

Village of Winthrop Harbor
President and Board of Trustees

Regular Board Meeting

June 4, 2019 - 7:00 PM

Municipal Building – 830 Sheridan Road – Winthrop Harbor, IL

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION & PLEDGE**
- 4. APPROVAL OF PREVIOUS MEETING MINUTES**
 - i. April 7, 2019 Committee of the Whole Budget Meeting Minutes
 - ii. April 7, 2019 Regular Board Meeting Minutes
- 5. OLD BUSINESS**
- 6. VILLAGE ADMINISTRATOR'S REPORT**
- 7. MAYOR'S REPORT**
 - i. An Ordinance Amending Chapter 31 of the Municipal Code of Winthrop Harbor Creating the Position of Village Administrator
- 8. CLERK'S CORRESPONDENCE**
- 9. NEW BUSINESS – COMMITTEE REPORTS**
 - A. *Finance*
 - i. Accounts Payable Warrant 2019-2 in the Amount of \$205,348.51
 - ii. 2019-20 Budget
 - iii. 2019-20 Annual Wage Policy Ordinance
 - B. *Community Development*
 - i. Lake County Lake Shore Chamber of Commerce Request to Use the Community Center Parking Lot to Host a Summer Music Series – Thursday Evenings from 6:30 – 8:30pm July, 11, 18, 25 and August 1, 2019
 - C. *Public Works*
 - i. Request for Approval to pay Stenstrom for CIP Approved Fuel Tank Replacement and Crash Bollards for a total cost of \$39,485.00
 - ii. Request Approval to Waive the Bidding Process for the Mortom Arboretum Grant
 - iii. Approval of the Lowest, Responsible Bidder for the 2019 Street Rehabilitation Project
- 10. PUBLIC HEARINGS**
- 11. UNFINISHED BUSINESS**
- 12. CLOSED SESSION**
 - i. Purchase or Lease of Real Estate – Section 2(c)(5)
- 13. OPEN SESSION**
- 14. ADJOURNMENT**

05/31/2019 "No vote may be taken on any item which has not been listed on the Agenda for the meeting. Any matter not specifically listed on this Agenda, or brought up under "Unfinished Business" may be discussed by Board members at this meeting, but a vote on the matter shall be postponed until the next Board Meeting".

Village of Winthrop Harbor
Committee of the Whole
President and Board of Trustees Meeting
May 7, 2019
Village Hall Counsel Chambers

MINUTES

The meeting was called to order by Mayor Bruno at 6:00 PM.

The following Elected Officials were present:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, John Levin, Dana McCarthy, Hartmut "Fritz" Weiss

Absent: Robert Marabella, Richard Robards

Also present:

Lisa Shaw, Finance Director

Greg Jackson, Consultant

Julie Rittenhouse, Village Clerk

Pat DiPersio, Community Development Director

Tim Neargarder, Superintendent of Public Works

Ed Mohn, Deputy Chief, Police

Justin Stried, Fire Chief

Scott Fuller, Recreation Director

Michael Sheedy, IT

The meeting was called to discuss the following items.

2019-20 Budget and Wage Policy

The Board was given the following recommendations in order to balance the deficit of \$543,888, from the original draft budget:

- 1) Adjust and increase revenues such as Sales Tax, Income Tax, Police Fines, and Tow Fees. The original revenues were based on a very conservative basis and had room for adjustments. These adjustments totaled \$93,000.
- 2) Adjustments were made for duplication of salaries in Police Department for I.T. Department and EMA, which was calculated in the original draft. This resulted in a finding of \$95,000.
- 3) Department and Capital Budgets were adjusted to approve a 3% base salary increase across the board to all non-bargaining employees. A more objective review will be completed with a Wage & Compensation study to achieve regional, and public sector pay equity. A request by Public Works for a clerical support, which is a new position

in the amount of \$10,000, will remain in the budget. However this will require submission of a job description and justification for the increase in staff.

- 4) The General Fund counted on the cell tower monthly payments totaling \$58,000 annually. Since the sale of the Cell Tower Proceeds will be put into a reserve fund, it was approved for a one time transfer to make up the first year that General Fund normally would receive.
- 5) The Board opted to use \$144,467 of the Cell Tower Reserves, as a one- time transfer, to balance the rest of the budget leaving the final budget with an \$812.00 balance.

ADJOURNMENT

1 - A motion was made by Trustee Weiss and seconded by Trustee Hargett to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 6:21p.m. on the following roll call vote:

Ayes: (4) Hargett, Levin, McCarthy, Weiss
Nays: (0)
Absent: (2) Marabella, Robards
Passed: (0)

APPROVED:

DR. MICHAEL BRUNO, MAYOR

ATTEST:

JULIE RITTENHOUSE, VILLAGE CLERK

Note: This is not a verbatim record.

Village of Winthrop Harbor
President and Board of Trustees Meeting
May 7, 2019
Village Hall Council Chambers

MINUTES

The meeting was called to order by Mayor Bruno at 7:00 PM.

The following Elected Officials were present:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, John Levin, Robert Marabella, Dana McCarthy, Richard Robards,
Hartmutt "Fritz" Weiss

Also present:

Robert Long, Attorney
Julie Rittenhouse, Village Clerk
Alanna Whitmore, Newly Elected Trustee

The Invocation was led by Mayor Bruno, followed by the Pledge of Allegiance.

APPROVAL OF MINUTES

1 - A motion was made by Trustee Marabella and seconded by Trustee McCarthy to approve the **April 9, 2019 Committee of the Whole Budget Meeting Minutes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Robards, Weiss
Nays: (0)
Absent: (0)
Passed: (0)

2 - A motion was made by Trustee Marabella and seconded by Trustee Weiss to approve the **April 16, 2019 Regular Board Meeting Minutes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Robards, Weiss
Nays: (0)
Absent: (0)
Passed: (0)

OLD BUSINESS

ORDINANCE 2019-O-10 An Ordinance of the Village of Winthrop Harbor, Lake County, Illinois, Terminating the Designation of and Dissolving the Special Tax Allocation Fund for the Triangle Redevelopment Project Area

3 - A motion was made by Trustee McCarthy and Seconded by Trustee Weiss to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **ORDINANCE 2019-O-10** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Robards, Weiss
Nays: (0)
Absent: (0)
Passed: (0)

ORDINANCE 2019-O-11 An Ordinance of the Village of Winthrop Harbor, Lake County, Illinois, Approving a Tax Increment Redevelopment Plan and Redevelopment Project for the "Sheridan Road" Redevelopment Project Area

4 - A motion was made by Trustee McCarthy and Seconded by Trustee Weiss to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **ORDINANCE 2019-O-11** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Robards, Weiss
Nays: (0)
Absent: (0)
Passed: (0)

ORDINANCE 2019-O-12 An Ordinance of the Village of Winthrop Harbor, Lake County, Illinois, Designating the "Sheridan Road" Redevelopment Project Area Pursuant to the Tax Increment Allocation Redevelopment Act

5 - A motion was made by Trustee Marabella and Seconded by Trustee Hargett to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **ORDINANCE 2019-O-12** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Robards, Weiss
Nays: (0)
Absent: (0)
Passed: (0)

ORDINANCE 2019-O-13 An Ordinance of the Village of Winthrop Harbor, Lake County, Illinois, Adopting Tax Increment Allocation Financing for the "Sheridan Road" Tax Increment Finance District

6 - A motion was made by Trustee McCarthy and Seconded by Trustee Weiss to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **ORDINANCE 2019-O-13** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Robards, Weiss
Nays: (0)
Absent: (0)
Passed: (0)

OATH OF OFFICE

Village Clerk Rittenhouse swore in the new Trustees – Trustee Buddy Hargett, Trustee Hartmut “Fritz” Weiss and Trustee Alanna Whitmore.

Mayor Bruno said that he was looking forward to working with them.

MAYOR’S REPORT

RESOLUTION 2019-R-8 A Resolution Thanking Richard Robards for a Lifetime of Dedication to the Village of Winthrop Harbor

7 - A motion was made by Trustee Marabella and seconded by Trustee Weiss to approve **Resolution 2019-R-8** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

Trustee Robards thanked his wife for allowing him to be a Trustee because without her support he wouldn’t be here today. He thanked his family who supported him all the years he was on the Fire Department. Thank you to everyone on the Board. Trustee Robards also thanked all of the Department Heads and Village residents.

Mayor Bruno thanked Trustee Robards for taking him under his wing when he was elected as a Trustee in 2005.

SWEARING IN OF JONATHAN TRIPLETT – Full-time Police Officer

Mayor Bruno swore in Full-time Police Officer Jonathan Triplett

RESOLUTION 2019-R-9 2019 Annual Appointment Resolution

8 - A motion was made by Trustee Hargett and seconded by Trustee McCarthy to approve **Resolution 2019-R-9** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Regular Board Meeting Minutes 05/07/19

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

A Motion to Create the Position of Village Administrator and to Direct the Village Attorney to Draft Changes to the Wage Policy Ordinance and Village Code to Establish the Office and its Parameters

9 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to **Create the Position of Village Administrator and to Direct the Village Attorney to Draft Changes to the Wage Policy Ordinance and Village Code to Establish the Office and its Parameters.** Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (5) Hargett, Marabella, McCarthy, Weiss, Whitmore
Nays: (1) Levin
Absent: (0)
Passed: (0)

A Motion to Appoint Greg Jackson to the Office of Village Administrator and to Pay Him \$8,333.33 per Month on an Interim Basis Until the Amendments to the Wage Policy Ordinance and Village Code Are Drafted and Approved

A motion was made by Trustee Marabella and seconded by Trustee Weiss to **Appoint Greg Jackson to the Office of Village Administrator and to Pay Him \$8,333.33 per Month on an Interim Basis Until the Amendments to the Wage Policy Ordinance and Village Code Are Drafted and Approved.**

Mayor Bruno said the Board is familiar with Mr. Jackson because he's worked for the Village for almost 2 years. Mr. Jackson has goals and initiatives for the Village. Mr. Jackson then came before the Board and gave them a list of Professional Credentials, Academic Appointments, Education, Military Service, Research and Writings, Past and Present Board/Community Service and a list of Village Administrator Objectives and Goals.

Trustee McCarthy thanked Greg Jackson for the work he's done for the last two years. If it wasn't for Mr. Jackson's help we wouldn't have the intergovernmental relations that we now have. Trustee McCarthy appreciates what Mr. Jackson has done on a part-time basis and believes he can do a lot more in the position of Village Administrator.

Trustee Weiss said that in the 12 years that he's been on the Board, this is the first time he's seen any action coming from the State, thanks to Greg Jackson. Especially from the IDNR. Mayor Bruno, Greg Jackson and Pat DiPersio have been to Springfield talking to the State Representatives and now Winthrop Harbor is starting to get recognized.

The Mayor said, without Greg, as a government affairs person, this Village would never have been possible. Mayor Bruno said he would do whatever it takes to put Winthrop Harbor on the top of the list. The Mayor thanked Pat and Greg for making the trips to Springfield.

Trustee Whitmore asked if this could be **tabled** until the position was outlined a little better and Mr. Jackson's credentials were made clearer. Trustee Whitmore thought there should be more of a job interview. There should be more of a job outline before we make a decision. Trustee Whitmore asked what happens to that position if Mr. Jackson leaves. Attorney Long asked her to make a motion.

10 - A motion was made by Trustee Whitmore and seconded by Trustee Levin to **Table the Appointment of Greg Jackson to the Office of Village Administrator** until we have more information, outlining the position and what Greg Jackson's credentials are. Mayor Bruno declared the motion **failed** on the following roll call vote.

Mayor Bruno said he did not want to table it. Trustee Hargett said that we have had 2 years of a job interview. When Mr. Jackson came on board we told him what we needed him to do in the capacity of a legislative liaison, actually a lobbyist for the Village. We've had two years to see his commitment to the Village, his understanding of where we are trying to get to. Trustee Hargett said he doesn't take it lightly, that we are creating a new position. This is a strategic move. We're taking the ideas that Greg's been working on and accelerate them by having him here full time. Trustee Hargett is in favor of voting Mr. Jackson in tonight. Trustee McCarthy said he agrees with Trustee Hargett. Seeing the work that Greg's already done, he is in favor of Greg's appointment. Trustee Weiss is prepared to move forward and appoint Greg. During the course, we can development a position description. Trustee Whitmore asked, shouldn't we have a more concise outline of a job description before we fill the position? Trustee Hargett explained that the motion on the agenda is to approve it in the interim while wage policy is updated. Trustee Marabella asked, what the cost is. Mayor Bruno told him \$40,000, from \$60,000 to \$100,000. Trustee Marabella said, for what Greg does, that's minimal. The things Greg has done and the doors he has opened for us, it's worth the little bit extra money we will be spending. Trustee Marabella said, we're getting a bargain because we couldn't hire a person with Greg's experience. Trustee Levin said Greg is a wealth of knowledge. Trustee Levin was worried about what type of expenses we would have on top of his pay.

Ayes: (2) Levin, Whitmore
Nays: (4) Hargett, Marabella, McCarthy, Weiss
Absent: (0)
Passed: (0)

11 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to **Appoint Greg Jackson to the Office of Village Administrator and to Pay Him \$8,333.33 per Month on an Interim Basis Until the Amendments to the Wage Policy Ordinance and Village Code Are Drafted and Approved.** Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (4) Hargett, Marabella, McCarthy, Weiss
Nays: (2) Levin, Whitmore
Absent: (0)
Passed: (0)

A PROCLAMATION FOR THE ANNUAL AMERICAN LEGION POPPY SALES – May 17th & 18th, 2019

CLERK'S CORRESPONDENCE

Village Clerk Rittenhouse presented Richard Robards with a gift of appreciation from the Village for his 20 years of dedicated service and told him he would be missed.

NEW BUSINESS

Accounts Payable Warrant W2019-1

12 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to approve **Accounts Payable Warrant W2019-1** in the amount of **\$329,938.30**. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

February 2019 Treasurer's Report

13 - A motion was made by Trustee Weiss and seconded by Trustee Levin to approve **February 2019 Treasurer's Report**. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

Request to Hire Ryan Nelson to the Position – Part-time Summer Maintenance Worker

14 - A motion was made by Trustee Marabella and seconded by Trustee Levin to approve **the Hiring of Ryan Nelson to the Position of Part-time Summer Maintenance Worker at the Rate of \$10.00 per Hour**. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

PUBLIC HEARINGS

None Reported

UNFINISHED BUSINESS

Trustee Marabella – Public Works Department

- Branch pick-up started. It takes away from what PW does. We might have to consider eliminating the program. That’s something we will have to discuss.
- Baseball has started, please be careful
- PW has done most of the patches from the water main brakes

Trustee Levin – Recreation Department

- Friday for 7-9pm is the Teen Dance for 5th-8th grade
- Friday, May 17th is Gym night for k-4th grade from 7-9pm

Trustee Weiss – Finance Department

- Much luck in retirement Dick Robards. I’m going to miss you!

Trustee McCarthy – Police Department

- Congratulations to the newly elected Trustees. I’m excited for another year moving forward
- It’s been a privilege and an honor to sit next to you Dick Robards. Enjoy!

Trustee Hargett – Community Development Department

- Thanked the Board for their support with the TIF. There have been a lot of meetings and discussions.
- Welcome Trustee Whitmore and Congratulations Fritz
- Trustee Robards, it’s been a pleasure to serve with you and I’m sure I’ll still be hearing from you. Thank you for your service

Mayor Bruno

- Thank you Dick and God Bless you! Good luck in retirement. Please don’t be a stranger.
- Congratulations to the 3 elected Trustees, Buddy Hargett, Alanna Whitmore and Fritz Weiss
- Alanna will be over Recreation Department and John will be over the Fire Department
- I will be absent for the next Board Meeting so someone will have to be appointed to chair that meeting.
- Welcome Greg Jackson, our new Village Administrator

15 - A motion was made by Trustee Weiss and seconded by Trustee Whitmore to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 7:48pm on the following roll call vote:

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

APPROVED:

DR. MICHAEL BRUNO, MAYOR

ATTEST:

Regular Board Meeting Minutes 05/07/19

JULIE RITTENHOUSE, VILLAGE CLERK

Note: This is not a verbatim record.



VILLAGE OF WINTHROP HARBOR
 Village Administration
 830 Sheridan Road
 Winthrop Harbor, Illinois 60096
 (847) 872-3846

TO: Mayor Dr. Michael Bruno
 Trustee Buddy Hargett
 Trustee John Levin
 Trustee Robert Marabella
 Trustee Dana McCarthy
 Trustee Helmut "Fritz" Weiss
 Trustee Alanna Whitmore

FROM: Gregory Jackson
 Village Administrator

CC: Village Department Heads

DATE: May 28, 2019

RE: Village Administrator's Report

Mayor Bruno and Board of Trustees:

The following is an overview of Village Administrator activity for 5/8/19 through 5/28/19. A like report will be provided the first board meeting of the month. If you require any additional details, please let me know.

Resident Contacts

These are calls and or face-to-face contacts by residents with a request for or complaint regarding village services.

Date	Address	Issue	Follow-Up
May 8, 2019	XXXX 8 th Street	A gutter near a catch basin was cracking in front of home. The call came into the main office and I made contact with the resident. I also followed up with a visit to the address and met with the resident.	The Superintendent of Public Works made an inspection of the area. The owner was informed that a repair would be addressed in approximately two weeks.
May 16, 2019	XXX Geddes Avenue	Resident called my office directly to state that the creek behind his home was damming up and he had a concern about it breaching his yard. Resident stated that the Superintendent of Public Works	I discussed the situation with the Superintendent of Public Works confirmed the condition. I have subsequently gone to



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		got back to him and said the village would remove some fallen trees and would monitor the creek flow. The trees had not yet been removed.	the residence to look at the conditions. The creek is flowing and tress will be removed when ground conditions permit.
May 20, 2019	XXXX E. Broadway Avenue	Resident called my office directly to state that he felt the drainage ditch was in such a condition that is was potentially causing standing water to breach his property.	I stopped at the location while in the field with the Community Development Director. We met with the resident who pointed out his concerns. The Superintendent of Public works conducted and inspection and advised that the responsibility for filling belonged to the owner.
May 24, 2019	XXX Kirkwood Avenue	Resident sent a letter to the Community Development Director requesting to purchase a portion of an adjacent parcel (719 Kirkwood avenue) that is owned by the village.	I contacted the resident and stated that there were several steps that had to be taken before I could present her request to the Village Board. I will be providing appraiser information.

Business Contacts

My intent is to make face-to-face contact with each existing and new business owner with my first 90 days.

Week Ending	Business	Address
May 10, 2019	Linda's Family Restaurant	1707 7 th Street
May 17, 2019	The Sweet Shop	1700 7 th Street
May 17, 2019	Edward Jones	1702 7 th Street
May 24, 2019	Droopy's Gyros	1275 Sheridan Road
May 24, 2019	Harbor Headlines	729 Sheridan Road
May 24, 2019	Janes License Service	729 Sheridan Road
May 24, 2019	First Midwest Bank	700 Sheridan Road
May 24, 2019	North Point Marina	701 North Point Drive



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Land Parcels

- **04-09-200-007 – 719 Kirkwood Avenue**

The owner of 717 Kirkwood Avenue is requesting to purchase a portion of the parcel located at 719 Kirkwood currently owned by the village. Necessary information for board action is being gathered and will be presented in an upcoming board meeting.

Collective Bargaining

We have started collective bargaining with the International Brotherhood of Operating Engineers Local 150 who represent our Public Works employees.

Parks & Recreation Open Space Master Plan

The adopted Comprehensive Land Use Plan recommends the creation of a long-term plan to address future demand for parks and recreation services. It has been recommended that the plan should contain a list and map of existing properties and facilities, the identification of underserved areas and gaps in service, as well as issues with existing facilities, a survey and list of community needs and desires, and recommended improvements to existing operations, programming, administration, and communication practices. The intent will be to align the plan as much as possible with the Lake County Forest Preserve 100-Year Vision and Strategic Plan. The first step being taken to develop the *Master Plan* will be a set of meetings to discuss the engagement of the community as well as the sitting Parks & Recreation Board. These meetings have been tentatively scheduled for June to include myself, Trustee Whitmore, and Scott Fuller. I am also identifying subject matter expertise for plan development as well as supporting financial resources.

GIS Initiative

Geographic Information System (GIS) is a computer system build to capture, store, manipulate, analyze, manage and display all kinds of spatial or geographical data. GIS can be used to solve the location based questions such as “What is located here” or Where to find particular features? A GIS municipal layer in public works alone can aid in managing village infrastructure assets such as water and sewer lines, catch basins, fire hydrants, culverts and bridges. Access to this and like data saves time and money while increasing efficiency and productivity.

On June 6th staff will be meeting with Baxter Woodman to discuss our municipal GIS needs. After this meeting it is our initial intent to begin work with Lake County GIS to develop a municipal layer to their existing GIS data set to benefit the village’s public works, public safety, and community development functions at minimal cost.



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Evaluation of Insurance Policies/Coverage

As part of an overall strategic approach to risk mitigation (acceptance, avoidance, limitation, and or transference) a review is being conducted regarding the village's insurance coverages with a focus on workers' compensation, general liability, and outside/contract services. Upon completion of a final assessment a report will be provided to the village board with recommendations regarding to exposures if any and remedies.

Intergovernmental Relations

- **Shovel Ready Projects:** State Representative Mason contacted the village to request a listing of shovel ready projects for the upcoming budget year. I provided her with a funding request for the public works building as well as the first phase of our Street Rehabilitation Project. Total request is for \$1,016,195.
- **SB 0037:** We continue to closely monitor this legislation. A House Amendment was introduced on 5/27 and referred to the Personnel and Pensions Committee on 5/28. The committee passed the House Amendment 8 to 0. At the time of this writing the legislation has not been placed on the calendar for a third reading. We are assessing the potential fiscal impact to the village, but find it difficult with the legislation's changing language.
- **IDNR Director Tour:** It has been determined that Director Callahan will be touring the Village mid-June. We are awaiting aa confirmation on the exact date.
- **Rescue Boat:** Ongoing dialogue with both the legislative affairs staff at the Illinois Department of Natural Resources and the Illinois Conservation Police has resulted in a request for specifications for our Fire Rescue/Dive Boat. Those specifications were forwarded on May 22nd to the appropriate personnel at the Conservation Police who were asked to be identify potential equipment in their surplus inventory.

Assessment of Facilities Maintenance/Management

The management and maintenance of municipal facilities is administratively, operationally, and fiscally scattered through multiple departments. Often a primary consideration for consolidation is gaining efficiency through economies of scale while increasing effectiveness in service delivery. An assessment is being undertaken to determine if placing facilities and maintenance functions under one department - or contractual service provider - would be practical taking into consideration service delivery, opportunity cost, and positive/negative fiscal impact.

Reserve Study RFP: A RFP to determine a cost for conducting a village-wide capital asset inventory is being prepared for board member review and issuance.



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Finance and Human Resources

- **Position Descriptions:** The Village has a staff of 110 employees that include 36 FTEs. Many of the position description for these employees are over 15 years old with little to no updates. We are in the process of first matching all our active positions adopted as part of the Wage Policy to position descriptions. Positions without descriptions will be given priority in the development process followed by all other positions. The task of developing the position description will fall first on the department head with support from Human Resources. Department heads will be provided position description templates and training on developing the position descriptions. This is the first step in the process of mining, aggregating and analyzing data for **wage and compensation research** as well as implementing an **effective performance evaluation program**.
- **University Internships:** A position description was created for a Human Resources and Compensation Internship. The description has been distributed to multiple universities with responses including CVs, letters of interest and faculty recommendations coming in. Interns will be on site for 20 hours a week and can be available for multiple semesters. The interns will be responsible for formatting the new position descriptions as well as mining and aggregating data for the wage and compensation research.
- **Employee Manual Update:** A review of the 2016 Employee Manual is being conducted. Additions and deletions will be reviewed with department heads and the Village Attorney with recommendations forwarded on to the Village Board.
- **New Hire Processes:** A uniformed system for recruiting, qualifying, selecting, hiring and orientation of new employees is in the early phases of development. Once completed a human resource policy will be drafted and implemented for all village employees. Sworn police personnel will be hired as required by state statute through the Board of Police Commissioners.
- **Return to Work/Alternative Duty Program:** We have had preliminary discussions with our insurance carrier regarding the implementation of a return to work/alternative duty program here in the village. Alternate duty work is one of the most important ways to ease a recovering employee's return to work. Alternate duty work is a transitional phase for a worker recovering from a job-related injury or illness to ease back into work routines without causing further harm. Alternate duty work gives the employee the chance to make a meaningful and productive contribution during the transitional phase. This time also provides a chance for the employee to rebuild strength gradually. Alternate duty work also provides the opportunity for the employee to learn to perform tasks in ways that can prevent future injuries or illness. It is also a morale booster for employees who may be bored at home or fearful about future employment status. It is a temporary situation that will end once the employee's doctor says he or she can resume regular job duties. The transitional phase is monitored by medical professionals to prevent re-injury or repeat illness.



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- **Monthly Revenue/Expenditure Reviews by Department:** With contributions from Trustee Weiss we are developing a monthly report for each department that will provide year to year, month to date, and year to date expenditure and revenue data. The report, coupled with additional information related to internal operations and various externalities, will serve as a tool for making budget adjustments where necessary.
 - **Review of Business License and Water Payment Delinquencies:** As part of my discussions with staff regarding various revenue streams I asked to be provided a list of past dues on business license and water bills. A review of the reports provided showed that there are 14 businesses within the village that are currently operating without renewed business licenses. In addition, there are 127 water accounts that are past due 31 days or more. We will be working to clean these past due accounts up.

SWALCO and Zion Landfill: In 2006, the Village of Winthrop Harbor entered into an agreement with Veolia raising the rate of revenue received per ton from \$.15 to \$.50 and ultimately \$1.00. Though the rate increase was considerable no allowance for annual CPI adjustments were not part of the agreement. Utilizing the annual CPI calculations from the U.S. Bureau of Labor Statistics over the period of calendar years 2007 through 2018 - and based on the data I had in hand during my analysis - I am estimating that \$741,282 or an average of \$57,022 per year in potential revenue was lost. This loss based the assumption of Veolia agreeing to a CPI clause in the agreement, something that SWALCO and the City of Zion did receive.

The spillover effect from a current and or expanded landfill site cannot be ignored especially given our municipal boundaries. This being said I think the board should discuss options as pertains to next steps with our current agreement with Advanced Disposal. I have several recommendations to make to the board for their deliberations

Public Works Building Rebuild: I have reviewed the agreement submitted by 5366 Logistics for pre and post construction management services related to the rebuild of the public works building and discussed the same with the Village Attorney. I will be meeting the Mayor and Public Works Superintendent to review next steps.

ORDINANCE 2019 – O - _____

**AN ORDINANCE AMENDING CHAPTER 31
OF THE MUNICIPAL CODE OF WINTHROP HARBOR
CREATING THE POSITION OF VILLAGE ADMINISTRATOR**

WHEREAS, the corporate authorities find that creating the position of Village Administrator is in the best interests of the taxpayers and citizens, and that such an officer will perform valuable services and provide substantial guidance in the administration of the government of this Village, and

WHEREAS, along with creating that position, the duties of this office need to be specified, along with appropriate limits thereon, and

WHEREAS, attached as Exhibit A hereto is a draft code provision which is found to fairly and properly describe these duties and limitations, which should be adopted into the Winthrop Harbor Municipal Code,

NOW THEREFORE, BE IT ORDAINED by the Village of Winthrop Harbor, Lake County, Illinois, as follows:

SECTION ONE: Chapter 31 of the Winthrop Harbor Municipal Code is hereby amended by the addition of Sections establishing the office of Village Administrator which shall hereafter read as set forth on Exhibit A hereto.

SECTION TWO: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WINTHROP HARBOR,
ILLINOIS, ON THIS ____ DAY OF _____, 2019.

ATTEST:

DR. MICHAEL BRUNO, MAYOR

JULIE RITTENHOUSE, VILLAGE CLERK

(Exhibit A)

VILLAGE ADMINISTRATOR

31.045: APPOINTMENT; QUALIFICATIONS; REMOVAL:

31.046: COMPENSATION AND BOND:

31.047: POWERS AND DUTIES:

31.045: APPOINTMENT; QUALIFICATIONS; REMOVAL:

A. Appointment: The village administrator shall be appointed by the mayor subject to the majority approval of the then-sitting members of the village board of trustees. No village board member shall receive such appointment while he is serving in that capacity.

B. Qualifications: He or she shall be chosen for his or her executive and administrative qualifications and educational background with special reference to his or her actual experience in or his or her knowledge of accepted practice in respect to the duties of the office hereinafter set forth.

C. Removal From Office: The village board may remove the village administrator at any time by a majority vote of its members but shall continue his or her salary for one month following this action if he or she has served in that capacity for six (6) months or more, or one-half (1/2) month's salary if he or she has served for less than six (6) months.

31.046: COMPENSATION AND BOND:

The village administrator shall receive such compensation as the village board shall fix from time to time by ordinance or resolution. He or she shall furnish a surety bond in the amount of one hundred thousand dollars (\$100,000.00) to be approved by the village board, said bond to be conditioned on the faithful performance of his duties. The premium of the bond shall be paid by the village.

31.047: POWERS AND DUTIES:

The village administrator shall be the chief administrative officer of the village, under the direction of the mayor, who is the chief executive officer. The administrator may head one or more departments and shall be responsible to the mayor and the village board of trustees for the proper administration of all affairs of the village, excepting, however, such affairs or matters as the mayor and village board of trustees may from time to time determine shall be under their direct control and supervision. All provisions herein contained shall be subject to the exceptions set forth in this section. To the ends hereinbefore contemplated, but subject to the exceptions and qualifications hereinbefore set forth, the village administrator shall have power and shall be required to do the following:

A. When necessary for the good of the village, reprimand any employee and/or suspend said employee for a period of time up to and including three (3) working days without pay. This provision, however, is subject to any local employment rules and practices presently or hereinafter enacted by the village and any union rules or regulations presently or hereinafter accepted by the village.

B. Recommend appointments of village officers designated by state statute or village ordinance; and also recommend the suspension or removal of the following officers, employees and persons retained for services by the village: village attorney; treasurer; chief of police; fire chief; director of community development; director of emergency management; director of parks and any others which are by village ordinance, or applicable provision of the state statutes all appointed by the mayor with the advice and consent of the village board of trustees.

C. Annually prepare the budget in conjunction with the finance director and submit it together with a message describing the important features and be responsible for its administration after adoption.

D. As of the end of the fiscal year, furnish a complete report of the finances and administrative activities of the village for the preceding year.

E. Keep the village board advised of the financial condition and future needs of the village, and make such recommendations as he may deem desirable.

F. Recommend any changes to the wage policy ordinance's standard schedule of pay for each appointive office and position in the village service, including minimum, intermediate and maximum rates.

G. From time to time, recommend adoption of such measures as he or she may deem necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.

H. Recommend the creating, consolidating and combining of offices, positions, departments or units of the administrative and executive departments of the village.

I. Attend all meetings of the village board unless excused therefrom and take part in the discussion of all matters coming before the village board. The administrator shall be entitled to notice of all regular and special meetings of the village board.

J. Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; let contracts necessary for operation or maintenance of village services for amounts up to and including ten thousand dollars (\$10,000.00), that for a purchase of more than ten thousand dollars (\$10,000.00), he or she shall be required to solicit three (3) or more sealed bids, such bids shall be presented to the board of trustees for approval or rejection. When three (3) bids are not submitted by competitive vendors, the administrator may recommend waiver of the bidding process under 65 ILCS 5/8-9-1 or any successor to that statute. No purchase shall be

made, contract let or obligation incurred for any item or service which exceeds the current appropriation without a supplemental appropriation by the village board. The village administrator may issue such rules governing purchasing procedures within the administrative organization as the village board shall approve.

K. See that all laws and ordinances are duly enforced.

L. Investigate the affairs of any department or division under his or her jurisdiction. Investigate all complaints in relation to matters under his or her jurisdiction concerning the administration of the government of the village, and in regard to service maintained by the public utilities in the village, and see that all franchises, permits and privileges granted by the village are faithfully observed.

M. Devote his or her entire working time to the discharge of his or her official duties.

N. Perform such other duties as may be required by the village board, not inconsistent with the village ordinances.

O. Perform in emergencies as follows:

1. In case of accident, disaster or other circumstances creating a public emergency, the village administrator, with approval of the mayor or two (2) village trustees may award contracts and make purchases for the purpose of meeting said emergency for amounts up to and including ten thousand dollars (\$10,000.00), and he or she shall promptly file with the village clerk a certificate showing such emergency and the necessity for such action, together with an itemized account for all expenditures and request that these expenditures be ratified at the next regularly scheduled meeting of the village board.

2. In the event the public emergency described in subsection 1 of this section results in a catastrophic loss or need for expenditures of more than ten thousand dollars (\$10,000.00), the administrator shall consult with the mayor (or in his or her absence, the most senior village trustee available) and secure his or her approval to the expenditures. A certificate shall promptly be filed with the village clerk and the village board asked to ratify the expenditures as quickly as possible, in a special meeting if necessitated by the scope of the emergency.

P. Coordinate with the village clerk a proper and complete agenda for every village board meeting.

From: Brush, Peter [mailto:Peter.Brush@edwardjones.com]

Sent: Tuesday, May 14, 2019 3:52 PM

To: DiPersio, Pat <PDiPersio@whpd.org>

Subject: 7th Street Music Series

Hi Pat,

Please request use for the municipal parking lot on 7th street for hosting the 7th Street Music Series. This event will be sponsored by the Lake County Lakeshore Chamber of Commerce and will run 4 consecutive Thursday evenings from 6:30 until 8:30 pm. The evenings requested will be July 11, July 18, July 25 and August 1. The idea would be to have local musicians perform in a family atmosphere.

We would need the parking lot blocked off by around 3 pm to set up the PA and small shade tent for the artists. The Sweet Stop will be providing food and hopefully we can figure a way to allow adult beverages.

Let me know what you need from me to move forward.

Regards,

Peter Brush

Winthrop Harbor Representative for the Lake County Lake Shore Chamber

Peter Brush
Financial Advisor
Edward Jones
1702 7th Street
Winthrop Harbor, IL 60096
(847) 746-1153
www.edwardjones.com

If you are not the intended recipient of this message (including attachments) or if you have received this message in error, immediately notify us and delete it and any attachments.

REQUEST FOR BOARD ACTION



Date Referred to the Board: June 4, 2019

Originating Department: Public Works

Subject Matter: Capital Improvement Project - Fuel Tank Replacement

Summary and Background: In FY2018/19, the Board approved a CIP project to replace the fuel tanks at the Public Works facility. Additionally, at the October 16, 2018 Board Meeting, the Board approved the additional cost to install crash bollards as part of this project since the crash protection was not code compliant.

Financial Impact: CIP Budget \$40,000 Total Cost Invoiced \$39,485
(Fuel Tank Replacement \$29,500 / Bollards \$9,985)

Community/Neighborhood Impact: N/A

Documents Attached: Stenstrom Invoices dated 4/15/19 and 5/21/19

Staff Recommendation: Staff recommends approving the payment of this CIP project.

Department Head Signature: [Signature] Date: 5/21/19

Village Administrator Signature: [Signature] Date: 5/21/19



INVOICE

Petroleum Services Group

2422 Center Street, Rockford, IL 61104
 Phone 815.398.6250 Fax 815.398.0019
 TrevorJ@rstenstrom.com

Invoice ID: 3415.01
 Invoice Draw Date: 04/15/19

TO: Village of Winthrop Harbor
 830 Sheridan Road
 Winthrop Harbor, IL 60096
 Attn: Tim Neargarder

Draw ID:1
 Customer ID:220353

REMIT TO	JOB	PAYMENT TERMS	DUE DATE
P. O. Box 5946, Rockford, IL 61125-0946	Fuel System install Stenstrom job #3415	Net 30 days	05/15/19

ITEM	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Partial invoice for supply of two 2500 gallon above ground storage tanks for municipal fueling		\$15,500.00
	Installation of crash protection bollards around new above ground storage tanks		\$9,985.00
	Remaining to invoice after removal of existing fuel tanks and install of new fuel tanks = \$14,000		
SUBTOTAL			\$25,485.00
SALES TAX			0.00
TOTAL			\$25,485.00

A finance charge of 1-1/2% per month, which is an annual percent of 18% will be added to all amounts not paid within 30 days from the billing date.

Make all checks payable to Stenstrom Construction, Inc.
THANK YOU FOR YOUR BUSINESS!



INVOICE

Petroleum Services Group

2422 Center Street, Rockford, IL 61104
 Phone 815.398.6250 Fax 815.398.0019
 TrevorJ@stenstrom.com

Invoice ID: 3415.02
 Invoice Draw Date: 05/21/19

TO: Village of Winthrop Harbor
 830 Sheridan Road
 Winthrop Harbor, IL 60096
 Attn: Tim Nearing

Draw ID:2 Customer
 ID:220353

REMIT TO	JOB	PAYMENT TERMS	DUE DATE
P. O. Box 5946, Rockford, IL 61125-0946	Fuel System install Stenstrom job #3415	Net 30 days	06/21/19

ITEM	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Second and final invoice for removal of above ground storage tanks and install of two new above ground storage tanks. Original quote = \$39,485 including bollards. \$25,485 previously invoice. This invoice = \$14,000		\$14,000.00
	Invoice for extra concrete poured around bollards at the front of the tank		\$900.00
SUBTOTAL			\$14,900.00
SALES TAX			0.00
TOTAL			\$14,900.00

A finance charge of 1-1/2% per month, which is an annual percent of 18% will be added to all amounts not paid within 30 days from the billing date.

Make all checks payable to Stenstrom Construction, Inc.
THANK YOU FOR YOUR BUSINESS!

REQUEST FOR BOARD ACTION



Date Referred to the Board: June 4, 2019

Originating Department: Public Works

Subject Matter:
Request approval to waive the bidding process for The Morton Arboretum Grant

Summary and Background:
The village was awarded this forestry grant in the fall of 2018. We completed the bid process this spring with bids due on May 10, 2019, at which time we received **ZERO** bids.

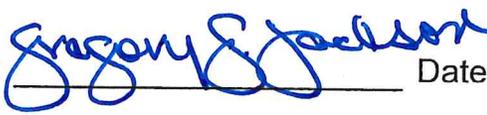
Financial Background:
This grant is a 50/50 grant, which the Public Works has allocated matching funds up to \$17,000 in Fund 13, Line 422-1

Community/Neighborhood Impact:
This is a step towards replacing trees lost due to the EAB disease.

Documents Attached: N/A

Staff Recommendation:
Staff recommends waiving of the bidding process and authorize the Superintendent of Public Works to award the contract to a contractor(s) that meets all of the requirements as outlined in the contract between the Village and the Morton Arboretum.

Department Head Signature:  Date: 5/29/19

Village Administrator Signature:  Date: 5/29/19

REQUEST FOR BOARD ACTION



Date Referred to the Board: June 4, 2019

Originating Department: Public Works

Subject Matter:
Approval of the lowest, responsible bidder for 2019 Street Rehabilitation Project

Summary and Background:
The village initiated the 2019 Street Rehabilitation Project in FY2018/19. Public Works has planned and designed this year's program based on data from the road study, traffic count, houses served, etc.

The public bid opening was completed with the Village Clerk, Baxter & Woodman in attendance on 5/30/19

Financial Background:
This project is funded by the Motor Fuel Tax and Capital Improvement Fund totaling \$570,000

Community/Neighborhood Impact:
This project impacts residents in each of the areas of construction and an even larger traffic count for Westfield school as Shields Avenue and 10th Street both are utilized as primary school traffic.

Documents Attached:
Baxter & Woodman Recommendation to Award
Bid Tabulation

Staff Recommendation:
Staff recommends awarding the lowest, responsible bid to Chicagoland Paving, Inc. for Option 2 (\$570,000). This option includes additional patching as designed. Staff agrees with Baxter & Woodman and finds their work to be of good quality and the firm to be responsive to requests from the Village.

Department Head Signature: [Signature] Date: 5/30/19

Village Administrator Signature: [Signature] Date: 5/30/19

May 30, 2019

Mr. Timothy P. Neargarder
Superintendent - Public Works
Village of Winthrop Harbor
830 Sheridan Road
Winthrop Harbor, Illinois 60096

RECOMMENDATION TO AWARD

Subject: Village of Winthrop Harbor – 2019 Street Improvement Program

Dear Mr. Neargarder:

Enclosed is one copy of the bid tabulation for the subject project along with the bid proposals received. The project was advertised in the IDOT Transportation Bulletin. The bids received have been tabulated and checked for errors.

The low bid was submitted by Chicagoland Paving in the amount of \$535,000.00 for Option 1 and \$570,000.00 for Option 2. This bid is \$50,000.00 (8.5%) below the approved estimate of cost (\$585,000.00) for Option 1 and is \$52,575.00 (8.4%) below the approved estimate of cost (\$622,575.00) for Option 2.

We have worked with Chicagoland Paving on construction projects in the past. We found their work to be of good quality and the firm to be responsive to requests from the Village. Therefore, we recommend award of the contract to Chicagoland Paving for either Option 1 or Option 2.

Upon award by the Village Board, we will prepare the Contract Documents for execution by the Contractor and the Village. If you have any questions please contact at 815.444.3298 or via email at tslattery@baxterwoodman.com.

Sincerely,
BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Thomas Slattery, P.E.

Enclosure

No.	Item	Unit	QTY	Engineer's Estimate		ChicagoLand Paving Lake Zurich, IL		Peter Baker & Son Lake Bluff, IL		Payne & Dolan Antioch, IL	
				Unit Price	Total Price	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Option 1										
2	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	414	\$45.00	\$ 18,630	\$ 20.00	\$ 8,280.00	\$ 43.40	\$ 17,967.60	\$ 15.45	\$ 6,396.30
3	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SO YD	2733	\$2.00	\$ 5,466	\$ 1.10	\$ 3,006.30	\$ 0.65	\$ 1,776.45	\$ 1.00	\$ 2,733.00
4	TREE TRUNK PROTECTION	EACH	26	\$150.00	\$ 3,900	\$ 75.00	\$ 1,950.00	\$ 150.00	\$ 3,900.00	\$ 200.00	\$ 5,200.00
5	TREE ROOT PRUNING	EACH	26	\$125.00	\$ 3,250	\$ 125.00	\$ 3,250.00	\$ 150.00	\$ 3,900.00	\$ 180.00	\$ 4,680.00
6	GRADING AND SHARPING DITCHES (SPECIAL)	FOOT	595	\$20.00	\$ 11,700	\$ 8.50	\$ 4,972.50	\$ 18.00	\$ 10,530.00	\$ 15.90	\$ 9,301.50
7	SUPPLEMENTAL WATERING	UNIT	28	\$50.00	\$ 1,400	\$ 0.01	\$ 0.28	\$ 0.10	\$ 2.80	\$ 45.00	\$ 1,260.00
8	INLET FILTERS	EACH	8	\$150.00	\$ 1,200	\$ 170.00	\$ 1,360.00	\$ 100.00	\$ 800.00	\$ 150.00	\$ 1,200.00
9	AGGREGATE SUBGRADE IMPROVEMENT	CU YD	414	\$50.00	\$ 20,700	\$ 30.00	\$ 12,420.00	\$ 45.00	\$ 19,044.00	\$ 38.70	\$ 16,071.80
10	AGGREGATE BASE COURSE, TYPE B 4"	SO YD	50	\$7.00	\$ 350	\$ 10.00	\$ 500.00	\$ 4.00	\$ 200.00	\$ 6.00	\$ 300.00
11	PREPARATION OF BASE (SPECIAL)	SO YD	10515	\$2.50	\$ 26,288	\$ 0.75	\$ 7,889.25	\$ 2.00	\$ 21,038.00	\$ 1.50	\$ 15,778.50
12	LEVELING BINDER (MACHINE METHOD), NS0	TON	975	\$23.00	\$ 22,425	\$ 15.00	\$ 14,625.00	\$ 10.00	\$ 9,750.00	\$ 25.50	\$ 24,862.50
13	HOT-MIX ASPHALT BINDER COURSE, IL-1910, NS0	TON	92	\$80.00	\$ 7,360	\$ 85.00	\$ 7,820.00	\$ 105.00	\$ 9,660.00	\$ 110.00	\$ 10,120.00
14	HOT-MIX ASPHALT SURFACE COURSE, MIX "D", NS0	TON	1353	\$75.00	\$ 102,225	\$ 79.00	\$ 107,677.00	\$ 80.00	\$ 109,040.00	\$ 84.00	\$ 114,482.00
15	BITUMINOUS MATERIALS (TACK COAT)	TON	1092	\$88.00	\$ 97,356	\$ 88.00	\$ 96,096.00	\$ 90.00	\$ 98,280.00	\$ 95.00	\$ 103,740.00
16	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6 INCH	POUN	1040	\$50	\$ 520	\$ 0.01	\$ 10.40	\$ 2.00	\$ 2,080.00	\$ 0.01	\$ 10.40
17	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SO YD	131	\$100.00	\$ 13,100	\$ 77.00	\$ 10,087.00	\$ 63.00	\$ 8,253.00	\$ 65.00	\$ 8,515.00
18	DETECTABLE WARNING	SO FT	225	\$7.00	\$ 1,575	\$ 12.00	\$ 2,700.00	\$ 13.00	\$ 2,925.00	\$ 13.00	\$ 2,925.00
19	HOT-MIX ASPHALT SURFACE REMOVAL (FULL DEPTH)	SO YD	30	\$25.00	\$ 750	\$ 35.00	\$ 1,050.00	\$ 60.00	\$ 1,800.00	\$ 65.00	\$ 1,950.00
20	HOT-MIX ASPHALT SURFACE REMOVAL, 2"	SO YD	10515	\$4.00	\$ 42,075	\$ 2.50	\$ 26,287.50	\$ 4.10	\$ 43,127.90	\$ 5.50	\$ 57,854.50
21	SIDEWALK REMOVAL	SO FT	225	\$2.00	\$ 450	\$ 2.00	\$ 424.00	\$ 3.00	\$ 636.00	\$ 4.00	\$ 844.00
22	DRIVEWAY PAVEMENT REMOVAL	FOOT	131	\$10.00	\$ 1,310	\$ 11.45	\$ 1,499.95	\$ 9.00	\$ 1,179.00	\$ 2.00	\$ 450.00
23	COMBINATION CURB AND GUTTER REMOVAL	FOOT	1036	\$7.00	\$ 7,252	\$ 4.00	\$ 4,144.00	\$ 5.00	\$ 5,180.00	\$ 5.00	\$ 5,180.00
24	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-4, 12" (SPECIAL)	FOOT	1635	\$32.00	\$ 52,320	\$ 37.00	\$ 60,495.00	\$ 44.00	\$ 71,940.00	\$ 45.00	\$ 73,575.00
25	HOT-MIX ASPHALT SURFACE REMOVAL AND REPLACEMENT, 3"	FOOT	1180	\$30.00	\$ 35,400	\$ 37.00	\$ 43,660.00	\$ 32.50	\$ 38,350.00	\$ 35.00	\$ 41,300.00
26	CLASS D PATCHES, TYPE II, 3 INCH	SO YD	0	\$35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	CLASS D PATCHES, TYPE III, 3 INCH	SO YD	64	\$40.00	\$ 2,560	\$ 25.00	\$ 1,600.00	\$ 37.00	\$ 2,388.00	\$ 100.00	\$ 6,400.00
28	CLASS D PATCHES, TYPE IV, 3 INCH	SO YD	64	\$35.00	\$ 2,240	\$ 25.00	\$ 1,600.00	\$ 37.00	\$ 2,388.00	\$ 68.00	\$ 4,352.00
29	CLASS D PATCHES, TYPE II, 6 INCH	SO YD	64	\$30.00	\$ 1,920	\$ 25.00	\$ 1,600.00	\$ 37.00	\$ 2,388.00	\$ 68.00	\$ 4,352.00
30	CLASS D PATCHES, TYPE III, 6 INCH	SO YD	64	\$50.00	\$ 3,200	\$ 40.00	\$ 2,560.00	\$ 67.00	\$ 4,288.00	\$ 125.00	\$ 8,000.00
31	CLASS D PATCHES, TYPE III, 6 INCH	SO YD	64	\$45.00	\$ 2,880	\$ 40.00	\$ 2,560.00	\$ 67.00	\$ 4,288.00	\$ 100.00	\$ 6,400.00
32	CLASS D PATCHES, TYPE IV, 6 INCH	SO YD	64	\$40.00	\$ 2,560	\$ 40.00	\$ 2,560.00	\$ 67.00	\$ 4,288.00	\$ 77.50	\$ 4,976.00
33	CLASS D PATCHES, TYPE II, 6 INCH (SPECIAL)	SO YD	0	\$50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34	CLASS D PATCHES, TYPE III, 6 INCH (SPECIAL)	SO YD	0	\$50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35	CLASS D PATCHES, TYPE IV, 6 INCH (SPECIAL)	SO YD	0	\$45.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36	AGGREGATE SHOULDER, TYPE B	TON	45	\$25.00	\$ 1,125	\$ 35.00	\$ 1,575.00	\$ 86.00	\$ 3,870.00	\$ 68.00	\$ 3,060.00
37	TEMPORARY ACCESS (ROAD)	EACH	11	\$250.00	\$ 2,750	\$ 150.00	\$ 1,650.00	\$ 200.00	\$ 2,200.00	\$ 315.00	\$ 3,465.00
38	TEMPORARY ACCESS (PRIVATE ENTRANCE)	EACH	17	\$100.00	\$ 1,700	\$ 125.00	\$ 2,125.00	\$ 100.00	\$ 1,700.00	\$ 220.00	\$ 3,740.00
39	SANITARY MANHOLES TO BE ADJUSTED	EACH	4	\$1,000.00	\$ 4,000	\$ 1,540.00	\$ 6,560.00	\$ 1,500.00	\$ 6,000.00	\$ 1,475.00	\$ 5,900.00
40	FRAMES AND LIDS, TYPE 1, CLOSED LID	EACH	4	\$300.00	\$ 1,200	\$ 300	\$ 500.00	\$ 500.00	\$ 500.00	\$ 450.00	\$ 450.00
41	FRAMES AND UTILITY STRUCTURES TO BE ADJUSTED	EACH	1	\$500.00	\$ 500	\$ 1,000.00	\$ 5,000.00	\$ 800.00	\$ 4,000.00	\$ 900.00	\$ 4,500.00
42	AUXILIARY VALVE BOXES TO BE ADJUSTED	EACH	1	\$500.00	\$ 500	\$ 475.00	\$ 475.00	\$ 500.00	\$ 500.00	\$ 425.00	\$ 425.00
43	GRADING AND SHAPING OF SHOULDERS (SPECIAL)	FOOT	4580	\$1.00	\$ 4,580	\$ 1.00	\$ 4,580.00	\$ 1.50	\$ 6,870.00	\$ 1.70	\$ 7,785.00
44	PARKWAY RESTORATION (SEEDING)	SO YD	845	\$15.00	\$ 12,675	\$ 8.50	\$ 7,182.50	\$ 12.50	\$ 10,562.50	\$ 13.50	\$ 11,407.50
45	HOT MIX ASPHALT DRIVEWAY SURFACE REMOVAL AND REPLACEMENT	SO YD	486	\$40.00	\$ 19,440	\$ 35.00	\$ 17,010.00	\$ 50.00	\$ 24,300.00	\$ 89.24	\$ 43,370.64
46	NON-SPECIAL WASTE DISPOSAL	CU YD	20	\$75.00	\$ 1,500	\$ 90.00	\$ 1,800.00	\$ 105.55	\$ 2,111.00	\$ 220.50	\$ 4,410.00
47	REGULATED SUBSTANCES PRE-CONSTRUCTION PLAN	L SUM	1	\$500.00	\$ 500	\$ 3,500.00	\$ 3,500.00	\$ 2,300.00	\$ 2,300.00	\$ 2,600.00	\$ 2,600.00
48	ON SITE MONITORING OF REGULATED SUBSTANCES	CAJ	10	\$250.00	\$ 2,500	\$ 1,000.00	\$ 10,000.00	\$ 900.00	\$ 9,000.00	\$ 1,350.00	\$ 12,500.00
49	REGULATED SUBSTANCES FINAL CONSTRUCTION REPORT	L SUM	1	\$1,500.00	\$ 1,500	\$ 1,250.00	\$ 1,250.00	\$ 2,300.00	\$ 2,300.00	\$ 3,000.00	\$ 3,000.00
50	SOIL DISPOSAL ANALYSIS	EACH	1	\$1,000.00	\$ 1,000	\$ 2,250.00	\$ 2,250.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
51	TRAFFIC CONTROL AND PROTECTION, STANDARD 701501	L SUM	1	\$1,000.00	\$ 1,000	\$33,322.32	\$ 33,322.32	\$ 35,033.75	\$ 35,033.75	\$ 44,000.00	\$ 44,000.00
52	TRAFFIC CONTROL AND PROTECTION, STANDARD 701801	L SUM	1	\$35,753.50	\$ 35,753.50	\$ 100.00	\$ 100.00	\$ 1,600.00	\$ 1,600.00	\$ 285.00	\$ 285.00
	Total				\$585,000		\$35,000.00		\$62,020.00		\$704,300.64

No.	Item	Unit	QTY	Engineer's Estimate		Chicago Land Paving Lake Zurich, IL		Peter Baker & Son Lake Bluff, IL		Payne & Dolan Antioch, IL	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Option 2										
2	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	414	\$45.00	\$ 18,630	\$ 20.00	\$ 8,280.00	\$ 43.40	\$ 17,967.60	\$ 15.45	\$ 6,396.30
3	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SO YD	2733	\$2.00	\$ 5,466	\$ 1.10	\$ 3,006.30	\$ 0.65	\$ 1,776.45	\$ 1.01	\$ 2,733.00
4	TREE TRUNK PROTECTION	EACH	26	\$150.00	\$ 3,900	\$ 75.00	\$ 1,950.00	\$ 150.00	\$ 3,900.00	\$ 200.00	\$ 5,200.00
5	GRADING AND SHAPING DITCHES (SPECIAL)	FOOT	585	\$125.00	\$ 73,125	\$ 125.00	\$ 73,125.00	\$ 150.00	\$ 87,750.00	\$ 180.00	\$ 105,300.00
6	SUPPLEMENTAL WATERINGS	UNIT	28	\$20.00	\$ 560	\$ 8.50	\$ 238.00	\$ 18.00	\$ 504.00	\$ 15.90	\$ 445.20
7	INLET FILTERS	EACH	8	\$50.00	\$ 400	\$ 0.01	\$ 0.08	\$ 0.10	\$ 0.80	\$ 45.00	\$ 360.00
8	AGGREGATE SUBGRADE IMPROVEMENT	CU YD	414	\$190.00	\$ 78,660	\$ 170.00	\$ 70,380.00	\$ 100.00	\$ 41,400.00	\$ 150.00	\$ 62,100.00
9	AGGREGATE BASE COURSE, TYPE B 4"	CU YD	50	\$50.00	\$ 2,500	\$ 30.00	\$ 1,500.00	\$ 45.00	\$ 2,250.00	\$ 30.00	\$ 1,500.00
10	PREPARATION OF BASE (SPECIAL)	CU YD	50	\$7.00	\$ 350	\$ 10.00	\$ 500.00	\$ 4.00	\$ 200.00	\$ 6.00	\$ 300.00
11	AGGREGATE BASE REPAIR	CU YD	10518	\$2.50	\$ 26,295	\$ 0.75	\$ 7,888.25	\$ 2.00	\$ 21,038.00	\$ 1.50	\$ 15,778.50
12	LEVELING BINDER (MACHINE METHOD) N50	TON	975	\$23.00	\$ 22,425	\$ 15.00	\$ 14,625.00	\$ 10.00	\$ 9,750.00	\$ 25.50	\$ 24,862.50
13	HOT-MIX ASPHALT BINDER COURSE, TL-19.0, N50	TON	92	\$80.00	\$ 7,360	\$ 85.00	\$ 7,820.00	\$ 105.00	\$ 9,660.00	\$ 84.00	\$ 7,728.00
14	HOT-MIX ASPHALT SURFACE COURSE, TL-19.0, N50	TON	1363	\$75.00	\$ 102,225	\$ 79.00	\$ 107,677.00	\$ 90.00	\$ 123,420.00	\$ 95.00	\$ 128,700.00
15	BITUMINOUS MATERIALS (TACK COAT)	TON	1092	\$80.00	\$ 87,360	\$ 88.00	\$ 96,096.00	\$ 90.00	\$ 98,280.00	\$ 95.00	\$ 103,740.00
16	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6 INCH	POUN	1040	\$0.50	\$ 520	\$ 0.01	\$ 10.40	\$ 2.00	\$ 2,080.00	\$ 0.01	\$ 10.40
17	PORTLAND CEMENT CONCRETE SIDEWALK, 6 INCH	SO YD	131	\$100.00	\$ 13,100	\$ 12.00	\$ 1,560.00	\$ 63.00	\$ 8,283.00	\$ 65.00	\$ 8,515.00
18	DETECTABLE WARNINGSS	SO FT	225	\$7.00	\$ 1,575	\$ 17.00	\$ 3,825.00	\$ 13.00	\$ 2,925.00	\$ 13.00	\$ 2,925.00
19	HOT-MIX ASPHALT SURFACE REMOVAL (FULL DEPTH)	SO YD	10518	\$4.00	\$ 42,072	\$ 2.50	\$ 26,295.00	\$ 4.10	\$ 43,127.90	\$ 5.50	\$ 57,854.50
20	HOT-MIX ASPHALT SURFACE REMOVAL, 2"	SO YD	2112	\$3.50	\$ 7,392	\$ 2.00	\$ 4,224.00	\$ 3.00	\$ 6,336.00	\$ 4.00	\$ 8,448.00
21	SIDEWALK REMOVAL	SO FT	225	\$2.00	\$ 450	\$ 2.00	\$ 450.00	\$ 3.00	\$ 675.00	\$ 2.00	\$ 450.00
22	DRIVEWAY PAVEMENT REMOVAL	SO YD	131	\$10.00	\$ 1,310	\$ 11.45	\$ 1,499.95	\$ 9.00	\$ 1,179.00	\$ 10.00	\$ 1,310.00
23	COMBINATION CURB AND GUTTER REMOVAL	FOOT	1030	\$7.00	\$ 7,210	\$ 4.00	\$ 4,120.00	\$ 5.00	\$ 5,150.00	\$ 5.00	\$ 5,150.00
24	COMBINATION CONCRETE CURB AND GUTTER REMOVAL AND REPLACEMENT	FOOT	1636	\$32.00	\$ 52,352	\$ 37.00	\$ 60,495.00	\$ 44.00	\$ 71,940.00	\$ 45.00	\$ 73,575.00
25	HOT-MIX ASPHALT SURFACE REMOVAL AND REPLACEMENT, 3"	FOOT	1180	\$30.00	\$ 35,400	\$ 35.00	\$ 41,650.00	\$ 32.50	\$ 38,350.00	\$ 35.00	\$ 41,300.00
26	HOT-MIX ASPHALT SURFACE REMOVAL AND REPLACEMENT, 3"	SO YD	645	\$53.00	\$ 34,185	\$ 35.00	\$ 22,575.00	\$ 44.00	\$ 28,380.00	\$ 85.50	\$ 55,147.50
27	CLASS D PATCHES, TYPE III, 3 INCH	SO YD	64	\$40.00	\$ 2,560	\$ 25.00	\$ 1,600.00	\$ 37.00	\$ 2,368.00	\$ 68.00	\$ 4,352.00
28	CLASS D PATCHES, TYPE III, 3 INCH	SO YD	64	\$35.00	\$ 2,240	\$ 25.00	\$ 1,600.00	\$ 37.00	\$ 2,368.00	\$ 68.00	\$ 4,352.00
29	CLASS D PATCHES, TYPE IV, 3 INCH	SO YD	64	\$30.00	\$ 1,920	\$ 25.00	\$ 1,600.00	\$ 37.00	\$ 2,368.00	\$ 68.00	\$ 4,352.00
30	CLASS D PATCHES, TYPE II, 6 INCH	SO YD	64	\$50.00	\$ 3,200	\$ 40.00	\$ 2,560.00	\$ 67.00	\$ 4,288.00	\$ 125.00	\$ 8,000.00
31	CLASS D PATCHES, TYPE III, 6 INCH	SO YD	64	\$45.00	\$ 2,880	\$ 40.00	\$ 3,200.00	\$ 67.00	\$ 4,288.00	\$ 100.00	\$ 6,400.00
32	CLASS D PATCHES, TYPE IV, 6 INCH	SO YD	64	\$40.00	\$ 2,560	\$ 40.00	\$ 3,200.00	\$ 67.00	\$ 4,288.00	\$ 100.00	\$ 6,400.00
33	CLASS D PATCHES, TYPE II, 6 INCH (SPECIAL)	SO YD	100	\$55.00	\$ 5,500	\$ 40.00	\$ 4,000.00	\$ 82.00	\$ 8,200.00	\$ 34.00	\$ 3,400.00
34	CLASS D PATCHES, TYPE III, 6 INCH (SPECIAL)	SO YD	100	\$50.00	\$ 5,000	\$ 40.00	\$ 4,000.00	\$ 82.00	\$ 8,200.00	\$ 25.00	\$ 2,500.00
35	CLASS D PATCHES, TYPE IV, 6 INCH (SPECIAL)	SO YD	100	\$45.00	\$ 4,500	\$ 40.00	\$ 4,000.00	\$ 82.00	\$ 8,200.00	\$ 205.00	\$ 20,500.00
36	AGGREGATE SHOULDER, TYPE B	TON	45	\$25.00	\$ 1,125	\$ 35.00	\$ 1,575.00	\$ 86.00	\$ 3,870.00	\$ 68.00	\$ 3,060.00
37	TEMPORARY ACCESS (ROAD)	EACH	11	\$250.00	\$ 2,750	\$ 150.00	\$ 1,650.00	\$ 200.00	\$ 2,200.00	\$ 315.00	\$ 3,465.00
38	TEMPORARY ACCESS (PRIVATE ENTRANCE)	EACH	17	\$100.00	\$ 1,700	\$ 125.00	\$ 2,125.00	\$ 100.00	\$ 1,700.00	\$ 220.00	\$ 3,740.00
39	SANITARY MANHOLES TO BE ADJUSTED	EACH	4	\$1,000.00	\$ 4,000	\$ 1,640.00	\$ 6,560.00	\$ 1,500.00	\$ 6,000.00	\$ 1,475.00	\$ 5,900.00
40	FRAMES AND LIDS, TYPE 1, CLOSED LID	EACH	4	\$300.00	\$ 1,200	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00	\$ 450.00	\$ 1,800.00
41	DRAINAGE AND UTILITY STRUCTURES TO BE ADJUSTED	EACH	1	\$500.00	\$ 500	\$ 1,000.00	\$ 5,000.00	\$ 800.00	\$ 800.00	\$ 900.00	\$ 900.00
42	AUXILIARY VALVE BOXES TO BE ADJUSTED	EACH	5	\$500.00	\$ 2,500	\$ 475.00	\$ 2,375.00	\$ 500.00	\$ 2,500.00	\$ 425.00	\$ 2,125.00
43	GRADING AND SHAPING OF SHOULDERS (SPECIAL)	FOOT	4560	\$1.00	\$ 4,560	\$ 1.00	\$ 4,560.00	\$ 1.50	\$ 6,840.00	\$ 1.70	\$ 7,752.00
44	PARKWAY RESTORATION (SEEDING)	SO YD	845	\$15.00	\$ 12,675	\$ 8.50	\$ 7,182.50	\$ 12.50	\$ 10,562.50	\$ 13.50	\$ 11,407.50
45	HOT-MIX ASPHALT DRIVEWAY SURFACE REMOVAL AND REPLACEMENT	SO YD	466	\$40.00	\$ 18,640	\$ 35.00	\$ 16,310.00	\$ 50.00	\$ 23,300.00	\$ 89.24	\$ 41,706.64
46	NON-SPECIAL WASTE DISPOSAL	CU YD	20	\$75.00	\$ 1,500	\$ 50.00	\$ 1,000.00	\$ 105.55	\$ 2,111.00	\$ 220.50	\$ 4,410.00
47	REGULATED SUBSTANCES PRE-CONSTRUCTION PLAN	L SUM	10	\$500.00	\$ 5,000	\$ 3,500.00	\$ 3,500.00	\$ 2,300.00	\$ 2,300.00	\$ 2,500.00	\$ 2,500.00
48	ON SITE MONITORING OF REGULATED SUBSTANCES	CAL	10	\$250.00	\$ 2,500	\$ 1,000.00	\$ 1,000.00	\$ 900.00	\$ 9,000.00	\$ 1,500.00	\$ 15,000.00
49	REGULATED SUBSTANCES FINAL CONSTRUCTION REPORT	L SUM	1	\$1,500.00	\$ 1,500	\$ 1,250.00	\$ 1,250.00	\$ 2,300.00	\$ 2,300.00	\$ 3,000.00	\$ 3,000.00
50	SOIL DISPOSAL ANALYSIS	EACH	1	\$1,000.00	\$ 1,000	\$ 2,250.00	\$ 2,250.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
51	TRAFFIC CONTROL AND PROTECTION, STANDARD 701501	L SUM	1	\$1,000.00	\$ 1,000	\$ 3,374.732	\$ 3,374.732	\$ 35,033.75	\$ 35,033.75	\$ 44,000.00	\$ 44,000.00
52	TRAFFIC CONTROL AND PROTECTION, STANDARD 701801	L SUM	1	\$35,733.50	\$ 35,733.50	\$ 100.00	\$ 100.00	\$ 1,500.00	\$ 1,500.00	\$ 285.00	\$ 285.00
	Total			\$622,575	\$622,575	\$ 570,000.00	\$ 570,000.00	\$ 675,000.00	\$ 675,000.00	\$ 838,348.14	\$ 838,348.14

Engineer's Estimate of Cost Option 1 \$585,000
 Bidder's Proposal as read Option 1 \$ 535,000.00
 Bidder's Proposal as corrected Option 1 \$ 622,020.00
 \$ 704,300.64

Engineer's Estimate of Cost Option 2 \$622,575
 Bidder's Proposal as read Option 2 \$ 570,000.00
 Bidder's Proposal as corrected Option 2 \$ 675,000.00
 \$ 838,348.14