

STATE OF ILLINOIS
BEFORE THE
JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY

Resolution # 22

A Resolution to Adopt a Purchasing Policy

WHEREAS the Counties of Jo Daviess and Carroll established the Jo-Carroll Depot Local Redevelopment Authority, "LRA," on August 20, 1998 by an Intergovernmental Agreement, AND

WHEREAS, the LRA seeks to be a good steward of the funds entrusted to it in

accordance with the Intergovernmental Agreement and the Memorandum of Agreement with the Army signed August 22, 2003, by conserving and using said funds wisely, AND

WHEREAS, there is a public benefit to the citizens and property owners of Jo Daviess and Carroll Counties when competitive practices are used to acquire services, materials, equipment and supplies essential to the mission of the LRA.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY:

Section 1. The Policy on Purchases for the LRA, a copy of which is attached hereto and incorporated herein by reference, is approved as the policy of the LRA.

Section 2. This Resolution shall be effective immediately.

Ayes: 8

Nays: 0

Absent: 0

Passed this 14th day of November, 2009 by the Board of Directors of the Jo-Carroll Depot Local Redevelopment Authority.

William S. McFarland
Chairman

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Secretary

Dawn Hall

November 1, 2009.

In testimony whereof, I have herunto set my hand at Savanna, Illinois this 14th day of

I, Dawn Hall, Secretary of the Jo-Carroll Depot Local Redevelopment Authority, keeper of the records and files thereof in accordance with law; do hereby certify the foregoing Resolution was passed by the Board of Directors at its regular meeting held at Savanna, Illinois on the date aforesaid in accordance with law.

State of Illinois)
County of Carroll)
) ss.
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Policy on Purchases Made on Open Market

1. **Open Market Purchasing.** All purchases of supplies, equipment, and contractual services of less than the amount that requires competitive bids may be made in the open market without public notice and without observing the procedure described in the Competitive Bid Process contained in Resolution #21.

2. **Price Quotations:** When estimated cost is in excess of \$2,500 and less than the amount that requires the Competitive Bid Process, at least three competitive price quotations shall be solicited from vendors by mail, email or phone.

3. **Records:** A written record shall be kept of:

1. The name of all vendors asked to provide price quotations.

2. The name of each vendor and his price quote.

3. When applicable, why fewer than 3 price quotes were available.

4. **Committee Action Required.** The price quotes shall be presented by staff with a recommendation for selection to the appropriate LRA committee.

5. **Standards for Selection.** The recommendation of vendor shall be based on a consideration of price and:

A. The ability, capacity and skill of the vendor to provide the supplies, equipment and service required.

B. Whether the vendor can provide the supplies, equipment and service promptly, or within the time specified, without delay or interference.

C. The character, integrity, reputation, judgment, experience and efficiency of the vendor.

D. The quality of performance of the vendor under previous contracts.

E. The previous and existing compliance by the vendor with laws and ordinances relating to the contract.

F. The sufficiency of the financial resources and ability of the vendor to perform the contract.

G. The quality, availability and adaptability of the supplies, equipment and service to be provided for the particular use required.

H. The ability of the vendor to provide future maintenance and services if such is required.

I. The number and scope of conditions attached to the quote.

Competitive Bid Process: Nothing in this policy bars the LRA from following the process for Competitive Bids when estimated cost falls below the amount that requires competitive bids.

Applicability of Policy. This policy shall apply to all persons making purchases on behalf of the LRA, including LRA staff and the independent waste water treatment plant, "water and sewer," contractor. It may be applied to other independent contractors as the LRA from time to time deems necessary.

**JO-CARROLL DEPOT LRA BOARD OF DIRECTORS
MEETING MINUTES
NOVEMBER 4, 2009**

I. CALL TO ORDER: Chairman Bill McFadden called the board meeting to order at 3:46 p.m. on Wednesday, November 4, 2009 at the Jo-Carroll Depot LRA Conference Room, 3651 Crim Dr. Ste. 1, Savanna, Illinois.

II. ROLL CALL was answered as follows: Present-Don Crawford, Steve Keffer, John Major, Ed Olds, Ron Smith, Bill Sparboe, Bill Wright and Bill McFadden. Present: 8. Ayes: 8. Nays: 0. Absent: 0. LRA attorney and staff present: Phil Jensen, Diane Komiskey, Mara Roche and Dawn Hall. Guests present: Ole Bly Pace III, counsel for Riverport Railroad.

III. EXECUTIVE SESSION

A motion to enter closed session at 3:47 p.m. as permitted for the following under: 5 ILCS 120/2(c)(1) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, AND 5 ILCS 120/2(c)(6). The setting of a price for sale or lease of property owned by the public body was made by Steve Keffer, seconded by Bill Sparboe. The motion carried by roll call vote as follows: Don Crawford, Steve Keffer, John Major, Ed Olds, Ron Smith, Bill Sparboe, Bill Wright and Bill McFadden. Ayes: 8, Nays: 0.

A motion to exit closed session at 4:39 p.m. was made by Ed Olds, seconded by Bill Sparboe. The motion carried by roll call vote as follows: Don Crawford, Steve Keffer, John Major, Ed Olds, Ron Smith, Bill Sparboe, Bill Wright and Bill McFadden. Ayes: 8, Nays: 0.

At 4:39 p.m. returned to open session. Ole Bly Pace (RRX) and Cindy Irwin (Army) were present.

IV. PLEDGE OF ALLEGIANCE was recited.

V. AGENDA ADDITIONS – none.

VI. CONSENT AGENDA

A. Minutes of Board Meeting regular of October 14, 2009.

B. Minutes of Executive session of October 14, 2009.

A motion to approve the consent items was made by Ed Olds, seconded by Bill Wright. The motion carried by voice vote.

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VII. OLD BUSINESS

A. Committee Reports

1. Finance/Personnel Committee – no meeting; did not have a quorum.

2. Infrastructure Committee

a. Policy on Competitive Bids

b. Trigger for Competitive Bids

c. Purchasing Policy

A motion to adopt Resolution #21—the Policy on Competitive Bids, Resolution #22 the Purchasing Policy and to set the trigger for competitive bids at \$30,000 was made by Ron Smith, Don Crawford seconded. The motion carried by voice vote.

A motion to increase water and sewer rates by 5% (effective January 1, 2010 with new rates to appear on bills issued at the end of the first quarter) was made by Ron Smith, Don Crawford seconded. The motion carried by voice vote.

It was noted that the 2009 revenues had paid for approximately 35% of the expenses.

3. Economic Development Committee – No meeting held.

B. Set Committee Meeting Dates: The November committee meetings are set for Wednesday morning, November 18 and Tuesday morning, December 15, 2009.

VIII. NEW BUSINESS

A. Bills over \$2500 not approved by committee – None submitted.

B. Request to accelerate payments

A motion to grant Riverport Railroad permission to accelerate payment for Building 115 for \$19,977.12 and \$23,135.00 for the acreage with the understanding that the Army has not yet transferred the property to the LRA and that the funds will be used at the LRA's discretion was made by Bill Wright, Ron Smith seconded. The motion carried by voice vote.

C. Foreign Trade Zone Board personnel request – withdrawn.

D. Staff Reports

1. Executive Director – Submitted a written report and called attention to items that she said that some people in region did not realize, that property in the Savannah Depot Park that has been conveyed to the LRA is subject to county regulations and that the Savannah Depot Park is not a municipality; so no municipal taxes may be levied.

She noted that insurance discussions are progressing with Matthew Rippinger regarding finding a new carrier for the property insurance, noted that Port Authority information was in the packets and that she had met with Mayor George Gaullapp of Freeport, who is running for 16th US Congress seat.

2. Property Manager – Three letters from IEPA were submitted for review. Full time employment numbers for the month are 56 which are 4 more than a year ago. A written report was submitted. She noted that we are still losing water and the leak has not been located yet. Reports on Parcel STP (sewer treatment plant) were submitted and reviewed. She noted that an early transfer of Parcel STP has been requested.

3. Bookkeeper – Grand total of LRA money as of 11/2/09 is \$1,813,271.22. October 2009 cash flow \$6,598.88 revenue, \$25,041.31 expenses indicating a difference of \$18,442.43.