at the August 6 Council meeting.
 - d) Resolution R-28-2013: A Resolution Authorizing the Disposition of Surplus Office Furnishings – Adoption. A resolution authorizing the disposition of surplus office furnishings at the Police Department.

- e) Village Green Flag Request. An item authorizing a Winnetka tradition to plant 2,977 American flags on the Village Green, in memory of the September 11, 2011 terrorist attacks.
- f) Change Order for Primary Cable, The Okonite Company. An authorization to award a change order to the Okonite Company in the amount of \$38,663 for the purchase of copper cable, subject to the contract conditions.
- g) Change Order for Transformer, Wesco. An authorization for the Village Manager to award a change order to Wesco in the amount of \$19,712 for the purchase of one 3-phase transformer, at the unit price bid.
- h) Water Plant Spare Breaker, Bid #013-22. An authorization for the Village Manager to issue a purchase order in the amount of \$29,541 for the purchase of a spare breaker, in accordance with Bid #013-022.
- i) Utility Tractor Replacement. A Council waiver of the competitive bidding process for purchase of a demo unit directly from a vendor and an authorization for the Village Manager to award a purchase order to R.N.O.W for the purchase of a demonstration 4-wheel drive utility tractor, in the amount of \$77,534.
- j) Lloyd Park Storm Sewer Outlet Contract Award. A contract award in the amount of \$251,488 to Lenny Hoffman Excavating for the construction of the Lloyd Park Storm Sewer Outlet project, which the Council authorized for bid on June 18, 2013.

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

- 6) Comprehensive Annual Financial Report (CAFR). Finance Director Ed McKee explained that the Village's auditor, Lauterbach and Amen (L&A), has recently completed Winnetka's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending March 31, 2013. Mr. McKee noted that the CAFR is the Village's official record of spending for the prior year. Mr. Ron Amen, who oversees the audit, presented an overview of the Village's finances.

Mr. Amen reviewed the March 31, 2013 Management Letter, which included three current comments: 1) Governmental Accounting Standards Board (GASB) requirements for component units; 2) funds over budget (Fleet and Police Pension Fund); and 3) deficit fund equity in the special service area fund. It was noted that the Village's fund balance policy will be applied to the forthcoming 2013/14 fiscal year. The Village of Winnetka was described as having received the Government Finance Officers Association's Certificate of Achievement in Financial Reporting. Mr. Amen said the Village was given a clean, unqualified opinion—meaning the financial statements are materially correct based on the auditor's procedures.

[Trustee Corrigan arrived at 7:15 p.m.]

President Greable asked about potential changes to auditor report requirements that are under consideration. Mr. Amen stated that the Management Letter will have changes compared to previous reports and described some of the current industry trends.

Trustee McCrary asked about the auditor's involvement in the Village's ongoing financial software conversion. Mr. Amen said Winnetka will benefit from converting the software at the end of a fiscal year, and therefore, L&A will audit the year-end close numbers against the numbers rolled forward for the next year.

President Greable asked about the Village's unfunded liability related to the pension funds. Mr. Amen said that new GASB requirements will change the presentation of these liabilities to the entity-wide level, and the Council said they may consider early implementation of this to be transparent about the liability costs. He clarified that GASB does not currently contain any funding requirements for the Village to implement.

Based on questions from Trustees Kates and McCrary, Mr. McKee described the requirements by which retired employees receive health insurance. He noted that retired employees can only be charged 100% of the premium that active employees are charged.

- 7) Stormwater Monthly Report. Public Works Director and Village Engineer Steve Saunders presented the Stormwater Monthly Report, which reviews the status, cost, and schedule for each Village stormwater project. He reviewed the awarded construction bid for the Lloyd Park Outlet project, which came in about \$17,000 under the original estimate. The bids for the Winnetka Avenue Pump Station will be opened in early September, followed by bids for the other Northeast Winnetka project (Tower/Foxdale). Mr. Saunders said the Village will soon be evaluating the Request for Qualifications responses for the Willow Road Tunnel, which is anticipated to return to the Council in September.

Trustee Buck asked about the level of interest in the Tunnel Project. Mr. Saunders stated that 14 responses had been received thus far.

Trustee McCrary complimented Mr. Saunders on the budgeting process for these projects, noting that projects are consistently on or under budget.

President Greable inquired about the sanitary sewer evaluation. Mr. Saunders said the field work is complete and he anticipates the results being presented to the Council in late September.

President Greable said it would also be helpful for the Report's One-Year Look Ahead Schedule to include financing and the bond issuance.

- 8) Ordinances and Resolutions. None.

- 9) Public Comment and Questions.

Bill Wise, 1401 Tower Road: Mr. Wise expressed his concern about the Comcast franchise for cable television. He believes the Village has done something to keep AT&T U-Verse out of Winnetka. He said AT&T may not be better, but they would offer competition to the fees charged by Comcast and requested that the Village contact AT&T.

Attorney Janega provided background on the Telecommunications Act and noted that AT&T was not prohibited from entering Winnetka. She described AT&T's original application to install cabinets in the right-of-way and the unacceptability of the facilities that were proposed in a residential area. Attorney Janega said AT&T has not since made any application to bring services into the Village.

President Greable and the Council encouraged the Village to reach out to AT&T to explore their roll-out plan and potential installations.

10) Old Business. None.

11) New Business.

- a) Traffic Signal and Streetlight Pole Painting, Bid #013-023. Water & Electric Director Brian Keys explained that as funding permits, the Department budgets for painting of streetlight poles and traffic signals to improve their appearance. Mr. Keys said the Public Works Department has a sign pole painting project underway, and he recommends that Water & Electric facilities in the Hubbard Woods Business District be painted to compliment the PW projects. A bid notice was issued, and Pete the Painter submitted the low bid. Mr. Keys also presented photos of some of the facilities that would be covered by this program. Funding would be provided by the Business District Revitalization account, or if funding was insufficient, by several accounts in the Electric Fund.

Trustee Corrigan noted the facilities are in disrepair and need to be spruced up. Responding to his question about how long the painting job will last, Mr. Keys said some of the facilities probably still have their original paint.

Trustee Kates asked for clarification about how the Business District Revitalization funds are otherwise being spent. It was noted that Public Works is currently securing bids for paver repairs in the business districts.

Responding to a question from Trustee Braun, Mr. Keys estimated that it could cost approximately \$80,000 to paint all of the pole facilities in the Village. Manager Bahan stated that once this project was completed, it could be evaluated for inclusion in future budgets. Trustee Braun requested the remaining amount of the project be included in the budget.

Trustee Corrigan commented about sign pollution. Manager Bahan said a sign inventory has been completed that can help with an evaluation of what is required.

Trustee Kates, seconded by Trustee Corrigan, moved to authorize 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 #013-023. By roll call vote, the motion carried. Ayes: Trustees Adams, Braun, Buck, Corrigan, Kates and McCrary. Nays: None. Absent: None.

12) Appointments. None.

13) Reports.

- a) Village President. President Greable noted his intention to schedule a strategic planning session for the Village Council's September 10 Study Session.

Trustee Braun stated that the Council needs the opportunity to discuss a number of projects and reach a decision on what it wants to do. He also suggested that Study Sessions could be an opportunity to continue strategic planning discussions.

All of the Trustees supported the strategic planning process as outlined by President Greable.

- b) Trustees. No reports.
 - c) Attorney. No report.
 - d) Manager. No report.
- 14) Adjournment. Trustee Braun, seconded by Trustee Buck, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 8:10 p.m.

Recording Secretary



Agenda Item Executive Summary

Title: Warrant Lists Nos. 1811 and 1812

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 09/03/2013

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. 1811 and 1812 were emailed to each Village Council member.

Recommendation / Suggested Action:

Consider approving Warrant Lists Nos. 1811 and 1812

Attachments:

None.



Agenda Item Executive Summary

Title: Birch Street Water Main, Bid #013-024

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 09/03/2013

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:

During the budget presentation for the water fund, staff recommended two water main replacement projects based on availability of funding, age of the infrastructure and unacceptable performance during the summer of 2012. The first replacement project located on Oak Street between Birch and Chestnut Streets has been completed. The second project recommended in FYE 2014 is replacement of the water main on Birch Street between Alles Road and 210 Chestnut Street.

Executive Summary:

Bid #013-024 was issued for the replacement of the water main. The bid package was advertised in the Pioneer Press and six bidders attended a mandatory bid meeting held on August 15, 2013. Five bids were received for the water main project.

The lowest qualified bidder, Lenny Hoffman Excavating, Inc., submitted a bid of \$184,777. The contractor has successfully completed other water main projects for the Village.

The FYE 2014 Budget contains \$180,000 allocated toward this project in capital account #52-67-640-303. The bid is slightly higher than the original project estimate. This amount is offset by the completion of the Oak Street water main replacement project under the budgeted amount.

Recommendation / Suggested Action:

Consider authorizing the Village Manager to award the work to Lenny Hoffman Excavating, Inc., in the amount of \$184,777.00 for the installation of the Birch Street water main in accordance with the terms and conditions in Bid #013-024.

Attachments:

- 1) Agenda Report dated August 28, 2013
- 2) Exhibit A - Diagram of project scope
- 3) Exhibit B - Bid detail by contractor

AGENDA REPORT

Subject: Birch Street Water Main, Bid #013-024

Prepared by: Brian Keys, Director of Water & Electric

Ref: February 13, 2013 Budget Review Meeting

Date: August 28, 2013

During the budget presentation for the water fund, staff recommended two water main replacement projects based on availability of funding, age of the infrastructure and unacceptable performance during the summer of 2012. The first replacement project located on Oak Street between Birch and Chestnut Streets has been completed. The second project recommended in FYE 2014 is the replacement of water main on Birch Street between Alles Road and 210 Chestnut Street. Bid #013-024 was issued for the replacement of the water main.

This particular section of 6" water main failed at four different locations on July 2 & 3, 2012. At two locations six feet of 6" pipe was replaced to restore water service to 9 customers. A boil order was issued as a result of the required work. This length of 6" pipe is approaching a hundred years of age. The proposed project will replace the poor performing section of water main with new 8" water main (Reference Exhibit A).

The bid package (Bid #013-024) was advertised in the Pioneer Press and six bidders attended a mandatory bid meeting held on August 15, 2013. Five bids were received for the water main project. Bid detail for each of the contractors has been included in Exhibit B. The results are summarized as follows:

Contractor	Project Cost
Lenny Hoffman Excavating, Inc.	\$184,777.00
Call Construction	\$209,872.00
Campanella & Sons	\$228,595.45
Maneval Construction	\$230,221.26
Berger Excavating	\$243,242.50

The lowest qualified bidder, Lenny Hoffman Excavating, Inc. has successfully completed other water main projects for the Village.

The FYE 2014 Budget contains \$180,000 allocated toward this project in capital account #52-67-640-303. The lowest qualified bid is slightly higher than the original project estimate. This amount is offset by the completion of the Oak Street water main replacement project under the budgeted amount.

Recommendation:

Consider authorizing the Village Manager to award the work to Lenny Hoffman Excavating, Inc., in the amount of \$184,777.00 for the installation of the Birch Street water main in accordance with the terms and conditions in Bid #013-024.



Proposed Water System Map

Village of Winnetka



Map Legend

- Building
- Road
- Property Line
- Park

Water System Legend

- Valve
- Active Water Main
- Abandoned Water Main

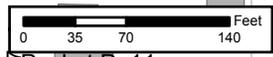
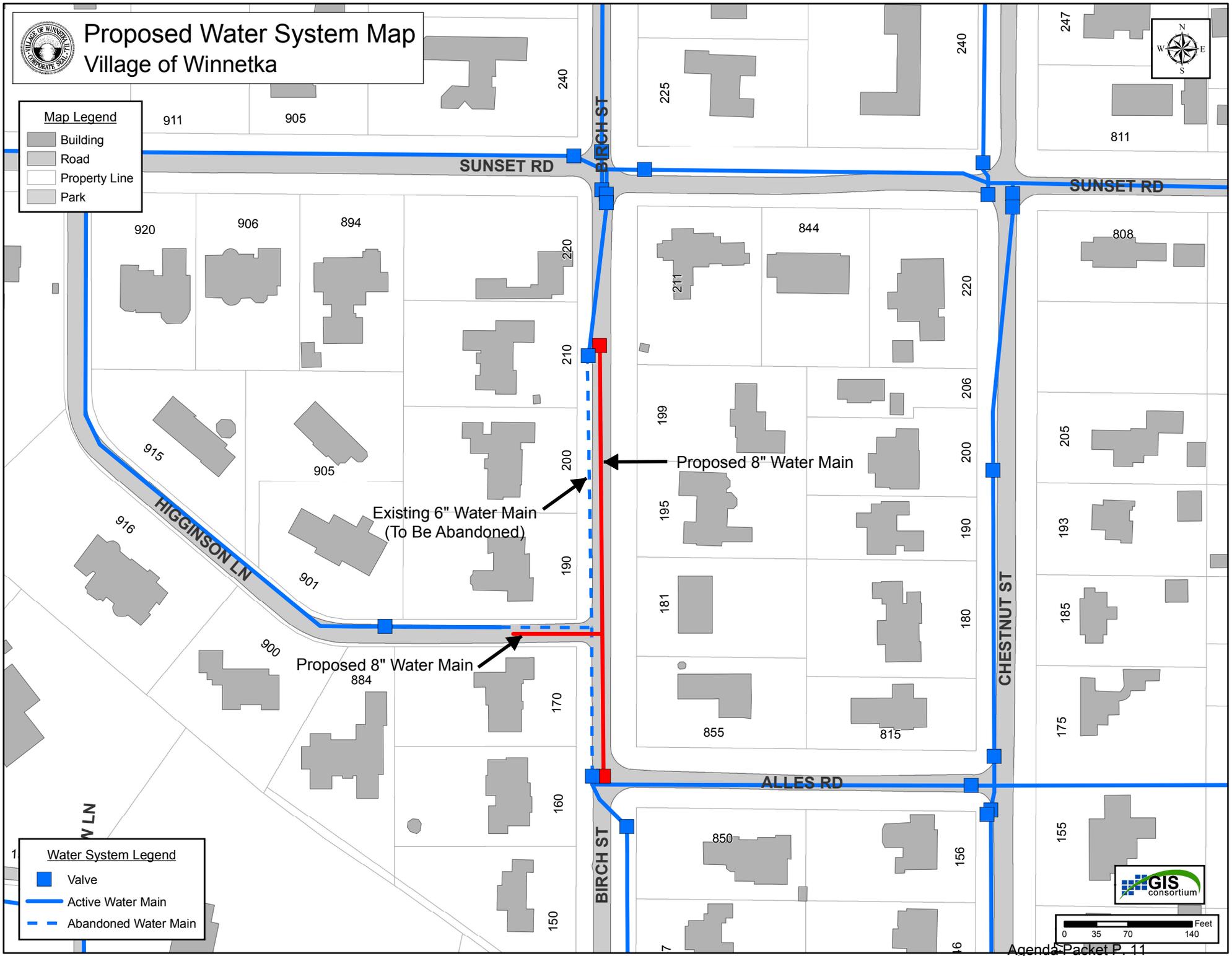


EXHIBIT B

Bid # 013-024

Contractor:			Lenny Hoffman Exc.		Call Construction		Campanella & Sons		Maneval Construction		Berger Excavating		
ITEM #	ITEM DESCRIPTION	QTY.	UNITS	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL
1	8" ductile iron pipe, Class 55	634	L. F.	\$75.00	\$47,550.00	\$60.00	\$38,040.00	\$89.25	\$56,584.50	\$104.45	\$66,221.30	\$90.00	\$57,060.00
2	6" ductile iron pipe, Class 55	100	L. F.	\$55.00	\$5,500.00	\$100.00	\$10,000.00	\$80.30	\$8,030.00	\$119.12	\$11,912.00	\$70.00	\$7,000.00
3	8" valve w/48" vault	3	Each	\$3,200.00	\$9,600.00	\$4,000.00	\$12,000.00	\$3,250.00	\$9,750.00	\$3,389.55	\$10,168.65	\$4,000.00	\$12,000.00
4	6" tapping Sleeve & 6" valve w/48" vault	3	Each	\$6,700.00	\$20,100.00	\$6,500.00	\$19,500.00	\$4,035.00	\$12,105.00	\$4,544.77	\$13,634.31	\$4,800.00	\$14,400.00
5	8" X 6" Mech Jt Tee	6	Each	\$500.00	\$3,000.00	\$330.00	\$1,980.00	\$605.00	\$3,630.00	\$374.06	\$2,244.36	\$1,100.00	\$6,600.00
6	Hydrant Assembly	2	Each	\$4,000.00	\$8,000.00	\$6,000.00	\$12,000.00	\$4,490.00	\$8,980.00	\$5,973.46	\$11,946.92	\$4,800.00	\$9,600.00
7	Concrete blocking	14	Each	\$240.00	\$3,360.00	\$150.00	\$2,100.00	\$145.00	\$2,030.00	\$295.00	\$4,130.00	\$85.00	\$1,190.00
8	Rem./repl. P.C.C. curb and gutter	39	L. F.	\$33.00	\$1,287.00	\$100.00	\$3,900.00	\$74.70	\$2,913.30	\$26.25	\$1,023.75	\$75.00	\$2,925.00
9	Sidewalk replacement	5	Sq. Yd.	\$109.00	\$545.00	\$150.00	\$750.00	\$157.80	\$789.00	\$157.50	\$787.50	\$220.00	\$1,100.00
10	Full depth pavement sawcutting	1,600	L. F.	\$0.50	\$800.00	\$1.00	\$1,600.00	\$1.60	\$2,560.00	\$2.10	\$3,360.00	\$2.50	\$4,000.00
11	Pavement removal and replacement	287	Sq. Yd.	\$57.00	\$16,359.00	\$85.00	\$24,395.00	\$119.00	\$34,153.00	\$44.01	\$12,630.87	\$110.00	\$31,570.00
12	Trench Backfill	507	Cu.Yd.	\$30.00	\$15,210.00	\$60.00	\$30,420.00	\$66.10	\$33,512.70	\$37.06	\$18,789.42	\$75.25	\$38,151.75
13	Cut & Cap abandoned main	4	Each	\$950.00	\$3,800.00	\$1,500.00	\$6,000.00	\$1,338.00	\$5,352.00	\$828.36	\$3,313.44	\$1,750.00	\$7,000.00
14	Abandon 4" Valve Vault	2	Each	\$500.00	\$1,000.00	\$650.00	\$1,300.00	\$1,005.00	\$2,010.00	\$966.42	\$1,932.84	\$265.00	\$530.00
15	Reconnect existing 1-1/2" copper service	2	Each	\$1,200.00	\$2,400.00	\$1,500.00	\$3,000.00	\$5,525.00	\$11,050.00	\$1,319.00	\$2,638.00	\$1,675.00	\$3,350.00
16	Reconnect existing 2" copper service	1	Each	\$1,300.00	\$1,300.00	\$1,800.00	\$1,800.00	\$6,120.00	\$6,120.00	\$3,188.60	\$3,188.60	\$1,990.00	\$1,990.00
17	Replace 6 service connection w/1-1/2"	261	ft.	\$32.00	\$8,352.00	\$67.00	\$17,487.00	\$47.95	\$12,514.95	\$68.00	\$17,748.00	\$50.75	\$13,245.75
18	Service valves with boxes (roundways)	5	Each	\$1,000.00	\$5,000.00	\$1,200.00	\$6,000.00	\$1,035.00	\$5,175.00	\$3,668.62	\$18,343.10	\$775.00	\$3,875.00
19	Casing for 8" Water Main	40	ft.	\$75.00	\$3,000.00	\$50.00	\$2,000.00	\$44.20	\$1,768.00	\$64.13	\$2,565.20	\$61.00	\$2,440.00
20	Casing for 6" Water Main	40	ft.	\$75.00	\$3,000.00	\$40.00	\$1,600.00	\$29.95	\$1,198.00	\$59.65	\$2,386.00	\$61.00	\$2,440.00
21	Traffic Control as described in Section 3.8	1	LumpSum	\$23,000.00	\$23,000.00	\$8,000.00	\$8,000.00	\$5,260.00	\$5,260.00	\$17,110.00	\$17,110.00	\$18,500.00	\$18,500.00
22	Leak Testing, Disinfection, & Sampling	1	LumpSum	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$2,450.00	\$2,450.00	\$3,675.00	\$3,675.00	\$3,000.00	\$3,000.00
23	8" X 8" Mech Jt Tee	1	Each	\$614.00	\$614.00	\$1,000.00	\$1,000.00	\$660.00	\$660.00	\$472.00	\$472.00	\$1,275.00	\$1,275.00
TOTAL					\$184,777.00		\$209,872.00		\$228,595.45		\$230,221.26		\$243,242.50



Agenda Item Executive Summary

Title: Bid #013-027: 2013 Holiday Lighting

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

Agenda Date: 09/03/2013

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:

On August 29, 2013, the Village opened sealed bids for installation and removal of holiday lighting for public trees throughout the Village. As in past years, the program includes lighting public trees in the Village's 3 business districts, the Village Yards, and park district property in the Elm Street business district. This bid is for labor and materials associated with installation and removal of the lights. The Village received 4 bids, detailed below:

- Landscape Concepts Management \$47,400
- TLC Group \$49,020
- Balanced Environment \$52,326
- Kinnucan Company \$60,498

The lowest bid was submitted by Landscape Concepts Management, a qualified and competent contractor. This vendor has successfully completed the Holiday Lighting project for the Village in several past seasons.

The lights will be installed and activated by Friday, November 29, 2013, and removed on or around February 1, 2014. The FY 2013-14 budget contains \$66,000 for labor and material expenses for Holiday Lighting in account 10-30-530-142.

Recommendation / Suggested Action:

Consider awarding bid #013-027, 2013 Holiday Lighting, to Landscape Concepts Management for \$47,400.00.

Attachments:

None



Agenda Item Executive Summary

Title: M-14-2013 - Disposition of Surplus Vehicles and Equipment (Introduction)

Presenter: Katherine S. Janega, Village Attorney

Agenda Date: 09/03/2013

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:

None.

Executive Summary:

From time to time, it is necessary to dispose of vehicles and equipment that are no longer used and useful for the Village. The Village's established practice is to dispose of vehicles and large equipment by participating in auctions sponsored by the Northwest Municipal Conference (NWMC). The next scheduled NWMC live auction is October 15, 2013. The auction will be conducted pursuant to the NWMC's agreement with Manheim Remarketing. In addition to the live auction, Manheim also does on-line sales. The service charge for sales under the Manheim agreement is \$84.00 per drivable vehicle and \$124.00 per inoperable vehicle.

Ordinance M-14-2013 authorizes the disposition of two Police Department vehicles and four vehicles from the Public Works Department. The Police Department's ATV will be replaced with a more versatile 4-wheel-drive cart that is equipped with a roll bar and seat belts, safety features that the ATV does not have. The other Police vehicle is scheduled for replacement. The Public Works Department's pick-up truck is already out of service and its replacement is on order. The Public Works Departments' paver and two sweepers are well past their useful lives.

The ordinance establishes the details for the auction, and also authorizes any vehicles or equipment that could not be sold at the auction to be disposed of by other methods, such as on-line sales, conveyance to other municipalities, or sale as scrap.

Recommendation / Suggested Action:

- 1) Consider a motion to introduce Ordinance M-14-2013, titled "An Ordinance Authorizing the Disposition of Certain Surplus Vehicles and Equipment Owned by the Village of Winnetka."

Attachments:

Ordinance M-14-2013

ORDINANCE NO. M-14-2013

**AN ORDINANCE
AUTHORIZING THE DISPOSITION OF
CERTAIN SURPLUS VEHICLES AND EQUIPMENT
OWNED BY THE VILLAGE OF WINNETKA**

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 Village’s government and affairs and to the public health, safety and welfare; and

WHEREAS, the Village Council finds that the disposal of surplus property owned by the Village, such as the Surplus Property described in this Ordinance, is a matter pertaining to the affairs of the Village and to the public health, safety and general welfare; and

WHEREAS, the Village of Winnetka owns certain vehicles and equipment that have been retired from service due to their scheduled replacement, obsolescence or damage (the “Surplus Property”), which Surplus Property is described, and its sale value estimated, in the following table:

VIN / Serial Number	Dept.	Year	Make &Model	Comments	Estimated Value
1HFTE260264502369	PD	2006	Honda TRX500FA	ATV with Honda 500 engine; Good condition; lacks safety features and is being replaced by 4-wheel-drive vehicle with roll bar and seat belts	\$2,500.00
2B3KA43G26H504187	PD	2006	Dodge Charger	4-door sedan, with 3.5L Dodge engine; Scheduled replacement; Good condition	\$4,500.00
1FTWX30P76EA41418	PW	2006	Ford F350	2-door Pick-up; Out of service, replacement on order; Poor condition;	\$1,500.00
1200	PW	1989	Leboy Paver	Beyond useful life; Fair condition	\$2,000.00
98320	PW	1989	Sweepster HFA	60” PTO driven broom; Beyond useful life	\$500.00
98319	PW	1989	Sweepster HFA	60” PTO driven broom; Beyond useful life	\$500.00

WHEREAS, the Council of the Village of Winnetka (“Village Council”) have determined that it is no longer useful to, or in the best interests of, the Village of Winnetka to retain the above-described Surplus Property and that it should be disposed of as provided in this Ordinance; and

WHEREAS, the Village of Winnetka is a member of the Northwest Municipal Conference (“the NWMC”), a regional council of government that represents Illinois municipalities and townships located in Cook, DuPage, Kane, Lake and McHenry Counties; and

WHEREAS, the NWMC periodically organizes and conducts joint municipal auctions for the sale of surplus vehicles and equipment; and

WHEREAS, the NWMC has entered into an agreement with Manheim Remarketing (“Manheim”) whereby Manheim will conduct live and Internet auctions of local government surplus vehicles and equipment; and

WHEREAS, the NWMC and Manheim have scheduled the first live auction of surplus vehicles and equipment to be conducted by Manheim Remarketing on behalf of the Northwest Municipal Conference at 2:00 p.m., Tuesday, October 15, 2013, at the Manheim Arena, 550 S. Bolingbrook Drive, Bolingbrook, Illinois (“Live Auction”); and

WHEREAS, from time to time the Village Manager requests the authorization to dispose of surplus vehicles and other equipment that are no longer used and useful to the Village, by selling them through auctions and other sales conducted by the NWMC, or by other means where such auction or public sale has been unsuccessful, or where the Village Manager has determined that the cost of advertising and publishing the notice of property for sale, as well as personnel costs for maintaining security and conducting such public sale, exceed the value of such items; and

WHEREAS, the Village Manager has authorized the NWMC to advertise and obtain bids for the sale of the items of Surplus Property described in this Ordinance at the above-described Live Auction, with the acceptance of any bids being subject to the approval of the corporate authorities of the Village of Winnetka (“Village Council”) pursuant to a duly enacted ordinance; and

WHEREAS, the Village Council has determined that disposal of the Surplus Property as provided in this Ordinance is necessary and proper so as to avoid incurring unnecessary additional costs and unnecessary exposure to liability related to storing or disposing of the Surplus Property; and

WHEREAS, 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, has determined that it is in the best interests of the Village and its citizens to dispose of the Surplus Property in a manner consistent with the provisions of Section 11-76-4 of the Illinois Municipal Code (65 ILCS 5/11-76-4), as more fully set forth in this Ordinance; 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 Council of the Village of Winnetka as follows:

SECTION 1: Pursuant to the Village's home rule authority, and consistent with Section 11-76-4 of the Illinois Municipal Code 65 (ILCS 5/11-76-4), the Council of the Village of Winnetka find that the above-described Surplus Property is no longer necessary or useful to the Village of Winnetka and that the best interests of the Village of Winnetka will be served by the sale of said Personal Property as provided in this Ordinance.

SECTION 2: Pursuant to the Village's home rule authority and consistent with said Section 11-76-4, the Village Manager is hereby authorized to direct the sale of the Surplus Property at an auction to be conducted by Manheim Remarketing ("Manheim") on behalf of the Northwest Municipal Conference ("NWMC") at 2:00 p.m., Tuesday, October 15, 2013, at the Manheim Arena, 550 S. Bolingbrook Drive, Bolingbrook, Illinois ("Live Auction").

SECTION 3: The Village Manager is further authorized to direct the NWMC to advertise the sale of the Personal Property through area newspapers, direct mailings, and such other channels as the NWMC deems appropriate prior to the date of said Live Auction.

SECTION 4: The Village Manager is further authorized to enter into an agreement with the NWMC, or with Manheim acting on behalf of the NWMC and the Village of Winnetka, for the sale of the Surplus Property, whereby the Surplus Property shall be sold at said Live Auction to the highest bidder or bidders, according to the terms set forth in the NWMC's specifications for the sale of vehicles and equipment at NWMC auctions.

SECTION 5: The Village Manager is further authorized to enter into an agreement with the NWMC, or with Manheim acting on behalf of the NWMC and the Village of Winnetka, for any of the above-described Surplus Property that has not been sold at the Live Auction, to be sold through Manheim's On-Line Vehicle Exchange Service, or through any other method authorized in the agreement between the NWMC and Manheim.

SECTION 6: No bid shall be accepted for the sale of any item of the Surplus Property which is less than the minimum value of said item of personal property as set forth in the table in the preamble to this ordinance, with the Kelly Blue Book value being used for any vehicle for which the estimated value is listed as "TBD," unless the Village Manager, or his designee, so authorizes at the time of the auction, and unless the highest bid received for such item is less than the minimum value set forth in this Ordinance.

SECTION 7: Upon payment in full of the auctioned price by the highest bidder or bidders for any item of the Personal Property, the Village Manager is authorized to direct the NWMC to convey and transfer the title and ownership of said item of Personal Property to the highest bidder or bidders.

SECTION 8: In the event that any of the Surplus Property has not been, or cannot be sold in the manner provided in Sections 4 through 7 of this Ordinance, the Village Manager is authorized to dispose of such Surplus Property in any of the following ways: (a) selling the Surplus Property to the highest bidder, with or without advertising, in a live or on-line sale; (b) selling the Surplus Property for scrap; and (c) transferring title to any Illinois municipality, with or without advertising and/or competitive bidding. The method, terms and conditions of any disposition of Surplus Property pursuant to this Section 8 shall be established by the Village Manager on a case by case basis, after considering such factors as the estimated value of the Surplus Property, the cost of advertising, the cost of continued storage for possible future sale, and, in the case of transfer to another unit of government, the needs and financial capabilities of such transferee.

SECTION 9: This Ordinance is passed by the Council of the Village Winnetka in furtherance of Article VII, Section 10 of the Constitution of the State of Illinois, and the Intergovernmental Cooperation Act, 220 ILCS 220/1, *et seq.*, which authorizes and encourages intergovernmental cooperation.

SECTION 10: 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 11 This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

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

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 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:
Passed and Approved:



Agenda Item Executive Summary

Title: Water Plant Intake, Maintenance Work

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 09/03/2013

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 intake is 20" in diameter and extends 3,000 feet along the bottom of the lake. Sand and stone are used to protect the pipe and keep it in place. However, over time, material can be displaced by wave action. Periodic dive inspections are performed to monitor the intake's condition. During the 2013 inspection of the intake, the contractor identified 350 feet of exposed pipe that is not covered by sand or stone which requires placement of additional stone to protect the pipe.

Executive Summary:

Bid #013-025 was issued for the required stone work on the intake. The bid notice was advertised in the Pioneer Press and three marine firms were notified of the project. However, the Village received only one bid in the amount of \$131,500. The contractor's bid was 87.9% higher than the budgeted amount of \$70,000 (account #52-65-640-322) for FYE2014 intake maintenance. As a result, staff is recommending rejection of the bid.

Prior maintenance projects of the intake were completed for less than \$67,000 by the Edward E. Gillen Company. Due to the low bid response and significant cost difference from prior years, staff contacted Edward E. Gillen Company. The contractor indicated that the company was interested in the project, but elected not to bid due to their inability to post the required performance bond. Based on the contractor's prior satisfactory performance, staff asked the contractor to submit a proposal for further discussion with the Village Council.

Due to the critical nature of the infrastructure, staff would like to proceed with the maintenance repairs in 2013. Staff is recommending that the Council consider accepting the negotiated proposal with the Edward G. Gillen Company in an amount not to exceed \$84,000.

Recommendation / Suggested Action:

Consider authorizing the Village Manager to enter into an agreement with the Edward E. Gillen Company in an amount not to exceed \$84,000, subject to the company meeting the Village's standard insurance and indemnification requirements.

Attachments:

Agenda Report dated August 29, 2013

AGENDA REPORT

Subject: Water Plant Intake, Maintenance Work

Prepared by: Brian Keys, Director Water & Electric

Ref: February 23, 2013 Budget Presentation

Date: August 29, 2013

The Water Plant intake is 20" in diameter and extends 3,000 feet along the bottom of the lake. Sand and stone are used to protect the pipe and keep it in place. However, over time, material can be displaced by wave action. Periodic dive inspections are performed to monitor the intake's condition. During the 2013 inspection of the intake, the contractor identified 350 feet of exposed pipe that is not covered by sand or stone which requires placement of additional stone to protect the pipe. Similar work was last performed in the summer of 2011.

Bid #013-025 was issued for the required stone work on the intake. The bid notice was advertised in the Pioneer Press and three marine firms were notified of the project. However, the Village received only one bid, from Kokosing Construction Company in Cheyebogan, Michigan in the amount of \$131,500. The contractor's bid was 87.9% higher than the budgeted amount of \$70,000 (account #52-65-640-322) for FYE2014 intake maintenance. As a result, staff is recommending rejection of the bid.

Prior maintenance projects of the intake were completed for less than \$67,000 by the Edward E. Gillen Company. Due to the low bid response and significant cost difference from prior years, staff contacted Edward E. Gillen Company. The contractor indicated that the company was interested in the project, but elected not to bid due to their inability to post the required performance bond. If the Village was interested in waiving the bond requirements, the company would submit a proposal for consideration.

Based on the contractor's prior satisfactory performance, staff asked the contractor to submit a proposal for further discussion with the Village Council. The contractor was informed that no bid bond or performance bond would be required; however, the contractor would be required to comply with Prevailing Wage, indemnification, and insurance requirements. At the completion of the work, the contractor would be paid in an expedited manner. At no point in the discussions was the prior bid amount submitted by Kokosing Construction Company released to the public and/or other firms. The Edward E. Gillen Company initially submitted a proposal in the amount of \$94,000 for the required maintenance work. After further discussion with the contractor, they revised the proposed amount to \$84,000 to remove costs for video and inspectional services that were not required.

Due to the critical nature of the infrastructure, staff would like to proceed with the maintenance repairs in 2013. Staff is recommending that the Council consider accepting the negotiated proposal with the Edward G. Gillen Company in an amount not to exceed \$84,000. The contractor has previously performed the work and their equipment is based out of Waukegan Harbor. Issuance of another bid document will potentially delay the project until 2014 due to seasonal weather conditions.

Recommendation:

Consider authorizing the Village Manager to enter into an agreement with the Edward E. Gillen Company in an amount not to exceed \$84,000, subject to the company meeting the Village's standard insurance and indemnification requirements.



Agenda Item Executive Summary

Title: Bid #013-026: Paver Crosswalk Replacement

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

Agenda Date: 09/03/2013

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:

There are ten existing paver crosswalks in the East and West Elm Street Business Districts, located along Elm Street at the intersections with Lincoln Avenue, Green Bay Road, Chestnut Street, and Birch Street. These crosswalks were installed in the mid 1990's and have deteriorated to the point where complete replacement is necessary. Staff has modified a detail successfully implemented by Elk Grove Village, consisting of a robust reinforced concrete setting bed and side restraints that will function as a containment structure for the concrete pavers. Staff is proposing to use heavy-duty clay pavers for additional durability. These 2-3/4" thick pavers are a low-permeability product and are less susceptible to freeze-thaw and salt damage than concrete pavers. The clay pavers are the same product as installed on Moffat Mall and the streetscape demonstration project at Tower and Green Bay Roads, and the same material recommended in the Streetscape Master Plan. The material cost for these pavers for the ten crosswalks included in the project is approximately \$22,000 to \$24,000. Staff proposes to purchase the pavers separately to avoid incurring contractor markup and handling costs.

Bid #013-026 provides for labor and materials (except for the paver blocks) to remove and completely rebuild the existing paver crosswalks. Four bids were received, as detailed below:

- Schroeder & Schroeder Concrete Contractors: \$179,730.00
- Copenhaver Construction Company: \$187,352.00
- Alliance Contractors, Inc.: \$227,293.75
- Landmark Contractors, Inc.: \$243,500.50

The FY-2013-14 Budget contains \$150,000 in the Business District Revitalization Fund for paver crosswalks. The low bid of \$179,730, plus the \$24,000 in material costs, yields a total project cost of \$203,730. While this exceeds the budgeted amount, the Village could proceed with this project this year by allocating the remaining \$53,730 of the project from the \$250,000 contingency line item in the General Fund - Administration budget.

Staff recommends awarding Bid #013-026 to Schroeder & Schroeder Concrete Contractors for installation of paver crosswalks.

Recommendation / Suggested Action:

Consider awarding Bid #013-026: Paver Crosswalk Replacement to Schroeder & Schroeder Concrete Contractors for \$179,730.

Attachments:

- Agenda Report
- Location Map
- Installation Detail

Agenda Report

Subject: **Bid #013-026: Paver Crosswalk Replacement**

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

Date: August 30, 2013

There are ten existing paver crosswalks in the East and West Elm Street Business Districts, located along Elm Street at the intersections with Lincoln Avenue, Green Bay Road, Chestnut Street, and Birch Street, as shown in **Attachment #1**. These crosswalks were installed as part of privately funded streetscape improvements in the mid 1990's. Over time, traffic and weathering have deteriorated these crosswalks to the point where complete replacement is necessary, not only of the pavers, but also of the substrate and the concrete side restraints. As part of the planning process for this replacement project, staff has reviewed several installations and construction details where pavers have been installed and successfully endured over a period of time.

After reviewing several different details and installations, staff adapted for Winnetka use a detail successfully implemented by Elk Grove Village, shown in **Attachment #2**. This detail consists of a robust reinforced concrete setting bed and side restraints that will function as a containment structure for the concrete pavers. This detail was originally developed by Elk Grove Village in 1999 and has been improved and refined as additional crosswalks have been installed. This design was developed with heavy vehicle traffic in mind, and is suitable for the mix of traffic on Elm Street, which includes commercial deliveries, daily refuse collection, and PACE bus traffic.

In reviewing construction details from various locations, locally and nationally, it is apparent that Winnetka's experience with deterioration of early crosswalk installations is fairly common, and details have advanced to more robust reinforced concrete setting beds and side restraints, and improved subgrade drainage, to increase lifespans and reduce maintenance requirements. These improvements are reflected in the proposed detail.

Staff is proposing to use heavy-duty clay pavers for additional durability. These 2-3/4" thick pavers are a low-permeability product and are less susceptible to freeze-thaw and salt damage than concrete pavers. The clay pavers are the same product as installed on Moffat Mall and the streetscape demonstration project at Tower and Green Bay Roads, and the same material recommended in the Streetscape Master Plan. The material cost for these pavers for the ten crosswalks included in the project is approximately \$22,000 to \$24,000. Staff proposes to purchase the pavers separately to avoid incurring contractor markup and handling costs.

Bid #013-026, opened August 29, 2013, provides for labor and materials (except for the paver blocks) to remove and completely rebuild the existing paver crosswalks. Four bids were received, as detailed below:

- Schroeder & Schroeder Concrete Contractors: \$179,730.00
- Copenhaver Construction Company: \$187,352.00
- Alliance Contractors, Inc.: \$227,293.75
- Landmark Contractors, Inc.: \$243,500.50

Schroeder & Schroeder Concrete Contractors is a known entity that has successfully performed numerous concrete repair projects in both the residential and commercial areas of the Village for many years.

Budget Information.

The FY-2013-14 Budget contains \$150,000 in the Business District Revitalization Fund for paver crosswalks. The low bid of \$179,730, plus the \$24,000 in material costs, yields a total project cost of \$203,730. While this exceeds the budgeted amount, the Village could proceed with this project this year by allocating the remaining \$53,730 of the project from the \$250,000 contingency line item in the General Fund - Administration budget.

Staff recommends awarding Bid #013-026 to Schroeder & Schroeder Concrete Contractors for installation of paver crosswalks.

Recommendation:

Consider awarding Bid #013-026: Paver Crosswalk Replacement to Schroeder & Schroeder Concrete Contractors for \$179,730.

Attachments:

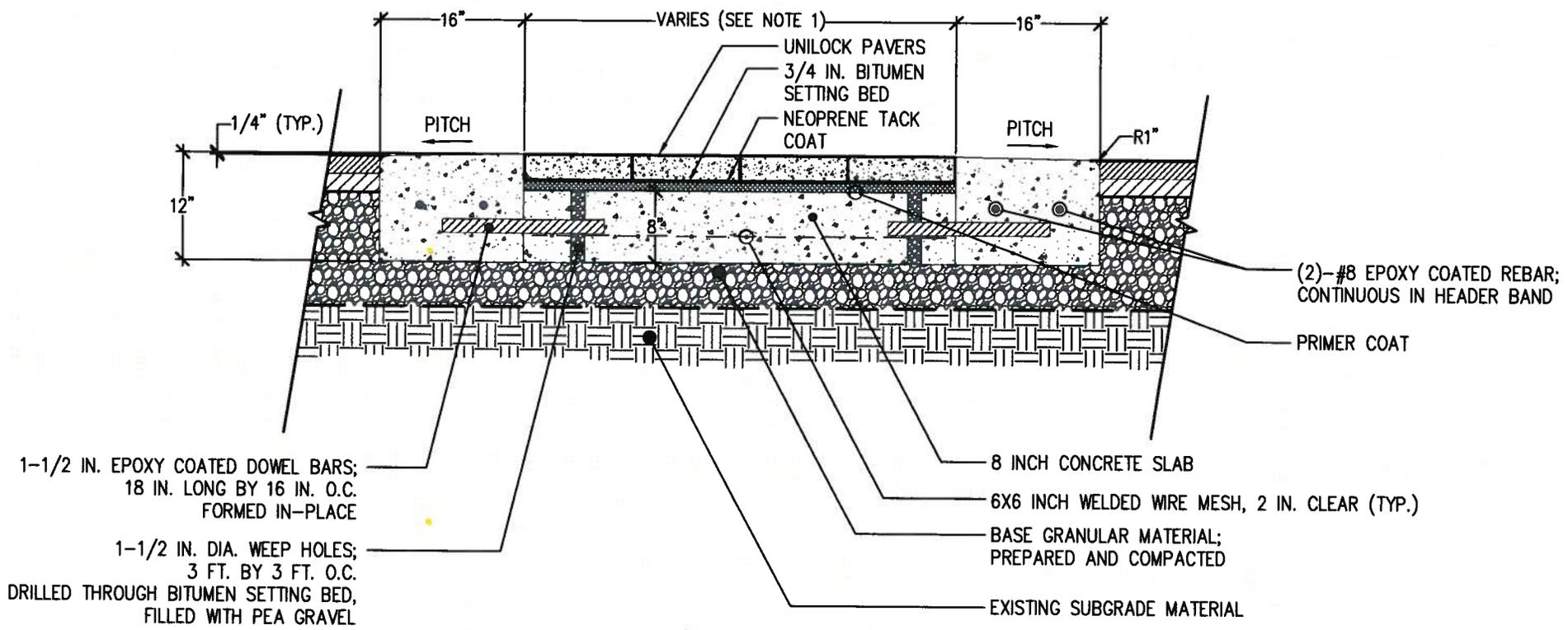
1. Location Map
2. Installation Detail

**ATTACHMENT #1
LOCATION MAP**



**ATTACHMENT #2
INSTALLATION DETAIL**

CAUTION: USING EXCESSIVE NEOPRENE ADHESIVE CAN CAUSE DAMAGE FROM THE PRODUCT Oozing UPWARD TO THE PAVER SURFACE.



NOTE 1: MATCH WIDTH DIMENSION AND TOLERANCE TO PAVER FIELD SPECIFICATION TO ELIMINATE CUT PAVERS ADJACENT TO CONCRETE HEADER BAND.

WINNETKA CROSSWALK
PAVER DETAIL

NOTES:
This cross section is intended for preliminary design purposes only. Confirm site conditions and consult with a qualified design professional or installer prior to installation.

CROSS SECTION
PAVERS ON BITUMEN SETTING BED WITH CONCRETE BASE

REVISED: JULY 24, 2013

CS-COM-PAVER-WINNETKA.DWG