



**CITY OF PROSPECT HEIGHTS
CITY COUNCIL WORKSHOP AGENDA**

July 14, 2014. 6:30 PM
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

AMENDED Agenda

I. CALL TO ORDER

II. ROLL CALL

III. CLOSED SESSION

IV. STAFF AND ELECTED OFFICIALS REPORTS

Interim City Administrator – William Balling

Finance Director – Stephanie Hannon

a. Treasurer's Report

Director, Building & Zoning - Steve Skiber

Public Works Director – Steve Cutaia

Acting Assistant to the City Administrator – Pardeep Deol

a. Discussion of a Proposed "Cruise Night" Community Event

Aldermen:

John Styler

Pat Ludvigsen

Scott Williamson

Bree Higgins

Luis Mendez

Mayor

Nicholas J. Helmer

- V. ADOPTION OF CONSENT AGENDA** - All items listed on the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless an Alderman or citizen so requests, in which event the item will be removed from the general order of business and considered under the Approval of Exceptions.
- A. Approval of a Resolution Authorizing Settlement of certain claims regarding the 2011 Road Project.
- B. Resolution Appointing Interim City Administrator William Balling as First Alternate Delegate to the Northwest Municipal Conference. (NWMC)

C. Resolution Appointing Interim City Administrator William Balling as First Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC)

D. Resolution Appointing Finance Director Stephanie Hannon as Authorized Agent of the Illinois Municipal Retirement Fund (IMRF).

E. Approve Quote from Currie Motors Fleet to purchase 2015 Ford Utility Police Interceptor All Wheel Drive Vehicle units not to exceed \$26,192.00 (Chief Dunne)

F. Approve REMPE-SHARPE quote to inspect three bridges in the amount of \$2,300.00. (Public Works Director Cutaia)

G. Approve Landscape Concept Management quote to remove and trim large trees in the amount of \$37,594.00. (Public Works Director Cutaia)

VI. SCHEDULED BUSINESS

H. Briefing and Request for City Participation in the Chicago Wilderness Green Infrastructure Plan mapping project. (Natural Resource Commission)

I. City request to COMCAST to assess and collect the PEG fee. (Treasurer Tibbits)

VII. APPROVAL OF EXPENDITURES

J. Approval of Warrants

General Fund	\$136,690.90
MFT Fund	\$521.00
Palatine/Milwaukee TIF	\$13,009.21
Tourism District	\$62,767.90
Development Fund	\$804.46
DEA Fund	\$115.53
Solid Waste Fund	\$68,241.98
SS Area #1	\$0.00
SS Area #2	\$0.00
SS Area #3	\$0.00
SS Area #4	\$0.00
SS Area #5	\$123.26
SS Area #8 – Levee Wall #37	\$322.87
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$1,612.78
Road Construction Debt	\$450.00
Water Fund	\$25,899.58
Parking Fund	\$2,013.71
Road/Building Bond Escrow	\$1,500.00
TOTAL Expenditures	\$314,073.18
6/27/14 PAYROLL	\$124,616.93
JUNE 2014 IMRF	\$18,162.33
TOTAL	\$456,852.44

VIII. COMMITTEE APPOINTMENTS

K. Appointment of Administrative Assistant/Deputy Clerk Karen Schultheis as City Representative to the Tourism Board.

IX. ADJOURNMENT

AMENDED - Posted: July 11, 2014 10 AM by Karen Schultheis, Deputy Clerk

This meeting will be televised on the following Prospect Heights Cable Channels:

Comcast and WOW Channel 17 and AT&T U-verse Channel 99



To: Mayor Nicholas J. Helmer and City Council

From: Stephanie Hannon, Finance Director

Date: July 10, 2014

Re: May 2014

The City is currently \$574,834 ahead of last year in net income due to a repayment of the SSA #8 loan for \$100,000 increasing income compared to last year and the \$400,000 loan given to SSA #8 decreasing expenses compared to last year. The City also paid for the workers compensation and liability insurance one month later than last year.

The City is currently \$55,953 ahead of budget due to a one month lag in the payment of medical insurance expenses and workers compensation and liability insurance. The City is expected to be at budgeted levels for the FY2014-15 year.



City Council Workshop

Meeting Date: July 14, 2014
Item: Appointments to IMRF, SWANCC, NWMC
Staff Contact: William Balling, Interim Administrator

Purpose:

The purpose is to introduce three resolutions for appointments to municipal, intergovernmental agencies in which the City is a member.

Background:

These municipal organizations require municipalities to approve a resolution appointing certain individuals to serve as an authorized agent and delegate. In this particular case; IMRF, SWANCC, and NWMC are seeking a resolution. I have designated Stephanie Hannon to serve as an authorized agent for the IMRF; and I will serve as Alternate delegate for SWANCC and NWMC.

Financial Impact:

None.

Recommendation:

It is my recommendation to approve the resolutions at the July 14, 2014 City Council Workshop.

Enclosures:

- Resolution appointing an authorized IMRF agent (Hannon)
- Resolution appointing a Director and Alternate Directors to SWANCC (Balling)
- Resolution appointing a Delegate and Alternate Delegate to NWMC (Balling)

B

RESOLUTION R-14-11

**A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE
DELEGATE TO:
THE NORTHWEST MUNICIPAL CONFERENCE**

WHEREAS, the bylaws of the Northwest Municipal Conference (hereinafter "NWMC") requires members to appoint the Mayor, President or Supervisor as Director and Alternate Directors of its choosing to the Board.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS,

Section 1. The Mayor and City Council of the City of Prospect Heights appoints Nicholas J. Helms as the City's Delegate to the NWMC and appoints Interim Administrator William Balling, as its first Alternate Delegate and Patrick Ludvigsen, Ward 4, as its second Alternate Delegate, in each case for a term expiring April 30, 2015, or until his/her successor is appointed.

PASSED AND APPROVED this 14th day of July, 2014.

ATTEST:

Mayor

City Clerk

AYES:

NAYS:

ABSENT:

C

RESOLUTION R-14-12

**A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE
DELEGATE TO:
THE SOLID WASTE AGENCY OF NORTHERN COOK COUNTY
(SWANCC)**

WHEREAS, the bylaws of the Solid Waste Agency of Northern Cook County (hereinafter "SWANCC") requires members to appoint a Director and Alternate Directors to the Board.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS,

Section 1. The Mayor and City Council of the City of Prospect Heights appoints Nicholas J. Helms as the City's Director on the Board of Directors and appoints Interim Administrator William Balling, as its first Alternate Director and Brigitte "Bree" Higgins, Ward 5, as its second Alternate Director, in each case for a term expiring April 30, 2015, or until his/her successor is appointed.

PASSED AND APPROVED this 14th day of July, 2014.

ATTEST:

Mayor

City Clerk

AYES:

NAYS:

ABSENT:

D

RESOLUTION R-14-13

**A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE
DELEGATE TO:
THE ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

WHEREAS, Article VII Section 10, of the 1970 Illinois Constitution Authorizes the City to contract with individuals, associations, and corporations, in any manner not prohibited by law or ordinance; and

WHEREAS, the Illinois Municipal Retirement Fund (IMRF) requires the appointment of an authorized agent; and

WHEREAS, such agent may exercise the powers contained in the Illinois Pension Code, 40 ILCS 5/7-135 as set forth herein and as may be amended thereafter; and

WHEREAS, it is in the best interest of the City to appoint the Finance Director, Stephanie L. Hannon, as the authorized agent of the City to perform all duties related to the administration of the Illinois Municipal Retirement Fund for the City of Prospect Heights and shall have all powers and duties contained in the in the Illinois Pension Code, 40 ILCS 5/7-135.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, that Finance Director, Stephanie L. Hannon, be authorized to execute and the City Clerk is to certify, Illinois Retirement Fund Form 2.20 "Notice of Appointment of Authorized Agent" a copy of which is attached hereto and make part of Exhibit "A" and submit the form to IMRF.

PASSED AND APPROVED this 14th day of July, 2014.

ATTEST:

Mayor

City Clerk

AYES:

NAYS:

ABSENT:

E



Prospect
Heights

City Council Workshop

Meeting Date: July 14, 2014

Item: Purchase Vehicle – Justice Assistance Grant (JAG) Funds

Motion: I move to accept the quote from Currie Motors Fleet to purchase one 2015 Ford Utility Police Interceptor All Wheel Drive units for the amount of \$26,192.00

Staff Contact: James J. Dunne, Chief of Police

Purpose:

The purpose of this memo is to request approval to purchase one new unmarked investigators vehicle for the covert operations, investigative purposes and to fulfill the mission outlined in the Grant Proposal.

Background:

We have been awarded \$26,000 in Grant Funding for the purchase of a new unmarked vehicle to assist in Gang/Substance Abuse, Prevention, Education and Enforcement Programs.

Financial Impact:

The quotation is for \$26,192.00 for the vehicle. \$190 will be funded by Prospect Heights. \$26,000 is funded by the grant.

Recommendation:

Approve Purchase

Votes Required to Pass:

Majority Vote

Enclosures:

SPC 2015 Ford Utility Police Interceptor AWD Contract #122

JAG Grant Award

JAG Grant Application



**2015 Ford Utility Police Interceptor AWD
Contract # 122**



Currie Motors Fleet

"Nice People To Do Business With"

**Your Full-Line Municipal Dealer
www.CurrieFleet.com**

GOOD THRU: November 08, 2014



Optional Equipment:

☐	3.5L V-6 Ecoboost	\$3,120.00
☐	Spot Light Drivers Side Incandescent	\$215.00
☐	Daytime Running Lights	\$38.00
☐	Spot Light Drivers Side LED Bulb	\$395.00
☐	Dual Spot Lights Incandescent	\$298.00
☐	Dual Spot Lights LED Bulb	\$527.00
☐	Code3 Light Bar – loose shipped *New Pricing	\$1,349.00
☐	Whelen Light Bar – loose shipped	\$1,475.00
☐	Control Box For Lights – loose shipped	\$175.00
☐	Two Tone Vinyl Package	\$794.00
☐	4-Doors/Roof Accent Paint	\$1,795.00
☐	Vinyl Word Wrap "Police"	\$726.00
☐	16" Push Bumpers	\$665.00
☒	18" Full Wheel Face Covers	\$51.00
☐	Pre-wiring grill lamp, siren, speaker	\$50.00
☐	100 Watt siren/speaker	\$300.00
☐	Keyed Alike	\$44.00
☐	Ballistic drivers door panel	\$1,448.00
☐	Ballistic front door panels	\$2,794.00
☒	Rear view camera	\$503.00
☐	Sync & Reverse sensing	\$529.00
☐	Lockable gas cap	\$20.00
☐	Blind spot monitoring-requires Sync	\$490.00
☒	Remote keyless entry n/a with keyed alike	\$255.00
☐	Reverse sensing	\$254.00
☐	Engine block heater	\$35.00
☐	1 st /2 nd row carpet	\$107.00
☐	Rear handles & locks inoperable	\$35.00
☐	Rear window switches delete	\$35.00
☐	Hidden door lock plunger	\$119.00
☐	Remappable (4) switches	\$155.00
☐	Rear console plate	\$35.00
☐	Auxiliary A/C	\$568.00
☒	Radio suppression straps	\$135.00
☒	Dark car feature (courtesy lights inop)	\$50.00
☒	Over-ride switch	\$285.00
☒	All weather mats	\$100.00
☐	Prisoner partition – loose shipped	\$705.00
☐	Prisoner rear seat/barrier – loose shipped	\$1,250.00
☐	Rustproof & Undercoat	\$395.00
☐	Remote start	\$450.00
☐	Scotch guard	\$125.00
☐	Roof rack side rails	\$100.00
☒	Hidden door lock plunger w/inop handles	\$279.00
☒	Dome lamp red/white cargo area	\$43.00

	• (1) 10-amp siren/speaker circuit engine cargo area • Rear hatch/cargo area wiring-supports up to (6) rear LED lights Recommend police wire harness connector kits 47C & 21P	
☐	Cargo Wiring Upfit Package-not available with Interior Upgrade Package • Rear Console Mounting Plate • Wiring overlay harness w/lighting & siren interface connections • Vehicle engine harness: 2-light connectors, 2-grill light connectors, 2-50 amp battery ground circuits in power junction box, 2-10 amp siren/speaker circuit • Whelen lighting PCC8R control head • Whelen PCC8R Light Relay Center • Whelen specific cable connects PCC8R to control head • Pre-wiring for grill lights siren and speaker (not available with 65U 67H and 67U)	\$1,139.00
☐	Ready for the Road Package-not available with Interior Upgrade Package All-in Complete Package-Includes Police Interceptor Packages 66A 66B 66C plus • Whelen Cencom light controller • Whelen Cencom relay center/siren amp with traffic advisor • Light controller/relay Cencom wiring • Grille LED Lights • 100 Watt Siren/Speaker • (9) I/O digital Serial Cable (console to cargo) • Hidden door lock plunger & rear door handles inoperable • Rear console mounting plate (not available with 66A 66B 66C 67G 67U)	\$3,102.00

Optional Maintenance & Warranty Coverage:

☐	ESP Extended Warranty Extra Care 5-Year 60,000 miles *NEW PRICING	\$1,035.00
☐	ESP Extended Warranty Base Care 5-year 100,000 miles	\$1,710.00
☐	ESP Limited Maintenance Plan 75,000 miles, 5000 mile interval	\$754.00
☐	ESP Limited Maintenance Plan 100,000 miles, 5000 mile interval	\$882.00
☐	ESP Limited Maintenance Plan 125,000 miles, 5000 mile interval	\$1,163.00
	ESP Limited Maintenance Plan	



Please enter the following:

Agency Name & Address

Prospect Heights Police Dept.
14 E. Camp McDonald Rd
Prospect Heights IL 60070

Contact Name

James Dunne

Phone Number

847-456-3124

Purchase Order Number

PO#-0626

Total Dollar Amount

26,192⁰⁰

Total Number of Units

1

Delivery Address

SAA

Please submit P.O. & tax exempt letter with Vehicle Order:

Currie Motors

9423 W. Lincoln Hwy

Frankfort, IL 60423

PHONE: (815) 464-9200 FAX: (815) 464-7500

CurrieFleet@gmail.com

Contact Person: Tom Sullivan

IF WE HAVE MISSED AN OPTION, PLEASE CONTACT OUR OFFICE.
COMPLETE UNITS IN STOCK FOR IMMEDIATE DELIVERY, CAN BE VIEWED
ON OUR WEBSITE WWW.CURRIEFLEET.COM



F

**Prospect
Heights**
City Council Meeting
Agenda Item No:

Meeting Date: July 14, 2014

Item: Inspect three bridges

Motion: I move to accept the quote from REMPE-SHARPE to inspect three bridges in the amount of \$2,300.00.

Staff Contact: Steven L. Cutala, Public Works Director

Purpose:

The purpose of this memo is to request approval of the quote from REMPE-SHARPE to inspect three bridges in the amount of \$2,300.00.

Background:

There is one bridge that is required by the Illinois Department of Transportation (IDOT) to be professionally inspected. The bridge (#016-2285) is located on the 600 block of North Maple. This bridge was last inspected in 2014 and is not due to be re-inspected for a few years.

Although the City also has three other bridges in our jurisdiction that is under our authority. They are located at the 40 block of Glenbrook, 5 block of Stonegate Drive (South) and 33 Stonegate Drive (North). Staff is not aware if these bridges have ever been inspected. Although these bridges are not required to be inspected, I strongly suggest that we proceed with an inspection to ensure these structures are safe.

Financial Impact:

The proposal is for \$2,300.00. Staff approached seven contractors. No other quotes were submitted.

Recommendation:

Based upon the specialization and importance of this, staff recommends accepting the quote from REMPE-SHARPE to inspect three bridges in the amount of \$2,300.00.

Votes Required to Pass:

Majority vote

Enclosures:

Copy of Proposal and PO



REMPE-SHARPE
& Associates, Inc.

Principals

J. Bibby	P.E. S.E.
D. A. Watson	P.E.
B. Bennett	P.E. CFM
J. Whitt	Prin. P.L.S. CFM
T. Whitt	P.E.

CONSULTING ENGINEERS
324 West State Street
Geneva, Illinois 60134
Phone: 630/232-0827 -- Fax: 630/232-1629

May 30, 2014

City of Prospect Heights
Public Works Department
8 North Elmhurst Road
Prospect Heights, IL 60070-6070

Attn: Mr. Steven L. Cutaia

Re: Routine Bridge Inspection
Three (3) Non-IDOT Regulated Bridges

Dear Mr. Cutaia,

Rempe-Sharpe and Associates is pleased to submit this proposal for the upcoming bridge inspection assignment for the City of Prospect Heights. This task shall be reviewed by our experienced staff of Licensed Structural Engineers and Certified Bridge NBIS Program Managers. Our scope of professional engineering services, schedule, deliverables and fee structure shall be as outlined below:

A. SCOPE OF PROFESSIONAL SERVICES

1. NBIS Structural Inspection Report

The routine or special feature inspection shall include review of any structural cracking, spalling, or corrosion of reinforcing, imbedded attachments, rails or guardrails. Rempe-Sharpe acknowledges that we will act as the NBIS Program Manager for the referenced bridge structure until the next requisite inspection cycle.

Inspection reports for three (3) bridges located at 40 Block of Glenbrook Drive, 5 Block of Stonegate Drive West (South) and 33 Stonegate Drive West (North) in 10 working days for a Lump Sum fee of\$2,300.00

B. EXCLUSIONS

Excluded from the fee are any materials testing, load rating calculations and all future construction drawings, specifications and construction phase professional service, equipment rental or use of any inspection resources not listed on previously posted IDOT special feature or routine inspection reports.

City of Prospect Heights
Mr. Steven L. Cutaia

SN016-8285 Bridge Inspection
May 30, 20134
Page 2 of 6

C. ADDITIONAL SERVICES

Owner shall pay Engineer for any Additional Services rendered under this Agreement as follows:

- For additional services which are performed by the Engineer and his Staff, the Owner shall pay the Engineer at the Engineer's Hourly Rates and Expense Charges as stipulated in EXHIBIT "A" attached to this Agreement. Full payment shall be due and payable upon receipt of a detailed statement from the Engineer.
- For additional services which are not normally performed by the Engineer and are subcontracted to other parties, the Engineer shall be paid all his actual costs and expenses. Full payment shall be due and payable upon receipt of a detailed statement from the Engineer.

D. DEFINITION OF DIRECT PROJECT EXPENSES

Direct Project Expenses shall mean the actual expenses incurred by the Engineer directly or indirectly in connection with the Project for subsistence and transportation costs, postage, reproduction of reports, Drawings, Specifications and similar project related documents.

E. PERIOD OF SERVICE

Upon execution of this Agreement, the Engineer shall proceed with the performance of the Engineering Services specified herein, and shall deliver NBIS Inspection Report for Reinking Road in fifteen (15) working days.

F. OWNER'S RESPONSIBILITIES

Provide all criteria and full information as to the Owner's requirements for the Project, including design objectives and constraints, performance requirements, and any budgetary limitations.

Assist the Engineer by placing at his disposal all available information pertinent to the Project including previous reports and any other data relative to the Project.

Arrange for access to and make all provisions for the Engineer to enter the sites.

G. TERMINATION

This Agreement may be terminated by Owner at its sole discretion upon thirty (30) days written notice. In addition, the Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. In the event of termination

City of Prospect Heights
Mr. Steven L. Cutala

SN016-8285 Bridge Inspection
May 30, 20134
Page 3 of 6

hereunder, Engineer shall be paid for all services actually performed to the date of termination.

H. GENERAL CONSIDERATIONS

1. REUSE OF DOCUMENTS

All documents including Drawings and Specifications prepared by Engineer pursuant to this Agreement are instruments of service in respect of the Project. They are not intended or represented to be suitable for reuse by Owner or others on extension of the Project or on any other project. Any reuse without written verification or adaptation by Engineer for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Engineer; and Owner shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising or resulting therefrom. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by Owner and Engineer.

2. CONTROLLING LAW

This Agreement is to be governed by applicable laws of the State of Illinois.

3. SUCCESSORS AND ASSIGNS

Owner and Engineer each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party, in respect to all covenants, agreements and obligations of this Agreement.

Neither Owner nor Engineer shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except as stated above and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assigner from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Engineer from employing such independent consultants, associates, and subcontractors as he may deem appropriate to assist him in the performance of services hereunder.

Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Owner and Engineer.

We propose to perform the above basic engineering labor services as stated and provide related direct project expenses such as printing, travel, etc. at our cost with the total compensation fee for said basic services not to exceed the total lump sum fee stated in Part A of this agreement.

City of Prospect Heights
Mr. Steven L. Cutaia

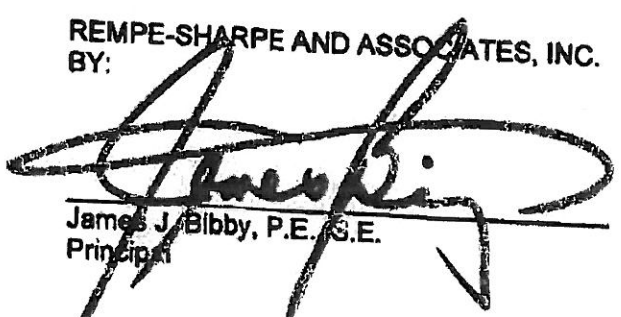
SN016-8285 Bridge Inspection
May 30, 2013
Page 4 of 6

Payment to the Engineer for basic and any additional engineering services rendered as each scope item is completed, upon receipt of a detailed statement from the Engineer.

We wish to express our appreciation and thanks for the consideration you have extended to us in this matter and, if there are any questions regarding this proposal, please feel free to contact us.

Very truly yours,

REMPE-SHARPE AND ASSOCIATES, INC.
BY:


James J. Bibby, P.E., S.E.
Principal

This proposal from Rempe-Sharpe and Associates, Inc. setting forth certain engineering services and fees relative to bridge inspection services is hereby accepted and Rempe-Sharpe is authorized to proceed with engineering services for three (3) bridges located at 40 Block of Glenbrook Drive, 5 Block of Stonegate Drive West (South) and 33 Stonegate Drive west (North).

Signed this _____ day of _____, 2014

By: _____

Attest: _____

EXHIBIT "A"

SCHEDULE OF ENGINEERING SERVICE CHARGES BY REMPE-SHARPE AND ASSOCIATES, INC.

**EFFECTIVE TIME PERIOD FOR THIS SCHEDULE:
JANUARY 1, 2014 TO DECEMBER 31, 2014**

A-1 SCHEDULE OF ENGINEER'S HOURLY RATE CHARGES

<u>EMPLOYEE CLASSIFICATION</u>	<u>MAXIMUM HOURLY RATE</u>
PRINCIPAL ENGINEER	\$129.00/HR
SENIOR PROJECT ENGINEER	\$105.00/HR
PROJECT ENGINEER	\$101.50/HR
DESIGN OR CONSTRUCTION ENGINEER (GRADE 1)	\$95.00/HR
DESIGN OR CONSTRUCTION ENGINEER (GRADE 2)	\$82.00/HR
DESIGN TECHNICIAN (GRADE 1)	\$82.00/HR
DESIGN TECHNICIAN (GRADE 2)	\$86.50/HR
CADD DRAFTING TECHNICIAN (GRADE 1)	\$69.50/HR
DRAFTING TECHNICIAN (GRADE 2)	\$56.50/HR
DRAFTING TECHNICIAN (GRADE 3)	\$43.00/HR
SURVEYING PARTY CHIEF	\$76.50/HR
SURVEYING TECHNICIAN (GRADE 1)	\$62.00/HR
SURVEYING TECHNICIAN (GRADE 2)	\$43.00/HR
CONSTRUCTION INSPECTOR (GRADE 1)	\$78.00/HR
CONSTRUCTION INSPECTOR (GRADE 2)	\$67.00/HR
CONSTRUCTION TECHNICIAN	\$53.00/HR
ADMINISTRATIVE ASSISTANT	\$60.00/HR
CLERK TYPIST	\$46.00/HR

A-2 COMPENSATION FOR DIRECT PROJECT REIMBURSABLE COSTS

THE ENGINEER SHALL BE REIMBURSED AT HIS ACTUAL COST FOR ALL EXPENSES AND/OR COSTS INCURRED DIRECTLY OR INDIRECTLY IN CONNECTION WITH THIS PROJECT, SUCH AS PRINTING, TRAVEL, STAKING SUPPLIES, ETC.

THE ENGINEER'S REIMBURSEMENT FOR TRAVEL EXPENSES SHALL BE IRS STANDARD PER MILE OF TRAVEL.

A-3 COMPENSATION FOR SUB-CONTRACTED SERVICES

THE ENGINEER SHALL BE REIMBURSED FOR ALL COSTS AND EXPENSES INCURRED BY THE ENGINEER FOR ALL SERVICES NOT NORMALLY PERFORMED BY THE ENGINEER WHICH ARE SUB-CONTRACTED TO OTHER PARTIES WITH THE OWNER'S APPROVAL.

City of Prospect Heights Purchase Order/Requisition PO

Billing Address:

City of Prospect Heights
Accounts Payable
8 N Elmhurst Rd
Prospect Heights, IL 60070

Shipping To Address:

8 N. Elmhurst Rd
14 E. Camp McDonald Rd
401 Piper Lane
X

☐ Prepaid Order

City Hall
Police Dept.
Public Works

Tax Exempt # 9975-7745-06

All Invoices Must Be Sent To Above Address
and include P.O.#, Dept, Employee & Order Date
All material shipped must include a packing list with P.O. #

Vendor Name: Rempe-Sharpe Department: PW
Address: 324 West State Street Ordered By: Steve Cutsia
City, State, Zip: Geneva, IL 60134 Date Ordered: 7/8/2014
Attention: James Delivery Date: ASAP
Phone: 630-232-0827

QTY	Description	Unit Cost	Total Cost
	<u>Bridge Inspections</u>		
	<u>Inspect and report on three bridges not required to be inspected by the state of</u>		
	<u>Illinois. The locations shall be 40 block of Glenbrook Drive, 5 Block of Stonegate</u>		
	<u>Drive and 33 Stonegate Drive West</u>		
	<u>This project is to comply with all municipal, county, and state laws and regulations</u>		
	<u>including the state of Illinois prevailing wage regulations(820 ILCS 130)</u>		
			<u>\$2,300.00</u>

Budget Account Number	Amount	Signatures:	Date
-350-5104	2,300.00	Employee	n/a
		Department Head	
		City Administrator	
		Mayor	
		Received By	



Prospect Heights

City Council Meeting
Agenda Item No:

Meeting Date:

July 14, 2014

Item:

Large Tree Maintenance/Removal

Motion:

I move to accept the quote from Landscape Concept Management to remove and trim large trees in the amount of \$37,594.00.

Staff Contact:

Steven L. Cutala, Public Works Director

Purpose:

The purpose of this memo is to request approval to have Landscape Concept Management to remove 29 large trees and trim large trees at the slough (Elmhurst & Hillside) in the amount of \$37,594.00.

Background:

There are many large trees that are either dead or diseased and are in need of removal. Furthermore, there are many unmaintained trees along the slough (Elmhurst & Hillside) that are in need of an aggressive trimming, in which staff cannot address.

Financial Impact:

The proposal is for \$37,594.00 (under budget) which is budgeted in the 2014-15 budgets. Staff approached seven contractors. Other than Landscape Concepts Homer's Tree Service responded by submitting an estimate of \$48,620.00.

Recommendation:

Based upon the specialization and importance of this, staff recommends accepting the quote from Landscape Concept Management to remove and trim large trees in the amount of \$37,594.00.

Votes Required to Pass:

Majority vote

Enclosures:

Copy of Proposal and PO

City of Prospect Heights Purchase Order/Requisition PO

Billing Address:

City of Prospect Heights
Accounts Payable
8 N Elmhurst Rd
Prospect Heights, IL 60070

Shipping To Address:

8 N. Elmhurst Rd
14 E. Camp McDonald Rd
401 Piper Lane
X

☐ Prepaid Order

City Hall
Police Dept.
Public Works

Tax Exempt # 9975-7745-06

All invoices must be sent to above address and include P.O.#, Dept, Employee & Order Date. All material shipped must include a packing list with P.O.#

Vendor Name: Landscape Concepts

Address : 31745 N Alleghany Rd

City, State, Zip: Greyslake IL 60030

Attention: Travis

Phone:

Department:

Ordered By:

Date Ordered:

Delivery Date:

PW

Steve Cutaia

7/8/2014

ASAP

Vendor Quotes Price

Unit Cost Total Cost

QTY

Description

Large Tree Maintenance (2014 Phase 2)

Remove 29 large trees

Agressive trim back large trees/branches along the slough(Hillside Ave)

This project is to comply with all municipal, county, and state laws and regulations including the state of Illinois prevailing wage regulations(820 ILCS 130)

\$37,594.00

Budget Account Number

Amount

Signatures:

Budget(\$40,000.00)

37,594.00

Employee

n/a

Date

n/a

Department Head

City Administrator

Mayor

Received By



June 30, 2014

**PROPOSAL FOR
WORK ORDER #40194**

**STEVE CUTAIA
CITY OF PROSPECT HEIGHTS
8 N. ELMHURST RD.
PROSPECT HEIGHTS, IL 60070**

DESCRIPTION OF WORK TO BE PERFORMED
Tree removal and Trimming

TREE REMOVAL

Quote #1

Removal of trees and stumps 1-38 on list provided by City of Prospect Heights. \$29,344.00

Quote #2,

Remove all major branches hanging over sidewalk and grass as specified. \$8,250.00

Project Notes

Landscape Concepts Management, Inc. is committed to providing our clients with the highest quality of materials at the best price possible. Work site shall be clean and in an orderly manner at the end of each day of operation.

Payment Schedule

Invoices shall be submitted by LCM identifying each service performed and any additional authorized expenses upon completion, and terms shall be net fifteen (15) days.

WORK ORDER #40194

CITY OF PROSPECT HEIGHTS

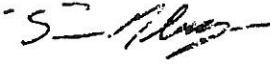
June 30, 2014

PLEASE REMIT PAYMENT TO: Landscape Concepts Management, Inc. 31745 N. Alleghany Rd.,
Grayslake, IL 60030

Balances unpaid after thirty (30) days from date of invoice are subject to a late payment charge of 1.5% per month. Customer shall pay LCM's reasonable attorneys fees, expenses and costs incurred in collection of any outstanding invoices or enforcing any of the provisions of this Agreement, regardless of whether a legal action is initiated. Jurisdiction for any issue litigated under this contract shall be in Lake County, Illinois.

This proposal supersedes any previous proposals. Unless specifically agreed to by the customer, the terms, including prices, contained in this proposal are subject to renegotiation after two(2) weeks from the submitted date of proposal. After 14-days, you must contact LCM. If acceptable, please initial the payment schedule, and sign below.

If this Work Order is cancelled or the materials modified, specified herein, a charge will be incurred in an amount equal to 60% of the Work Order value to cover the expense associated with the materials.

By 
Travis Glay 001403

By _____

Date June 30, 2014
**LANDSCAPE CONCEPTS
MANAGEMENT, INC.**

Date _____

H



City Council Workshop

Meeting Date: July 14, 2014
Item: Participation in the mapping project of Chicago Wilderness
Staff Contact: William Balling, Interim Administrator on behalf of the Natural
Resource Commission

Purpose:

The natural Resources Commission wishes to give City Council a brief progress report on activities to date. The commission is also requesting City participation in the Chicago Wilderness Green Infrastructure Plan mapping project.

Background:

This Natural Resources Commission has organized volunteers to address the natural habitat of the City and have addressed invasive species in the slough area. They also are working with ComEd to restore natural areas on Com Ed properties and have received Com Ed funding for this initiative. The Commission now desires to participate in the Chicago Wilderness mapping initiative which will require some technical assistance from the City Engineer and GIS resources available. The Commission is seeking endorsement from Council including additional financial support, the level of which is still being investigated.

Financial Impact:

Direct labor costs for services required of the City Engineer, the costs of which are being investigated.

Recommendation:

It is the Commission recommendation to support the mapping project subject to the City Administrator identifying the cost and budget for same.

Enclosures:

1. Letter from the Natural Resources Commission
2. Letter from Chicago Wilderness dated May 30, 2014

City Council,

Members of the Natural Resources Commission will be presenting an opportunity for Prospect Heights to participate in a mapping project through the Chicago Wilderness nonprofit group. They are compiling a map and inventory of Prospect Heights and its surrounding community's "green infrastructure," which includes all natural areas and wetlands within Prospect Heights. They will then use this information to help us identify opportunities for sustainable localized green infrastructure strategies that utilize natural processes to reduce watershed impacts to the Des Plaines River as well as reduce problematic flooding within Prospect Heights.

We are requesting any GIS or geodatabase data available of the following features: Storm, sanitary, and combined sewer and inlet locations; vacant parcels; planned major capital development and utility infrastructure projects; planned major road and parking lot construction and reconstruction projects; planned streetscape projects; and stormwater problem areas.

Prospect Heights' participation in this mapping project will help us show dedication to valuing our green space, which will help us receive grants to help protect and restore our natural areas in the future.

Sincerely,

Kari Spiegelhalter
Secretary, Prospect Heights Natural Resources Commission





May 30, 2014

Steve Cutaia
City of Prospect Heights
City Hall
8 N. Elmhurst Road
Prospect Heights, IL 60070

Dear Mr. Cutaia:

As you may know, Chicago Wilderness is working with you and your neighboring communities to develop a Green Infrastructure Plan for your sub-region of the Des Plaines River basin. This project is being funded under a grant from Boeing and is being assisted by Chicago Wilderness members, including Illinois Department of Natural Resources, The Field Museum, Conservation Design Forum, Geosyntec Consultants, The Wetlands Initiative, and the Northeast Illinois Invasive Plant Partnership (NIIPP).

In the context of this project, green infrastructure is being evaluated at two levels. The first level is to develop a map and inventory of "core green infrastructure". This will focus on an interconnected network of public and private open space and natural resources that conserves ecosystem functions, sustains clean air and water, and provides trails and greenways that benefit people and wildlife. This mapping is being developed by an advisory committee of natural resource experts and will be shared with local communities when an initial draft is completed.

The second level is to identify opportunities for sustainable localized green infrastructure strategies such as bioretention basins and planters, permeable paving, and naturalized parks that utilize natural processes to reduce watershed impacts to the Des Plaines River, its tributaries, and other aquatic resources as well as to reduce the nuisance and damage caused by flooding. Sustainable green infrastructure strategies can be readily integrated with municipal grey infrastructure (pavement and utilities), landscape, and streetscape projects within and outside the right of way. Green infrastructure projects also integrate well with brownfield clean up and redevelopment projects where soil that must be removed can be replaced with more permeable materials that absorb stormwater runoff. By using green infrastructure strategies as an alternative to or supplement to grey infrastructure, communities have an opportunity to retrofit their urban landscapes while revitalizing their central business districts and urban neighborhoods. In addition, there are numerous funding sources available to assist in the design and construction of integrated green infrastructure projects.

To assist you and the Chicago Wilderness team in identifying potential locations to implement stormwater green infrastructure, we are asking that you provide any of the

following mapping and information you may have available for your community. We request these data as GIS shapefiles or geodatabase features unless they are only available in other forms:

- Storm, sanitary, and combined sewer and inlet locations.
- Vacant parcels
- Planned major capital development and utility infrastructure projects, including sewer main, water main, storm sewer, etc.
- Planned major road and parking lot construction and reconstruction projects, including full depth pavement replacement, curb replacement and similar major work.
- Planned streetscape projects
- Stormwater problem areas, including flooding, nuisance ponding areas, etc.

This information will be used to identify and map potential locations where urban green infrastructure best management practices (BMP) could be integrated with other municipal projects and/or locations and where green infrastructure could be implemented to solve drainage and flooding problems.

- If you have any questions regarding this data request, please contact Tom Price at Conservation Design Forum (TPrice@cdfinc.com, 630-559-2004).
- If you have questions related to mapping data formats, please contact Mark Johnston at The Field Museum (mjohnston@fieldmuseum.org 312-665-7415).

For any questions about this project in general please do not hesitate to contact us.

Sincerely,

Nancy Williamson
Illinois Department of Natural Resources
& Green Infrastructure Task Force Co-Chair
815-263-9857 (office/mobile)
nancy.williamson@illinois.gov

Chris Mulvaney
Chicago Wilderness
Manager of Restoration & Green Infrastructure Programs
773-417-6257 (office/mobile)
chris.mulvaney@chicagowilderness.org

I



City Council Workshop

Meeting Date: July 14, 2014
Item: City Request to COMCAST to assess and collect the PEG fee
Staff Contact: Richard Tibbits, City Treasurer

Purpose:

The city is required to request to COMCAST that the PEG fee be assessed to customers and remitted to the City

Background:

COMCAST franchising Agreement obligations require COMCAST, if requested to assess and collect a PEG fee and remit same to the City for services related to public access and education developed for the system. The city Treasurer believes its office has a responsibility to collect all amounts due to the municipality but before being due the City must asked that it be collected by COMCAST. The fee is \$0.35 per customer per month or \$4.20 per customer per year.

Financial Impact:

None.

Recommendation:

It is the City Treasurer's recommendation to request that COMCAST collect this fee from its customers and remit to the City once collected.

Enclosures:

- Resolution appointing an authorized IMRF agent (Hannon)
- Resolution appointing a Director and Alternate Directors to SWANCC (Balling)
- Resolution appointing a Delegate and Alternate Delegate to NWMC (Balling)

APPROVAL OF WARRANTS

J

7/14/14-COUNCIL MEETING		
<u>Checks</u>		
General Fund	\$ 136,690.90	
MFT Fund	521.00	
Palatine/Milwaukee TIF	13,009.21	
Tourism District	62,767.90	
Development Fund	804.46	
DEA Fund	115.53	
Solid Waste Fund	68,241.98	
S S Area #1		
S S Area #2		
S S Area #3		
S S Area #4		
S S Area #5	123.26	
S S Area #8 - Levee Wall #37	322.87	
S S Area-Constr#6(Water Main)		
S S Area-Debt#6		
Road Construction	1,612.78	
Road Construction Debt	450.00	
Water Fund	25,899.58	
Parking Fund	2,013.71	
Road/Building Bond Escrow	1,500.00	
TOTAL	\$ 314,073.18	
<u>Wire Payments</u>		
6/27/14 PAYROLL	124,616.93	
JUNE 2014 IMRF	18,162.33	
Total Warrant	\$ 456,852.44	

K



City Council Workshop

Meeting Date: July 14, 2014
Item: Appointment to the Tourism district board
Staff Contact: William Balling, Interim Administrator

Purpose:

The Tourism District is governed by a Board of which the City has representation. Mayor Helmer wishes to appoint Karen Schultheis, Administrative Assistant as a Representative of the City.

Background:

The City is actively involved in the Administration of the Tourist District including policy decision on allocation of funds for improvements within the District. The city and the Hotels are voting members of the District Board. The Mayor is appointing Karen Schultheis as the City representative.

Financial Impact:

None.

Recommendation:

It is the Mayor's intention to appoint Karen Schultheis to the Tourism Board at the July 14, 2014 City Council Meeting and Workshop.

Enclosures:

None